



Schenectady County Public Library Board of Trustees Meeting
January 23, 2025 - 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 November 14, 2024
 - b. Acceptance of Bequest – Resolution 1
 - c. 2025 Board Meeting Dates
4. Approval of Long Range Plan
5. President's Report
 - a. 2025 Committee Assignments
 - b. Required annual training hours
 - c. Library Advocacy Day
 - d. Regular meeting time
6. Director's Report
7. Friends of the Library Report
8. Committee Reports
 - a) Finance Committee
 - b) Planning Committee
 - c) Policy Committee
9. New Business
10. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on February 27, 2025 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, November 14, 2024 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.

PRESENT: Madelyn Thorne, President; David Fronk; Steve McCutcheon; Julie McDonnell; Bernice Rivera; Tina Chericoni Versaci

ABSENT AND EXCUSED: Justin Chaires; Jude McQueen; Carmel Patrick, Brenda Schworm; Angela Tatem

STAFF: Beth DeMidio, Director of Operations; Devon Hedges, Assistant Library Director; Doug Bixler, Support Services Manager; Janice Martin, Board Clerk

GUESTS: Charlene Roman, President, Friends of the Library; Jessica McDonald, Assistant Treasurer, Friends of the Library; Diane Wilkinson, Friends of the Library

President Madelyn Thorne called the meeting to order at 6:07p.m. and announced that Sharon Jordan has resigned from the Library Board of Trustees.

PUBLIC COMMENT

Nancy Gifford/Scotia NY – She is concerned about the lack of information going out to staff and public, in particular to the unavailability of the website during the transition to the new website on November 14, 2024.

David Gosda/Niskayuna, NY-He could not find any information from the Board of Trustees minutes, from February 29, 2024 to present about the contract between the County Library and Clarivate.

CONSENT AGENDA

Moved by Bernice Rivera, seconded by Steve McCutcheon. Motion passed.

PRESIDENT'S REPORT

- Trustees should let Madelyn Thorne know their committee interests for 2025. Will need a strategic plan for 2025.
- Survey will be sent out regarding day/time for library board of trustee meetings in 2025.
- All trustees will be given a scpl.org email address.
- Reminder to trustees to complete 2 hours of mandatory yearly training.

DIRECTOR'S REPORT

Trustees reviewed the written report by Executive Director Charity Thorne.

- Charity Thorne announced that the soft launch of the new website took place overnight on November 14, 2024.

Doug Bixler reviewed the new website as it was displayed on screen for the trustees. He highlighted the following:

- Search from Home Page – New option to search both catalog and website
- Banner on top-upcoming closings, news, etc.
- 4 most used items highlighted on top-Mobile Printing/Get a Card/Reserve a Room/Events Calendar

- Translation option
- ADA Accessibility
-

Director's report (continued)

Hiring – There are only four vacant positions at the library; this is the fewest number of vacancies since pre-pandemic.

Starting on Tuesday, November 12, we began rolling out the new public computer management/print management/scan/fax/copying services-EZ SCAN. The new equipment was paid for by the Friends of the Library. Installation at the branches is forthcoming. Trustees are welcome to preview the equipment after the meeting.

FRIENDS OF THE LIBRARY

Charlene Roman thanked all staff and volunteers who participated in Harry Pottery Day on October 19, 2024. It was a very successful event.

BUILDING COMMITTEE – Beth DeMidio reported on the following and photos were displayed on screen:

- Glenville - landscaping project was completed.
- Quaker Street – exterior renovation and pavement of parking lot completed.
- KBJ – renovation of staff breakroom; scheduled completion December 2024. Staff restrooms will follow. Looking into furniture refreshing, furniture for patrons.
- Bornt – looking into furniture refreshing for patrons.

FINANCE COMMITTEE – None.

PLANNING COMMITTEE – None.

POLICY COMMITTEE – None.

NEW BUSINESS

David Fronk acknowledged National Friends of the Library Week and thanked the Friends of the Library for their incredible dedication.

Steve McCutcheon reported that the Friends of the Library Winter Book Sale will be held February 1 and 2, 2025. They are always looking for volunteers.

The meeting was adjourned at 6:54 p.m. on a motion by Tina Versaci, seconded by Bernice Rivera.

The next meeting will be held on Thursday, December 12, 2024 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Library.

DRAFT

SCPL Board of Trustees Resolution 1 – 1/23/25 Acceptance and Expenditure of Zuvers 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 the Alice J. Zuvers Family Revocable Trust for the Scotia Branch Library

WHEREAS, the first distribution bequest check is in the amount of FIFTEEN THOUSAND DOLLARS (\$15,000) and it is to be used for the Scotia Branch Library; it is hereby;

RESOLVED that on January 23, 2025, 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) for the Scotia Branch Library.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS:

Schenectady County Public Library Board of Trustees

2025 Regular Board Meeting Dates

Thursday, January 23, 2025
Thursday, February 27, 2025
Thursday, March 27, 2025
Thursday, April 24, 2025
Thursday, May 22, 2025
Thursday, June 26, 2025
Thursday, July 24, 2025
Thursday, September 25, 2025
Thursday, October 23, 2025
Thursday, November 20, 2025

Schenectady County Public Library (SCPL) Long Range Plan of Service 2025

The Schenectady County Public Library System (SCPL) serves a population of **158,089 (2021)** with the Central Library and 3 branches in the city of Schenectady as well as branches in the communities of Duaneburg, Glenville, Niskayuna, Rotterdam, and Scotia. Chartered as a municipal library, funding is provided through the Schenectady County Legislative budget. The Friends of the SCPL provide funding for enhancements to the library in the areas of resources, programming, and facilities. Successful grants and donations add to library financials.

Mission Statement

The mission of the Schenectady County Public Library is to meet our community's informational, educational, cultural, and recreational needs by providing free and open access to a comprehensive range of materials, services, and programs. A Trustee must act in good faith, and in the best interest and goals of the Schenectady County Public Library.

Vision Statement

The Schenectady County Public Library strives to be the first choice for information and the center of knowledge for the community. The Library System enriches the entire County by providing excellence in library service, empowering individuals, families and children from the many diverse communities in Schenectady County. The Schenectady County Public Library creates opportunities to participate, connect and discover by:

- Ensuring freedom of access to information
- Anticipating and meeting changing needs of our diverse communities
- Assuring equitable access to the library's resources and services
- Promoting literacy in all its forms
- Encouraging lifelong learning
- Providing spaces and resources for people to come together as a destination center
- Developing partnerships in the community in support of our vision and goals

The Schenectady County Public Library Board of Trustees is using the correlates of the Vision Statement as goals for planning. A ninth goal has been added centering around compliance concerns. Ongoing work is being done to maintain a strong library presence in the community as reflected by the goals.

Goal One: Ensure freedom of access to information.

- The SCPL will provide diverse resources in various media formats.
- The Planning Committee will revisit the technology plan annually to ensure up-to-date technology for patrons and staff is included in the library budget.

Goal Two: Anticipate and meet changing needs of our diverse communities.

- The SCPL trustees, staff, and partners will ensure that library services and resources meet the needs of the community recognizing diverse cultures, languages, ages, and abilities.
- The SCPL will continue to collaborate with other community organizations to help meet this goal.

Goal Three: Assure equitable access to the library's resources and services.

- The SCPL needs to evaluate the hours of operation and staffing for each SCPL branch.
 - Expand and adjust branch library hours for equitable access six days a week at all eight branch libraries
 - Assign staff from Youth Services and Adult Services to each branch library to provide customer service and facilitate programming, collection development, and outreach for youth/adults for their assigned location(s).
- We will conduct a feasibility study assessing service delivery to differently-abled patrons.

Goal Four: Promote literacy in all its forms.

- The SCPL will implement the Family Place Library model at the Hon. Karen B. Johnson Library.
- The SCPL will maintain literacy partnerships with other community organizations.
- The SCPL will continue to promote all forms of literacy.

Goal Five: Encourage lifelong learning

- The SCPL will continue to provide a variety of cultural, educational, and recreational programs to individuals of all ages.
- We will adequately invest in appropriate educational materials for all ages.

Goal Six: Provide spaces and resources for people to come together as a destination center.

- The SCPL will conduct an annual branch library facilities review.
- Based on the facilities review a project plan will be developed to address identified needs.
- We will provide safe, clean spaces for our staff and patrons.
- We will solicit feedback from each community branch in order to access needs.

Goal Seven: Develop partnerships in the community in support of our vision and goals.

- The SCPL will continue to develop relationships with other community organizations in order to meet its goals.
- The SCPL will strengthen these relationships in order to expand its resources.

Goal Eight: Insure a sound financial foundation for the SCPL so that it may continue to provide materials and services to the community.

- We will prepare an annual budget that adequately meets the goals of the SCPL.
- We will collaborate with the Friends of the SCPL to enhance private contributions.
- We will assess SCPL's staffing to ensure that we meet the goals of this long range plan of service.

Goal Nine: The SCPL Board of Trustees will ensure we are in compliance with any NYS Library regulations

- The Board of Trustees will conduct an annual policy review.
- We will review the 2021 new standards and work to ensure compliance.

Executive Director Report to the Board

January 23, 2025

November and December were almost wholly dedicated our transition out of Joint Automation and the launch of a new website. This included switching over to our own installation of Polaris, implementing the Vega Discovery layer for the online public catalog, changing public computer software, public mobile printing solutions, public printing software, the addition of Scan EZ stations generously funded by the Friends of the Library for public copying, scanning and faxing, and more. Other projects during these months included preparation to implement WorldShare interlibrary loan services through OCLC, expanding our access to other library collections greatly beyond what our former shared catalog contains; kicking off the project to implement CollectionHQ for data analysis and collection management; setting up new accounts with vendors Ingram and Midwest and configuring new EDI ordering processes that will automate many processing tasks previously done manually and speed up materials being shelf ready for patrons to check out; setting up an additional account with Overdrive; creating a new staff intranet using Sharepoint to better facilitate easy access to shared files, news posts, and up to date links for frequently used tools and resources; and interviewing and hiring for both full-time and part-time library assistant positions. We are now down to three vacancies currently, the least number of open positions at SCPL since pre-pandemic.

Public Services

November highlights at the Rotterdam & Quaker Street include the Dinovember scavenger hunt at both branches, which is always a hit every November, and "Minecraft Art" with Art in Mind Studio in Glenville. We had 30 kids ages 5-10 creating "creeper" artistic masterpieces. The USS Slater Virtual Tour & Family Craft had a good attendance of 12 patrons who enjoyed this fun and informative program.

In November & December, Quaker Street started a passive Community Puzzle program encouraging patrons to work together collaboratively to complete one large puzzle over the month. The puzzle was completed well before the end of November! A new crafting series began called CrAFTERwork, where patrons work together to create a fun craft every month. Attendees have so far created Upcycled Book Pumpkins, and in December, Winter Snow Globes. Quaker Street continues to offer Chair Yoga once a month. The dedicated Cozy Crafters social group continues to meet weekly and has become a staple on Wednesday afternoons.

Rotterdam Branch patrons continued to show up in droves for any and all craft programs. In November, Rotterdam hosted Electric City Barn for a Beaded Jewelry Workshop, and in December, Art in Mind Studios returned for a Winter Slate Coaster lesson. Both programs had a full house. November also saw the return of Book-a-Librarian at both branches with Rotterdam patrons especially grateful to have this service at their home branch. In November, Rotterdam began offering Beginners' Yoga courses from Rock & Soul Wellness. Classic Film Club, a REELS series that spotlights films from the Golden Age of Hollywood continued with some dedicated regular attendees.

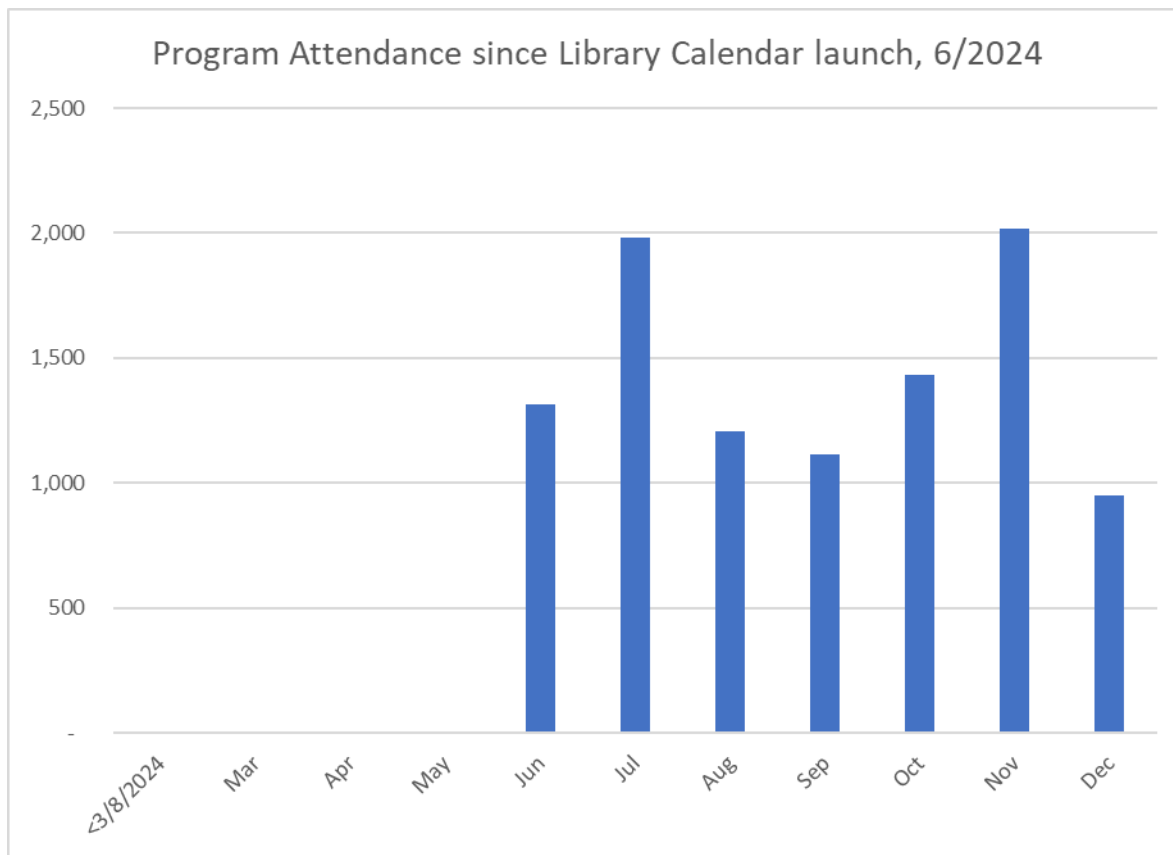
Our staff computers have been updated, and patrons appreciate the more secure experience with the individual log-in feature. They also appreciate being able to save documents to the desktop now. We have had several patrons trying out the new Scan EZ station. We have been able to test out some of the new features besides just scanning and copying. One patron copied photos to a page, and others have faxed documents quickly and easily. We have been working hard to help patrons learn the new website and all of the wonderful technology that we now have.

The Rotterdam Senior Center was closed for a couple of weeks in November, so the seniors were happy to use our rooms for some of their classes.

Much has been accomplished at Woodlawn and Niskayuna branches in November and December for services focused on adults. Everything Fiber Arts programs were held twice monthly at Niskayuna and continue to grow. Qigong is held monthly and is a healthy exercise class at Niskayuna. An introductory yoga class was held at Woodlawn in December. It will be followed by a four-week series in January. Niskayuna offered an Intuitive Painting Class led by the Colonie Art Society. At Woodlawn, patrons enjoyed creating holiday cards with Evelyn Pachucki. Evelyn brought lovely papers and cut-outs so everyone's card was beautiful and unique. Community Chess at Niskayuna is still in progress with fluctuating attendance.

The Niskayuna Book Club met regularly and membership is growing. The Hummingbird Book Club meets at Niskayuna and read *The Heaven and Earth Grocery Store* by James McBride. We continue to help The Glen Eddy Book Club locate enough copies of their chosen title for their participants. The Woodlawn Book Club met in November and December, always with a tea party.

Niskayuna paperbacks have been totally incorporated into adult fiction, which makes it easier for patrons to browse all of the books by a given author instead of checking two sections.



12/2024						
CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	790	528	50%	8,947	10,900	-18%
Central	16,850	16,759	1%	192,192	220,289	-13%
E-Resource	16,230	15,859	2%	195,437	168,765	16%
Glenville	2,846	4,677	-39%	54,112	65,646	-18%
Mont Pleasant	1,234	917	35%	15,297	13,757	11%
Niskayuna	7,753	9,911	-22%	111,098	133,268	-17%
Quaker Street	1,267	1,487	-15%	18,258	23,128	-21%
Rotterdam	4,533	5,814	-22%	69,615	81,474	-15%
Scotia	2,595	2,946	-12%	34,704	38,029	-9%
Woodlawn	1,118	800	40%	13,552	13,698	-1%

12/2024						
INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	143	223	-36%	2,943	3,176	-7%
Central	719	1,499	-52%	18,987	19,667	-3%
Glenville	-	60	-100%	582	820	-29%
Mont Pleasant	227	210	8%	5,719	2,263	153%
Niskayuna	-	298	-100%	3,998	4,242	-6%
Quaker Street	43	78	-45%	618	726	-15%
Rotterdam	67	80	-16%	1,334	1,427	-7%
Scotia	52	131	-60%	2,040	2,022	1%
Woodlawn	-	45	-100%	306	741	-59%

11/2024						
CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	543	728	-25%	8,157	10,372	-21%
Central	11,556	16,964	-32%	175,342	203,530	-14%
E-Resource	16,123	15,366	5%	179,207	152,906	17%
Glenville	2,844	4,948	-43%	51,266	60,969	-16%
Mont Pleasant	1,040	932	12%	14,063	12,840	10%
Niskayuna	5,462	9,852	-45%	103,345	123,357	-16%
Quaker Street	917	2,051	-55%	16,991	21,641	-21%
Rotterdam	3,813	6,322	-40%	65,082	75,660	-14%
Scotia	1,707	3,047	-44%	32,109	35,083	-8%
Woodlawn	960	1,031	-7%	12,434	12,898	-4%

11/2024							
INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2	
Bornt	152	216	-30%	2,800	2,953	-5%	
Central	858	1,538	-44%	18,268	18,168	1%	
Glenville	16	38	-58%	582	760	-23%	
Mont Pleasant	519	181	187%	5,492	2,053	168%	
Niskayuna	294	357	-18%	3,998	3,944	1%	
Quaker Street	10	67	-85%	575	648	-11%	
Rotterdam	46	155	-70%	1,267	1,347	-6%	
Scotia	83	97	-14%	1,988	1,891	5%	
Woodlawn	2	33	-94%	306	696	-56%	

Support Services

In late November we welcomed a new Librarian I, Alexandra Bailey. Ali will focus on adult collections, programming and outreach for the Bornt and Mont Pleasant branches. All partnered branches now have a dedicated Youth and Adult Services librarian to serve their communities. We are also excited to announce another internal promotion; Allisson Dobson completed her Information Science degree in May 2024 and was promoted from a Library Clerk to a Librarian I.

County IT began to reimage staff computers and public PCs to the new network as the first phase of implementing our own ILS platform began with being offline. The IT team continued with the installation of the new My PC and Papercut computer and print management system as well as the Scan EZ stations for public printing. As with any large technology rollout, we are now in the stage of debugging the system and making sure all settings are set for optimal success as well as continuing to evaluate and update configuration as we spend time with the products and determine what works best for us.

Visits to the Karen B. Johnson Main Library and the Phyllis Bornt Branch were conducted with a furnishings vendor to review public furniture replacements in the adult and children’s areas of the libraries, respectively.

SCPL staff worked diligently to shift material allowing us to expand the Teen Area at KBJ. We’ll be assessing the space for furniture considerations to enhance the space and make it more welcoming for our teens.

Our new catalog went live and our OCLC account was established. Activation of the new payment kiosks for the Scan EZ stations began this month. To date Quaker Street and Scotia are the final remaining locations to be activated. Nine additional credit card readers were ordered to be utilized for faxing services. Computer reimaging continued for both the staff and public. Thank you to the IT team for all their efforts through this transition.

The staff break area work was delayed due to longer than expected ship dates on certain materials for the project with a new completion date in February 2025. The second-floor bathroom renovation began in December with an expected completion date in February 2025.

A staff holiday gathering took place in December, and we thank the Friends for their support in making this happen. It was an enjoyable evening with over 20 team members able to attend!

The months of November and December were spent making our transition from JA controlled networks to County IT facilitated networks. Reimaged and new PC laptops/desktops were deployed to staff across all of our locations. For those with laptops we also deployed docking monitors for them to hook up to for larger displays. MVLS emails and OneDrive files were backed up and information was transferred to staff's new SCPL.org accounts. All staff, and BOT members now have email addresses that end in "@scpl.org"

Security camera servers saw replacements and upgrades occur during November & December. An inventory was taken of all security system specs of servers, IP addresses, drives, and cameras across all locations so that in 2025 we can optimize our security system to be one system and not 9 separate entities and more readily accessible from a centralized location.

Our new website went live on Friday, November 15, 2024. We have received much positive feedback from our patrons on the cleanliness, along with ease of use, of the new site compared to the old one.

New for this month, we have some social media and website statistics to share:

Social Media

MONTH	TYPE	VEWS	ORGANIC REACH	AD REACH	INTERACTIONS	FOLLOWERS
Nov-24	FACEBOOK	70,375	20,252	4,259	817	5,672
Nov-24	INSTAGRAM	2,672	483	98	80	1,611
Dec-24	FACEBOOK	36,919	6,526	3,235	384	5,672
Dec-24	INSTAGRAM	1,596	292	9	46	1,611

Website

MONTH	VEWS	ACTIVE USERS	NEW USERS
Nov-24	36,488	10,566	8,800
Dec-24	30467	10247	8,268