



Schenectady County Public Library Board of Trustees Meeting
May 22, 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 April 24, 2025
 - b. Board of Trustee Policy Committee Meeting Minutes for May 14, 2025
4. Approval of Policy 1.3 Public Comment Policy
5. Approval of Policy 5.4 Child Safety Policy
6. Approval of Policy 5.8.1 Computer and Internet Use Policy
7. Approval of Strategic Planning Consultant Contract
8. Approval of 2026 Draft Operating Budget
9. Approval of 2024 NYS Annual Report
10. President's Report
11. Director's Report
12. Friends of the Library Report
13. Committee Reports
 - a) Finance Committee
 - b) Planning Committee
 - c) Policy Committee
14. New Business
15. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on June 26, 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, April 24, 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

ABSENT AND EXCUSED: Justin Chaires; Julie McDonnell; Angela Tatem; Tina Chericoni Versaci

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

GUESTS: Michelle Ostrelch, Schenectady County Legislature, Vice-Chair Education & Libraries; Diane Wilkinson, President, Friends of SCPL; Jessica McDonald, Vice-President, Friends of SCPL, Shirley DeBono, Treasurer, Friends of SCPL

Madelyn Thorne called the meeting to order at 6:03 p.m.

PUBLIC COMMENT

Katie Beth/Girl Scout – She spoke on behalf of the environment and urged the library to make sure all lights are turned off overnight at the Hon Karen B Johnson Library.

Katarina Curtis/Niskayuna – She urged for the strategic planning proposal being considered by the Library Board of Trustees to be transparent, independent, and comprehensive both in how they choose a company and how they go about gathering their information.

Nancy Gifford/Scotia – She is concerned about the cuts in IMLS funding and urged the Library to take a firm stance on DEI and IMLS funding

CONSENT AGENDA

- a. Board of Trustees Policy Committee Meeting Minutes for April 2, 2025. Moved by Bernice Rivera, seconded by Steven McCutcheon. Motion passed.
- b. Board of Trustees Meeting Minutes for April 3, 2025. Moved by Steven McCutcheon, seconded by Brenda Schworm. Motion passed.
- c. Board of Trustees Planning Committee Meeting Minutes for April 8, 2025. Moved by Carmel Patrick, seconded by Bernice Rivera. Motion passed.
- d. Board of Trustees Finance Committee Meeting Minutes for April 15, 2025. Moved by Carmel Patrick, seconded by Steven McCutcheon. Motion passed.
- e. Board of Trustees Planning Committee Meeting Minutes for April 16, 2025. Moved by Brenda Schworm, seconded by Carmel Patrick. Motion passed.
- f. Acceptance of Hickmott Bequest – Resolution 1. Moved by Steven McCutcheon, seconded by Bernice Rivera. Motion passed.

APPROVAL OF POLICY 1.1 BYLAWS

- Moved by David Fronk, seconded by Carmel Patrick. Motion passed.

APPROVAL OF POLICY 1.3 PUBLIC COMMENT POLICY

- After discussion, trustees were asked if they wanted to table the Public Comment Policy until next month. A motion was made by Carmel Patrick, seconded by Bernice Rivera. Motion passed.

APPROVAL OF POLICY 5.6 MEETING ROOM POLICIES

- A motion was made by David Fronk, seconded by Bernice Rivera. Motion passed.

SELECTION OF STRATEGIC PLANNING CONSULTANT

- Carmel Patrick thanked the Strategic Planning Committee, Bernice, Rivera, Brenda Schworm, and Angela Tatem, along with Charity Thorne and Madelyn Thorne. Committee members gave an overview of their process and presented their recommendation. Discussion ensued. Carmel Patrick made a motion to contract with Library Strategies, seconded by Brenda Schworm. Motion passed.

PRESIDENT'S REPORT

- Madelyn Thorne, Haileab Samuel and Charity Thorne have been meeting regularly with MVLS to discuss how MVLS and SCPL can continue to work together. Many of the decisions that need to be made must go through JA and unfortunately, they have not met in several months, so things are at a standstill.
- Madelyn Thorne is also on the MVLS Governance Committee as they are updating their by-laws and policies.

DIRECTOR'S REPORT

Trustees reviewed the written report by Executive Director Charity Thorne.

More recent updates include:

- The library just started circulating "Wi-Fi hot spots," generously funded by the Friends of the Library. There are twelve available for checkout.
- We participated in the County tree saplings give-away. This is the second year of this initiative.

Facilities updates given by Beth DeMidio:

- All nine branches are undergoing a project to fob staff entrances. The Hon Karen B. Johnson Library will also have fob entrance to the second floor at stair and elevator access.
- It was discovered that the leaks in the McChesney Room are due to cracked pipes that are encased in concrete in the ceiling. Repair work will be done once a contractor is found.

FRIENDS OF THE LIBRARY

- Diane Wilkinson introduced herself as the new President of the Friends of the Library. She also introduced Jessica McDonald as Vice President and Shirley DeBono as Treasurer.
- The spring book sale will be held on Saturday, May 3 from 10 am-4 pm and Sunday, 12 pm-3 pm. Volunteers are needed. For the last ½ hour of the book sale on Sunday, educators or non-profits can get free books; just need an ID.
- Diane encouraged meeting attendees to join the Friends of the Library.
- The Second Look Bookstore was featured on Channel 10 news.

