



Schenectady County Public Library Board of Trustees
Meeting April 3, 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 February 27, 2025
 - b. Board of Trustee Policy Committee Meeting Minutes for March 5, 2025
 - c. Board of Trustees Finance Committee Meeting Minutes for March 21, 2025
4. Approval to Expend Partial Scotia Bequest Funds for Landscaping
5. Approval of 2.3 American Library Association Code of Ethics
6. President's Report
7. Director's Report
8. Friends of the Library Report
9. Committee Reports
 - a) Finance Committee
 - b) Planning Committee
 - c) Policy Committee
10. New Business
11. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on April 24, 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 Board of Trustees was held on Thursday, February 27, 2025 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.

PRESENT: Brenda Schworm, Vice-President; Carmel Patrick, Treasurer; Justin Chaires; David Fronk; Steve McCutcheon; Julie McDonnell; Jude McQueen; Tina Chericoni Versaci

ABSENT AND EXCUSED: Madelyn Thorne; Bernice Rivera; Angela Tatem

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

GUESTS: Michelle Ostrelich, Schenectady County Legislature, Vice-Chair Education & Libraries; Charlene Roman, President, Friends of SCPL; Shirley DeBono, First Vice-President, Friends of SCPL

Vice President, Brenda Schworm called the meeting to order at 6:02 p.m.

PUBLIC COMMENT

Mike-Patron from Rotterdam and Quaker Street Branch Libraries. He is unhappy about the current procedure to request materials but mentioned that staff at both libraries do a great job in assisting him.

Patricia Gosda-Niskayuna. She shared her story about reserving a book through WorldCat in November 2024 and not receiving it until February 2025. She urged trustees to try WorldCat for themselves.

Nancy Gifford-Scotia. She expressed her perception there is a lack of transparency about recent changes that have been made at the library.

Nancy Benz-Executive Director of Literacy Volunteers Rensselaer County. She promoted Literacy Volunteers and brought materials to distribute. Literacy Volunteers of Rensselaer County provides free, confidential tutoring to adults (16 and up) and out-of-school teens in reading, writing, math, and conversational English.

CONSENT AGENDA

Moved by Carmel Patrick seconded by Tina Chericoni Versaci. Motion passed.

SCHENECTADY POET LAUREATE

Carl Williams, Schenectady City Councilman spoke about Schenectady's Poet Laureate. He asked if the Board of Trustees would appoint a member to serve on the nominating committee.

PRESIDENT'S REPORT

Committee assignments for 2025 have been sent out. Trustees should contact Madelyn Thorne if they have any questions.

Policy Committee will update Policy/Bylaws; Planning Committee will develop a new Strategic/Long-Range Plan.

DIRECTOR'S REPORT

Trustees reviewed the written report by Executive Director Charity Thorne.

The library has launched a new app and a video tour was given of the new app. Highlights include:

- My Account
- Find a Library
- eBooks & Audio
- Events Calendar
- Other Services
- Social
- Scan ISBN Barcode (scan the barcode on the back of any book to see if the library has a copy)

We now have a librarian primarily focused on services to teens at KBJ, Diana Hurlburt. Promotions have started. Teen Corner posters are included in trustee packets.

We are working on re-introducing Homebound Services and Books by Mail for patrons who cannot physically come to the library.

A video from the scpl.org website on how to place an Interlibrary Loan Request through WorldCat was played for trustees. Average turnaround time to receive materials we borrow from other libraries through OCLC is 7.5 days from patron request.

The library has a membership in Library Speakers Consortium thanks to the Friends of the Library. The author talk videos and live author talks will be available to patrons. This feature will be included on our Library Calendar of Events Page.

FRIENDS OF THE LIBRARY

The Great Decisions Program runs from March 4-April 22, 2025 at the Karen B. Johnson Library. The winter book sale netted over \$7,000.

FINANCE COMMITTEE – No report.

PLANNING COMMITTEE

Carmel Patrick reported that the trustees will be hiring a consultant to help with the Strategic /Long Range planning process.

POLICY COMMITTEE – Upcoming meeting TBA.

NEW BUSINESS

Carmel Patrick acknowledged that the Phyllis Bornt Branch Library has been open for nine years today. Grand Opening was February 27, 2016.

Julie McDonnell voiced her ideas on how to ensure quorums at board committee meetings. Discussion ensued.

The meeting was adjourned at 6:50 p.m. on a motion by Justin Chaires, seconded by Julie McDonnell.

The next meeting will be held on Thursday, March 27, 2025 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.



