



Schenectady County Public Library Board of Trustees Meeting
June 27, 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 May 23, 2024
 - b. Approval of Expenditures – Resolution 1
4. Resolution 2 – Acceptance and Expenditure of Ryan Bequest
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 July 25, 2024 at 6:00 pm in the Swanker Room at the Karen B. Johnson Library.

SCHENECTADY COUNTY PUBLIC LIBRARY

The regular monthly meeting of the Schenectady County Public Library Trustees was held on Thursday, May 23, 2024 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.

PRESENT: Madelyn Thorne, President; Brenda Schworm, Vice President; Carmel Patrick, Treasurer; David Fronk; Sharon Jordan; Steve McCutcheon; Julie McDonnell; Jude McQueen; Bernice Rivera

ABSENT AND EXCUSED: Justin Chaires; Angela Tatem, Secretary; Tina Chericoni Versaci

STAFF: Charity Thorne, Executive Director; Beth DeMidio, Director of Operations; Devon Hedges, Assistant Library Director; Jan Martin, Board Clerk

GUESTS: Charlene Roman, President, Friends of the Library; Shirley DeBono, First Vice-President, Friends of the Library; Tim Burke, Executive Director UHLS

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

PUBLIC COMMENT

Nancy Gifford, Lincoln Street, Scotia, New York

Kaela Wallman, Lorraine Avenue, Schenectady, New York

- Comments centered on Schenectady County Public Library withdrawal from the Joint Automation System

CONSENT AGENDA

Moved by Sharon Jordan, seconded by David Fronk. Motion passed.

RESOLUTION 2 – Approval of 2025 SCPL Operating Budget

Director of Operations Beth DeMidio presented the draft 2025 budget request to the County.

Moved by Carmel Patrick, seconded by Bernice Riviera. Motion passed.

RESOLUTION 3 – Acceptance and Expenditure of Ryan Bequest

Moved by Julie McDonnell, seconded by Carmel Patrick. Motion passed.

PRESIDENT'S REPORT

Madelyn Thorne, David Fronk, Beth DeMidio and Charity Thorne attended the MVLS Spring Symposium on May 3, 2024 at the Margaret Reaney Memorial Library in St. Johnsville. For the second half of the event, MVLS contracted with New York Conference of Non for Profits to run an open discussion with the executive directors and trustees who were in attendance. The MVLS staff and trustees left the room at that time. Within the meeting, the concerns that we have had as a member of JA and MVLS were expressed by other libraries. After many months of deliberation, the decision for SCPL to withdraw from JA has been fortified. It is the right move for our patrons. Discussion ensued.

Library Board of Trustees member, Cheryl Cufari, resigned on May 1, 2024.

DIRECTOR'S REPORT

Trustees reviewed the written report by Executive Director, Charity Thorne.

Guest Tim Burke, Executive Director of the Upper Hudson Library System, was introduced by Charity Thorne. Burke reported the UHLS Board of Trustees unanimously voted to fully explore the idea of a resource sharing agreement with SCPL up to and including membership in UHLS at their May meeting. Burke then took questions from SCPL trustees.

FRIENDS OF THE LIBRARY

- The spring book sale netted approximately \$16,000. It was well attended. Tip jars near cashiers raised over \$700. Patrons are very generous
- The Friends picnic will be held on Friday, June 7 from 5:00-7:00 p.m. at the Central Park Pavilion. Desserts are welcome if anyone wants to bring them.
- The Outreach Committee met on Wednesday, May 22. Scholarships are ready to be handed out to all county high schools.
- Harry Potter Day – tentatively scheduled at KBJ for October 19, 2024

BUILDING COMMITTEE

- Annual tour was held on May 1, 2024
- 2024 Capital Project – Renovation of the staff restrooms and staff break area on the second floor. DeMidio shared the floor plan for the new space.

FINANCE – None.

POLICY COMMITTEE – None.

MVLS REPRESENTATIVE – None.

NEW BUSINESS – None.

The meeting was adjourned at 7:10 p.m.

