



Schenectady County Public Library Board of Trustees Meeting  
April 24, 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 Trustee Policy Committee Meeting Minutes for April 2, 2025
  - b. Board of Trustees Meeting Minutes for April 3, 2025
  - c. Board of Trustee Planning Committee Meeting Minutes for April 8, 2025
  - d. Board of Trustees Finance Committee Meeting Minutes for April 15, 2025
  - e. Board of Trustees Planning Committee Meeting Minutes for April 16, 2025
  - f. Acceptance of Hickmott Bequest – Resolution 1
4. Approval of Policy 1.1 Bylaws
5. Approval of Policy 1.3 Public Comment Policy
6. Approval of Policy 5.6 Meeting Room Policies
7. Selection of Strategic Planning Consultant
8. President's Report
9. Director's Report
10. Friends of the Library Report
11. Committee Reports
  - a) Finance Committee
  - b) Planning Committee
  - c) Policy Committee
12. New Business
13. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on May 22, 2025 at 6:00 pm in the Swanker Room at the Karen B. Johnson Library.



Schenectady County Public Library Board of Trustees

Policy Committee Meeting

April 2, 2025

Minutes

**Present:** David Fronk, Committee Chair; Jude McQueen; Justin Chaires

**Staff:** Charity Thorne, Executive Director

Chair Fronk reviewed the trustee handbook section recommending a public comment/participation policy and shared findings from review of about 25 other libraries' policies for examples. Fronk proposed language for a draft public comment policy and trustees discussed. Chaires moved to recommend the draft public comment policy to the full Board for approval, all were in favor.

Trustees reviewed and discussed the current computer use and internet policy including outdated sections. Executive Director Thorne will draft updated language and bring a draft for review to the next Policy Committee meeting.

Trustees discussed whether to add a videoconferencing policy at this time and reviewed the state regulations around videoconferencing for public bodies which are repealed and set to expire in July 2026. The committee determined to set this topic aside and come back to it at a later date.

Trustees reviewed the current Children policy and discussed updates. Executive Director Thorne will draft updated language for review at the next Policy Committee meeting.

Trustees reviewed the current Meeting Room policy and discussed updates. The committee agreed on removing the limit of three times per year per organization now and continuing discussion about further updates to this policy at future committee meetings. Executive Director Thorne will prepare the draft with this minor change for approval at the next regular Board meeting.

## SCHENECTADY COUNTY PUBLIC LIBRARY

The regular monthly meeting of the Schenectady County Public Library Board of Trustees was held on Thursday, April 3, 2025 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.

PRESENT: Madelyn Thorne, President; Brenda Schworm, Vice-President; Carmel Patrick, Treasurer; David Fronk; Steve McCutcheon; Jude McQueen; Bernice Rivera; Tina Chericoni Versaci

ABSENT AND EXCUSED: Justin Chaires; Julie McDonnell; Angela Tatem

STAFF: Charity Thorne, Executive Director; Devon Hedges, Assistant Director; Janice Martin, Board Clerk

GUESTS: Michelle Ostrelch, Schenectady County Legislature, Vice-Chair Education & Libraries; Charlene Roman, President, Friends of SCPL; Shirley DeBono, First Vice-President, Friends of SCPL, Diane Wilkinson, President-Elect, Friends of the SCPL

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

### PUBLIC COMMENT

Katarina Curtis/Niskayuna – She voiced her concerns about Schenectady County Public Library’s withdrawal from JA.

Richard Warner/Schenectady – He is concerned about the initial and continuing controversy surrounding the withdrawal of JA.

Lynn Vincent/Library Staff Member – She shared several stories from patrons who have come in over the past several months. She said patrons are thrilled with the change, they love the new APP, the EZ Scan services, and access to WorldCat.

### CONSENT AGENDA

Moved by Brenda Schworm, seconded by Tina Chericoni Versaci. Motion passed.

### APPROVAL TO EXPEND PARTIAL SCOTIA BEQUEST FUNDS FOR LANDSCAPING

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

### APPROVAL OF 2.3 AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS

Moved by Bernice Rivera, seconded by David Fronk. Motion passed.