Schenectady County Public Library Board of Trustees
Policy Committee Meeting
March 5, 2025
Minutes

Present: David Fronk, Committee Chair; Jude McQueen

Absent: Justin Chaires

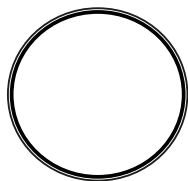
Ex-officio: Madelyn Thorne, SCPL Board President

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

Trustees reviewed the current bylaws and discussed changes including specifying a number of trustees, updating the standing committees, and amending the Finance Committee members. Trustees reviewed sample language from the Trustee Handbook and drafted edits to the bylaws for presentation at the regular March Board of Trustees meeting.

Trustees reviewed the American Library Association Code of Ethics and discussed affirming it as a set of guiding principles.

Trustees agreed to move the proposal policy revisions and adoption to the full Board at their next regularly scheduled meeting.



Schenectady County Public Library Board of Trustees
Finance Committee Meeting
March 21, 2025
Minutes

Present: Julie McDonnell, Committee Chair; Tina Chericoni Versaci; Steve McCutcheon

Absent:

Ex-officio: Madelyn Thorne

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

Trustees discussed 2024 board expenditures and status of the year end closeout, presented by Director of Operations DeMidio.

Trustees discussed the request to expend a portion of the Alice Zuvers bequest for landscaping at the Scotia Branch. Chericoni Versaci moved to recommend the full Board approve the expenditure of up to \$700, seconded by McCutcheon. All in favor, motion passed.

Trustees discussed sound attenuation projects at the Niskayuna, Glenville and Scotia branches starting in May 2024 and potential future capital projects. DeMidio provided an update on current position vacancies.

Executive Director Report to the Board

April 3, 2025


In February we were able to launch more new and improved services related to our catalog migration. One of them was the mobile app from Innovative, which became available in the Android and iOS app stores in the first half of February. Some exciting features of the mobile app include allowing cardholders to:

- Check their account for due dates
- Renew eligible items
- See holds ready for pick up
- Search for materials across our physical and digital collections and place holds
- Scan ISBNs of books while they're out and about to see if SCPL owns them
- Find their nearest SCPL location and its operating hours
- Access the library's calendar of events
- Send mobile print jobs
- Reserve a room

The app also offers the option to translate the app text into a number of languages including French, Spanish, Italian, Polish and more.

Another upgrade we began to roll out in February is the LX Starter notices, which modernize the automated email communications from our catalog to send visually appealing notifications to patrons. We started with the initial holds pick up notice. Here's an example of what those notifications previously looked like:

Requested items are ready at Schenectady County Public Library, Telephone: 518-388-4538

 scp-notices@sals.edu
To: scp-ref

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Wednesday, October 30, 2024

From:
Schenectady County Public Library - Central
99 Clinton Street
Schenectady, NY 12305
518-388-4500

To:
ILL SCPL - Central Library
99 Clinton St
SCHENECTADY, NY 12305

The following item(s) are being held for you at Central Branch - Schenectady County Public Library. Telephone: 518-388-4538. Please pick the item(s) up on or before the [DATE] indicated.
Title Author Call No. Format Barcode Date

<u>Title</u>	<u>Author</u>	<u>Format</u>	<u>Call No.</u>	<u>Barcode</u>	<u>Held-Till</u>
The measure [large print] : a novel	Erlick, Nikki, author.	Book	LT Fict Ert	0000421413840	11/4/2024

If you believe you have received this message in error or do not wish to receive this information via email, please "reply" to this message or contact the library.

This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

To report this message as spam please send an email to abuse@sals.edu including the entire contents and subject of this message; it will be reviewed and acted upon appropriately.

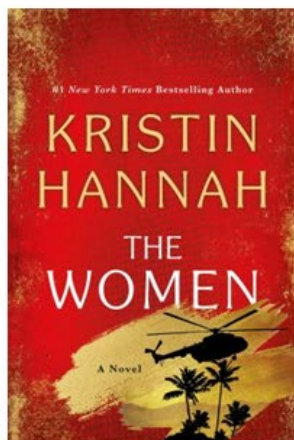
And here's an example of an LX starter notice that holds are ready for pick up:

VISIT SCPL ONLINE [HERE](#)

**HI Schenectady County Public Librar,
YOUR HOLD(S) ARE READY FOR PICKUP.**



ITEM(S) FOR PICKUP:



Item Type

Book

Pickup at

**KBJ Main
Library**

Title

The women

Author

**Hannah,
Kristin, author.**

Pick Up By

3-06-2025



WEBSITE

UPCOMING EVENTS

There is much more we can do with LX Starter notices, including adding publicity for upcoming programs or new services, showcasing curated virtual displays of our collection and allowing users to receive notifications in their preferred language. Once we finish implementing LX Starter for all types of notifications, we can easily update the templates based on what's new at

the library to feature timely and relevant resources. Interestingly, [Brooklyn Public Library found several years ago](#) that the inclusion of cover images in due date reminders increased timely returns by almost 10 percent. We're excited to offer this feature in our upgraded notifications to help patrons overcome barriers to successful library use.