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

SCPL Board of Trustees Resolution 1 – 6/27/24
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 May 23, 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 EIGHT HUNDRED FIFTEEN DOLLARS AND 65 CENTS (\$815.65) for payment of items as per the attached expenditure sheet.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS:

Executive Director Report to the Board June 27, 2024

The primary areas of focus for the month of May were the 2025 budget request to the County and the hours of operation expansion targeted for September 2024 along with Library Calendar. Both involved number crunching and a lot of small, moving parts to try to piece together everything that was needed. As we worked on schedules and locations assignments for the expanded hours, staff were asked to submit any preferences they had for consideration, and we worked to create draft schedules where there are a minimum of 3 people scheduled for every hour the library is open as much as possible, and sometimes more when a librarian is present to allow for ample programming and outreach opportunities going forward. Another piece of the expanded hours project has been our hiring marathon, and we conducted interviews for multiple positions in May and are pleased to report we've had many excellent candidates and no shortage of folks interested in working at SCPL. Hiring and onboarding in preparation for expanding hours is going very well, and we've been able to promote several internal applicants as well which is wonderful.

We made the link to Library Calendar live on Friday, June 7 and are very excited for this upgrade, which adds the ability for patrons to check room availability and submit reservation requests online as well as more easily (and attractively) search for library programs of interest. In addition to an improved interface, Library Calendar has wonderful reporting capabilities and will allow us to more easily track and report statistics for both internal use and the New York State annual report. As a result we hope to begin providing the board with programming statistics monthly in the near future.

Other activities and meetings in May included:

- The annual facilities tour on May 1, which went very smoothly. It's so nice to see how little is needed and how wonderful all our libraries look with all the significant investment and projects into our buildings over the last several years.
- The Mohawk Valley Library System (MVLS) Spring Symposium on May 2.
- A kick off meeting for our website redesign project with Syracuse Design.
- Attendance at the Joint Automation Council meeting and MVLS Directors Council meeting.
- Capital District Library Council board meeting.
- Meetings with folks from Upper Hudson Library System (UHLS) as well as Lauren Moore from the Division of Library Development and Assemblyperson Santabarbara.

Public Services

Niskayuna Branch

The children's programs created by Youth Services Librarian Amy Relyea included Build Zone and Pre-School STEM programs for children, ages 3 to 5. These programs were well-attended and the children benefit from the educational opportunities. The Firehouse Artists met in the meeting room to discuss their art work. Niskayuna hosted two book clubs: the Niskayuna Book Club read *The Maid* by Nita Posner and the Hummingbird Book Club read *Nineteen Minutes* by Jodi Picoult. The groups appreciate that they can gather in a comfortable, attractive room.

The Climate League continues its programs with positive results for the community. A college student returned to the branch thrilled that she could read as many fantasy books as she wanted. As a scientist, she mentioned the college library had only science books!

A patron with a bright smile entered the branch and said, "When I come in this library and see you, I know you will always help me."

Niskayuna staff began preparing for the Summer Reading Program and look forward to the busy summer months.

Woodlawn Branch

The Woodlawn Branch hosted a Card Stamping program just in time for Mother's Day, with 11 patrons in attendance. Our book club was also well-attended this month with 9 patrons participating. The Woodlawn Branch was also excited to get our new self-checkout kiosk installed, along with a credit card reader!

Rotterdam Branch

May was a busy month at the Rotterdam Branch Library!

We were very pleased to host an outdoor reception for CBA sophomore, Parker Lachanski, for the construction and finishing of two Adirondack chairs that he donated to the Rotterdam Branch Library for his National Honor Society service project. Parker received commendations from Assemblyman Angelo Santabarbara and from SCPL Assistant Director Devon Hedges. SCPL Public Services Manager, Michelle Dannenhoffer-Cau, and Rotterdam Branch Senior Library Clerk, Sheila Woods, were also on hand to applaud and thank Parker for his efforts.

Parker worked to get financial and material support from Bellevue Builders Supply and Pedo Brothers Italian Specialty Foods. The chairs were donated for use in the library's outdoor rock garden, a quiet and peaceful space that readers may enjoy in fair weather. New library programs that better utilize the space are in consideration thanks to Parker's project.

Our landscapers did a wonderful spring clean-up of the branch grounds, and the County delivered flowers, which were planted by branch staff and volunteers.

On May 22, we kicked off *Food Truck Wednesdays*, in partnership with our friends at the NYSDEC office. Every Wednesday through the summer, between 11 a.m. and 2 p.m., a local food truck will be serving up lunchtime treats in the branch's overflow parking lot.

And finally, at the end of the month, the branch closed down to begin our big interior painting project!