### PRESIDENT’S REPORT

- Reminder to trustees to complete the 2-hour trustee education for 2025. An upcoming 1-hour webinar training through MVLS will be held on April 8, 2025 at 1:00 p.m.
- The Friends of the Library dinner will be held on Wednesday, April 9, 2025.
- Discussion ensued regarding cuts to IMLS and support and a statement from the board to our local and state representatives.
- Madelyn Thorne, Haileab Samuel and Charity Thorne meet regularly with Eric Trahan, Director of MVLS. We are full members in MVLS and will continue to participate in the meetings to advocate for full MVLS system services to SCPL.

### DIRECTOR’S REPORT

Trustees reviewed the written report by Executive Director Charity Thorne.

- The board packet includes a glowing letter from Mont Pleasant Neighborhood Association complimenting Mont Pleasant staff member Christine Symes.
- KBJ just debuted a Seed Library in memory of Momma Lou, a relative of a staff member who left funds for initiatives of this nature.
- Ingram, our primary book vendor, has been overwhelmed with orders as customers are leaving one of the other big vendors, B&T, which is leading to a delay for us in receiving materials from Ingram. We are looking for alternate ways to get newer items quicker.

#### FRIENDS OF THE LIBRARY

- Charlene Roman announced that this is her last board meeting as President of the Friends of the Library. She introduced President-Elect Diane Wilkinson.

FINANCE COMMITTEE – No report.

#### PLANNING COMMITTEE

- Next meeting will be held on Tuesday, April 8, 2025 at 2:30 p.m. in the Swanker Boardroom.

#### POLICY COMMITTEE

- The committee met on March 5, 2025.

#### NEW BUSINESS

- Discussion ensued regarding MVLS and SCPL Overdrive and whether MVLS equitably provides system services to SCPL.

The meeting was adjourned at 6:40 p.m. on a motion by David Fronk, seconded by Carmel Patrick.

The next meeting will be held on Thursday, April 24, 2025 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Library.



Schenectady County Public Library Board of Trustees

Planning Committee Meeting

April 8, 2025

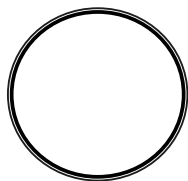
Minutes

**Present:** Carmel Patrick, Committee Chair; Bernice Rivera; Brenda Schworm, Angela Tatem

**Ex-Officio:** Madelyn Thorne

**Staff:** Charity Thorne, Executive Director

Trustees discussed four proposals received from consultants for strategic planning processes in detail. The committee narrowed the options down to two proposals and determined to schedule calls with those consultants to meet them and ask some follow up questions. Executive Director Thorne will reach out to the consultants to schedule times based on the committee's availability.



Schenectady County Public Library Board of Trustees  
Finance Committee Meeting  
April 15, 2025  
Minutes

**Present:** Tina Chericoni Versaci; Steve McCutcheon, Madelyn Thorne

**Absent:** Julie McDonnell

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

Trustees discussed the cost of strategic planning consultant proposals and decided to authorize a tentative amount with the understanding it would be revisited if the Planning Committee recommends services exceeding that amount. McCutcheon recommend the full board approve the expenditure of up to \$35,000 and Thorne seconded.

Trustees discussed the acceptance of the Thomas W. Hickmott bequest of \$5,000.

Trustees discussed the 2026 budget request submission dates to the County. The next finance committee meeting will be held on Tuesday, May 20, 2025 at 9:30 am.



Schenectady County Public Library Board of Trustees

Planning Committee Meeting

April 16, 2025

Minutes

**Present:** Carmel Patrick, Committee Chair; Brenda Schworm, Angela Tatem

**Absent:** Bernice Rivera

**Ex-Officio:** Madelyn Thorne

**Staff:** Charity Thorne, Executive Director

The committee was joined virtually by two consultants who had submitted strategic planning proposals. Trustees asked consultants follow up questions about their proposals and processes. Also discussed were some of the optional services in proposals and which were most valuable to SCPL. The committee then discussed which proposal to recommend to the full Board for approval at the April 24 meeting and made a selection.