FINANCE COMMITTEE

- Budget request review at the next meeting on May 20, 2025.

PLANNING COMMITTEE

- No report.

POLICY COMMITTEE

- Next meeting is on May 14, 2025 at 6:30 p.m.

NEW BUSINESS

- None.

The meeting was adjourned at 7:15 p.m. on a motion by David Fronk, seconded by Carmel Patrick.

The next meeting will be held on Thursday, May 22, 2025 at 6:00 p.m. in the Swanker boardroom at the Karen B. Johnson Library.

DRAFT



Schenectady County Public Library Board of Trustees

Policy Committee Meeting

May 14, 2025

Minutes

Present: David Fronk, Committee Chair; Jude McQueen

Ex-Officio: Madelyn Thorne

Absent: Justin Chaires

Staff: Charity Thorne, Executive Director

Trustees discussed the feedback and suggestions from the full Board on incorporating a way to submit written public comment in advance of regular Board meetings into the draft public comment policy. Proposed language addressing this issue was added to the draft for consideration by the full Board at the next regular meeting.

Trustees reviewed and discussed the draft revised Children policy with the new proposed name of Child Safety policy. It was recommended to add one word to the description of the role of library employees as state mandated reporters.

Trustees reviewed and discussed the draft revised Computer and Internet Use policy.

Trustees agreed to recommend all three draft policies to the full Board for approval at the next regular meeting. The committee discussed beginning to review the rest of the policies in order at the next committee meeting, scheduled for June 11 at 6:30pm.

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. Public comment may be sent via email up until noon the day of the meeting to board@scpl.org and the person shall state it is intended to be public comment for the meeting.
7. 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.

5.4 Children

The Library is a public place. Library staff is very concerned about the safety of all children who use the library. However, staff duties do not include child care or child supervision. The responsibility for children's safety and behavior rests with parents and caregivers. Please review the following guidelines to insure a positive library experience:

1. For their comfort and safety, children 12 or under must be accompanied by an adult or responsible teenager, age 13 or older, at all times.
2. Library staff reserves the right to deny Internet use to any adult whose children are inadequately supervised while the adult is using a computer.
3. Library staff or library security reserves the right to inform children whose behavior is unsafe or disruptive to others. Children who do not comply may be asked to leave the library.
4. If children under 13 are left alone in the library, library staff will contact a parent or guardian. If no responsible adult can be located, staff will contact the local police department.
5. Children's use of all library materials, including the unfiltered Internet, is the sole responsibility of the parent or guardian.
6. Parents or guardians may restrict their children from internet access or rating of PG13 or higher rated videos when a child's library card is established.
7. Parents or guardians are responsible for all fines, fees, and damage incurred by their children.

5.4 Child Safety

The Schenectady County Public Library welcomes the use of its facilities and services by children. All visitors are subject to the rules of behavior found in the Library's Code of Conduct. As a public facility, the library takes reasonable precautions to ensure the safety of patrons while they are using the Library but cannot guarantee the safety of unattended and unsupervised children. Library staff are not responsible for the care and supervision of visitors of any age. In accordance with the Library Confidentiality and Privacy policy, the library does not routinely disclose information about library use including the presence or absence of visitors of any age. No child in need of supervision may be left unattended in the Library.

Indicators that a child may not be in need of supervision:

- They understand and follow the Library's Code of Conduct
- They can care for themselves without assistance
- They can provide library staff with their full name and parent or caregiver's phone number upon request
- They refrain from unreasonably disrupting other library users or staff members

If at any time a child in need of supervision is left unattended in the Library, the following will occur:

- Staff will try to locate the parent or caregiver in the library and make sure they are able to supervise the child.
- If it is determined that the child is in the library without a caregiver, a staff member will try to contact the parent/caregiver and request that they pick up the child.
- The police will be called to assume responsibility if the library is unsuccessful in reaching the parent/caregiver. Library employees are state mandated reporters and required to report suspected child neglect, abuse or maltreatment.

When visiting the library without a parent/caregiver, children should have definite arrangements to be picked up from the library at closing time or in case of emergency. If any minor child is left unattended at closing, staff will first call a parent/caregiver. If the parent/caregiver cannot be reached or does not arrive within 30 minutes of closing, the police will be called to assume responsibility. Two library staff members will stay with the child inside the library until the parent/caregiver or police arrive.

5.8 Internet and Technology

5.8.1 Computer and Internet Use Policy

The library offers computer workstations as a service to the community it serves. Along with the privilege of using the library's computer workstations comes responsibility for considerate, ethical and legal use. Use of library Internet facilities, including terminals and Internet connections, acknowledges your acceptance of and agreement to abide by the following computer usage and Internet access guidelines.