After we launched our SCPL Overdrive/Libby in January, we continued to work on building out those collections and started doing a deep dive into overall e-content strategy around hoopla and Overdrive. Given that SCPL has contributed over \$500,000 to the MVLS Overdrive platform in the last 8 years along with significant Central Library Services Aid funds, we recognize and expect our patrons to continue robust usage of those resources for some time as we grow our platform to supplement what's already available through the MVLS Overdrive/Libby.

We had another in our ongoing series of meetings with MVLS on February 18 where we continued to advocate to MVLS for reducing barriers to patron access, working collaboratively to encourage robust resource sharing amongst member libraries, and ensuring equitable access to system services for Schenectady County residents, who comprise the majority of the population MVLS is chartered to serve. Some key topics of discussion in these areas included:

- Our request for MVLS to continue to make system resources such as Start with Science kits available to Schenectady County patrons without requiring them to travel out of Schenectady County to pick them up and check them out;
- Our request to formulate a process whereby patrons who wish to register or renew accounts on both the MVLS side and the SCPL side can do so without physically traveling to two library locations, one in Schenectady County and one outside of it;
- Our request to offer reciprocal Overdrive/Libby access between our two platforms so both SCPL and non-SCPL patrons can access both platforms and do so without physically traveling out of county to register or renew an account for virtual materials.

While the SCPL Board's decision to exercise local control over SCPL operations and policy by exiting the Joint Automation Project means MVLS can no longer rely on outsourcing delivery of many system services solely through the Joint Automation Project, I'm confident that with a commitment to serve communities by empowering libraries, MVLS can adapt and find ways to deliver system services in an equitable way that removes barriers to access. SCPL remains ready and willing to assist with these efforts in good faith.

Other projects in February included work on the New York State annual report as well as the annual report to the community and Schenectady County. We also worked on setup for CollectionHQ, an evidence based stock management tool to help select, manage and promote our collections. Additionally we onboarded with Library Speakers Consortium, which creates 2-3 online bestselling-author events per month that can be streamed to patrons of every member library. The events are also archived and available for on demand viewing after the fact, so please [take a look at both past and upcoming author events here](#). This resource is available through very generous funding from our Friends of the Library and we're excited to spread the word about it.

Public Services

The Circulation Department is pleased to present the following report highlighting our recent activities and achievements.

Patron Growth and Engagement:

We are delighted to report a significant increase in patron engagement, with 528 new patron accounts registered in January. Notably, 264 of these new accounts were registered at the KBJ branch, demonstrating the continued vitality and importance of that location within our community.

Collection Management and Organization:

We have successfully completed the significant projects of shifting and interfiling our DVD collection, which we anticipate will further improve patron experience.

Catalog Training and Support:

Our dedicated clerks at the KBJ branch have been providing personalized, one-on-one assistance to patrons, guiding them through the catalog and ensuring they can effectively access our resources. Hands on help and detailed guidance with Libby and Hoopla has become the latest focus, along with directing patrons to our new mobile app.

Interlibrary Loan

We continue to improve the turnaround time of interlibrary loans and have averaged 6.5 days from patron hold placement to materials received at KBJ during the month of February. We processed 1377 interlibrary loans in the month of February. Approximately 363 of these items were not available in any local catalog among MVLS and SALS, so procuring these items for our patrons represents a significant increase in access.

Sneak Peak for Next Month's Report:

The Mama Lou Seed & Plant Cutting Library has taken off and expects to serve approximately 500 patrons by the end of April.

The Circulation Department remains committed to providing efficient, accessible, and user-friendly services to our community. We are continuously seeking ways to improve our operations and enhance the patron experience.

Bornt and Mont Pleasant:

Book a Librarian services picked up at Bornt and Mont Pleasant. These sessions allow patrons to schedule time with for in-depth one-on-one assistance in areas such as searching the web/Internet basics, using library databases, setting up or using email accounts, accessing digital collections, Microsoft Word, completing job applications or resumes and more. Having librarian and library assistants assigned to branches allows us to offer these more personalized reference assistance services at all locations. Librarian Ali conducted one at the Bornt Branch and five at the Mont Pleasant Branch in February.

Evening movie showings continue to be well attended with 17 people coming for a viewing of Home.

Rotterdam and Quaker:

Youth Services

February 2025 was busy at the Rotterdam & Quaker Street branches! We had a lot of programs during Winter Break for kids and teens, including the Utica Zoo which attracted 77 people! Due to the popularity of seeing live animals at the library, this was a registration-required event, but some people came without having registered or brought friends, and Youth Services Librarian Stephanie Olson made it work to accommodate the crowd. A great time was had by all attendees and their favorite seemed to be the opossum they brought out at the end! Quaker Street's Spirit Animal Masks program during the same week also had a good group and loved being creative during their time off from school.

Darwin the opossum, pictured with Zac, our Utica Zoo expert!