## **SCPL Board of Trustees Resolution - 4/24/25 Acceptance and Expenditure of Hickmott 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 Thomas Ward Hickmott to be used for general purposes

WHEREAS, the future distribution bequest check is in the amount of FIVE THOUSAND DOLLARS (\$5,000.00); it is hereby

RESOLVED that on April 24, 2025, the Board of Trustees hereby accepts, with gratitude, the generous bequest in the amount of FIVE THOUSAND DOLLARS (\$5,000.00) and be it further;

RESOLVED, that the Board of Trustees approves expenditures of up to FIVE THOUSAND DOLLARS (\$5,000.00) to be used for general purposes.

Moved by:

Seconded by:

AYES:

NAYES:

ABSTENTIONS:

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.

### **1.3 Public Comment Policy**

The Schenectady County Public Library Board of Trustees values community input as part of its commitment to transparency, accountability, and improved public service. This policy establishes procedures to ensure public comments are welcomed and addressed in an orderly and respectful manner. This policy applies to all regular and special meetings.

1. A public comment period shall be held at the beginning of each regular Board of Trustees meeting.
2. Sign-in procedure: Individuals wishing to speak must sign in prior to the meeting providing their name, address and topic they wish to discuss. Sign-in sheet will be available at least 15 minutes prior to the meeting.
3. Speaking order: Speakers will be called in the order in which they signed up.
4. Time allocation: Each speaker will be allocated (3) minutes to present their comments. The board reserves the right to adjust the time limit based on the number of speakers and the meeting's agenda.
5. Groups are encouraged to designate a single representative to speak on their behalf.
6. Board Response: Generally public comment is to hear the community's thoughts; therefore, trustees and staff may not respond to public comments during the public comment period except in exceptional circumstances at the discretion of the President. If necessary, responses will be provided in writing or discussed at a future meeting.

### **Guidelines for Conduct**

1. Speakers must address all comments to the Board as a whole, not to individual members, staff or the audience.
2. Comments must be relevant to library-related issues.
3. Disruptive, obscene or threatening remarks will not be tolerated and individuals engaging in such behavior will be asked to leave.
4. Personal attacks against library staff or other members of the public are prohibited.
5. The President of the Board may intervene if comments are excessively repetitive, off topic or violate an established decorum.

## 5.6 Meeting Room Policies

The Meeting Rooms of the Schenectady County Public Library are available for a variety of social, cultural and educational activities and discussions of current public questions. Use of meeting rooms is free of charge for non-commercial organization; all other commercial groups will be charged \$100 for up to a three-hour rental. They are available on equal terms to all groups in the community, regardless of beliefs and affiliations of their members, provided that the meetings are open to the public. No charge shall be made for admission to any meeting and no collection shall be taken up; neither may dues be collected. Use of the rooms ~~may be~~ limited to ensure equitable access. ~~three meetings per calendar year for any organization~~. Events may not be scheduled more than two months in advance of the meeting date. The serving of food or beverages of any type needs to be approved.

The Library Executive Director is authorized to establish reasonable regulations governing the use of meeting rooms. Any exceptions to the rules and regulations outlined in this Policy need to be approved by the Library Executive Director or their designee.

## **Executive Director Report to the Board**

**April 24, 2025**

March saw the beginning of a lot of Board of Trustees activity, with the first steps in a strategic planning process and a thorough policy review kicking off. I reviewed policies and made notes to recommend revisions for policy committee meetings as well as contacting potential strategic planning consultants to request proposals from them. A couple of the consultants requested follow up calls to learn more about our library and our needs in a strategic planning process, which I conducted with them. The other biggest project in March was wrapping up configuration of our electronic data interchange (EDI) ordering with our two primary vendors, Ingram and Midwest, and moving on to testing the set up. Other key activities in March included:

- Work on the New York state annual report
- Our annual review and site visit from our representative for hoopla subsequent internal discussion of future econtent strategy
- Interviews for a vacant full-time library clerk position
- ComicCon kickoff meeting
- Facilities project review and site visit to all locations
- CollectionHQ onboarding call

I'm very excited for our next steps with CollectionHQ; which are scheduling training sessions running Collection Check reports. These reports identify items our catalog shows as on the shelf that have not checked out in 4 or more years; looking for these items and marking missing any that aren't actually on the shelf is a type of targeted inventory that helps us ensure CollectionHQ has the most accurate data for us to analyze. If items are there, then they can be assessed for condition, relevancy, and possible transfer to another location where they may see better use before making the call to deselect them entirely.

### **Public Services**

#### **Hon. Karen B. Johnson Main Library**

##### Youth Services

Early literacy programming was a big hit among our youngest audience! "Toddler Time" was the most popular children's program at the Main Library in March, with 157 people attending five sessions. Also popular were our outreach to families at "Dog Man: The Musical" at Proctors and "Baby Lap Time" (82 attended four programs). There were 606 attendees at 28 children's programs offered in March. At the Children's Desk, information requests were mostly from adults looking to find new books for the young readers in their lives. Patrons also looked for help getting to use our study rooms or finding the tax preparation programs that were offered.

There were also a lot of questions posed about our programs. In whole, about 60% of the questions asked at the Children's Desk were reference questions and most of the rest were directional requests (where to find study spaces, family restrooms, and so on).

### Adult Services

Patrons really showed up for the last few engagements of the "Beat the Snow" winter concert series; the four performances had an average attendance of 82 music lovers. REELS movie programs continued with about 10 people on average attending the four screenings. Craft programs were also popular; registration for new craft programs filled up within a day with no paper promotion! In total, 390 patrons attended 41 programs in March. At the Circulation and Information Services Desks, patrons asked for help finding and placing hold requests for specific items, researching specific subjects like Celtic peoples or W.E.B. DuBois, and help getting logged into library apps like Libby and Hoopla. A patron reached out from Italy looking for genealogical information, which staff found in City Directories from the late 19<sup>th</sup> century. Typical non-reference questions fielded by those desks included many questions about where tax help programs were being held, finding restrooms, reserving rooms at the library, using library technology, information on area organizations like Literacy Volunteers and GED preparation programs or resources for finding affordable apartments. Nearly half of the 1,295 information requests made at the Main Library were in regard to technology and about 38% were reference questions.

### Successful Launch of the Momma Lou Seed and Plant Cutting Library- March 15th

It is with immense pleasure that I announce the successful launch of the Momma Lou Seed and Plant Cutting Library here at the KBJ! This exciting new resource became available thanks to a truly generous memorial donation honoring the wonderful Lou-Ann L. Marshall, affectionately known as Momma Lou by many.

This initiative offers a fantastic opportunity for all Schenectady County residents to engage with gardening and contribute to a more sustainable local environment. The Momma Lou Seed and Plant Cutting Library functions as a community resource where individuals can:

- Borrow seeds for FREE: Residents can take home a variety of seeds to cultivate their own gardens.
- Learn and grow: The library serves as a hub for gardening knowledge and skill development for all levels of experience.
- Share their harvest: We encourage the donation of saved seeds and plant cuttings from successful harvests back to the library, fostering a cycle of sharing and sustainability.

- Build community: The library aims to connect local gardeners and contribute to a vibrant and resilient local food system.
- The establishment of this seed library is significant for several key reasons:
- Promoting biodiversity: By offering a variety of seeds, we contribute to the health and diversity of our local ecosystems.
- Addressing food security: Empowering residents to grow their own food enhances local food security and access to fresh produce.
- Building community: The library fosters connections among community members and creates a sense of shared purpose around sustainable practices.
- Preserving heritage: Seed libraries can help preserve heritage seed varieties and connect us to our agricultural roots.
- Enhancing climate resilience: Locally adapted seeds contribute to greater resilience in the face of changing climate conditions.

The Momma Lou Seed and Plant Cutting Library operates with the following guidelines:

- It is open to all Schenectady County residents, with no library card required.
- Patrons can borrow up to 3 seed packets or 1 plant cutting per household per visit.
- Each seed packet contains enough seeds to produce approximately 2-3 plants (flower packets may contain more).
- Availability is on a first-come, first-served basis.
- We actively encourage the donation of seeds back to the library at the end of the growing season to ensure the sustainability of this resource.

Initial engagement has been remarkable. As of March 31st, over 2,000 seed packets, containing over 75,000 seeds, have been distributed to the community. This demonstrates the strong interest and need for such a resource within Schenectady County. Over 100 houseplant cuttings have also been distributed.

We believe the Momma Lou Seed and Plant Cutting Library will be a valuable asset to KBJ and the wider Schenectady County community, fostering learning, sustainability, and community engagement. We are excited to see it flourish and contribute to a greener and more resilient future.

#### Circulation:

We are delighted to report a significant increase in patron engagement, with 577 new patron accounts registered in March library-wide. Notably, 249 of these new accounts were registered at the KBJ branch, demonstrating the continued vitality and importance of that location within our community.

The Interlibrary Loan (ILL) Team continues to be a vital force in expanding access to information for our patrons. I am pleased to report on our performance in March, highlighting our commitment to efficiency and our proactive role in collection development.

In March, the ILL team maintained a commendable average turnaround time of 6.5 days for fulfilling patron requests. While this reflects our consistent dedication to timely service, we remain focused on achieving our ambitious target of 5.5 - 6 days. We are actively exploring strategies to further streamline our processes and enhance the speed at which we can deliver essential resources to our users.

March witnessed a significant volume of activity, with the team expertly processing 1,422 Interlibrary Loan requests. This robust figure underscores the high demand for our services and the team's capacity to effectively manage a substantial workload.

What is particularly noteworthy is the team's success in sourcing materials beyond our immediate network. Approximately 297 of the items requested in March were not held within any of the local catalogs (SCP, MVLS, SALS). By successfully obtaining these resources through interlibrary loan, we are demonstrably increasing access to a wider range of materials for Schenectady County residents, directly supporting their research, learning, and informational needs. This proactive approach ensures that limitations in our local holdings do not become barriers to our patrons' intellectual pursuits.

Furthermore, the ILL team is actively contributing to a more dynamic and responsive collection development strategy. In March, 47 requested items were identified as valuable additions to our permanent collection and were subsequently purchased. This strategic acquisition of patron-driven materials directly reflects the evolving needs and interests of our community, further enhancing our collection development efforts. The ILL service is not just about borrowing; it's about listening to our patrons and strategically building a collection that truly serves them.

As our collection development procedures undergo continuous and proactive refinement, we anticipate observing a natural reduction in Interlibrary Loan requests over the coming months. This expected trend is a direct indicator of our strategic efforts to build a more comprehensive and responsive collection tailored to the needs of our community.

Encouragingly, we have already received positive feedback from patrons who have noted an increase in the availability of books they find valuable within our local collections. This direct correlation between our focused collection development and enhanced patron satisfaction underscores the effectiveness of our evolving strategies. By proactively acquiring materials that align with expressed needs and interests, we are empowering our users to find the resources they seek directly within SCPL, thereby potentially lessening their reliance on interlibrary loan services.

This anticipated shift is not a reflection of decreased need, but rather a testament to our commitment to building a collection that increasingly meets the diverse demands of Schenectady County residents. The ILL team will continue to monitor borrowing trends closely, providing valuable data that informs our ongoing collection development efforts and ensures we remain responsive to the evolving informational landscape. We are excited to see the

positive impact of our proactive collection strategies reflected in both patron satisfaction and evolving ILL statistics.

### **Bornt and Mont Pleasant Branch Highlights**

Charity and Beth attended a meeting with the County Manager and Probation Department team members to discuss a partnership between the Library and Probation to support the Mont Pleasant Branch community. Probation reviewed different programs they run with the goal of piloting one at Mont Pleasant. Beginning in March team members from Probation spent time at the branch on Saturday afternoons getting to know the community and staff.

Team members Ali and Jody kicked off a six-week crafting series at Mont Pleasant with 16 participants in the first two weeks. Participants made wall pockets this first week of the series.



STARS received \$800 through the Stewart's Holiday Match program to be used toward the purchase of more books for distribution.

### **Rotterdam and Quaker Branch Highlights**

#### Adult Services

Our monthly CrAFTERwork program continues to be enjoyed at our Quaker Street branch; for March, the craft was decoupage tote bags.

The Quaker Street book club continues to meet every second Thursday of the month. For March they read "The Wager: a Tale of Shipwreck, Mutiny, and Murder" by David Grann.

Quaker patron Christine Somers led a 2-part intermediate crochet workshop at the Quaker Street branch, where patrons learned how to crochet an adorable sunflower bag out of granny squares.

Quaker Street experienced a notable increase in library card registrations with 26 in March!

Book Club came back to Rotterdam in March with a new look: a non-fiction book club scheduled in the evening. The first meeting of the book club was a success. There were 5 attendees who animatedly discussed “Dead Wake: The Last Crossing of the Lusitania” by Erik Larson, and the group is meeting again in April to review Educated by Tara Westover.

Electric City Barn came to Rotterdam for an Intuitive Painting class, where the instructor played music as inspiration for artistic creativity. The patrons commented as they were leaving that they enjoyed the music and the program.

John Woodward, the Deputy County Historian, was here twice for the “Meet the Historian” program. Rotterdam staff have been showing lots of patrons how to print their documents.

Many patrons have commented positively on all of the new equipment and are happy with the credit card readers. We have also been spending time showing patrons how to use Libby.

### Youth Services

March at the Rotterdam and Quaker Street libraries featured St. Patrick's Day Grab and Go kits that were popular – we had a total of 28 kits and all kits at both branches were given out. We also had our last Music Makers at Rotterdam for the winter season on Saturday, 3/1, that brought in 36 participants. We also had Mushroom Plush Cushions at Rotterdam with the second installment of that program planned for April at Quaker Street. At Rotterdam, we had 17 participants. The PAWS program ran twice this month at Rotterdam and as always, Ginny was a hit with the young readers. Good turnout for both visits of 8 and 11 readers. Student volunteers spent several hours putting together a play kitchen for our Rotterdam children's area. The children absolutely love it! Quaker Street’s Imagination Station/Storytime Hour has seen a large uptick in attendance as new parents and new neighbors are bringing their little ones in.

### **Niskayuna and Woodlawn Branch Highlights**

#### Adult Services

In March, by popular request yoga continued with sessions on 3/11, 3/18, and 3/25. Nine people attended the weekly classes. Terry Quigley presented an Introduction to Essential Oils that was well received at Niskayuna. Tracy Loring brought an Intuitive Watercolor Painting class

to Woodlawn. We are so thankful to the Friends of SCPL who support these programs and enable the community to thrive. At Niskayuna, the Qigong and Everything Fiber Arts programs continue to grow.

Many titles in the Large Type collection were exchanged between Niskayuna and Woodlawn to refresh both collections, which was very well received by patrons hungry to browse “new” titles.

A seed library is in place at Woodlawn, and people are happy to have seeds for their gardens now that spring has arrived. Work is being done for a plant exchange in April.

The Niskayuna book club met to discuss “The Women” by Kristin Hannah. The Woodlawn book group read and discussed “Nothing Ventured” by Jeffrey Archer.

### Youth Services

The Niskayuna Branch Library held our two weekly programs through the month of March. Our Build Zone is always well attended with an average of 15 people each week. We have a strong following with 3-4 families attending each week. All of our kids’ creations are displayed within the children’s area, and our builders love to show them off to friends and family when they visit.

In addition to that program, our Tuesday morning PFSA-Preschool Full STEAM Ahead also has a dedicated following, while bringing in new families through word of mouth. This storytime/experience-based program has created new friendships between the children, as well as the grandmothers that attend with them. In addition, I have caregivers telling me stories of how their children have increased their interest and skill levels by bringing activities that they participate in at the library and applying them to home-based activities.

The Woodlawn Branch is still struggling to bring in more families through programming and book displays. The Baby Laptime program has very low participation, although we have seen a few new families throughout the month of March. Many of them are either new to the area, new to the library, and/or new parents and/or grandparents. Sometimes it ends up being less of a “read all the books and sing all the songs” type of storytime, and more of a “sing all the songs and let new parents chat with one another,” building those connections to each other and to the library.

### **Scotia Branch Highlights**

#### Youth Services

“Family Storytime” was the biggest draw at the Scotia Branch Library in March, with 97 attendees at four program offerings. Young library patrons also came out for “STEAM Time: Peep Science” and the “Teen Crochet Club”. Most of the information requests from children were about finding specific books or categories of books. “The Wild Robot” and Minecraft were very popular subjects that young readers were looking for, although books on pugs, seashells, mice and snakes were also of interest. Teens wanted to know how to use library technology including printers or the new Scan EZ station. They also wanted to know if wooden shoes (seen on display) were comfortable and how to get a job working at the library.

### Adult Services

Adults attended a variety of programs at the Scotia Branch Library this past month. Attendance was fairly evenly divided between “Book Club”, “Chair Yoga with Inner Bliss Yoga”, “Fabric Collages with Electric City Barn”, and the “Single Breath Story Writing Workshop”, averaging around 12 attendees each. 68 people attended 11 programs offered for adults and general audiences. Information requests included questions about types of programs offered and program times, tax help available in the area, getting library cards as non-residents of Schenectady County, using the library’s website and catalog, specific book, magazine and movie requests, how to use the Scan EZ station, mobile printing. There were 154 logged information requests which were mostly reference questions or questions about specific services at the library and in the area.

### **Glenville Branch Highlights**

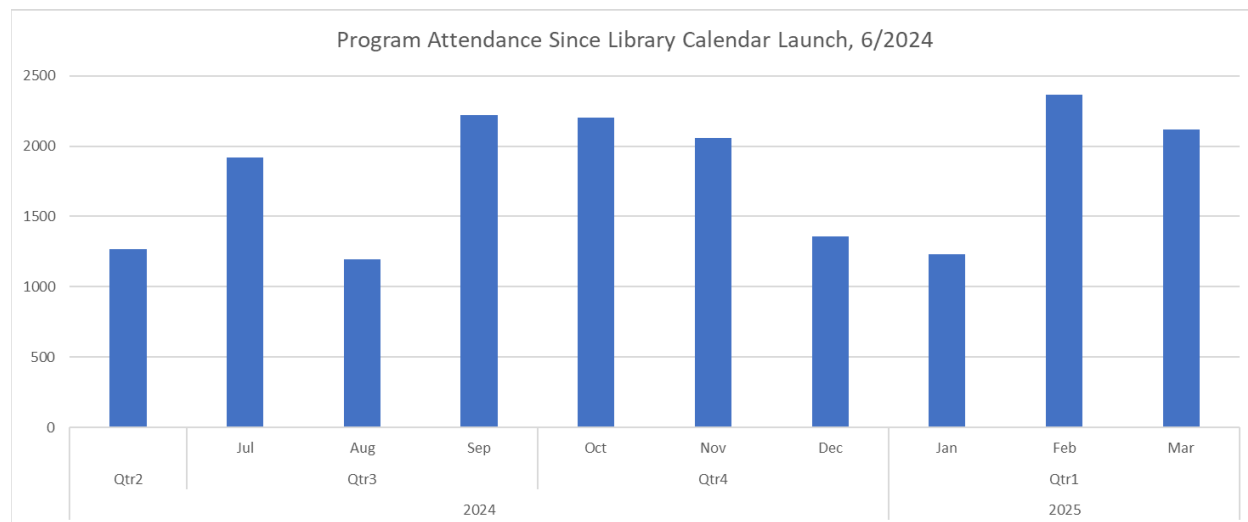
#### Youth Services

Family Storytime is what most patrons came to Glenville for in March. Many families came out to four of these early literacy programs to enjoy stories, songs, and social interaction for the whole family. Young patrons also enjoyed a writing club and tween & teens were offered a neat community service project of making no-sew fleece cat mats to donate to the Animal Protective Foundation of Glenville. There were 83 attendees at the branch’s six programs in the month.

#### Adult Services

At the Glenville Branch in March, adult patrons enjoyed programs in arts & crafts, health & wellness, and book clubs the most; “Glow & Behold: DIY Candle Making” was the most popular with 14 attendees. Glenville’s Spotlight Cinema Series on women directors in film also brought out some interested patrons to see films like “Selma”, directed by Ava DuVernay and “Julie and Julia” directed by Mora Ephron. 41 adults came out the library for 10 programs in March including yoga, book club, “Book-a-Librarian”, and the “Spoken Word Salon”. Some of the technology support that patrons needed included getting help with the library’s printers or

getting logged in to their Hoopla accounts. Patrons also looked to us for help in placing holds on items from our library branches and beyond.



03/2025 CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	1,282	674	90%	3,390	1,880	80%
Central	21,470	17,515	23%	68,821	48,589	42%
E-Resource	18,072	17,355	4%	52,587	50,515	4%
Glenville	5,100	5,117	0%	14,051	14,711	-4%
Mont Pleasant	1,216	1,345	-10%	3,723	3,718	0%
Niskayuna	9,813	9,733	1%	28,676	29,288	-2%
Quaker Street	1,722	1,576	9%	4,466	4,753	-6%
Rotterdam	6,442	6,818	-6%	17,829	19,831	-10%
Scotia	3,398	2,970	14%	9,276	9,559	-3%
Woodlawn	1,465	957	53%	4,377	3,175	38%

03/2025 INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	189	278	-32%	611	758	-19%
Central	1,291	1,727	-25%	3,341	5,956	-44%
Glenville	20	81	-75%	64	210	-70%
Mont Pleasant	328	418	-22%	900	1,012	-11%
Niskayuna	4	285	-99%	6	1,057	-99%
Quaker Street	21	25	-16%	70	175	-60%
Rotterdam	62	79	-22%	240	394	-39%
Scotia	154	165	-7%	405	622	-35%
Woodlawn	-	34	-100%	-	102	-100%

Online author presentations are available to all library patrons in both live and recorded sessions. We've started to see some solid usage of the newer service. There were 1,970 views of 90 archived author events presented before 1/1/2025. Between January and February 28, there have been 257 viewings of archival recordings from nine events. In March, there were

104 viewings of three archival recordings from events held in that month. The viewing of archival programs far outpaces the pre-registration and viewing of live events.

### **Support Services**

Library clerk interviews concluded for the full-time vacancy and an offer was accepted.

Credit card sales through the self-Checks were up \$107.08 from March 2024 compared to March 2025. Sales through the new public printing kiosks were up \$1,139.30 from February 2025 to March 2025.

Credit card readers for faxing services were delivered, and the IT team installed at all locations.

Facilities visits to all nine locations to review 2025 capital improvement projects were conducted. Discussions included placement and traffic flow for drive up book drop locations; cohesive signage throughout all SCPL locations; status of the gutters for Glenville and Woodlawn; fire alarm upgrades at Mont Pleasant and Niskayuna; parking lot seal coat and striping for Rotterdam and Niskayuna; and Mont Pleasant Branch siding and parking lot. In addition to 2025 capital improvements, considerations for potential 2026 capital projects were reviewed.

We have continued to work hand-in-hand with TBS during March to iron out the wrinkles and squash bugs that have popped up. We are currently setting up times for the month of April where we will go out to branches and hold half hour tutorial sessions with our staff to help cement their comfort level with using the systems and explore less commonly used features that could hold some immense benefit to our patrons.

All locations are officially on County managed networks. Our new free WiFi at all of our locations is still password free, but end users do have to click "AGREE" to our internet usage policy in order for their devices to connect. We have seen success with our FLEX ZONE computer monitors at our KBJ Main Library. Patrons can bring their own devices in and plug into one of the monitors in the section with a laptop or gaming device. Some of our younger adult patrons have been bringing in their various video game systems in order to play their games in a safe environment. We hope to offer more stations like this as we have been getting inquiries from remote workers looking to add an additional monitor to their work needs for a day or two at a time.

We also announced that the Electric City Comic Con is coming back to SCPL this summer! The convention will be held at our KBJ Main Library on Saturday, July 12, 2025 from 10:00am-4:00pm. We are currently in the planning process and arranging for artists and vendors.

### **Social media statistics:**

MONTH	TYPE	VEWS	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
March-25	FACEBOOK	14,327	5,578	895	158	6,312
March-25	INSTAGRAM	1,566	417	5	50	1,641

**Website statistics:**

MONTH	VEWS	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
March-25	25,054	11,910	9,370