1. Schenectady County Public Library cards are non-transferable. Patrons must present their own library card to register for a computer session. Staff may ask for additional identification. The use of a friend or family member's library card is not permitted and may result in the suspension of computer privileges. Any patron outside the SALS/MVLS service area must show picture identification.
2. A library card entitles a patron to 90 minutes of use per day, on a first come, first served, basis. Time limits per session may vary by branch or during peak periods. Exceptions must be requested in advance and may or may not be granted at the discretion of the staff.
3. The library assumes no responsibility or protection for submitting private and personal information online, or any security or protection for credit card or account numbers.
4. A. Patrons found to be viewing pornography or other material deemed by library staff or security personnel to be inappropriate or unacceptable for a public setting will be subject to the following procedure:
 - 1) The first offense will result in a verbal warning issued by a staff member or security personnel that viewing inappropriate material is unacceptable and any further offense will result in the permanent loss of computer privileges. A dated note will be placed on the patron account that a warning was given for a computer violation.
 - 2) At the second offense, the patron will be verbally told their computer privileges are permanently revoked. A block will be placed on the patron account, an incident report filed and a banned patron letter mailed to the patron and filed with security and library management.
- B. Patrons may not use the computing resources of SCPL for any illegal purpose in violation of any library rule or policy or of any local, state, or federal laws or regulations. Misuse of the library computers or Internet access will result in the loss of computer and library privileges. Unlawful activities will be reported to the appropriate authorities.

Illegal and unacceptable use of computing resources includes but is not limited to:

 1. Using the library's Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.

2. Violating copyright laws: Patrons must respect copyright laws and licensing agreements and assume responsibility for payment of any required fees. United States Copyright Law (Title 17, U.S. Co) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use".
 3. Uploading and/or downloading pirated materials, such as music, movies or software.
 4. Malicious use or cyber bullying.
 5. Transmitting, uploading, distributing or viewing obscene, abusive and/or sexually explicit material.
 6. Using library computers or networks to commit fraud, hacking, stalking, or to make threats or deliberately misrepresent themselves online or to library staff.
 7. Unlawful activities will be reported to the appropriate authorities.
5. Parents/guardians must take responsibility for their child's use of library computers and Internet access. Children under the age of 13 are allowed Internet access unless restricted by a parent or guardian. Parents may restrict their minor child's use of the Internet at any age.
6. Library staff may limit computer use by an adult whose children are inadequately supervised while the adult is using the computer.
7. Guest passes
1. Patrons from outside the SALS/MVLS service area may be granted a guest pass to use public computers, subject to availability, for a fee.
 2. Any patron from within the SALS/MVLS service area with outstanding fines may be granted a guest pass to use a computer, subject to availability, if they make a payment towards their fine.
 3. Guest passes are restricted to one per patron per day, dependent on availability of public computers and with preference given to Schenectady County and MVLS/SALS library patrons.

5.8 Internet and Technology

5.8.1 Computer and Internet Use Policy

The Library offers computers and internet access as a service to the community. Along with the privilege of using these services comes responsibility for considerate, ethical and legal use. The Library has no control over the information accessed through the internet and cannot be held responsible for its content. Use of Library computers or internet, acknowledges your acceptance of and agreement to abide by the following guidelines.

The computing resources offered by the Library are to be used in accordance with principles of respect for other users of the system and equipment. Examples of unacceptable use include, but are not limited to:

- a. Conducting illegal activity, accessing illegal materials or exhibiting materials which are considered obscene;
 - b. Violating another user's privacy;
 - c. Tampering with library computer hardware or software;
 - d. Attempting to install or run unauthorized software on library computers.
1. Usage time may be limited, depending on the availability of computers and demand.
 2. Library staff can provide basic assistance but cannot offer extensive technical support. Staff may guide users on using the computer or internet, but users are responsible for their own work.
 3. Users are responsible for any damage to library computers or software caused by their actions. The Library may charge fees for repairs or replacements if necessary.
 4. As with other library materials, restriction or monitoring of a child's access to the internet is the responsibility of the parent or legal guardian.
 5. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's personal equipment, software or data files. Users are encouraged to save their work on personal storage devices, as data saved on library computers may be deleted after a session.
 6. It is the responsibility of the user to respect copyright laws and software licensing agreements.
 7. Though the Library makes every effort to maintain a secure network through use of virus protection and firewalls, it cannot guarantee complete privacy of transmitted personal information such as credit card and Social Security numbers. Users are advised to give personal information only through websites that encrypt data with Secure Socket Layering (SSL).

Violation of these terms may result in suspension or revocation of library privileges. Use of the computers for illegal activity may also be subject to prosecution by law enforcement.

**Memorandum of Agreement
between Schenectady County Public Library
and Library Strategies Consulting Group**



This memorandum will serve as an agreement between Schenectady County Public Library (“the Library”) based in Schenectady, New York and Library Strategies, a consulting group of The Friends of the Saint Paul Public Library. The Friends of the Saint Paul Public Library is a 501(c)(3) nonprofit organization, incorporated in the State of Minnesota.

Scope of Services

Library Strategies will design and facilitate a strategic planning process for Schenectady County Public Library. Library Strategies will provide the following services:

1. Work with a Library Planning Team to review materials and resources at the outset of the planning process, and to finalize the design of the process.
2. Conduct an audit and review of the Library and community background materials and data.
3. Conduct service area data analysis and create community profile story map.
4. Facilitate meetings of the Strategic Plan Steering Committee (via videoconference unless otherwise stated, and with applicable travel expenses billed back to the Library).
5. Conduct one staff and one Board SOAR session.
6. Conduct 8-10 one-on-one interviews.
7. Create and administer a staff survey.
8. Create and administer a community survey.
9. Design and implement four (4) focus group sessions with a target 6-8 participants per group.
10. Draft the Strategic Plan including goals and strategies, and a mission and vision if needed, and remotely present the plan for approval.
11. Work with the Library staff to create a Year 1 Implementation Plan designed with concrete steps to achieve the goals in the Strategic Plan.

Project Deliverables

Library Strategies will be responsible for producing the following deliverables:

- Data-based story map and underlying data
- Staff and board SOAR sessions and resulting notes
- Summary report of interview takeaways
- Summary report of staff and community survey takeaways
- Four (4) focus groups sessions (inc. polished notes)
- Draft and final Strategic Plan (inc. mission and vision statements, if needed), including professional graphic design assistance
- Strategic plan dashboard for long-range tracking of priorities and progress
- Presentation on data and feedback to the Steering Committee, administrative team, and other designated individuals
- Year 1 implementation plan

Timeline

The entire project is expected to take approximately six months to complete, depending on the availability of stakeholders associated with the Library. With an active start date in June 2024 the project is expected to be completed no later than December 31, 2025.

Fees for Services

Total fees for the project as outlined above are \$33,760. Actual expenses will be billed, but are currently estimated at \$2,255 per trip for travel, lodging, meals, and printing, and copying, and other incidentals.

A \$8,440 retainer will be invoiced within 30 days of the signing of this Memorandum of Agreement. The Library will be invoiced for one-half the remaining fees (\$12,660) and expenses to-date following the completion of the focus groups. The remaining fees (\$12,660) and final expenses will be invoiced at the completion of the project. Invoices are payable within 30 days.

Enter billing contact name and email here:

Billing contact name

Billing contact email

Indemnification

Library Strategies and The Friends of the Saint Paul Public Library agree to defend, indemnify and hold the Library, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, cost, judgments, or expenses, including reasonable attorneys fee, resulting directly or indirectly on account of any act or omission (including, without limitation, professional errors, and omissions) of Library Strategies arising from their own negligent acts or with relation to, any of the work or services to be performed or furnished by the Library under this Agreement. Library Strategies and the Library agree to notify in writing within a reasonable time of any written claims or demands under this Paragraph.

Liability

Library Strategies assumes the liability for actions of or injuries incurred by its employees or consultants while working on the project, and shall maintain liability insurance under The Friends of the Saint Paul Public Library for any such eventualities.

Data Practices

Library Strategies agrees to comply with all applicable state and federal laws relating to data privacy or confidentiality. Library Strategies will immediately report to the Library any requests from third parties for information relating to this Agreement. The Library agrees to promptly respond to inquiries from Library Strategies concerning data requests. Library Strategies agrees to hold the Library, its officers, and employees harmless from any claims resulting from Library Strategies' unlawful disclosure or use of data protected under state and federal laws.

Confidentiality

Library Strategies consultants agree to respect the privacy of all individuals involved in the execution of the project described in this Agreement. Our consultants agree to maintain the confidentiality of any personal or financial information gleaned from individuals or organizations who participate in the activities described above.

Terms of the Agreement and Dissolution

The terms of this Agreement will be effective at the signing of this document by both parties and conclude at the completion of the project outlined above, unless mutually agreed upon by both parties. The terms described in this Agreement may be negotiated and amended by mutual agreement of both parties and this Agreement will be revised accordingly. Either party may dissolve this Agreement by giving a seven (7) day notice to the other party. A prorated invoice for any outstanding fees will be presented by Library Strategies at that time.

I agree to the above terms:



For Schenectady County Public Library

Alayne Hopkins, Director
Library Strategies

Date

5/13/2025
Date

Revenue

At the end of 2024 going into 2025 Schenectady County Public Library invested in enhancements to public printing and copying equipment, PC management, and faxing services at all nine locations. These service improvements also include the installation of new credit card and payment kiosks for revenue. 2025 revenue projections for printing & copying are on target and with faxing services now able to be tracked separately an increase in this revenue line is expected in 2026. Prior to 2024, print, copy and fax revenues were not separated. 2025 will provide additional data to project these revenue streams more accurately in future years.

Appropriations

Personnel

Library hours of operation were expanded in 2024 with staff as a critical component to serve customers more equitably within our main library and eight branches footprint throughout Schenectady County. The library is staffed with 40 full-time employees as well as 36 part-time, regularly scheduled employees that equate to approximately 19.78 FTEs, including 4 vacancies.

The Library's 2026 operating budget request includes two major areas to highlight. The first is the addition of one Public Services Manager to focus on managing branches to continue the effort to provide an exceptional customer experience, oversee collection development staff, and programming and outreach efforts. The second is an increase to the Hourly Wages account which is the Personnel account line budgeted for part-time regularly scheduled employees. Positions in this line include library assistants, senior library clerks, library clerks, clerks, pages, student workers and janitorial staff. Roughly \$100,000 of the hourly line is part-time positions such as student workers and janitorial staff that do not serve as front line staff covering our operating hours. The requested increase is based on current staff who are regularly scheduled weekly to make up a portion of the staffing compliment at the location(s) they are assigned.

All final figures for Personnel, State Retirement, Social Security, Worker's Compensation, Unemployment and Hospital & Medical are calculated by the County Finance Department.

Step increases for all eligible full-time employees' figures are also not yet finalized.

The current CSEA contract ends in 2025 therefore the negotiated annual increment will not be known.

Software Leasing & Professional Services

New GASB standards resulted in software leases being pulled out of the Professional Services account. 2026 projections show a decrease mostly due to the completion of the ILS migration and integration into the County IT department. The combined projection of the two accounts for 2026 are equivalent to the 2024 actuals.

Maintenance Agreements and Facilities Maintenance Service

Like the Professional Services and Software Leasing break out, the Facilities Maintenance Service account was established to separate the service agreements the County Facilities Department is

responsible for as it relates to the library from the service agreements library administration oversee. The Maintenance Agreements account is for contracts and service agreements established directly by the library as it relates to services. The Cleaning Services line was established to clearly show the projected cost of maintaining a clean environment with routine carpet and window cleaning for all library facilities.

Educational Materials

2026 budget request will restore the library collections budget to 2012 spending levels, allowing the library collections development team to continue to curate both print and digital materials. In 2024 the educational materials account was not significant enough to respond to patron demands and the line was overspent.

Book Processing

Physical materials are delivered shelf ready with spine labels, book covers, barcodes and security tags applied, reducing staff intervention before being put into the hands of the readers we serve. The increase of materials purchased combined with cost increases by the vendors SCPL uses indicate a large increase is expected in 2026 with projection to overspend in 2025.

SCHENECTADY COUNTY PUBLIC LIBRARY
2026 DRAFT OPERATING BUDGET REQUEST

Account Number	Account Description	2024 ACTUAL	2025 BUDGET	2026 DEPT. REQ.	% Change YoY	Notes	
1001	Real Property Taxes	\$ (7,309,589)	\$ (7,672,465)	\$ (8,093,803)	5.5%		
2081	Central Library Services	\$ -	\$ -	\$ -			
208201	Print/Copy Charges	\$ (48,117)	\$ (35,000)	\$ (45,000)	28.6%		
208202	Fax Charges	\$ -	\$ (21,500)	\$ (21,500)			
208203	Lost/Damaged Materials	\$ (10,179)	\$ (27,500)	\$ (12,350)	-55.1%		
208204	Fines & Other Fees	\$ (160)	\$ (1,000)	\$ (1,000)			
208205	Room Reservation Charges	\$ (700)	\$ (2,500)	\$ (2,500)			
245002	Commissions	\$ (145)	\$ (225)	\$ (225)			
281054	IR: Schdy Job Training Agency	\$ (2,500)	\$ -	\$ -			
384001	Libraries	\$ (49,124)	\$ (44,202)	\$ (44,202)			
TOTAL REVENUE		\$ (7,420,513)	\$ (7,804,392)	\$ (8,220,580)	5.3%		

SCHENECTADY COUNTY PUBLIC LIBRARY
2026 DRAFT OPERATING BUDGET REQUEST

111	Personnel Services (41 FTE)	\$ 2,248,073	\$ 2,481,829	\$ 2,555,602	3.0%		
112	Hourly Rated Wages (19.78 FTE)	\$ 655,212	\$ 791,994	\$ 1,057,380	33.5%		
119	Overtime	\$ 2,983	\$ 2,000	\$ 2,000			
130000	Longevity	\$ 66,775	\$ 74,684	\$ 66,557	-10.9%	(1)	
131100	Shift & Spvsr Differentials	\$ 12,059	\$ 10,000	\$ 10,000			
132100	Out of Class	\$ 2,072	\$ -	\$ -			
204	Office & Service Equipment	\$ 50,585	\$ 65,050	\$ 65,050			
402500	Lease-Software	\$ 64,706	\$ 145,128	\$ 121,786	-16.1%		
403001	Natural Gas	\$ 35,070	\$ 38,944	\$ 38,944	0.0%	(2)	
403002	Electricity	\$ 130,569	\$ 129,260	\$ 129,260	0.0%	(2)	
403003	Sewer & Water Charges	\$ 11,913	\$ 10,859	\$ 10,859	0.0%	(2)	
403005	Telephone	\$ 11,397	\$ 14,572	\$ 15,296	5.0%	(2)	
403007	Internet Service/Air Cards	\$ 44,621	\$ 40,850	\$ 42,893	5.0%	(2)	
403009	GPS	\$ 303	\$ 325	\$ 325	0.0%		
405	Insurance	\$ 82,211	\$ 94,473	\$ 94,473	0.0%	(2)	
406001	Repairs to Equipment	\$ 11,483	\$ 6,668	\$ 7,001	5.0%	(3)	
406002	Maintenance Agreements	\$ 137,689	\$ 50,570	\$ 53,099	5.0%		
409	Postage	\$ 5,086	\$ 6,500	\$ 6,612	1.7%		
412000	Facilities Maintenance Service	\$ -	\$ 160,243	\$ 168,201	5.0%	(3)	
412001	Cleaning Services	\$ -	\$ 26,000	\$ 36,000	38.5%	(3)	
412002	Waste Removal	\$ 7,123	\$ 7,125	\$ 7,482	5.0%		
412003	Snow Removal	\$ 5,850	\$ 7,150	\$ 7,508	5.0%		
413001	Dues	\$ -	\$ 400	\$ 400	0.0%		
414	Mileage Reimbursement	\$ 578	\$ 1,000	\$ 1,000	0.0%		
417	Interdepartmental Charges	\$ 355,896	\$ 373,691	\$ 373,691	0.0%	(2)	
417010	IE: Security Services	\$ 180,546	\$ 244,000	\$ 244,000	0.0%	(4)	
417012	IE: Fac Cleaners	\$ 276,136	\$ 282,349	\$ 282,349	0.0%	(5)	
417015	IE: Fac Maintenance	\$ 69,525	\$ 73,722	\$ 73,722	0.0%	(5)	
417020	IE: DEPW	\$ -	\$ 3,150	\$ 3,150	0.0%		
420001	Gas	\$ 863	\$ 3,000	\$ 3,000	0.0%		
420002	Vehicle Repair/Maintenance	\$ 256	\$ 3,000	\$ 3,000	0.0%		
429	Professional Services	\$ 189,065	\$ 281,009	\$ 60,909	-78.3%		
429017	Fees/Replaceable Costs Other	\$ 1,506	\$ 2,500	\$ 2,500	0.0%		
43000	Office Supplies	\$ 36,001	\$ 30,000	\$ 40,000	33.3%		

SCHENECTADY COUNTY PUBLIC LIBRARY
2026 DRAFT OPERATING BUDGET REQUEST

441001	Uniform Allowance	\$ 103	\$ 1,250	\$ 125	-90.0%		
442	Household/Cleaning /Laundry	\$ 14,679	\$ 10,000	\$ 15,000	50.0%		
445001	Tuition Reimbursement	\$ 1,856	\$ -	\$ -			
445003	Educational Books	\$ 677,074	\$ 658,500	\$ 750,000	13.9%		
460001	Building Repairs	\$ 35,971	\$ 47,900	\$ 58,395	21.9%	(3)	
496000	Book Processing	\$ 70,105	\$ 50,000	\$ 73,610	47.2%		
Library		\$ 5,512,467	\$ 6,229,695	\$ 6,481,178	4.0%		
State Retirement							
80019	State Retirement	\$ 345,639	\$ 405,000	\$ 405,000			
State Retirement		\$ 345,639	\$ 405,000	\$ 405,000		(2)	
Social Security							
80016	Social Security	\$ 222,897	\$ 257,091	\$ 245,491			
Social Security		\$ 222,897	\$ 257,091	\$ 245,491		(2)	
Worker's Compensation							
80020	Worker's Compensation	\$ 774	\$ 15,000	\$ 15,000			
Worker's Compensation		\$ 774	\$ 15,000	\$ 15,000		(2)	
Unemployment Insurance							
80017	Unemployment Insurance	\$ -	\$ 3,000	\$ 3,000			
Unemployment Insurance		\$ -	\$ 3,000	\$ 3,000		(2)	
Hospital & Medical Insurance							
80080	Hospital & Medical	\$ 839,238	\$ 1,070,911	\$ 1,070,911			
	Hospital & Medical Ins	\$ 839,238	\$ 1,070,911	\$ 1,070,911		(2)	
TOTAL EXPENSE		\$ 6,921,015	\$ 7,980,697	\$ 8,220,580			
TOTAL REVENUE		\$ (7,420,513)	\$ (7,804,392)	\$ (8,220,580)	5.3%		
TOTAL EXPENSE		\$ 6,921,015	\$ 7,980,697	\$ 8,220,580	3.0%		
Notes:							
(1) CSEA Union Contract ends 12.31.2025. Negotiations are not complete to project annual increment increases. Final figure provided by County Finance.							
(2) Final figures provided by County Finance.							
(3) Final figures provided by County Facilities.							
(4) Partnership with the Sheriff Department to provide security at KBJ, BOR and MTP.							
(5) Partnership with the County Facilities Department.							

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 2026			2026 Original Budget				FOR PERIOD 99		
ACCOUNTS FOR:									
Library			2024 ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2025 ACTUAL	2025 PROJECTION	2026 DEPT. REQ.	COMMENT
7409	Board of Trustees-Special Fund								
0000	Not in Use								
L27409	2705	Gift&Donat	.00	.00	.00	.00	.00	.00	
L27409	270500	URDonation	-37,614.65	-100,000.00	-100,000.00	.00	-100,000.00	-100,000.00	
L27409	2705LA	Bornt Cent	.00	.00	.00	.00	.00	.00	
L27409	2705LB	Central Br	.00	.00	.00	.00	.00	.00	
L27409	2705LC	GlenvillBr	-24,163.99	.00	.00	.00	.00	.00	
L27409	2705LD	MtPleasBr	.00	.00	.00	.00	.00	.00	
L27409	2705LE	Nisky Br	.00	.00	.00	.00	.00	.00	
L27409	2705LF	QuakerStBr	.00	.00	.00	.00	.00	.00	
L27409	2705LG	RottBranch	.00	.00	.00	.00	.00	.00	
L27409	2705LH	Scotia Br	.00	.00	.00	.00	.00	.00	
L27409	2705LI	TrustDonat	.00	-100,000.00	-100,000.00	.00	-100,000.00	-100,000.00	
L27409	2705LJ	WoodlawnBr	.00	.00	.00	.00	.00	.00	
L27409	2705LK	FamlyPlace	.00	.00	.00	.00	.00	.00	
L27409	2705LL	YthProgGen	.00	.00	.00	.00	.00	.00	
L27409	2705LM	Bornt Bqst	.00	.00	.00	.00	.00	.00	
L27409	2705LN	BeqBooks	.00	-7,500.00	-7,500.00	.00	-7,500.00	-7,500.00	
L27409	2705LO	EMSbeq	-66,940.82	-175,000.00	-175,000.00	.00	-175,000.00	-175,000.00	
L37409	384001	Libraries	.00	.00	.00	.00	.00	.00	
L527409	204	OffSvcEqp	.00	.00	.00	.00	.00	.00	
L547409	4152L	UnrstTrust	37,614.65	100,000.00	100,000.00	.00	100,000.00	100,000.00	
L547409	4152LA	BorntFamLC	.00	.00	.00	.00	.00	.00	
L547409	4152LB	CentralBrh	.00	.00	.00	.00	.00	.00	
L547409	4152LC	GlenvleBrh	24,163.99	.00	.00	.00	.00	.00	
L547409	4152LD	MtPlsntBrh	.00	.00	.00	.00	.00	.00	
L547409	4152LE	NiskaBrh	.00	.00	.00	.00	.00	.00	
L547409	4152LF	QuakStBrh	.00	.00	.00	.00	.00	.00	
L547409	4152LG	RotterdBrh	.00	.00	.00	.00	.00	.00	
L547409	4152LH	ScotiaBrh	.00	.00	.00	.00	.00	.00	
L547409	4152LI	woodlwnBrh	.00	.00	.00	.00	.00	.00	
L547409	4152LJ	TrusteeBrh	.00	100,000.00	100,000.00	.00	100,000.00	100,000.00	
L547409	4152LK	SchdyFdtm	.00	.00	.00	.00	.00	.00	
L547409	4152LL	YouthPrg	.00	.00	.00	.00	.00	.00	
L547409	4152LM	PhylBornt	.00	.00	.00	.00	.00	.00	
L547409	4152LN	Books&Mat	66,940.82	7,500.00	7,500.00	.00	7,500.00	7,500.00	
L547409	4152LO	ESMbeq	.00	175,000.00	175,000.00	.00	175,000.00	175,000.00	
L547409	417	Interdtchg	.00	.00	.00	.00	.00	.00	
L547409	429	ProfSrvs	.00	.00	.00	.00	.00	.00	
L547409	43000	OffcsSuppl	.00	.00	.00	.00	.00	.00	
L547409	445001	TuitReimb	.00	.00	.00	.00	.00	.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 2026			2026 Original Budget			FOR PERIOD 99		
ACCOUNTS FOR:			2024	2025	2025	2025	2025	2026
Library			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT. REQ. COMMENT
L547409	445002	Semin/Conf	.00	.00	.00	.00	.00	.00 _____
L547409	445003	EducBooks	.00	.00	.00	.00	.00	.00 _____
	TOTAL Not in Use		.00	.00	.00	.00	.00	.00 _____
	TOTAL Board of Trustees-Spec		.00	.00	.00	.00	.00	.00 _____
	TOTAL Library		.00	.00	.00	.00	.00	.00 _____
	TOTAL REVENUE		-128,719.46	-382,500.00	-382,500.00	.00	-382,500.00	-382,500.00 _____
	TOTAL EXPENSE		128,719.46	382,500.00	382,500.00	.00	382,500.00	382,500.00 _____
	GRAND TOTAL		.00	.00	.00	.00	.00	.00 _____

** END OF REPORT - Generated by Beth DeMidio **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 2026 2026 Original Budget FOR PERIOD 99

ACCOUNTS FOR:

Library	Field #	Total	Page Break	2024 ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2025 ACTUAL	2025 PROJECTION	2026 DEPT. REQ.	COMMENT
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Sequence 1	1	Y	N							
Sequence 2	4	Y	N							
Sequence 3	5	Y	N							
Sequence 4	0	N	N							

Report title:
 05/20/2025 08:44 | Schenectady County, NY
 beth.demidio | NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

| P
 | bgnyrp

PROJECTION: 2026 2026 Original Budget

FOR PERIOD 99

Report type: 1
 Budget level: 1
 Percentage change calculation method: 1
 Print first or second year of budget requests: F
 Print revenue as credit: Y
 Include cfwd in rev bud: Y
 Include cfwd in actuals: Y
 Print totals only: N
 Include segment code: N
 Include report grand totals by account type: Y
 Print full GL account: N
 Double space: N
 Suppress zero bdgt accts: N
 Print as worksheet: N
 Print percent change or comment: C
 Print text: N
 Amounts/totals exceed 999 million dollars: N
 Print five budget levels: N
 Report view: D

Schenectady County Public Library Annual Report For Public And Association Libraries - 2024

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	4000535930	4000535930
1.2	Library Name	SCHENECTADY COUNTY PUBLIC LIBRARY	<i>SCHENECTADY COUNTY PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Schenectady *	<i>Schenectady *</i>
1.6	Beginning Fiscal Reporting Year	01/01/2024	<i>01/01/2023</i>
1.7	Ending Fiscal Reporting Year	12/31/2024	<i>12/31/2023</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>