Music with Miss Lisa at the beginning of the month had little ones at Rotterdam with their adults moving and grooving on a Tuesday morning. We also had the first installment of a program happening quarterly this year, Magic School Bus Club, where participants watch an episode of the classic show and then do a STEM project afterwards that relates to the episode. They then receive a free Magic School Bus book after the program is done. We had 14 kids attend.

Adult Services

In February at our Quaker Street branch, patrons made tissue paper flower wreaths for our CrAFTERwork program. These were a hit and came out beautiful.



C.R.E.A.T.E. Community Studios came to our Rotterdam branch in February to host a 'winter painting' class, which was attended by 15 people. The patrons were able to create a lovely winter tree scene to take home.

The Quaker Street Book Club read **The Guernsey Literary and Potato Peel Pie Society** for their February pick.

Beginners Yoga with Rock and Soul Wellness was held at the Rotterdam branch in February. This one- hour class included yoga postures, balance exercises, breath work, and deep relaxation, and was well attended.

The Rotterdam branch hosted an art exhibit in our large meeting room for the first time in a while. Library patron and artist, Deb Iachetta, hung and displayed a large selection of her paintings featuring the Adirondacks, Cape Cod and Hampton Beach.

Deputy County Historian, John Woodward, returned after a long hiatus for regular "Meet the Historian" sessions at the Rotterdam branch. We are happy to have him back and so are our patrons.

Quaker Street Facilities Update

Facilities Department staff came out to the branch several times in February. They finished painting the interior framing of the windows. They also patched up the part of the wall that had been taken down in the break room during the renovation project. Both a new refrigerator and a sink with an undercabinet were also installed to replace the old refrigerator/sink combination unit that had been leaking.

Niskayuna and Woodlawn:

Adult Services

In February, the regularly scheduled program, Yoga – Relax and Energize, continued to have a devoted following at the Woodlawn branch, as did Everything Fiber Arts at the Niskayuna branch. Qigong at Niskayuna continued to be a lovely experience for all who attend.

The Niskayuna Book Club read and discussed **The Heaven and Earth Grocery Store** by James McBride. The Woodlawn Book Club talked about **The Outsiders** by S.E. Hinton.

Card maker extraordinaire and patron, Evelyn Pachucki, created beautiful Valentine's Day cards with a Woodlawn group.

A large type fiction collection was exchanged between the two branches to refresh selection for patrons.

Youth Services

In the month of February, the Woodlawn Branch Library offered six youth programs: our weekly Baby LapTime, our monthly Family Grab & Go Kit, and a few single programs during the school break.

The Family Grab & Go Kit was themed for Dental Health Month. Activities' instructions, supplies, and reading suggestions were included. Children and their families were able to practice flossing-using duplos (as the teeth), playdoh (as the food remainers) and flossers. I also laminated pictures of teeth and provided a white board marker, a toothbrush, dice, and game instructions. For every odd roll, children would draw a cavity onto the tooth. For every even roll, children would brush away one cavity. Coloring sheets, word puzzles, and stickers are included in each bag, as well as a booklist of themed items in our catalog available for checkout.

The Niskayuna Branch offers two programs that occur once every week, and we have a dedicated following for each of these programs. In addition, we have seen some new families attending the programs through word of mouth of our regulars.

On Tuesday mornings, Ms. Amy leads Preschool Full STEAM (Science, Technology, Engineering, Art, and Math) Ahead. Each week we read a book, sing a song with movement, and participate in one shared activity or through multiple stations rotation. We work on our fine motor skills through activities of cutting, tearing, pinching, etc. We work on sorting, matching, shapes, counting, etc. to work on our math skills.

On Wednesday afternoons, we have Build Zone where kids build freely and their creations are displayed in the library until the next week. The children LOVE to hear the building theme each week, but almost always build outside the theme, except for National Cereal Day where each child ended up making a variety of bowls filled with LEGO cereals.

Our monthly Family Grab & Go Kits are very popular at Niskayuna and the 30 kits created are usually picked up by the end of the week they are available.

Seven in-house programs were held in the month of February with an average of 14 people each program, and all 30 Family Grab & Go Kits picked up.

Scotia

Youth Services

Early literacy programing brought in the most patrons at Scotia, with two "Family Storytime" programs bringing in 24 & 38 patrons respectively. Also popular was an "All About Maple Sugaring" program with 13 children and family attendees and a "Zentangle for Teens & Tweens" program saw six attendees. "Dog Man" books were among the most requested titles for younger readers.

Adult Services

Popular programs in February were focused on Health & Wellness or Arts & Crafts. "Chair Yoga" saw 15 attendees and "Glow & Behold: DIY Candle Making" brought in 14 patrons. Seven patrons attended the Book Club at Scotia and read "Where the Crawdads Sing" by Delia Owens. Scotia staff logged 146 patron interactions including questions about library account status, reserve requests and Readers' Advisory, upcoming programs, available services, one complaint about the new catalog system, and tax form availability. One patron commented: "It's nice to have an activity that is for Teens. There are not many, but we came to Zentangle today." Scotia welcomed meetings of an Odyssey of the Mind team from Glen-Worden Elementary School, the Scotia Garden Club, the Scotia-Glenville Democratic Committee's general monthly working group, a job interview, and a meeting of Spectrum managers setting goals for the year.

Glenville

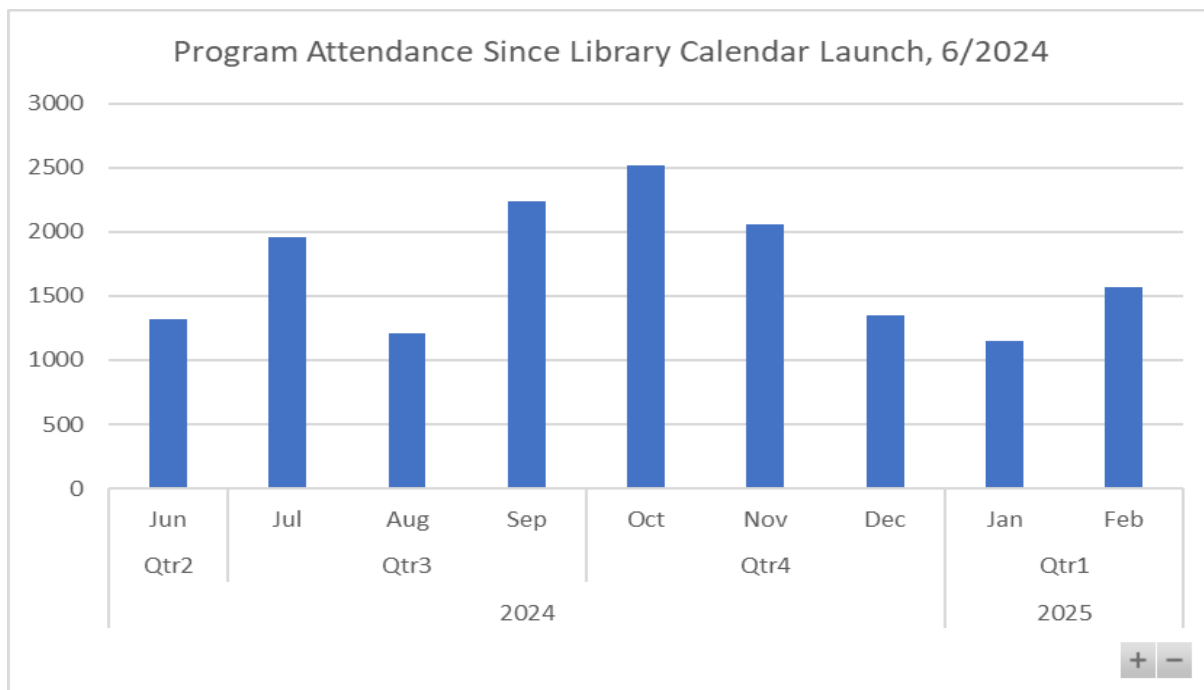
Youth Services

WMHT brought a "Cat in the Hat" program to Glenville, which was enthusiastically enjoyed by 27 people in families, included a brief animated movie, craft activities and a visit from the Cat in the Hat! "Family Storytimes" were the most popular youth programs with 30 attendees at most and an average of 23 attendees. Elementary school-aged patrons enjoyed a number of "Hands on STEM" programs presented by a teen educator from Niskayuna; one involved chemistry and the other was on water, with 11 and five attendees, respectively. The "Junior Writing Club" also met with four young authors and enjoyed snacks, fun writing prompts, and voluntary group sharing.

Adult Services

Health and wellness programs, along with arts and crafts programs were among the most popular program offerings at Scotia in February. "Slow Flow Vinyasa Yoga", "Bullet Journals and

Mind Maps", and "DIY Candle Making" were the three programs with the highest attendance, at 20, 11, and 11 respectively. Glenville staff logged 44 patron interactions in the month, with questions ranging from whether tax forms were available, hours of operation and what services are offered, reserve requests, and four comments of dissatisfaction with the new catalog system. Glenville also welcomed Care Design NY for a meeting on Life Plans.



02/2025 CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	910	581	57%	2,108	1,206	75%
Central	27,887	16,275	71%	47,351	31,074	52%
E-Resource	16,745	15,833	6%	34,515	33,160	4%
Glenville	4,497	4,692	-4%	8,951	9,594	-7%
Mont Pleasant	1,117	1,116	0%	2,507	2,373	6%
Niskayuna	9,115	9,380	-3%	18,863	19,555	-4%
Quaker Street	1,354	1,461	-7%	2,744	3,177	-14%
Rotterdam	5,474	6,631	-17%	11,387	13,013	-12%
Scotia	2,787	3,053	-9%	5,878	6,589	-11%
Woodlawn	1,410	1,046	35%	2,912	2,218	31%

Support Services

Credit card sales through the checkout kiosks were up \$185.55 from February 2024 compared to February 2025. The new print release payment kiosks continue to show increased revenue with February sales totaling \$2,715. Roughly half of the sales through those payment terminals are credit card payments.