Quaker Street Branch

Patrons of all ages love the warm and welcoming atmosphere of the Quaker Street Branch Library! One of our young patrons donated \$5 to the branch that she earned selling painted rocks. The note accompanying her donation read: *Dear Library – Thank you for all your kindness. For being the best, I will give you some . . . money!* Staff talked with Charlie about how she would like the donation to be spent. We came up with the idea of buying some flowers to plant in the garden, PURPLE flowers, because we learned that it was her favorite color. Our gardener, Leonard Bala, was more than game for that and got right to purchasing

and planting! Leonard also planted all the annuals that were delivered by the County. We have the most beautiful garden beds, thanks to Leonard’s hard work!

Our Cozy Crafters enjoy crafting together SO MUCH at our Quaker Street Branch that they began meeting weekly in May.

During the month of May, the Scotia and Glenville branch youth services librarian, Diana Hurlburt hosted 18 programs for youth and also hosted a Teen Writing Club panel at the Central Library featuring several local authors and illustrators. She was awarded an MVLS mini-grant to fund the “Colossal Teen Writing Club” summer reading program series. She also conducted outreach promoting summer reading at Mekeel Academy for the kindergarten & first grade classes and hosted the Glendaal Elementary kindergarten and first grade classes at the Scotia library. 37 library cards were prepared for the Glendaal visitors, with major assistance from branch staff Brenda Rice, Lisa Omicinski, Jeanette Bearzi, and Devon Hedges. During the Mekeel outreach and Glendaal inreach, story times and summer reading information were provided to the students.

Rotterdam and Quaker Street branch youth services librarian Stephanie Olson coordinated and scheduled school visits for the end of May for all three districts served by her branches: Duaneburg, Mohonasen & Schalmont. She also visited many pre-schools in the area to talk about the Summer Reading challenge and getting a library card. While the Rotterdam library was closed at the end of May due to interior renovations (new paint colors on the walls!) we held a program outdoors with Cornell Cooperative Extension to plant flowers in our garden.

Youth services librarian Chelsea DeCicco presented DIY Candle Kits inspired by the A Court of Thorns and Roses book series, which was a huge hit for teens, selling out in a few days. There was considerable feedback from adult patrons to offer similar programs in their age bracket.

05/2024 CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	789	716	10%	3,519	4,699	-25%
Central	16,299	16,489	-1%	88,246	88,133	0%
E-Resource	16,170	12,864	26%	82,363	66,319	24%
Glenville	4,369	4,951	-12%	25,272	27,390	-8%
Mont Pleasant	1,479	1,045	42%	6,869	6,040	14%
Niskayuna	8,755	10,950	-20%	49,845	55,718	-11%
Quaker Street	1,517	1,736	-13%	8,536	9,723	-12%
Rotterdam	5,077	6,257	-19%	32,735	32,132	2%
Scotia	2,856	2,907	-2%	16,087	14,370	12%
Woodlawn	1,088	1,060	3%	5,681	5,770	-2%

05/2024 INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	273	299	-9%	1472	1305	13%
Central	1681	1515	11%	9717	8181	19%
Glenville	42	83	-49%	374	457	-18%
Mont Pleasant	416	166	151%	2142	997	115%
Niskayuna	368	393	-6%	1874	2382	-21%
Quaker Street	56	97	-42%	348	303	15%
Rotterdam	141	141	0%	686	606	13%
Scotia	126	209	-40%	1066	1086	-2%
Woodlawn	32	39	-18%	211	310	-32%

Support Services

The installation of new (and added!) self-checkout kiosks was completed at all of our locations. Credit card machines were installed in each (with one outstanding), making the option to pay by credit card for library card account balances now available at ALL library locations. Patrons can also use TAP-to-PAY with RFID credit/debit cards, as well as smart devices such as Apple Watch, iPhone and Android devices. So far we've seen an increase of \$140.62 in sales during May 2023 compared to May 2024 and we anticipate this upwards trend to continue.

Our newly revived Museum Pass Program was kicked into high gear during May, to be ready for the Memorial Day weekend. For launch of the holiday we had the following Museum Passes available for the public: Albany Institute of History & Art, Berkshire Botanical Garden, Bennington Museum of Art History Innovation, The Children's Museum at Saratoga, Empire State Aerosciences Museum, miSci, New York State Empire Pass, and The Wild Center in Tupper Lake. We will be updating and adding new passes weekly for the rest of the summer so patrons are encouraged to check back with their favorite library locations to see what is available.

From a marketing standpoint, Summer Reading announcements went out at the end of the month to prepare people to be able to pre-register for the Summer Reading Challenge on June 1, 2024 through our Beanstack account. The Summer Reading Challenge officially begins on Saturday, June 15, 2024.

