



99 Clinton Street • Schenectady, New York 12305
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Schenectady County Public Library Board of Trustees Meeting
January 25, 2024 - 6:00 pm
Swanker Room - Karen B Johnson Library

1. Call to Order, Roll Call
2. Public Comment
3. Oaths of Office
4. Election of Officers
5. Consent Agenda
 - a. Board of Trustees Meeting Minutes for December 14, 2023
 - b. Nominating Committee Meeting Minutes for December 20, 2023
 - c. Finance Committee Meeting Minutes January 17, 2024
 - d. Approval of Expenditures – Resolution 1
 - e. 2024 Board Meeting Dates
6. Approval of Long Range Plan – Resolution 2
7. Approval of Central Library Plan
8. President's Report
9. Director's Report
10. Friends of the Library Report
11. Committee Reports
 - A. Building Committee
 - B. Finance Committee
 - C. Planning Committee
 - D. Policy Committee
 - E. Mohawk Valley Library System representatives
12. New Business
13. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on February 22, 2024 at 6:00 pm in the Swanker Room at the Karen B. Johnson Library.

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 14, 2023

PRESENT: Cheryl Cufari, Sharon Jordan, Steve McCutcheon, Julie McDonnell, Jude McQueen, Carmel Patrick, Brenda Schworm, Angela Tatem, Madelyn Thorne, Tina Chericoni Versaci, Christine Witkowski

ABSENT AND
EXCUSED: David Fronk, Bernice Rivera

Ex-Officio: Devon Hedges, Assistant Library Director; Beth DeMidio, Assistant Library Director of Operations; Michelle Ostrelich, Schenectady County Legislature, Vice-Chair Education & Libraries; Janice Martin, Board Clerk

GUESTS: Kaela Wallman, Christine Filippelli, Robin Pelton, Anne Skrebutenas, Meg Levine

Tina Chericoni Versaci called the meeting to order at 6:01 p.m.

PUBLIC COMMENT

- Meg Levine, a volunteer for STARS (Schenectady Takes Action for Reading Success) talked about the outreach event that was held at Hamilton School and how critical it is to keep promoting early literacy.
- Cheryl Cufari and Chris Witkowski attended a celebration at Duryee Memorial AME Zion Church on November 19, 2023 that honored former Library Trustee, Marsha Mortimore.
- Cheryl Cufari shared an email she received from a library patron concerning children's librarians and children's programming. Brenda Schworm added that she received feedback from an acquaintance concerned about children's programming being cut.

CONSENT AGENDA

- a. Board of Trustees Meeting Minutes for November 9, 2023
- b. Approval of Expenditures – Resolution 1

A motion to approve the consent agenda was made by Sharon Jordan, seconded by Carmel Patrick. Motion passed.

PRESIDENT'S REPORT

- Tina Chericoni Versaci reported that Randy Fine resigned as library trustee at the end of the November 9, 2023 board meeting. She communicated that right away to the board, but wanted to formally thank him and acknowledge his 10 years of service.
- All trustees must complete 2 hours of trustee education by December 31, 2023. A reminder email will be sent out.

DIRECTOR'S REPORT

- Beth DeMidio reported on current happenings at branches and adult programming.
- There is an author visit at KBJ on Thursday, January 11 at 6:00 p.m., being co-sponsored by The Open Door: Kim van Alkemade. Please join us.

FRIENDS OF THE LIBRARY – No report.

BUILDING COMMITTEE

- Written report submitted by Sharon Jordan.

FINANCE COMMITTEE – No report.

PLANNING COMMITTEE

- The Long-Range Plan will be extended for one additional year to 2024. There are a few minor changes and the plan will be presented at the January 25, 2024 board meeting.

POLICY COMMITTEE – No report.

MOHAWK VALLEY LIBRARY SYSTEM REP

- Chris Witkowski reported that MVLS Director, Eric Trahan, shared that “pre-advocacy day” planning is here. Chris will forward the information to Tina Versaci.

NEW BUSINESS

- Angela Tatem asked if a committee could be formed to discuss an editorial in the Gazette regarding library programming.
- Julie McDonnell thanked Tina Chericoni Versaci for her service as President of the Board since transitioning from Vice-President in October 2022. All trustees shared her sentiment.

The meeting was adjourned at 6:20 p.m. on a motion by Jude McQueen, seconded by Sharon Jordan.

The next meeting will be held on Thursday, January 25, 2023 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.

Schenectady County Public Library Board of Trustees
Nominating Committee
December 20, 2023 at 9:00am
Swanker Board Room – Hon. Karen B Johnson Central Library
Minutes

Present: David Fronk, Committee Chair, Sharon Jordan, Cheryl Cufari

Ex-officio: Charity Thorne, Executive Director

Chair Fronk called the meeting to order at 9:00 am.

Proposed Slate of Officers:

Trustees discussed the proposed slate of officers and trustees' willingness to serve. Fronk updated the committee that county legislature staff had been apprised of trustee terms ending in 2023 and their desire to be reappointed.

Jordan motioned to propose the slate of officers discussed to the full Board at their January meeting. Cufari seconded. All in favor.

Chair Fronk adjourned the meeting at 9:07 am.

Schenectady County Public Library Board of Trustees
Finance Committee
January 17, 2024 at 9:30am
Swanker Board Room – Hon. Karen B Johnson Central Library
Minutes

Present: Carmel Patrick, Committee Chair (virtually), Steve McCutcheon, Tina Versaci, Julie McDonnell

Ex-officio: Charity Thorne, Executive Director, Beth DeMidio, Director of Operations, Devon Hedges, Assistant Library Director

Chair Patrick called the meeting to order at 9:00 am.

Thorne shared that the collections budget line was fully expended in 2023 for the first time in several years. Trustees discussed 2024 finance-related initiatives including the status of all current vacancies and hiring, new scheduling software solution Snap Schedule, plans to expand branch library hours, digital content platforms Overdrive and Hoopla, County IT providing IT support for the library and the library's Joint Automation membership.

Chair Patrick adjourned the meeting at 10:37 am.

SCPL Board of Trustees Resolution 1 – 1/25/2024
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 December 14, 2023 Board meeting;

THEREFORE, BE IT RESOLVED, that the Schenectady County Public Library Board of Trustees approve an expenditure up to, but not to exceed SEVEN HUNDRED SIXTEEN DOLLARS AND 12 CENTS (\$716.12) for payment of items as per the attached expenditure sheet.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS:

2024 MEETING DATES
LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
6:00 p.m.
SWANKER BOARDROOM

THURSDAY, JANUARY 25, 2024
THURSDAY, FEBRUARY 22, 2024
THURSDAY, MARCH 28, 2024
THURSDAY, APRIL 25, 2024
THURSDAY, MAY 23, 2024
THURSDAY, JUNE 27, 2024
THURSDAY, JULY 25, 2024
THURSDAY, SEPTEMBER 26, 2024
THURSDAY, NOVEMBER 14, 2024
THURSDAY, DECEMBER 12, 2024

FINANCE COMMITTEE MEETINGS
9:30 a.m.
SWANKER BOARDROOM

TUESDAY, FEBRUARY 13, 2024
TUESDAY, MARCH 19, 2024
TUESDAY, APRIL 16, 2024
TUESDAY, MAY 14, 2024
TUESDAY, JUNE 18, 2024
TUESDAY, JULY 16, 2024
TUESDAY, SEPTEMBER 17, 2024
WEDNESDAY, NOVEMBER 6, 2024
TUESDAY, DECEMBER 3, 2024

Schenectady County Public Library (SCPL) Long Range Plan of Service 2024

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.

RESOLUTION 2

Approval of Schenectady County Public Library Long Range Plan of Service 2024

WHEREAS, The Schenectady County Public Library is required to form a long range plan of service;

THEREFORE, BE IT RESOLVED, that the Schenectady County Public Library Board of Trustees approves for submission to New York State the Schenectady County Public Library Long Range Plan of Service 2024.

Moved by:

Seconded by:

Ayes:

Nays:

Abstentions:

Mohawk Valley Library System
Schenectady County Public Library
Central Library Services Plan, 2024 – 2026

Goals, Intended Results & Evaluation Methods

Element 1: Resource Sharing

Goal: Library users within the MVLS service area have access to a wide variety of materials in various formats through Central Library resources and services.

Intended Result: Library users have access to the resources that they need. Libraries can reap economic savings through coordinated purchases and resource sharing.

Evaluation Method: Circulation statistics, request statistics, member surveys

Initiatives:

1. Central Library Aid supports system-wide access to the shared Overdrive collections. In 2024, we will continue the practice of using CLA to fund the Overdrive access fee, non-fiction content, and magazines. These activities will encumber approximately 30% of Central Library Aid, or \$50,000.
2. CLA provides for the development of additional, new e-resources including instructional, reference and video products. These activities will encumber approximately 22% of Central Library Aid, or \$37,000.
3. CLA supports the new InDemand shared collection that will provide on-site and request based access to high demand library books. These activities will encumber approximately 33% of Central Library Aid, or \$55,000.

Element 3: Professional Development

Goal: Library users within MVLS are served by library staff and trustees who are well versed in library operations, management and governance best practices including youth services, adult services, outreach, technology.

Intended Result: Member Libraries provide up-to-date library service through well-managed and well-governed organizations.

Evaluation Method: Member surveys and evaluations

Initiatives:

1. Central Library Aid supports professional development and continuing education for member library staff and trustees. These activities will encumber approximately 15% of Central Library Aid, or \$25,000. Activities will include acquisition of training resources, live or virtual workshops and events, and registration and travel costs to facilitate wide participation.

Planning: Development of the Central Library Plan of Service

The Central Library Advisory Committee met in late 2022 and in 2023. The MVLS Directors' Council considered the plan at several meetings. The MVLS Board of Trustees discussed the plan at several meetings in late 2023. The plan will be approved by the MVLS and the Schenectady County Public Library Boards of Trustees in 2024.

Mohawk Valley Library System/Schenectady County Public Library

Central Library Initiatives, 2024 – 2026

1. Central Library Aid supports system-wide access to the shared Overdrive collections. In 2024, we will continue the practice of using CLA to fund the Overdrive access fee, non-fiction content, and magazines. These activities will encumber approximately 30% of Central Library Aid, or \$50,000.
2. CLA provides for the development of additional, new e-resources including instructional, reference and video products. These activities will encumber approximately 22% of Central Library Aid, or \$37,000.
3. CLA supports the new InDemand shared collection that will provide on-site and request based access to high demand library books. These activities will encumber approximately 33% of Central Library Aid, or \$55,000.
4. Central Library Aid supports professional development and continuing education for member library staff and trustees. These activities will encumber approximately 15% of Central Library Aid, or \$25,000. Activities will include acquisition of training resources, live or virtual workshops and events, and registration and travel costs to facilitate wide participation.

Executive Director Report to the Board

January 25, 2024

Usually the holiday season feels a little bit slower at the library in my experience as with folks busy with holiday commitments and people taking time off, projects don't tend to move along as quickly as other times of year. However, I can safely say that did not feel like the case in November and December at all. Key projects during these months included:

Scheduling/Kronos/Time off Requests: We were able to secure SnapSchedule365, an online scheduling solution and begin the transition from Excel spreadsheets to the web-based product. This is a huge process and workflow improvement for us, as it's not subject to the constant sync/merge/locked/revert errors we encountered with the Excel spreadsheets, allows us to easily list and view schedules for employees who split their time between multiple locations without having to duplicate their shifts in more than one place, offers the option to filter by location, position, shift, etc. We've been working hard to continuously improve our time off request procedures and implemented the time off request feature of SnapSchedule within a few weeks of introducing it for schedules, which allows us to easily see, track, and review time off requests in context of the schedule. There are many other features we intend to explore, such as posting of open shifts so staff and substitutes can indicate their interest instead of having to be manually contacted. We're also hoping to switch over to using SnapSchedule instead of Excel spreadsheets for our service point desk schedules and easily see all commitments such as outreach, programming, meetings and trainings layered on top of shift schedules in one place. Related, we implemented the Kronos timeclock system in December. Thanks to Robin Pelton's incredible efforts, we were the first county department (we're one of the last few to implement Kronos) to have no pay differences the first week of Kronos when comparing paper timecards to Kronos - a very exciting achievement!

Bibliotheca RFID equipment refresh project: new self-checkout kiosks were installed at Niskayuna (where their previous one had been out of service), Bornt and Mont Pleasant (MTP previously did not have a self-check). We are anticipating the remainder in the first couple of months of 2024 and the automated materials handler (AMH) replacement in March. Note we will be without the AMH for a few weeks as it needed to be hauled away and the site prepped for some differences with the upgraded one prior to installation.

Friends of the Library 2024 Budget Request: we worked to solicit staff input and put together a budget request to the Friends of the Library for funding for 2024. Some highlights include the addition of lines specifically dedicated to organizational health for staff recognition, appreciation and teambuilding and one for new and experimental services in addition to the usual programming and collections funding requests. The first new and experimental service we're proposing to spend Friends funds on is purchasing ScanEZ stations to upgrade our print/copy/scan/fax services for the public. We're so thankful to have such a wonderful organization and group of committed volunteers dedicated to raising funds to support our library and all that allows us to achieve in service to our community.

I was fortunate to be invited to present to the Unitarian Universalist Church Evening Branch of the Women's Alliance on banned books and intellectual freedom; it was a lovely group that asked thoughtful questions about the state of intellectual freedom both locally and nationally right now.

Chris Witkowski very kindly brokered a meeting with Janet Hutchinson of The Open Door Bookstore so we could connect and talk about future partnership opportunities and what's new at the library.

Other meetings/events included:

- A meeting with Public Health to discuss the public health repository on the 2nd floor of Karen B Johnson Central Library and relocating it to a different portion of the 2nd floor.
- Capital District Library Council Board meeting
- Chamber of Commerce Non-Profit Executive Dialogue meeting
- Getting-to-know-you one on ones with trustees Bernice Rivera and David Fronk
- Began having check in meetings with branch librarians to discuss how it's going at their locations since the updated location assignments were implemented
- An annual review meeting with our account representatives from Midwest/Hoopla about our Hoopla account and services
- Visiting all our branch locations to deliver some holidays goodies in appreciation of staff
- Meetings with the circulation supervisors to answer questions and discuss expectations as Michelle transitions into her new role as Access Services Manager which includes taking on the responsibility of branch management that was previously assigned to senior library clerks
- Reviewing the Open Meetings Law training from the Committee on Open Government that several trustees viewed for their annual trustee education requirement
- Attending a webinar from Ryan Dowd about Bed Bugs in Libraries and how to handle and prevent outbreaks

Public Services

Pre-school audiences received the most attention in program offerings in December with 21 of 58 Youth Services program offerings directed at that audience. The greatest participation came from family-oriented, self-led programs like the Winter Reading Challenge (422 participants) and over 200 participants in the 'Disguise a Gingerbread' program. 'Holiday on the Avenue' in Scotia, the 'Dinovember Scavenger Hunt' at Rotterdam, and Toddler Time at the Karen B. Johnson library all showed strong interest as well, with 85, 61, and 52 participants respectively.

12/2023 CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE
Bornt	528	1,018	-48%	10,900	12,270	-11%
Central	16,759	16,311	3%	220,289	221,643	-1%
E-Resource	15,859	11,847	34%	168,765	144,260	17%
Glenville	4,677	5,054	-7%	65,646	59,931	10%
Mont Pleasant	917	820	12%	13,757	16,627	-17%
Niskayuna	9,911	10,799	-8%	133,268	135,926	-2%
Quaker Street	1,487	1,401	6%	23,128	22,063	5%
Rotterdam	5,814	5,500	6%	81,474	76,279	7%
Scotia	2,946	2,397	23%	38,029	33,742	13%
Woodlawn	800	1,066	-25%	13,698	16,136	-15%

12/2023 INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	223	216	3%	7,303	4,127	77%
Central	1,499	1,334	12%	41,955	22,288	88%
Glenville	60	68	-12%	1,648	828	99%
Mont Pleasant	210	131	60%	4,586	2,323	97%
Niskayuna	298	447	-33%	9,642	5,400	79%
Quaker Street	78	1	7700%	1,136	410	177%
Rotterdam	80	86	-7%	2,847	1,420	100%
Scotia	131	203	-35%	4,724	2,702	75%
Woodlawn	45	7	543%	1,514	773	96%

Support Services

Staffing:

Farah Douglas, part-time Librarian I, was onboarded at the beginning of December.

The library currently has 11 vacant positions - 2 full-time and 1 part-time Librarian I, 1 full-time and 4 part-time Library Assistant and 3 part-time library clerk positions. Canvassing and advertising will continue in January.

Executive Director Thorne, AD DeMidio and AD Hedges visited branches to deliver holiday goodies. Trustee M. Thorne joined for a few branch visits.

Facilities:

Work began to switch KBJ 1st floor light fixtures to LED.

Another phase of staff office reassignments has been completed. Creating two flex workspaces for various staff, assigning the Access Services Manager an office and a more suitable office for the Librarian III in Adult Services.

Overarching goals for the 2nd floor master plan were sent to C2.

Technology:

Our new scheduling software, Snap Schedule 365, was rolled out to staff in December. The scheduling software provides a more efficient operation by significantly reducing the amount of staff resources needed to schedule across nine locations and multiple public service points.

Kronos has been fully implemented, officially ending the use of time sheets. Many thanks to Robin Pelton for all her efforts to ensure accuracy in the first week, a first county-wide!

The new 8x8 phone installation project continues. The new phones were delivered to all branches with anticipated completion in January.

Miscellaneous:

AD DeMidio received her NYLA Library Skills Academy certificate.

Executive Director Thorne, AD DeMidio and AD Hedges et with Mid-West Tape representatives to discuss hoopla.



SUGGESTION CARD

LET US KNOW HOW WE CAN BETTER SERVE YOU.

Your Comment/Suggestion:

Weekend hours would be great. Most of your events take place mid-day, mid-work.

As an employed adult with a child in school I would need to take off work to attend and remove my child from school.

You're only open two times per week post 5pm which, as a 9-5 worker, means we can only visit two days a week in a tight window. Please open on weekends!!!

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.



SUGGESTION CARD

LET US KNOW HOW WE CAN BETTER SERVE YOU.

Your Comment/Suggestion:

SCO

I just wanted to say thank you to the Scotia Library for being here. Being able to get the movies and books that I am looking for is awesome! The Library is always clean, neat, and professionally run. The ladies that work here are most helpful. They ^{are} always here and help me find and get what I need. Thank you again. Having the library here like this one makes Scotia a great place to live. I look forward to coming

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.

here, ~~at~~ every day. I would love it if you added library open hours on weekends and possibly open earlier in the mornings. I am so happy and feel lucky to be able to get all of the movies and books that I request each week. Thank You.

Sincerely,