The Scotia Branch meeting room sound attenuation project is expected to begin at the end of May. As with the Niskayuna project, the library proper will remain open during the project while work is conducted on the meeting room.

With all TBS hardware installed at all locations for our upgraded printing/copying/scanning and faxing services with credit card payment options, we are now working diligently to ensure that all of the features that are available to us are working properly, along with trouble shooting any issues that have popped up. Like any new technology, we see our patrons taking to this technology change in one of two camps. Some absolutely love the new system and find it very handy, while others need some extra attention and walk throughs to get acclimated to the new equipment.

We added a new resource called Educate Station to the available databases on our website. Educate Station’s aim is to provide ready-to-use, hands-on activities for kids to do at home or at school. This resource is being provided by Mohawk Valley Library System as part of Central Library Services.

STARS (Schenectady Takes Action for Reading Success) has been integrated into our new website so it is no longer a separately hosted web page. This change saves on hosting costs and makes it easier to find as well as more evident that STARS is a library initiative.

STARS (Schenectady Takes Action for Reading Success) continues to distribute books through a network of community partners and in 2024 distributed a total of 12,224 books. Since its inception STARS has distributed over 36,000 diverse books for children ages 0-8.

Social media statistics:

MONTH	TYPE	VEIEWS	ORGANIC REACH	AD REACH	INTERACTIONS	FOLLOWERS
November-24	FACEBOOK	70,375	20,252	4,259	817	5,672
November-24	INSTAGRAM	2,672	483	98	80	1,611
December-24	FACEBOOK	36,919	6,526	3,235	384	5,672
December-24	INSTAGRAM	1,596	292	9	46	1,611
January-25	FACEBOOK	43,252	11,906	672	541	6,301
January-25	INSTAGRAM	2,097	690	216	128	1,621

February-25	FACEBOOK	20,717	6,940	1,452	906	6,305
February-25	INSTAGRAM	2,227	497	9	64	1,626

Website statistics:

MONTH	VIEWS	ACTIVE USERS	NEW USERS
November-24	36,488	10,566	8,800
December-24	30,467	10,247	8,268
January-25	33,673	12,159	9,782
February-25	29,583	11,345	8,949



Schenectady County Public Library



ANNUAL REPORT 2024

A YEAR OF INFRASTRUCTURE UPDATES + UPGRADES



OPERATING HOURS ADJUSTMENTS:

2024 was a busy year for Schenectady County Public Library. In September, we implemented the library operating hours expansion we've been working towards for over a year. All eight branch libraries are now open Monday through Saturday and alternate their weekday evenings with their next nearest branch.

This allows all the communities, within the county that we serve, equal opportunity to access library services during a variety of weekday, evening, and weekend times. The Hon. Karen B. Johnson Central Library (KBJ) had no operating hours changes and is open seven days a week.

NEW WEBSITE LAUNCHED:

After several years we were able to launch our new website which we like to consider our "digital branch." Our new website has many new features, including a search tool for patrons to easily access information in both our catalog and website right from the home page, natively switching to a mobile layout when viewed on a smart phone and the accessibility of information on the website is a major enhancement for users. We are also able to quickly and easily communicate urgent information about the library with the public. We are excited for the future of our digital library and promoting library services through it.

NEW LIBRARY CALENDAR LAUNCHED:

Another major upgrade to our digital footprint was the implementation of Library Calendar, a new room reservation and event management software. Patrons can go online and see if there are any study rooms available at the click of a mouse, while outside organizations can rent larger rooms for community events and meetings. Library staff are now able to track program attendance and events all in one area.

Schenectady County Public Library
www.SCPL.org

LIBRARY HOURS

Hon. Karen B. Johnson Main Library
Monday thru Thursday:
 9:00am-8:00pm
Friday:
 9:00am-5:00pm
Saturday:
 10:00am-5:00pm
Sunday:
 12:00pm-4:00pm

Branch Locations:	Branch Locations:
Mont Pleasant Quaker Street Scotia Woodlawn	Bornt Glenville Niskayuna Rotterdam
Mon/Wed/Fri/Sat: 10:00am-5:00pm	Tues/Thurs/Fri/Sat: 10:00am-5:00pm
Tues/Thurs: 12:00pm-7:00pm	Mon/Wed: 12:00pm-7:00pm



NEW PUBLIC PC + TECHNOLOGY ROLLED OUT:

Our new Printing/Copying/Faxing/PC Management hardware/software systems were installed in late 2024. This system will allow our patrons to use cash, coin, debit, credit, and tap to pay (such as Apple Pay/Google Pay) to pay for these services. The upgraded public PC system, to remove barriers to access, was expanded to all nine SCPL locations.



BUILDING UPDATES:

Enhancements to the exterior of the Glenville Branch Library included new curbing and sidewalks. Work to the grounds to complete the final phase of the renovation project of adding a memory garden with pavers and landscaping was finalized this year. The new area in front of the library offers outside space for the community to enjoy while visiting the library.



The Quaker Street Branch Library also received a significant update to the entire exterior of the building with all new siding and stonework along the bottom of the building. New windows and interior trim were also installed as part of the capital improvements.



STATISTICS



COMPUTER USERS:
2023: **40,773**
2024: **46,740**



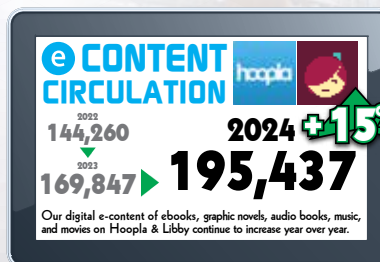
PROGRAMMING:
2024
OF PROGRAMS:
1200+
Youth + Adult



WiFi USERS
2023: **59,529**
2024: **61,920**



WEBSITE VISITS:
2023: **247,918**
2024: **282,947**
+14%



PHYSICAL MATERIAL CIRCULATION
2023: **622,245**
2024: **520,411***

*Circulation numbers decreased due to reduced services provided by MVLS.

MONT PLEASANT NEIGHBORHOOD ASSOCIATION
PUTTING THE PLEASANT AND PRIDE BACK IN OUR NEIGHBORHOOD

MARCH 21, 2025

To Whom It May Concern:

I would like to call to your attention the exemplary work of Christine Symes the senior clerk at the Mont Pleasant Library.

Over the years she has made our meetings and other functions at the library run smoothly and perfectly.

Christine has supported MPNA in so many actions. She ensures people are aware of our meetings when they visit the library and informs me of issues I should be made aware of in our neighborhood.

Our meeting room is set up and ready when we arrive. She has supported our splash pad opening among other projects and always encourages me to continue with projects.

I have observed Christine at the library with the children and Christine shows patience and a dedicated commitment to make the children feel safe and welcomed, while fostering an educational setting. Christine is there to be of help to the adults who need assistance.

I have a policy to acknowledge those who go above the job description and perform their duties with pride and diligence. Christine does all of that and more.

Our MPNA meetings are now on a need to only and Christine has said she will ensure we have a meeting place.

So please know that I and the members of MPNA appreciate all that Christine has done for our group.

Thank you



Patricia A. Smith

MPNA

2.3 American Library Association Code of Ethics

Schenectady County Public Library has adopted the following Code of Ethics from the American Library Association as a set of guiding principles to support our policies and procedures:

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

BOARD OF TRUSTEES
SCHENECTADY COUNTY PUBLIC LIBRARY
1.1 Bylaws

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.

ARTICLE I - Officers and Board Membership

1. The library shall be governed by a Board of Trustees. The Board of Trustees shall consist of 11 members appointed by the Schenectady County Legislature.
- ~~1.2.~~ The officers of the Board shall be a President, Vice President, Secretary and Treasurer.
- ~~2.3.~~ The President, who shall be a Trustee, shall be elected at the Annual Meeting in January in even numbered years. The President shall preside at all meetings and shall be the presiding officer. The President may serve a two-year term, and shall be eligible for reelection to a second two-year term. At the end of the second term, the President shall step down from office and be ineligible for election to the office of President for two years. If the President shall have completed the term of a President who left office, the two-term limit shall apply when they are elected to the Presidency.
- ~~3.4.~~ The Vice President, who shall be a Trustee, shall be elected at the Annual meeting in January in even numbered years. The Vice President shall act as President in the absence of the President. The Vice President may serve a two-year term, and shall be eligible for reelection to a second two-year term. At the end of the second term, the Vice President shall step down from office and be ineligible for election to the office of Vice President for two years.
- ~~4.5.~~ The Secretary, who shall be a Trustee, shall be elected at the Annual Meeting in January in even numbered years.
- ~~5.6.~~ The Treasurer, who shall be a Trustee, shall be elected at the Annual Meeting in January in even numbered years. The Treasurer shall make biannual reports to the Board of Trustees of monies on deposit in approved banking institutions and report to the Board on all actions taken by the Treasurer since the last report.
- ~~6.7.~~ Vacancies among the officers shall be filled at an election by vote at a regular meeting.
- ~~7.8.~~ The President is the official spokesperson for the Board of Trustees. No other Trustee shall speak officially for the Board unless called to do so by the President and/or the Board of Trustees.
- ~~8.9.~~ Trustees who fail to attend three consecutive meetings, without excuse accepted as satisfactory by the Trustees shall be deemed to have resigned, and the vacancies created shall be filled through requests to the Schenectady County Legislature.

ARTICLE II - Meetings

1. The Annual Meeting shall be held in January at such time, place and hour as may be prescribed by the Board, at which time officers shall be elected in even numbered years.
2. The regular meeting of the Board shall be held pursuant to a schedule adopted at the Annual Meeting for that year, each month except December, July, and August at such time place and hour as may be prescribed by the Board. ~~Notice of regular meeting, including a copy of the agenda and attachments, shall be distributed to board members not less than five days before such meeting.~~
3. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such a special meeting except the stated business. Special meetings shall be held on the call of the President or any three Trustees upon not less than 48 hours' written notice served personally or delivered to the residence of each Trustee, or on 5 days' written notice duly mailed to the address of each Trustee as given to the Director. The presence of any Trustee at a special meeting shall be conclusive evidence without other proof of due notice to him or her of such meeting. Such notices shall state the subjects to be considered at the special meeting and no other subject shall be considered unless by unanimous consent of all Trustees.
- 3.4. All meetings shall be in compliance with the New York State Open Meetings Law.
4. ~~A majority of Trustees present in person shall constitute a quorum, and a majority vote of Trustees shall be necessary for the transaction of business.~~
5. Proceedings shall be conducted in the manner usual in deliberative bodies, and when not contrary to these rules, according to the latest edition of "Robert's Rules of Order." The presiding officer shall decide all questions of order, subject to appeal, and such vote on the appeal shall be held without debate.
6. The meetings are open to the public unless the board goes into executive session. An executive session, if necessary, shall be conducted during a regular or special meeting.
7. ~~The privilege of the floor shall be extended to any who wish to address the board at each meeting before business is considered.~~

Commented [CT1]: The Policy Committee is developing a separate public comment policy for privilege of the floor.

ARTICLE III - Committees

1. All committees shall be appointed by the President.
2. The actions of all Committees shall be subject to the approval of the Board and no Committee or individual shall authorize any expenditure or action without authority of the Board.
3. A Nominating Committee shall be appointed by the President at the November meeting. It shall consist of three members appointed by the President. Current officers shall be ineligible to be appointed to the Nominating Committee.
4. All committees shall report to the Board their action on matters referred to them.
5. Standing committees include ~~Budget and~~ Finance Committee, Planning Committee, and PolicyBuilding Committee.

6. The ~~Budget and~~ Finance Committee shall consist of the ~~President~~, Treasurer, and other designees of the President and shall review the Budget with the Executive Director before its submission to the County Manager and to the County Legislature, subject to the approval of the Board.
7. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.

ARTICLE IV - Director

1. The Executive Director shall be the active executive and administrator of the Library, acting under the direction and review of the Board, and shall act as professional advisor to the Trustees. ~~They~~He/she shall have, subject to approval of the Board, general direction of the employees, business affairs, real and personal property, and administration of the Library system.
2. The Executive Director shall accept ultimate responsibility for the proper performance of duties by all employees of the Library.
3. The Executive Director, under the supervision of the Board, prepares the Budget, the Annual Report, and other reports as the Board may from ~~time to time~~time to time request.
4. It shall be the duty of the Director or the Director's designee, to attend all meetings of the Board and Committees of the Board where action may be taken affecting the interests of the library including budget meetings or other municipal meetings. The Executive Director shall have the right to speak on all matters under consideration at such Board meetings, but shall not have the privilege to vote thereon. The Executive Director, or ~~their~~his/her designee, shall serve as the Clerk of the Board.

ARTICLE V - Amendments

1. These bylaws may be amended, in part or in whole, at a regular meeting of the Board of Trustees by a majority vote of the Trustees after the amendment has been submitted in writing at a prior meeting and notice has been given in the "notice of the meeting" at which it is to be considered.

ARTICLE VI - Miscellaneous

1. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

2. No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director or officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, director, or officers of the corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation.
3. No substantial part of the activities of the corporation shall be devoted to propaganda, or otherwise attempting to influence legislation (except to the extent authorized by Internal Revenue Code section 501[h] as amended, or the corresponding provision of any future United States Internal Revenue Law, during any fiscal year or years in which the corporation has chosen to utilize the benefits authorized by the statutory provision), and the corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.
4. Upon dissolution of the Schenectady County Public Library, the board of trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of the remaining assets of the corporation exclusively for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code), or shall distribute the same to the Federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by order of the Supreme Court of the State of New York in the judicial district in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, organized and operated exclusively for such purposes, as said Court shall determine.
5. The Commissioner of Education is designated as the representative of the corporation upon whom process in any action or proceeding against it may be served.