A meeting was had with Frank Smith from Syracuse Design, the company we have hired to create a new website for SCPL. In order to bring in as many ideas of what makes a library website properly work, we asked staff to give us examples of library websites they think are successful and what features of those sites did they feel accomplished that goal.

A post-mortem was held with County officials about the Tree Giveaway from the end of April. It was determined that dogwoods were the most sought-after tree and the County will try to make sure that the harvest is better for next year for that species. Fruit-bearing bushes/trees were also discussed as another option to hand out as well. If this continues next year, we will

not be carrying tree saplings at all 9 SCPL locations again, but limited to Central and possibly two other locations after witnessing how the distribution worked out.

We welcomed Neerupa Ramnauth, a new part-time Library Assistant, and completed interviews for librarian vacancies. A vacant full-time Principal Library Clerk was converted to a full-time librarian position.

The Rotterdam Branch interior painting project began on May 28, 2024.

New programming standards for the adult programming were also introduced to ensure SCPL is responding to community demands for programs. The adult services team had various arts & craft; computer & technology classes; health & wellness programs during May. DeMidio's successful negotiations with Swank Movie Licensing USA, our public performance site license, now includes licensing to show movies at all nine SCPL locations, a much-requested ability. We are looking forward to showing movies at all locations in future!

New response has been submitted to Microsoft Form at 6/10/2024 6:25:06 PM

Bixler, Doug <DBixler@mvls.info>

Mon 6/10/2024 2:25 PM

To: Martin, Janice <jmartin@mvls.info>; Thorne, Charity <cthorne@mvls.info>; DeMidio, Beth <bdemidio@mvls.info>; Hedges, Devon <DHedges@mvls.info>

A new response has been submitted to Microsoft Form:

Question/Comment:

Comment

Which SCPL location does this pertain to?

Glenville Branch Library

What is your Question/Comment?

We love the kid programs at the Glenville branch! They're great for all the young ages and my son has enjoyed coming weekly!

What is your Name:

Tangie Lavery

Best way to contact you?

Email





SUGGESTION CARD

LET US KNOW HOW WE CAN BETTER SERVE YOU.

Your Comment/Suggestion:

Jenn Malave

most helpful goes above and beyond
and extremely pleasant. she's an assist
to the library

Please put in the Suggestion Box when you are finished. We may not be able to act on all suggestions, but we appreciate your input. Thank you.

New response has been submitted to Microsoft Form at 6/18/2024 3:16:21 AM

Bixler, Doug <DBixler@mvls.info>

Mon 6/17/2024 11:16 PM

To: Martin, Janice <jmartin@mvls.info>; Thorne, Charity <cthorne@mvls.info>; DeMidio, Beth <bdemidio@mvls.info>; Hedges, Devon <DHedges@mvls.info>

A new response has been submitted to Microsoft Form:

Question/Comment:

Comment

Which SCPL location does this pertain to?

Overall Schenectady County Public Library System

What is your Question/Comment?

The children's programming librarians have been a great gift to our family and all the families who attend children's programming. Every program we have attended and we attend a lot is well planned and our children never want to leave. Whether the program is facilitated by the librarian or an outside guest, my kids are educated, entertained, make meaningful connections with other attendees, get great book recommendations, have a craft in hand to take home, clear instructions to continue the learning at home, and best of all, they get a lot of support and attention from the librarian. My children (and others) are greeted by name, are asked about their interests, and encouraged to keep coming back, read more books, and stay connected to the library. My kids love their library, it is one of the greatest past times and is a huge part of their lives.

What is your Name:

Angela Tatem

Best way to contact you?

Email



SCPL Board of Trustees Resolution 2 – 6/27/24 Acceptance and Expenditure of Ryan Bequest

WHEREAS, the Board of Trustees of the Schenectady County Public Library has been notified that a bequest has been given to the library Board of Trustees by Sheila Ryan for the purchase of books

WHEREAS, the second partial distribution bequest check is in the amount of FIFTEEN THOUSAND DOLLARS (\$15,000) and it is to be used for the purchase of books; it is hereby

RESOLVED that on June 27, 2024 the Board of Trustees hereby accepts, with gratitude, the generous bequest in the amount of FIFTEEN THOUSAND DOLLARS (\$15,000) and be it further;

RESOLVED, that the Board of Trustees approves expenditures of up to FIFTEEN THOUSAND DOLLARS (\$15,000) to purchase books.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS: