



Schenectady County Public Library Board of Trustees Meeting
April 25, 2024 - 6:00 pm
Swanker Room - Karen B Johnson Library

1. Call to Order, Roll Call
2. Public Comment
3. Consent Agenda
 - a. Board of Trustees Meeting Minutes for March 28, 2024
 - b. Finance Committee Meeting Minutes April 16, 2024
 - c. Building Committee Meeting Minutes April 18, 2024
 - d. Approval of Expenditures – Resolution 1
4. Approval of 2023 NYS Annual Report – Resolution 2
5. President’s Report
6. Director’s Report
7. Friends of the Library Report
8. Committee Reports
 - A. Building Committee
 - B. Finance Committee
 - C. Planning Committee
 - D. Policy Committee
 - E. Mohawk Valley Library System representatives
9. New Business
10. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on May 23, 2024 at 6:00 pm in the Swanker Room at the Karen B. Johnson Library.

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 28, 2024

PRESENT: Justin Chaires, Cheryl Cufari, David Fronk, Steve McCutcheon, Julie McDonnell, Jude McQueen, Carmel Patrick (Zoom), Bernice Rivera, Brenda Schworm, Angela Tatem, Madelyn Thorne, Tina Chericoni Versaci

**ABSENT AND
EXCUSED:** Sharon Jordan

STAFF: Charity Thorne, Executive Director; Devon Hedges, Assistant Library Director; Beth DeMidio, Director of Operations; Janice Martin, Board Clerk; Doug Bixler, Support Services Manager; Michelle Dannenhoffer-Cau, Public Services Manger

GUESTS: Laura Baker, Chief Information Officer, Schenectady County; Shirley DeBono, First Vice-President, Friends of the Library; Luke Fitch, Deputy Information Officer, Schenectady County; Michelle Ostrellich, Schenectady County Legislature, Vice-Chair Education & Libraries; Charlene Roman, President, Friends of the Library

Madelyn Thorne called the meeting to order at 6:00 p.m.

PUBLIC COMMENT

- Deborah Noyes, a retired librarian from Schenectady County Public Library and library patron for over 50 years expressed her concerns about the recent news of SCPL withdrawing from the Joint Automation Project.

CONSENT AGENDA

- a. Board of Trustees Meeting Minutes for February 29, 2024
- b. Planning Committee Meeting Minutes March 15, 2024
- c. Finance Committee Meeting Minutes March 21, 2024
- d. Approval of Expenditures – Resolution 1

President Thorne informed the Board that the Central Library Plan had not passed as indicated in the February meeting.

A motion to approve the consent agenda was made by Bernice Rivera, seconded by Steve McCutcheon. Motion passed.

OATH OF OFFICE

- Tina Chericoni Versaci issued the oath of office to trustee Justin Chaires.

PRESIDENT'S REPORT

- After trustees introduced themselves to Justin Chaires, Madeline Thorne introduced two members of the Friends of Library, Charlene Roman, President and Shirley DeBono, First Vice President.

DIRECTOR'S REPORT

Trustees reviewed the written report submitted by Charity Thorne. Executive Director Thorne also highlighted:

- Launch of wireless printing service
- Arrival of the replacement 2nd floor staff copier
- Replacement of the Automated Materials Handling Unit (almost completed)

Discussion ensued regarding logistical details as the library goes through the lengthy process of withdrawing from JA.

Charity Thorne introduced Laura Baker, Chief Information Officer of the Schenectady County IT Department. Laura briefly reviewed County IT Policies. Discussion ensued.

FRIENDS OF THE LIBRARY

- Save the date: June 7, 2024 for Friends Picnic at Central Park Pavilion. More info to come.
- Friends Annual Dinner: Thursday, April 11, 2024 at 6:00 pm at Turf Tavern.
- Oakroom Artists Display at Whitney Book Corner.
- Spring Book Sale: Saturday, May 4 from 10-4 and Sunday, May 5 from 12-3.

BUILDING COMMITTEE

- Written report included in Board agenda packet.
- Annual Branch Tour: Wednesday, May 1, 2024.

FINANCE COMMITTEE

- \$1,000 has been allocated for Friends Picnic on June 7, 2024.

PLANNING

- Planning meeting held on March 15, 2024.
- Need for Strategic Planning Consultant. The Committee recommended delaying the hire of a Strategic Planning Consultant until next year.
- Four major initiatives for 2024:
 - Hours Expansion
 - Withdrawal from Joint Automation
 - Programming Initiatives
 - New SCPL Website

POLICY COMMITTEE – None.

MVLS REPRESENTATIVE – None.

NEW BUSINESS

- David Fronk asked about the application process through MVLS for New York State Construction Grants. Carmel Patrick reported that the grants are awarded based on each library's needs. Beth DeMidio added that library construction is supported by Capital Project funds; Glenville's renovation was supported through a substantial bequest left to the branch.

The meeting was adjourned at 6:48 p.m.

The next meeting will be held on Thursday, April 25, 2024, at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.



Schenectady County Public Library Board of Trustees
Finance Committee
April 16, 2024 at 9:30am
Swanker Room – Hon. Karen B Johnson Central
Library Minutes

Present: Carmel Patrick, Committee Chair, Julie McDonnell

Absent and Excused: Tina Versaci

Ex-officio: Madelyn Thorne, President

Staff: Charity Thorne, Executive Director; Beth DeMidio, Director of Operations

Trustees reviewed the trustee funds expenditures for April and discussed adding the “up to \$6,000” to purchase privacy screens for public computers and staff workstations at public service points to the grid for approval at the regular April board meeting.

Trustees discussed the process and timeline for 2025 budget requests to the County. May’s Finance Committee meeting where the budget request will be reviewed will be held Friday, May 10 at noon.



Schenectady County Public Library Board of Trustees
Building Committee
April 18, 2024 at 9:30am
Swanker Room – Hon. Karen B Johnson Central
Library Minutes

Present: Sharon Jordan, Committee Chair; Angela Tatem; Bernice Rivera

Absent and Excused:

Ex-officio: Madelyn Thorne, President

Staff: Charity Thorne, Executive Director; Beth DeMidio, Director of Operations

Trustees reviewed the concept drawings for sound attenuation projects at the Scotia, Glenville and Niskayuna branch libraries and provided feedback to share with the designer.

Trustees reviewed the status of 2024 building projects.

SCPL Board of Trustees Resolution 1 – 4/25/24
Approval of SCPL Board of Trustees Expenditures

WHEREAS, it is the responsibility of the Schenectady County Public Library Board of Trustees to approve expenditures of the library as well as its own board;

WHEREAS, the Finance Committee reviewed in detail the expenditures that accrued since the March 28, 2024 Board meeting;

THEREFORE, BE IT RESOLVED, that the Schenectady County Public Library Board of Trustees approve an expenditure up to, but not to exceed SIX THOUSAND TWO HUNDRED FIFTY FOUR DOLLARS AND 00 CENTS (\$6,254.00) for payment of items as per the attached expenditure sheet.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS:

SCPL BOARD OF TRUSTEES
RESOLUTION # 2
April 25, 2024
Approval of the 2023 New York State Annual Report

WHEREAS, Charity Thorne, Schenectady County Public Library Director, is required to submit a NYS annual report consisting of data centered on various categories of library operations;

WHEREAS, the Schenectady County Finance Department worked closely with Library Administration on the financial portion of the report this year;

THEREFORE, BE IT RESOLVED, that the Schenectady County Public Library Board of Trustees approve submission to New York State the 2023 NYS Annual Report.

Moved by:

Seconded by:

Ayes:

Nays:

Abstentions:

Schenectady County Public Library Annual Report For Public And Association Libraries - 2023

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	4000535930	4000535930
1.2	Library Name	SCHENECTADY COUNTY PUBLIC LIBRARY	SCHENECTADY COUNTY PUBL. LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Schenectady *	Schenectady *
1.6	Beginning Fiscal Reporting Year	01/01/2023	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2023	12/31/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was		N/A

	answered to Question 1.8.		
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.		<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2023	<i>01/01/2022</i>
1.12	Ending <u>Local</u> Fiscal Year	12/31/2023	<i>12/31/2022</i>
1.13	Address Status	00 (for no change from previous year)	
1.14	Street Address	99 CLINTON STREET	<i>99 CLINTON STREET</i>
1.15	City	SCHENECTADY	<i>SCHENECTADY</i>
1.16	Zip Code	12305	<i>12305</i>
1.17	Mailing Address	99 CLINTON STREET	<i>99 CLINTON STREET</i>
1.18	City	SCHENECTADY	<i>SCHENECTADY</i>
1.19	Zip Code	12305	<i>12305</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 388-4500	<i>(518) 388-4500</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 388-4526	<i>(518) 388-4526</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	scp-ref@mvls.info	<i>scp-ref@mvls.info</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.scpl.org	<i>www.scpl.org</i>
1.24	Population Chartered to Serve (per 2020 Census)	158,061	<i>158,061</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	County	<i>County</i>

- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? *N* *N*
Changes must be the result of a Regents charter action.
Answer Y for Yes, N for No.
- 1.28 Indicate the type of charter the library currently holds (select one): *Absolute* *Absolute*
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter *05/22/1953* *05/22/1953*
- 1.30 Date the library was last registered *11/14/1949* *11/14/1949*
- 1.31 Federal Employer Identification Number *146002431* *146002431*
- 1.32 County *SCHENECTADY* *SCHENECTADY*
- 1.33 School District *Schenectady City* *Schenectady City*
- 1.34 Town/City *Schenectady* *Schenectady*
- 1.35 Library System *Mohawk Valley Library System* *Mohawk Valley Library System*

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.36a President/CEO Name
- 1.36b President/CEO Phone Number
- 1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager *Charity* *Charity*
- 1.38 Last Name of Library Director/Manager *Thorne* *Thorne*
- 1.39 NYS Public Librarian Certification Number *24768* *24768*
- 1.40 What is the highest education level of the library manager/director? *Master's Degree* *Master's Degree*

- | | | | |
|------|---|-------------------|--------------------------|
| 1.41 | If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? | Y | Y |
| 1.42 | Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. | Y | Y |
| 1.43 | E-mail Address of the Director/Manager | cthorne@mvls.info | <i>cthorne@mvls.info</i> |
| 1.44 | Fax Number of the Director/Manager | (518) 388-4526 | <i>(518) 388-4526</i> |
| 1.45 | Does the library charge fees for library cards to people residing outside the system's service area? | Y | Y |
| 1.46 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. | N | N |

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | | |
|-----|--|-----|-----|
| 1. | Name of municipality or district holding the public vote | N/A | N/A |
| 2. | Indicate the type of municipality or district holding the public vote | N/A | N/A |
| 3. | Date the vote was held (mm/dd/2023) | N/A | N/A |
| 4. | Was the vote successful? Y/N | N/A | N/A |
| 5. | What type of public vote was it? | N/A | N/A |
| 6a. | Most recent prior year approved appropriation from a public vote: | N/A | N/A |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | N/A | N/A |
| 6c. | Total proposed appropriation (manually sum of 6a and 6b): | N/A | N/A |

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- | | | | |
|------|--|---|---|
| 1.47 | Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. | N | N |
|------|--|---|---|

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | | |
|----|--|-----|-----|
| 1. | Name of municipality or district holding the public vote | N/A | N/A |
|----|--|-----|-----|

- | | | | |
|------|--|-----|-----|
| 2. | Indicate the type of municipality or district holding the public vote | | |
| 3. | Date the last successful vote was held (mm/dd/yyyy) | N/A | N/A |
| 4. | What type of public vote was it? | | |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | N/A | N/A |
| 1.48 | Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.49. | N | N |

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | | |
|----|---|-----|-----|
| 1. | Name of contracting municipality or district | N/A | N/A |
| 2. | Is this a written contractual agreement? | N/A | N/A |
| 3. | Population of the geographic area served by this contract | N/A | N/A |
| 4. | Dollar amount of contract | N/A | N/A |

5. Enter the appropriate code for range of services provided (select one): N/A N/A
- 1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. N N

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included item must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	73,403	72,767
2.2	Adult Non-fiction Books	36,332	35,981
2.3	Total Adult Books (Total questions 2.1 & 2.2)	109,735	108,748

2.4	Children's Fiction Books	75,189	73,001
2.5	Children's Non-fiction Books	20,703	20,620
2.6	Total Children's Books (Total questions 2.4 & 2.5)	95,892	93,621
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	205,627	202,369
Other Print Materials			
2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	0	811
2.10	All Other Print Materials	0	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	0	811
2.12	Total Print Materials (Total questions 2.7 and 2.11)	205,627	203,180

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	20,632	89,314
2.14	Local Electronic Collections	7	9
2.15	NOVEL _{NY} Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	22	24
2.17	Audio - Downloadable Units	30,003	18,114
2.18	Video - Downloadable Units	70,829	2,842
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of	5,380	429

	digital photographs; and electronic government documents, reference tools, scores and maps.)		
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	126,866	<i>110,723</i>
Non-Electronic Materials			
2.21	Audio - Physical Units	18,291	<i>19,003</i>
2.22	Video - Physical Units	43,967	<i>46,543</i>
2.23	Other Circulating Physical Items	83	<i>78</i>
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	62,341	<i>65,624</i>

Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	394,834	<i>379,527</i>
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	17,923	<i>15,687</i>
2.27	All Other Print Materials	0	<i>0</i>
2.28	Electronic Materials	3,370	<i>5,038</i>
2.29	All Other Materials	2,776	<i>3,305</i>
2.30	Total Additions (Total questions 2.26 through 2.29)	24,069	<i>24,030</i>

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits / Borrowers / Policies / Accessibility**

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 i

Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	401,333	510,186
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	61,725	61,171
3.3	Registered non-resident borrowers	1,910	1,990

Please report information on WRITTEN POLICIES as of 12/31/23.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library	N	N
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	(homebound persons, persons in nursing homes, persons in jail, etc.)?		
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N	N
3.15 -	If so, what do you have? If no, go to next question		
	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	No	No
	electronic scanning and reading software, such as OpenBook	No	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N	N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hour literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	361	329
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	7,694	6,056
3.18a	Number of Sessions Targeted at Children Ages 6-11	378	355
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	12,663	10,756
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	84	92
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	1,121	801
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	289	551
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	5,380	6,745
3.21a	Number of General Interest Program Sessions	260	0
3.21b	Attendance at General Interest Program Sessions	4,196	0
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	1,372	1,327

3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	31,054	24,358
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	1,545	1,257
3.24b	Total Live Onsite Program Attendance	26,115	20,652
3.25a	Total Live Offsite Program Sessions	85	37
3.25b	Total Live Offsite Program Attendance	4,803	3,525
3.26a	Total Live Virtual Program Sessions	2	33
3.26b	Total Live Virtual Program Attendance	136	181
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	1,632	
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	31,054	
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	1	120
3.30	Total Views of Prerecorded Program Presentations within 30 Days	94	4,179
3.31	One-on-One Program Sessions	77	24
3.32	Attendance at One-on-One Program Sessions	72	24

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	Y	N
3.34	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	9	9
3.37	Children registered for the library's summer reading program	1,778	1,876
3.38	Young adults registered for the library's summer reading program	440	515
3.39	Adults registered for the library's summer reading program	385	0
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	2,603	2,391

3.41a	Children's program sessions - Summer 2023	190	220
3.41b	Children's program attendance - Summer 2023	5,802	5,845
3.42a	Young adult program sessions - Summer 2023	29	40
3.42b	Young adult program attendance - Summer 2023	684	321
3.43a	Adult program sessions - Summer 2023	123	0
3.43b	Adult program attendance - Summer 2023	689	0
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	342	260
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	7,175	6,166
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	N	
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	
COLLABORATORS			
3.48	Public school district(s) and/or BOCES	6	6
3.49	Non-public school(s)	2	4
3.50	Childcare center(s)	3	5
3.51	Summer camp(s)	1	0
3.52	Municipality/Municipalities	2	3

3.53	Literacy provider(s)	0	0
3.54	Other (describe using the State note)	0	0
3.55	Total Collaborators (total 3.48 through 3.54)	14	18

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	0	24
3.57b	Focus on birth - school entry (kindergarten) attendance	0	96
3.58a	Focus on parents & caregivers sessions	32	1
3.58b	Focus on parents & caregivers attendance	259	29
3.59a	Combined audience sessions	53	3
3.59b	Combined audience attendance	1,020	42
3.60	Total Sessions	85	28
3.61	Total Attendance	1,279	167
3.62	- Collaborators (check all that apply):		
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	No
c.	Non-Public School(s)	Yes	No
d.	Health care providers/agencies	Yes	Yes

- e. Other (describe using the State note) No No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

- 3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N No
- 3.64a Total group program sessions
- 3.64b Total group program attendance
- 3.65a Total one-on-one program sessions
- 3.65b Total one-on-one program attendance
- 3.66 - Collaborators (check all that apply)
- a. Literacy NY (Literacy Volunteers of America) No No
- b. Public School District(s) and/or BOCES No No
- c. Non-Public Schools No No
- d. Other (see instructions and describe using Note) No Yes

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS : the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.68a	Children's program sessions	0	0
3.68b	Children's program attendance	0	0
3.69a	Young adult program sessions	0	0
3.69b	Young adult program attendance	0	0
3.70a	Adult program sessions	64	61
3.70b	Adult program attendance	313	316
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	64	61
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	313	316
3.73a	One-on-one program sessions		0
3.73b	One-on-one program attendance		0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	Yes

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023?	Y	Y
------	--	---	---

(Enter Y for Yes, N for No) If entering no, proceed to the next section.

3.76a	Total group program sessions	25	19
3.76b	Total group program attendance	110	202
3.77a	Total one-on-one program sessions	77	17
3.77b	Total one-on-one program attendance	72	18

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	137,540	138,055
4.2	Adult Non-fiction Books	66,928	65,685
4.3	Total Adult Books (Total questions 4.1 & 4.2)	204,468	203,740
4.4	Children's Fiction Books	156,345	152,768
4.5	Children's Non-fiction Books	29,199	26,367
4.6	Total Children's Books (Total questions 4.4 & 4.5)	185,544	179,135
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	390,012	382,875

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	118,315	124,042
4.9	Circulation of Children's Other Materials	22,405	22,843
4.10	Circulation of Other Physical Items (Total	140,720	146,885

	questions 4.8, 4.9)		
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	530,732	529,760

ELECTRONIC USE

4.12	Use of Electronic Material	170,724	144,798
4.13	Successful Retrieval of Electronic Information	21,659	18,709
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	192,383	163,507
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	701,456	674,558
4.16	Total Collection Use (Total questions 4.13 & 4.15)	723,115	693,267
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	207,949	201,978
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	19,259	22,482
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
4.20	Does the library offer virtual reference?	N	Y

Interlibrary Loan**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21	TOTAL		
	MATERIALS	44,155	41,090
	RECEIVED		

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL		
	MATERIALS	31,650	32,001
	PROVIDED		

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	247,918	236,494
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	N	N
5.8	Is the library part of a consortium for E-rate benefits?	N	N
5.9	If yes, in which consortium are you participating?	N/A	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Ken Wagner	Ken Wagner
5.11	IT contact's telephone number (enter 10	(518) 388-4502	(518) 388-4502

digits only and hit the
Tab key)

5.12 IT contact's email address kwagner@mvls.info kwagner@mvls.info

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report require conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category take the total number of hours worked per week for all budgeted positions in that category and divide that total the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	15.20	15.14
6.7	Vacant Librarian		0
6.8	Library Specialist/ Paraprofessional	4.90	4.32
6.9	Vacant Library Specialist/ Paraprofessional		0
6.10	Other Staff	35.84	37
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	56.94	57.46
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	<i>1</i>
6.15	Salary - Library Director (certified)	\$127,758	<i>\$117,644</i>
6.16	FTE - Library Manager (not certified)	0	<i>0</i>
6.17	Salary - Library Manager (not certified)	\$0	<i>\$0</i>
6.18	FTE - Librarian	1	<i>1</i>
6.19	Salary - Librarian	\$56,617	<i>\$55,371</i>

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

- | | | | |
|----|---|---|----------|
| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | <i>Y</i> |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | <i>Y</i> |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the | Y | <i>Y</i> |

- library's long-range plan of service.
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y Y
7. Is open the minimum standard number of public service hours for population served. (see instructions) Y Y
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
- 8a. space Y Y
- 8b. lighting Y Y
- 8c. shelving Y Y
- 8d. seating Y Y
- 8e. power infrastructure Y Y
- 8f. data infrastructure Y Y
- 8g. public restroom Y Y
9. Provides programming to address community needs, as outlined in Y Y

the library's long-range plan of service.

10. Provides

- | | | | |
|------|---|---|---|
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y | Y |
| 14. | Establishes and maintains partnerships with other educational, | Y | Y |

cultural or
community
organizations which
enable the library to
address the
community's needs,
as outlined in the
library's long-range
plan of service.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [h](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	8	8
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	9	9

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	63.00	63.00
8.7	Minimum Weekly Total Hours - Branch Libraries	312.00	312.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	375.00	375.00
8.10	Annual Total Hours - Main Library	3,114.00	3,131.00
8.11	Annual Total Hours - Branch Libraries	14,667.00	15,489.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10	17,781.00	18,620.00

through 8.12)

9. SERVICE OUTLET INFORMATION**Please Note: last year's answers for repeating groups cannot be displayed.**

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [h](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9.](#) Complete this form ; email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Central Library	<i>CENTRAL LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	
3.	Street Address	99 Clinton Street	<i>99 CLINTON STREET</i>
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Schenectady	<i>SCHENECTADY</i>
6.	Zip Code	12305	<i>12305</i>
7.	Phone (enter 10 digits only)	(518) 388-4500	<i>(518) 388-4500</i>
8.	Fax Number (enter 10 digits only)	(518) 386-2241	<i>(518) 386-2241</i>
9.	E-mail Address	charity.thorne@scpl.org	<i>cthorne@mvls.info</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	Schenectady	<i>SCHENECTADY</i>
12.	School District	Schenectady City School District	<i>Schenectady City School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,114	<i>3,131</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs,	Y	<i>Y</i>

	meetings and/or events)?		
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	1,404	<i>1,320</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	1969	<i>1969</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	61,700	<i>61,700</i>
26.	Number of Internet Computers Used by General Public	40	<i>40</i>
27.	Number of uses (sessions) of public Internet computers per year	19,642	<i>28,629</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 m and less than 1 gbps</i>

30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps	7 <i>Greater than or equal to 10 mbp and less than 15 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	22,033	<i>20,615</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>		<i>4000535930</i>
38.	<i>FSCSID</i>		<i>NY0327</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		<i>0</i>
40.	<i>Outlet Structure Status</i>		
1.	Outlet Name	Glenville Branch	<i>GLENVILLE BRANCH</i>
2.	Outlet Name Status	00 (for no change)	
3.	Street Address	20 Glenridge Road	<i>20 GLENRIDGE ROAD</i>
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Glenville	<i>GLENVILLE</i>
6.	Zip Code	12302	<i>12302</i>
7.	Phone (enter 10 digits only)	(518) 386-2243	<i>(518) 386-2243</i>
8.	Fax Number (enter 10 digits only)	(518) 386-2243	<i>(518) 386-2243</i>
9.	E-mail Address	devon.hedges@scpl.org	<i>jquick@mvls.info</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	Schenectady	<i>SCHENECTADY</i>
12.	School District	Scotia-Glenville Central School District	<i>Scotia-Glenville Central School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>

14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,253	<i>2,271</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non- library sponsored programs, meetings and/or events at this outlet	18	<i>113</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	1985	<i>1985</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	5,000	<i>5,000</i>
26.	Number of Internet Computers Used by General Public	5	<i>5</i>
27.	Number of uses (sessions) of public Internet computers per year	1,120	<i>919</i>

27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 m and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	3 Greater than or equal to 768 kbps and less than 1.5 mbps	<i>3 Greater than or equal to 768 kbp and less than 1.5 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	1,924	<i>1,730</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>		<i>4000535930</i>
38.	<i>FSCSID</i>		<i>NY0327</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		<i>0</i>
40.	<i>Outlet Structure Status</i>		
1.	Outlet Name	Mont Pleasant Branch	<i>MONT PLEASANT BRANCH</i>
2.	Outlet Name Status	00 (for no change)	
3.	Street Address	1036 Crane Street	<i>1036 CRANE STREET</i>
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Schenectady	<i>SCHENECTADY</i>
6.	Zip Code	12303	<i>12303</i>

7.	Phone (enter 10 digits only)	(518) 386-2245	(518) 386-2245
8.	Fax Number (enter 10 digits only)	(518) 370-7137	(518) 370-7137
9.	E-mail Address	beth.demidio@scpl.org	csymes@mvls.info
10.	Outlet URL	www.scpl.org	www.scpl.org
11.	County	Schenectady	SCHENECTADY
12.	School District	Schenectady City School District	Schenectady City School District
13.	Library System	Mohawk Valley Library System	Mohawk Valley Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,065	2,093
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	99	14
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	County	County
22.	Who owns the land on which this outlet is built?	County	County
23.	Indicate the year this outlet was initially constructed	2019	2019
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or	N/A	N/A

	more		
25.	Square footage of the outlet	4,898	4,898
26.	Number of Internet Computers Used by General Public	15	15
27.	Number of uses (sessions) of public Internet computers per year	2,997	1,547
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 m and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps	8 Greater than or equal to 15 mbp and less than 25 mbps
31.	Internet Provider	Spectrum/Time Warner Cable	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Wireless Sessions	10,212	9,304
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>		4000535930
38.	<i>FSCSID</i>		NY0327
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		0

40.	<i>Outlet Structure Status</i>		
1.	Outlet Name	Niskayuna Branch	<i>NISKAYUNA BRANCH</i>
2.	Outlet Name Status	00 (for no change)	
3.	Street Address	2400 Nott Street East	<i>2400 NOTT STREET EAST</i>
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Niskayuna	<i>NISKAYUNA</i>
6.	Zip Code	12309	<i>12309</i>
7.	Phone (enter 10 digits only)	(518) 386-2249	<i>(518) 386-2249</i>
8.	Fax Number (enter 10 digits only)	(518) 386-2249	<i>(518) 386-2249</i>
9.	E-mail Address	michelle.dannehoffercau@scpl.org	<i>dtrela@mvls.info</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	Schenectady	<i>SCHENECTADY</i>
12.	School District	Niskayuna Central School District	<i>Niskayuna Central School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,265	<i>2,283</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	43	<i>23</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>

22.	Who owns the land on which this outlet is built?	County	County
23.	Indicate the year this outlet was initially constructed	1995	1995
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	N/A
25.	Square footage of the outlet	7,000	7,000
26.	Number of Internet Computers Used by General Public	6	6
27.	Number of uses (sessions) of public Internet computers per year	1,665	1,454
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	3 Greater than or equal to 768 kbps and less than 1.5 mbps	3 Greater than or equal to 768 kbps and less than 1.5 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps	1 Less than or equal to 200 kbps
31.	Internet Provider	AT&T Mobility	AT&T Mobility
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Wireless Sessions	4,810	4,861
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet	Y	Y

	accessible to a person in a wheelchair?		
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>		4000535930
38.	<i>FSCSID</i>		NY0327
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		0
40.	<i>Outlet Structure Status</i>		
1.	Outlet Name	Phyllis Bornt Branch Library & Literacy Center	<i>PHYLLIS BORNT BRANCH LIBRARY & LITERACY CENTER</i>
2.	Outlet Name Status	00 (for no change)	
3.	Street Address	948 State St.	<i>948 STATE ST.</i>
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Schenectady	<i>SCHENECTADY</i>
6.	Zip Code	12307	<i>12307</i>
7.	Phone (enter 10 digits only)	(518) 372-4393	<i>(518) 372-4393</i>
8.	Fax Number (enter 10 digits only)	(518) 372-4284	<i>(518) 372-4284</i>
9.	E-mail Address	beth.demidio@scpl.org	<i>tguarneri@mvls.info</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	Schenectady	<i>SCHENECTADY</i>
12.	School District	Schenectady City School District	<i>Schenectady City School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,079	<i>2,093</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the	N	<i>N</i>

	outlet is closed?		
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	231	<i>131</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	2016	<i>2016</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2016	<i>2016</i>
25.	Square footage of the outlet	4,898	<i>4,898</i>
26.	Number of Internet Computers Used by General Public	17	<i>17</i>
27.	Number of uses (sessions) of public Internet computers per year	5,456	<i>4,071</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 m and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps	<i>7 Greater than or equal to 10 mbp and less than 15 mbps</i>
31.	Internet Provider	Champlain Telephone Company	<i>Champlain Telephone Company</i>

32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	10,995	<i>9,467</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>		<i>4000535930</i>
38.	<i>FSCSID</i>		<i>NY0327</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		<i>0</i>
40.	<i>Outlet Structure Status</i>		
1.	Outlet Name	Quaker Street Branch	<i>QUAKER STREET BRANCH</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	Bull Street and Route 7	<i>BULL STREET AND ROUTE 7</i>
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Delanson	<i>DELANSON</i>
6.	Zip Code	12053	<i>12053</i>
7.	Phone (enter 10 digits only)	(518) 895-2719	<i>(518) 895-2719</i>
8.	Fax Number (enter 10 digits only)	(518) 895-2719	<i>(518) 895-2719</i>
9.	E-mail Address	michelle.dannehoffercau@scpl.org	<i>cmckeon@mvls.info</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	Schenectady	<i>SCHENECTADY</i>
12.	School District	Duanesburg Central School District	<i>Duanesburg Central School Distri</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	672	<i>1,386</i>

16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	N
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	81	45
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	County	County
22.	Who owns the land on which this outlet is built?	County	County
23.	Indicate the year this outlet was initially constructed	1984	1984
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	N/A
25.	Square footage of the outlet	2,000	2,000
26.	Number of Internet Computers Used by General Public	2	2
27.	Number of uses (sessions) of public Internet computers per year	1,530	261
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count

28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	5 Greater than or equal to 3 mbps and less than 6 mbps	<i>5 Greater than or equal to 3 mbps and less than 6 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	3 Greater than or equal to 768 kbps and less than 1.5 mbps	<i>3 Greater than or equal to 768 kbps and less than 1.5 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	798	<i>784</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>		<i>4000535930</i>
38.	<i>FSCSID</i>		<i>NY0327</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		<i>0</i>
40.	<i>Outlet Structure Status</i>		<i>00</i>
1.	Outlet Name	Rotterdam Branch	<i>ROTTERDAM BRANCH</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	1100 North Westcott Road	<i>1100 NORTH WESTCOTT ROAD</i>
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Schenectady	<i>SCHENECTADY</i>
6.	Zip Code	12306	<i>12306</i>
7.	Phone (enter 10 digits only)	(518) 356-3440	<i>(518) 356-3440</i>
8.	Fax Number (enter 10 digits only)	(518) 356-3467	<i>(518) 356-3467</i>

9.	E-mail Address	michelle.dannehoffercau@scpl.org	<i>swoods@mvls.info</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	Schenectady	<i>SCHENECTADY</i>
12.	School District	Mohonasen Central School District	<i>Mohonasen Central School Distric</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,281	<i>2,299</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non- library sponsored programs, meetings and/or events at this outlet	12	<i>26</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	1999	<i>1999</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	10,000	<i>10,000</i>

26.	Number of Internet Computers Used by General Public	6	6
27.	Number of uses (sessions) of public Internet computers per year	6,322	2,105
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps	<i>7 Greater than or equal to 10 mbps and less than 15 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	4 Greater than or equal to 1.5 mbps and less than 3 mbps	<i>4 Greater than or equal to 1.5 mbps and less than 3 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	3,032	2,505
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>		<i>4000535930</i>
38.	<i>FSCSID</i>		<i>NY0327</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		<i>0</i>
40.	<i>Outlet Structure Status</i>		<i>00</i>
1.	Outlet Name	Scotia Branch	<i>SCOTIA BRANCH</i>

2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	14 Mohawk Avenue	14 MOHAWK AVENUE
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Scotia	SCOTIA
6.	Zip Code	12302	12302
7.	Phone (enter 10 digits only)	(518) 386-2247	(518) 386-2247
8.	Fax Number (enter 10 digits only)	(518) 386-2247	(518) 386-2247
9.	E-mail Address	devon.hedges@scpl.org	brice@mvl.s.info
10.	Outlet URL	www.scpl.org	www.scpl.org
11.	County	Schenectady	SCHENECTADY
12.	School District	Scotia-Glenville Central School District	Scotia-Glenville Central School District
13.	Library System	Mohawk Valley Library System	Mohawk Valley Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	1,729	1,736
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	23	55
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Village	Village
22.	Who owns the land on which this outlet	Village	Village

	is built?		
23.	Indicate the year this outlet was initially constructed	1730	1730
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2000	2000
25.	Square footage of the outlet	1,800	1,800
26.	Number of Internet Computers Used by General Public	3	3
27.	Number of uses (sessions) of public Internet computers per year	1,123	925
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps	7 Greater than or equal to 10 mbps and less than 15 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	3 Greater than or equal to 768 kbps and less than 1.5 mbps	3 Greater than or equal to 768 kbps and less than 1.5 mbps
31.	Internet Provider	Spectrum/Time Warner Cable	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Wireless Sessions	4,943	3,819
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N	N

36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>		<i>4000535930</i>
38.	<i>FSCSID</i>		<i>NY0327</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		<i>0</i>
40.	<i>Outlet Structure Status</i>		<i>00</i>
1.	Outlet Name	Woodlawn Branch	<i>WOODLAWN BRANCH</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	2 Sanford Street	<i>2 SANFORD STREET</i>
4.	Outlet Street Address Status	00 (for no change)	
5.	City	Schenectady	<i>SCHENECTADY</i>
6.	Zip Code	12304	<i>12304</i>
7.	Phone (enter 10 digits only)	(518) 386-2248	<i>(518) 386-2248</i>
8.	Fax Number (enter 10 digits only)	(518) 386-2248	<i>(518) 386-2248</i>
9.	E-mail Address	michelle.dannehoffercau@scpl.org	<i>sfreedgood@mvls.info</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	Schenectady	<i>SCHENECTADY</i>
12.	School District	Schenectady City School District	<i>Schenectady City School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	1,323	<i>1,328</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N	<i>N</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>

19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	0	0
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	County	County
22.	Who owns the land on which this outlet is built?	County	County
23.	Indicate the year this outlet was initially constructed	1985	1985
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	N/A
25.	Square footage of the outlet	3,000	3,000
26.	Number of Internet Computers Used by General Public	7	7
27.	Number of uses (sessions) of public Internet computers per year	805	824
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps	7 Greater than or equal to 10 mbps and less than 15 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	3 Greater than or equal to 768 kbps and less than 1.5 mbps	3 Greater than or equal to 768 kbps and less than 1.5 mbps
31.	Internet Provider	Spectrum/Time Warner Cable	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access	No restrictions to access

33.	Wireless Sessions	782	818
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>		4000535930
38.	<i>FSCSID</i>		NY0327
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>		0
40.	<i>Outlet Structure Status</i>		00

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)	10	10
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NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/ A.	5-15	5-15
10.3	If your library has a range, how many voting positions are stated in the library's	N/A	15



- current by-laws? If a range is not stated, enter N/A.
- 10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A
- 10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note. 5 5
- 10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note. N N





BOARD MEMBER SELECTION





- 10.7 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies) A - board members are appointed by municipality(ies)





Please Note: last year's answers for repeating groups cannot be displayed.





Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete form trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.





- | | | | |
|----|----------------------------|---|---|
| 1. | Status | Filled | <i>Filled</i> |
| 2. | First Name of Board Member | Cheryl | <i>Cheryl</i> |
| 3. | Last Name of Board Member | Cufari | <i>Cufari</i> |
| 4. | Mailing Address |  |  |
| 5. | City | Schenectady | <i>Schenectady</i> |




6.	Zip Code (5 digits only)	12306	<i>12306</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2020	<i>01/23/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/27/2020	<i>01/27/2020</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Randy	<i>Randy</i>
3.	Last Name of Board Member	Fine	<i>Fine</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>





6.	Zip Code (5 digits only)	12309	<i>12309</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	03/24/2022	<i>03/24/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/09/2022	<i>05/09/2022</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	David	<i>David</i>
3.	Last Name of Board Member	Fronk	<i>Fronk</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>





6.	Zip Code (5 digits only)	12306	<i>12306</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2022	<i>01/27/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2022	<i>02/08/2022</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Sharon	<i>Sharon</i>
3.	Last Name of Board Member	Jordan	<i>Jordan</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>





6.	Zip Code (5 digits only)	12308	<i>12308</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/26/2021	<i>02/26/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/05/2021	<i>03/05/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Steven	<i>Steven</i>
3.	Last Name of Board Member	McCutcheon	<i>McCutcheon</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>

6.	Zip Code (5 digits only)	12309	<i>12309</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	June	<i>June</i>
10.	Term Begins - Year (year)	2019	<i>2019</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2023	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/25/2019	<i>07/25/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/01/2019	<i>08/01/2019</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Julie	<i>Julie</i>
3.	Last Name of Board Member	McDonnell	<i>McDonnell</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>

6.	Zip Code (5 digits only)	12309	<i>12309</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2023	<i>2023</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2027	<i>2027</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/26/2023	<i>01/26/2023</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/02/2023	<i>02/02/2023</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Jude	<i>Jude</i>
3.	Last Name of Board Member	McQueen	<i>McQueen</i>
4.	Mailing Address		
5.	City	Scotia	<i>Scotia</i>





6.	Zip Code (5 digits only)	12302	<i>12302</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	August	<i>August</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/27/2022	<i>09/27/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/06/2022	<i>10/06/2022</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Carmel	<i>Carmel</i>
3.	Last Name of Board Member	Patrick	<i>Patrick</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>





6.	Zip Code (5 digits only)	12309	<i>12309</i>
7.	E-mail address		
8.	Office Held or Trustee	Financial Officer	<i>Financial Officer</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/03/2021	<i>02/03/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/12/2021	<i>02/12/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Bernice	<i>Bernice</i>
3.	Last Name of Board Member	Rivera	<i>Rivera</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>




6.	Zip Code (5 digits only)	12309	<i>12309</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2022	<i>01/27/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2022	<i>02/08/2022</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Haileab	<i>Haileab</i>
3.	Last Name of Board Member	Samuel	<i>Samuel</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>

6.	Zip Code (5 digits only)	12309	12309
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	January	January
10.	Term Begins - Year (year)	2022	2022
11.	Term Expires	December	December
12.	Term Expires - Year (yyyy)	2026	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2022	01/27/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2022	02/08/2022
16.	Is this a brand new trustee?	N	Y
1.	Status	Filled	Filled
2.	First Name of Board Member	Brenda	Brenda
3.	Last Name of Board Member	Schworm	Schworm
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	Duanesburg	Duanesburg

6.	Zip Code (5 digits only)	12056	<i>12056</i>
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	03/24/2021	<i>03/24/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/16/2021	<i>04/16/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Angela	<i>Angela</i>
3.	Last Name of Board Member	Tatem	<i>Tatem</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	Schenectady	<i>Schenectady</i>

6.	Zip Code (5 digits only)	12308	<i>12308</i>
7.	E-mail address		
8.	Office Held or Trustee	Secretary	<i>Secretary</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2022	<i>01/27/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2022	<i>02/08/2022</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Madelyn	<i>Madelyn</i>
3.	Last Name of Board Member	Thorne	<i>Thorne</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>

6.	Zip Code (5 digits only)	12309	12309
7.	E-mail address		
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2023	<i>2023</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2023	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/26/2023	<i>01/26/2023</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2023	<i>02/08/2023</i>
16.	Is this a brand new trustee?	Y	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Christine	<i>Christine</i>
3.	Last Name of Board Member	Witkowski	<i>Witkowski</i>
4.	Mailing Address		
5.	City	Scotia	<i>Scotia</i>

- | | | | |
|-----|--|---|---|
| 6. | Zip Code (5 digits only) | 12302 | <i>12302</i> |
| 7. | E-mail address |  |  |
| 8. | Office Held or Trustee | Trustee | <i>Trustee</i> |
| 9. | Term Begins - Month | August | <i>August</i> |
| 10. | Term Begins - Year (year) | 2022 | <i>2022</i> |
| 11. | Term Expires | December | <i>December</i> |
| 12. | Term Expires - Year (yyyy) | 2024 | <i>2024</i> |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | No | <i>No</i> |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 09/28/2022 | <i>09/28/2022</i> |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 09/30/2022 | <i>09/30/2022</i> |
| 16. | Is this a brand new trustee? | N | <i>Y</i> |
| 1. | Status | Filled | |
| 2. | First Name of Board Member | Tina | |
| 3. | Last Name of Board Member | Versaci | |
| 4. | Mailing Address |  | |
| 5. | City | Schenectady | |

6. Zip Code (5 digits only) 12308
7. E-mail address [REDACTED]
8. Office Held or Trustee President
9. Term Begins - Month January
10. Term Begins - Year (year) 2022
11. Term Expires December
12. Term Expires - Year (yyyy) 2026
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term.
Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/27/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/08/2022
16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.*

Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	N/A	<i>County</i>
2.	Name of funding County, Municipality or School District	N/A	<i>Schenectady County</i>
3.	Amount	N/A	<i>\$5,792,110</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N/A	<i>N</i>
5.	Written Contractual Agreement	N/A	<i>N</i>

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$0 *\$5,792,110*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$0	<i>\$46,833</i>
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$96,748</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$0	<i>\$0</i>
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$0	<i>\$143,581</i>

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
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Federal Aid / Other Receipts**FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0	\$0
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11.11	Other Federal Aid	\$0	\$0
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11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
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11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/ OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$0	\$249,762
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11.15	Fund Raising	\$0	\$0
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11.16	Income from Investments	\$0	\$0
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11.17	Library Charges	\$0	\$65,473
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11.18	Other	\$0	\$246
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11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$0	\$315,481
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11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$0	\$6,251,172
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11.21	BUDGET LOANS	\$0	\$0
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Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$612,155
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$612,155
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$732,055	\$119,899
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$732,055	\$6,983,226

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES**Salaries & Wages Paid from Library Funds**

12.1	Certified Librarians	\$0	\$1,638,874
12.2	Other Staff	\$0	\$1,235,982
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$0	\$2,874,856
12.4	Employee Benefits Expenditures	\$0	\$1,236,872

12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$0	\$4,111,728
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COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$0	\$197,040
12.7	Electronic Materials Expenditures	\$0	\$311,084
12.8	Other Materials Expenditures	\$0	\$74,410
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$0	\$582,534

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0	\$0

OPERATION AND MAINTENANCE OF BUILDINGS**Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$0	\$52,285
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$0	\$52,285
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$0	\$464,133
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$0	\$516,418

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$0	\$71,215
12.19	Telecommunications	\$0	\$33,488

12.21	Professional & Consultant Fees	\$0	\$179,707
12.22	Equipment	\$0	\$109,855
12.23	Other Miscellaneous	\$0	\$641,260
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$0	\$1,040,491

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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DEBT SERVICE**Capital Purposes Loans (Principal and Interest)**

12.26	From Local Public Funds (73PF)	\$0	\$0
12.27	From Other Funds (73OF)	\$0	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0	\$0

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0

12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$0	\$6,251,171
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TRANSFERS**Transfers to Capital Fund**

12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	Transfer to Other Funds	\$0	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$0	\$6,251,171
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$0	\$732,055
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$0	\$6,983,226

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).		03/30/2023
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)		09/28/2022
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- 12.43 Time period covered
by this audit (mm/dd/
yyyy) - (mm/dd/
yyyy) *01/01/2021-12/31/2021*
- 12.44 Indicate type of audit
(select one): *Private Accounting Firm*

CAPITAL FUND

- 12.45 Does the library have
a Capital Fund? Enter
Y for Yes, N for No.
If No, stop here. If
Yes, complete the
Capital Fund Report. *Y*

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

- 13.1 Revenues from Local
Government Sources \$33,600 *\$494,776*
- 13.2 All Other Revenues
from Local Sources \$0 *\$0*
- 13.3 **Total Revenues
from Local Sources**
(Add Questions 13.1
and 13.2) \$33,600 *\$494,776*

STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received
for Construction \$303,153 *\$0*
- 13.5 Other State Aid \$0 *\$0*
- 13.6 **Total State Aid** (Add
Questions 13.4 and
13.5) \$303,153 *\$0*

FEDERAL AID FOR CAPITAL PROJECTS

- 13.7 **TOTAL FEDERAL
AID** \$821,353 *\$0*

INTERFUND REVENUE

- 13.8 Transfer from
Operating Fund
(Same as Question
12.35) \$0 *\$0*
- 13.9 **TOTAL
REVENUES** (Add
Questions 13.3, 13.6,
13.7 and 13.8) \$1,158,106 *\$494,776*

13.10	NON-REVENUE RECEIPTS	\$1,041,443	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$2,199,549	\$494,776
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$100,957	\$100,589
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$2,300,506	\$595,365

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$2,300,506	\$494,408
14.2	Incidental Construction	\$0	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$2,300,506	\$494,408
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0

14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$2,300,506	\$494,408
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$0	\$100,957
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$2,300,506	\$595,365

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4
Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information. Library expenditures from

Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2022. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central libr employees (paid from CLDA funds).

15.1.1	Total Full-Time Equivalents (FTE)	.72
15.1.2	Total Expenditure for Professional Salaries	\$55,842

15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3	Total Full-Time Equivalents (FTE)	.74
15.1.4	Total Expenditures for Other Staff Salaries	\$17,675

15.1.5	Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	\$23,231
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15.1.6	Purchased Services: Did the central/co- central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.	N
--------	---	---

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- | | | | |
|----|----------------------|-----|-----|
| 1. | Expenditure Category | N/A | N/A |
| 2. | Provider of Services | N/A | N/A |
| 3. | Expenditure | N/A | N/A |

15.1.7 **Total Expenditure - Purchased Services** \$0 \$0

15.1.8 **Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. N

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

- | | | | |
|----|----------------------|-----|-----|
| 1. | Expenditure Category | N/A | N/A |
| 2. | Expenditure | N/A | N/A |

15.1.9 **Total Expenditure - Supplies and Materials** \$0 \$0

15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No. N

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of travel	N/A	N/A
2.	Expenditure	N/A	N/A
15.1.11	Total Expenditures - Travel	\$0	\$0
15.1.12	Equipment and Furnishings: Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.		N

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1.	Type of item	N/A	N/A
2.	Quantity	N/A	N/A
3.	Unit cost	N/A	N/A
4.	Expenditure	N/A	N/A
15.1.13	Total Expenditure - Equipment and Furnishings	\$0	\$0
15.1.14	Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)	\$0	\$96,748
15.1.15	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$12,564	\$12,564

15.1.16	Total Allocation received from the system:		\$96,748
15.1.17	Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)	\$12,564	\$12,564
15.1.18	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.		<i>Response has been entered.</i>

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	14.18	14.12
16.2	Total Librarians	18.47	17.90
16.3	All Other Paid Staff	31.36	32.38
16.4	Total Paid Employees	49.83	50.28
16.5	State Government Revenue	\$0	\$143,581
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$0	\$315,481
16.8	Total Operating Revenue	\$0	\$6,251,172
16.9	Other Operating Expenditures	\$0	\$1,556,909
16.10	Total Operating Expenditures	\$0	\$6,251,171
16.11	Total Capital Expenditures	\$2,300,506	\$494,408
16.12	Print Materials	205,627	203,180
16.12a	Total Physical Items in Collection	267,968	268,804
16.13	Total Registered Borrowers	63,635	63,161
16.14	Other Capital Revenue and	\$1,041,443	\$0

	Receipts		
16.15	Number of Internet Computers Used by General Public	101	101
16.16	Total Uses (sessions) of Public Internet Computers Per Year	40,660	40,735
16.17	Wireless Sessions	59,529	53,903
16.18	Total Capital Revenue	\$2,199,549	\$494,776

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	4000535930	4000535930
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	CO	CO
17.4	Administrative Structure Code	MO	MO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	CO1	CO1
17.7	FSCS ID	NY0327	NY0327
17.8	SED CODE	530600700099	530600700099
17.9	INSTITUTION ID	800000038307	800000038307

SUGGESTED IMPROVEMENTS

Library Name:	SCHENECTADY COUNTY PUBLIC LIBRARY	<i>SCHENECTADY COUNTY PUBL. LIBRARY</i>
Library System:	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
Name of Person Completing Form:		<i>Devon Hedges</i>
Phone Number:		<i>(518) 388-4558</i>
I am satisfied that this resource (Collect) is meeting library needs:		<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:		<i>Agree</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When		

providing feedback,
if applicable please
indicate the question
number each
comment/suggestion
refers to. Thank you!

Executive Director Report to the Board April 25, 2024

Our LibraryCalendar project kicked off in full swing in March with four configuration training sessions with our project manager to review all of our settings. We are excited to launch this new room reservation and event calendar solution soon after staff training and the data entry required to transfer existing reservations and events from our old system. Other highlighted projects worked on this month included design for the upgrade of the staff restrooms and breakroom at KBJ, our withdrawal from Joint Automation, hiring to fill vacant positions, and roll out of 8x8 VOIP phone systems to all of our locations. 8x8 will allow us to set up auto attendants on a schedule so callers are greeted with a recording stating the library is closed and our hours of operation and our website according to each branch's hours operation, which will be a significant improvement from the phone just ringing endlessly while the library is closed.

Some other key activities this month included:

- A call with Ingram to discuss processing prices and options, staff training for all selectors, and Ingram's leasing alternative service
- Mohawk Valley Library System (MVLS) Directors Council meeting and related planning sessions with other directors
- Capital District Library Council board meeting and personnel committee meeting
- Joint Automation Council meeting and MVLS board meeting
- Part-time library assistant interviews
- Board of Trustees Planning Committee meeting
- An informational interview with a UAlbany student conducting a study on programs and services
- Capital Region Chamber of Commerce Nonprofit Executive Dialogue

Public Services

The Niskayuna Branch Library meeting room continued to be a popular meeting space for several community groups in March. Bookings included a Hudson Valley Writer's Guild gathering, a volunteer recognition for the Central Park Rose Garden Restoration Committee, and a meeting of the Friends of the SCPL travel program, which featured their two 2025 trips: *Rome and the Amalfi Coast* in March and *Christmas on the Danube* in December. The Niskayuna Republican Committee and the Girl Scouts also met. The children's programs are very popular. *Preschool Learn and Play* is exciting for families, and attendance for *Build Zone* continues to grow as the children love to create with Legos. And the Nisky Climate League is working diligently to protect the environment. The Niskayuna Branch Library also supported three book clubs this month.

The Woodlawn Branch Library is home to a well-attended book club of nine members who convene monthly to discuss the selected title. Additionally, in March, Woodlawn participated in

the Adopt-a-Soldier program, collecting donations from the community in support of service members.

Our Youth Services Librarian had a wonderfully busy month of March at the Quaker Street Branch, providing fun and great crafts and kits for our young patrons. Three Imagination Stations were held, and three kits were available to take home: a St. Patrick’s Day Grab & Go, a Spring Grab & Go and an Owl Pellet Grab & Go. The children look forward to coming into the library to get their Grab & Go kits. It’s a real treat! Additionally, an educator from the Tang Teaching Museum offered a STEAM-focused art lesson during Homeschool Hour. The children learned to paint with all different substances.

The biweekly gathering of the Cozy Crafters and the monthly adult book club continue to enjoy a loyal following.

Notable Youth Services programs in March included partnerships with Proctors, Disney, and the Friends of the Library with “Bluey’s Play Date”, three programs in partnership with WMHT, the 2nd Annual Peeps Show contest, perennially popular Imagination Stations, and the Peer Partnership Program with Niskayuna High School’s National Honor Society student members.

Adult Services invited Schenectady County Connects to the March meeting to learn about the resources offered and continue the partnership to serve Schenectady County.

03/2024 CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	674	902	-25%	1,985	3,075	-35%
Central	17,515	18,943	-8%	54,572	54,801	0%
E-Resource	17,355	13,730	26%	50,515	40,370	25%
Glenville	5,117	6,431	-20%	16,032	17,205	-7%
Mont Pleasant	1,345	1,378	-2%	3,770	3,666	3%
Niskayuna	9,733	11,954	-19%	31,631	33,446	-5%
Quaker Street	1,576	2,185	-28%	5,147	5,984	-14%
Rotterdam	6,818	7,389	-8%	21,044	19,557	8%
Scotia	2,970	3,063	-3%	10,197	8,403	21%
Woodlawn	957	1,227	-22%	3,420	3,446	-1%

03/2024 INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	293	265	11%	758	749	1%
Central	1,920	1,863	3%	5,956	5,076	17%
Glenville	86	119	-28%	210	307	-32%
Mont Pleasant	512	226	127%	1,012	591	71%
Niskayuna	330	522	-37%	1,057	1,496	-29%
Quaker Street	76	34	124%	175	150	17%

Rotterdam	162	159	2%	394	342	15%
Scotia	178	205	-13%	622	668	-7%
Woodlawn	34	79	-57%	102	244	-58%

Support Services

We rolled out our new wireless printing system, ePRINTit, provided through TBS, at all 9 library locations. Patrons can click the “Mobile Print” button on our home page from their personal devices in order to upload a variety of files to the system and be able to pick them up at any of our locations, or send them via email to release them at the library. Patrons can securely send and print documents to the location of their choice. This is a significant improvement for both staff and patrons.

Our new copier/printer for the 2nd Floor at Central was arrived and everyone on the 2nd floor has printing capabilities to it. The quality of printing is everything we hoped it would be. Our next steps with it once County IT is in place is to hook it up to the staff network to be able to scan and send the scanned files to employees emails, instead of having to rely on USB flash drives.

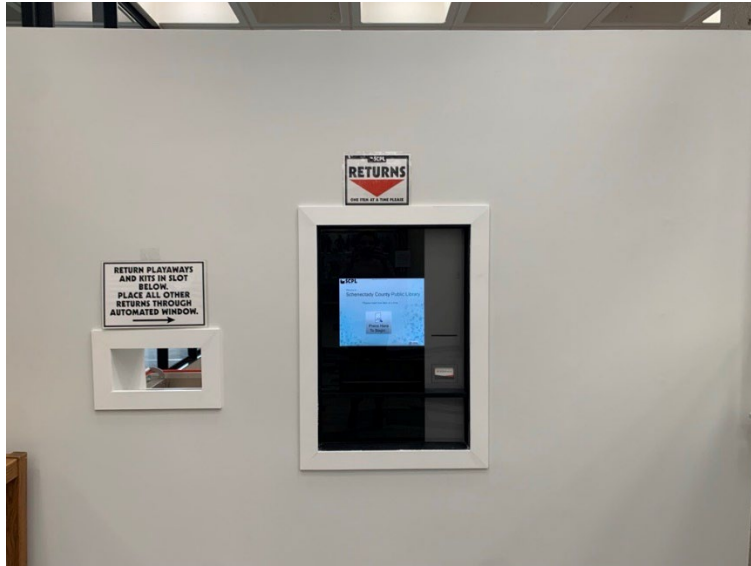
Circulating library bags were launched and expanded out to 3 sizes, small, medium, and large. Special heavy-duty cards were designed and created to house the RFID tags along with barcodes. These tags are attached to each bag.

Website development passed an important hurdle in the Purchasing process with the County IT Security Assessment form being completed.

We were informed that the online software we have used for many years for submitting marketing and design jobs, TRELLO, was increasing in price exponentially, which was going to render the service unsustainable for us. After looking at many options, we decided to utilize Microsoft Planner. Microsoft Planner has a very similar look and function to Trello, while being included in our MICROSOFT 365 plan. Converting jobs from Trello over to Planner has gone very smoothly.

The internal posting for the part-time Library Assistant position yielded several applications and interviews began later in the month.

The new Automated Materials Handling Unit (AMHU) was replaced. The patron induction side was widened, creating a larger opening for materials to be return and the user interface of the screen provided patrons with a better visual of their returned materials status. At the time of construction, a secondary slot was made in the wall to accept materials like Playaways that are unable to returned through the AMH providing a smoother return process for all materials. The patron side of the wall was painted. Picture of the area is below.



Workflow improvements were implemented at the Karen B. Johnson Central Library with the addition of a work station in the delivery area allowing staff to more efficiently process materials. Rather than carting the bins to the Circulation area staff can sort delivery at the location it is dropped off, immediately place outgoing materials in the appropriate bin then only bring materials with patron requests to the front or cart for shelving.

Second floor construction for the Public Health Storage begin this month. The space is being outfitted to provide Public Health with an enclosed storage space, therefore, allowing the library to regain the footprint currently being utilized as storage. Once the current storage area is cleared the flooring will be replaced.

Significant work was done by Beth and the County Finance Department to closeout 2023's budget so work on the NYS Report can begin.



ANNUAL REPORT 2023

PINEWOOD HOLLOW
BLUEGRASS DUO CONCERT

All ages welcome to this free concert. Family friendly concert featuring bluegrass standards, fiddle tunes and other string band music. Pinewood Hollow is J Staley on guitar and vocals, Denise Radke on guitar, banjo and vocals.

-McChesney Room in Central Library
Sunday May 21 2:00pm

Woodlawn Branch

SCPL presents
An Author Visit with: Tony Hillery
Thursday, April 27th 6:00PM
-McChesney Room in the Central Library-

Meet author and urban farmer Tony Hillery as he reads from his book **HARLEM GROWN**. Founder and CEO of the Harlem Grown Foundation, Hillery is an advocate for healthy children and sustainable community gardening. Books will be available for purchase and signing the event. Event is best suited to children in Grade 1 and above. <https://www.harlemgrows.com>

Co-sponsored by Schenectady City School District's Farm to School and Community School program and SCPL as part of the Green Schenectady initiative.

Quaker Street Branch

SCPL Bike Repair
For Kids ages 8-13 with caregiver. Registration required.

Mont Pleasant Branch

SCPL WINTER
Adult Reading Challenge

Top 10 Most Read Books:

- SPARE by Prince Harry
- NIGHT by The KITCHENS
- JAMIE FORD THE MANY DAUGHTERS OF ANGRY MOY
- REMARKABLY BRIGHT CREATURES by Swoosie Kurtz
- LOUISE PENNY A WORLD OF CURIOSITIES
- MARRYING THE KITCHENS by JENNIFER CLOVE
- DANIELLE STEEL The Whittiers
- THE MAID by LITA
- REMARKABLY BRIGHT CREATURES by Swoosie Kurtz
- TAYLOR JENKINS REID

SCPL ALL TOGETHER NOW SUMMER READING 2023
SIGN-UPS BEGIN JUNE 1 FOR **beanstack**
WIN PRIZES, HAVE FUN & LEARN! GO TO [SCPL.ORG](https://scpl.org) AND CLICK ON BEANSTACK TO GET STARTED!

COMPOSTING

- a talk with -
TIFFANY D JACKSON
acclaimed YA author

McChesney Room @ Central Library
Thursday, April 6 @ 6:00pm-7:30pm

Together Now
Adult Summer Reading Challenge
June 26 - August 26, 2023

Register for the Adult Summer Reading Program starting on June 1st! You can start logging your progress June 16 by using the Beanstack app.

A YEAR OF UPDATES & NEW SERVICES



Books for Babies at Ellis Medicine's Bellevue Woman's Center was launched in January 2023 through the Schenectady Takes Action for Reading Success (STARS) program, which is a collaborative action campaign led by SCPL to spread free and diverse children's books throughout the city while motivating parents and caregivers to talk, read, and sing more with their children from birth. Through the Books for Babies initiative, Bellevue Woman's Center will gift new parents with a STARS book to read to their child from day one. Each book also will be bilingual and will contain a list of best practices for shared reading, concrete tools for engaging in literacy-rich activities, and information on how to connect with the public library and other community agencies invested in early literacy.



In July, Schenectady County Public Library launched a new service called Wowbrary. Wowbrary provides free alerts about the library's newest books, movies & music. Patrons can register to get weekly emails with the list of everything new on order at the library and click through from that email to place holds and be first in line when those new items come in.



Over the summer, SCPL's Board of Trustees approved a revised Library Cards policy, expanding access to library cards to those under age five. This exciting change supports early literacy efforts through getting young kids excited about coming to the library and using their very own library card as well as facilitating access to books in the home. We're happy and proud to have our youngest residents become library cardholders.



As part of a project to refresh all of the library's RFID equipment including the automated materials handler, security gates, self-checkout kiosks, and related security equipment, upgraded self-checkout kiosks were deployed at the Phyllis Bornt Branch Library & Literacy Center, in the Children's Area of the Karen B. Johnson Central Library, and at the Niskayuna Branch Library; additionally a self-checkout kiosk was added for the first time at the Mont Pleasant Branch Library. Offering a self-checkout kiosk adds a convenient and privacy-focused option for patrons who prefer self-service while still maintaining the option to get friendly, helpful customer service directly from library employees.



2023 saw many capital project investments in our libraries, including replacement of the Karen B. Johnson Central Library roof and HVAC system, the Glenville Branch Library roof, interior painting at the Niskayuna Branch Library, sidewalk replacements at the Scotia and Glenville Branch Libraries, the installation of indoor air quality units at the Bornt and Mont Pleasant Branch Libraries. We also completed the installation of electric vehicle (EV) charging stations at all nine library locations, and deployed voiceover IP (VOIP) phone systems to upgrade our phone service at all libraries.



Another exciting change that occurred in fall 2023 was the routine assignment of Adult Services librarians out to our branch libraries. This shift provides librarians who specialize in offering reference and readers' advisory assistance, technology help, programming and outreach to more directly serve each community in Schenectady County.



STATISTICS

WEBSITE VISITS:



2022: 236,494
2023: 247,918

COMPUTER USERS:

2022: 28,629
2023: 40,773

+42%



2022: 53,903
2023: 59,529



PROGRAMMING

2022
OF ATTENDEES:
24,367
ADULTS 6,745
CHILDREN'S 17,622

+27%

2023
OF ATTENDEES:
31,054

ADULTS 5,380
CHILDREN'S 21,478
GENERAL* 4,196



PHYSICAL MATERIAL CIRCULATION

2023: 622,245
2022: 530,858

e CONTENT CIRCULATION

2021 135,714
2022 144,260
2023 +18% **169,847**

Our digital e-content of ebooks, graphic novels, audio books, music, and movies on Hoopla & Libby continue to increase year over year.

"We continue to see the trend of eContent becoming people's first choice for books, music, and movies..."



SCPL

Schenectady County Public Library

Hon. Karen B. Johnson Central Library

99 Clinton Street

518.388.4500

Phyllis Bornt Branch Library & Literacy Center

948 State Street
518.372.4393

Glenville Branch Library

20 Glenridge Road
518.386.2243

Mont Pleasant Branch Library

1036 Crane Street
518.386.2245

Niskayuna Branch Library

2400 Nott Street East
518.386.2249

Quaker Street Branch Library

133 Bull Street, Delanson
518.895.2719

Rotterdam Branch Library

1100 N. Westcott Road
518.356.3440

Scotia Branch Library

14 Mohawk Avenue
518.386.2247

Woodlawn Branch Library

2 Sanford Street
518.386.2248

www.scpl.org

**BUILDING COMMITTEE REPORT
FOR
SCPL MEETING ON APRIL 25TH**

This report lays out the GOALS FOR 2024 regarding CAPITAL PROJECTS.

*COMPLETE LANDSCAPING AT GLENVILLE BRANCH. (this is a hold over from 2023).
Completion expected to take place in the spring of 2024.
4/25– Project to begin in May

*BRANCH LIBRARY DAMAGE REPAIRS AT MT. PLEASANT BRANCH.
3/28 – County engaging Engineering Firm.

*LIBRARIES FIRE ALARM PANEL UPGRADES AT KBJ, WOODLAWN AND GLENVILLE.
3/28 – County scheduling walk throughs for estimates

*BRANCH LIBRARY INTERIOR IMPROVEMENTS AT SCOTIA, NISKAYUNA, BORNT AND ROTTERDAM.
4/25 – starting in June through the fall.

*BRANCH LIBRARY PARKING LOT SEALANT AT QUAKER.

*KBJ ELEVATOR UPGRADES
3/28 – Project to begin the end of May

*KBJ 2ND FLOOR STAFF BATHROOMS RENOVATION
3/38 – Measurements taken for the design phase
4/25 Design completed for Staff bathrooms, kitchen and rest area.

*KBJ COOLING TOWER REPLACEMENT
4/25 – a winter project

*ALL LIBRARIES INFRASTRUCTURE IMPROVEMENTS.
4/25 An IT project will be completed over 24 year.

*MONT PLEASANT EXTERIOR AND PARKING LOT IMPROVEMENTS.
3/28 – Discussion with Family Dollar taking place
4/25 – Family Dollar contract held up in bureaucracy of FD – on hold.

*QUAKER EXTERIOR SIDING RENOVATION.
4/25 – Siding will be replaced on the entire building.

*SCOTIA EXTERIOR REPAIRS AND PAINT ON PORCH.
3/28 – County obtaining estimates.
4/25 – Scheduled for spring

*LIBRARY FURNITURE REPLACEMENT AT KBJ AND BORNT.

4/25 – A tour of the libraries is being scheduled with SCI (library furniture company).

*MULTI FACETED, MULTI PHASED RENOVATION FOR 2ND FLOOR CONTINUES WITH COUNTY.

4/25 – On hold for now.

*ANNUAL FACILITIES TOUR IS WEDNESDAY, MAY 1ST.

2024 SCPL Facilities Tour Schedule

Location	Arrival/Start Time	Departure Time
Quaker Street	9:00 am	9:15 am
Rotterdam	9:35 am	9:50 am
Mont Pleasant	10:00 am	10:15 am
Bornt	10:30 am	10:45 am
Woodlawn	10:55 am	11:10 am
Niskayuna	11:20 am	11:35 am
Glenville	11:50 am	12:05 am
Scotia	12:15 pm	12:30 pm
Karen B. Johnson	12:40 pm	1:15 pm (End of Tour)

SCPL BOTS Report

Subject: Transition Team Meeting to terminate SCPL's participation in JA

This report does not replace the official minutes of this meeting but is a report to the SCPL Board of Trustees by the attending BOT member, Brenda Schworm.

Meeting held April 22, 2024 at 1 pm at MVLS.

Attendees: JA staff, Schenectady County IT staff, Charity Thorne and Brenda Schworm

Purpose of the meeting was an initial inventory of process, and discussion of milestones and cooperation to terminate JA participation.

Goal of meeting was to mutually identify considerations of transition, including milestones and deadlines.

Most of the discussion was devoted to the technical aspects of the JA termination:

- Continued use of Polaris ILS – JA concerned with the 5000 items that are currently between SCPL and other libraries. This item will need to be addressed again so that actions can be taken in a timely manner. SCPL desires to delay to the end of Sep from the May 1 date that JA proposed.
- Data Conversion – discussion centered on what / when to pull data, and can SCPL migrate this data from Polaris ILS to Sierra ILS. More specifics needed here in subsequent meetings.
- Network Replacement – the mutual desire is to accomplish network actions cleanly and transparently. There is not much JA equipment to be returned from SCPL to JA. The equipment consists of Ubiquiti Routers and D-Link 24 port switches, one each at 4 branches. There appeared to be mutual consensus to move the network cut-over from Aug 26 to Nov 4, with the bulk of the network activity occurring the last week of Oct.
- Equipment Placement and Replacement – to occur last week of Oct and return equipment to MVLS.
- Access to Research Databases – remains in place to end of cut-over period and inform users.
- Other – this list includes SCPL website hosting, other server hosting for licenses, iPad labs, self-check-out machines. More information needed but no showstoppers.

In summary, milestones and dates will be finalized once SCPL puts in place the Upper Hudson transition. Next meeting is most likely in early June, pending information regarding the SCPL transition.