1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2024	01/01/2023
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024	12/31/2023
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	99 CLINTON STREET	99 CLINTON STREET
1.15	City	SCHENECTADY	SCHENECTADY
1.16	Zip Code	12305	12305
1.17	Mailing Address	99 CLINTON STREET	99 CLINTON STREET
1.18	City	SCHENECTADY	SCHENECTADY
1.19	Zip Code	12305	12305
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(518) 388-4500	(518) 388-4500
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(518) 388-4526	(518) 388-4526
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	info@scpl.org	scp-ref@mvl.info
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.scpl.org	www.scpl.org
1.24	Population Chartered to Serve (per 2020 Census)	158,061	158,061
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	County	County
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N

1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	05/22/1953	<i>05/22/1953</i>
1.30	Date the library was last registered	11/14/1949	<i>11/14/1949</i>
1.31	Federal Employer Identification Number	146002431	<i>146002431</i>
1.32	County	SCHENECTADY	<i>SCHENECTADY</i>
1.33	School District	Schenectady City	<i>Schenectady City</i>
1.34	Town/City	Schenectady	<i>Schenectady</i>
1.35	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Charity	<i>Charity</i>
1.38	Last Name of Library Director/Manager	Thorne	<i>Thorne</i>
1.39	NYS Public Librarian Certification Number	24768	<i>24768</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	Y
1.43 E-mail Address of the Director/Manager	charity.thorne@scpl.org	cthorne@mvl.info
1.44 Fax Number of the Director/Manager	(518) 388-4526	(518) 388-4526
1.45 Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N	N
--	---	---

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote	N/A	N/A
2. Indicate the type of municipality or district holding the public vote	N/A	N/A
3. Date the vote was held (mm/dd/2024)	N/A	N/A
4. Was the vote successful? Y/N	N/A	N/A
5. What type of public vote was it?	N/A	N/A
6a. Most recent prior year approved appropriation from a public vote:	N/A	N/A
6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A	N/A

6c. Total proposed appropriation (manually sum of 6a and 6b): N/A N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A N/A
2. Indicate the type of municipality or district holding the public vote N/A
3. Date the last successful vote was held (mm/dd/yyyy) N/A N/A
4. What type of public vote was it? N/A
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A N/A

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A N/A
2. Is this a written contractual agreement? N/A N/A

3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	Y	N
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2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	123,165	73,403
2.2	Adult Non-fiction Books	48,902	36,332
2.3	Total Adult Books (Total questions 2.1 & 2.2)	172,067	109,735
2.4	Children's Fiction Books	94,058	75,189
2.5	Children's Non-fiction Books	22,510	20,703

2.6	Total Children's Books (Total questions 2.4 & 2.5)	116,568	95,892
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	288,635	205,627

Other Print Materials

2.8	Total Uncataloged Books	3	0
2.9	Total Print Serials	155	0
2.10	All Other Print Materials	23,538	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	23,696	0
2.12	Total Print Materials (Total questions 2.7 and 2.11)	312,331	205,627

ALL OTHER MATERIALS

2.13	Audio - Physical Units	17,640	18,291
2.14	Video - Physical Units	48,255	43,967
2.15	Other Circulating Physical Items	227	83
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	66,122	62,341

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	378,453	376,645
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	17,912	17,923
2.19	All Other Print Materials	0	0
2.20	All Other Materials	9,095	2,776
2.21	Total Additions (Total questions 2.18 through 2.20)	27,007	24,069

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits / Borrowers / Policies / Accessibility**

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	404,604	401,333
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	62,616	61,725
3.3	Registered non-resident borrowers	2,904	1,910

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? N N

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y Y

3.13 Does the library have large print books? Y Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? N N

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA No

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext No

electronic scanning and reading software, such as OpenBook No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? N N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a	Number of Sessions Targeted at Children Ages 0-5	371	361
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	9,286	7,694
3.18a	Number of Sessions Targeted at Children Ages 6-11	239	378
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	5,246	12,663
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	145	84
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	1,138	1,121
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	814	289
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	2,806	5,380
3.21a	Number of General Interest Program Sessions	205	260
3.21b	Attendance at General Interest Program Sessions	5,149	4,196

3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	1,774	1,372
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	23,625	31,054
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	1,748	1,285
3.24b	Total Live Onsite Program Attendance	21,827	26,115
3.25a	Total Live Offsite Program Sessions	26	85
3.25b	Total Live Offsite Program Attendance	1,798	4,803
3.26a	Total Live Virtual Program Sessions	0	2
3.26b	Total Live Virtual Program Attendance	0	136
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	1,774	1,372
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	23,625	31,054
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	0	1
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0	94
3.31	One-on-One Program Sessions	1,214	77
3.32	Attendance at One-on-One Program Sessions	819	72

3.33	Did your library offer teen-led activities during the 2024 calendar year?	Y	Y
3.34a	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.34b	Does your library use Facebook for promotion?	Yes	
3.34c	Does your library use Instagram for promotion?	Yes	
3.34d	Does your library use Twitter/X for promotion?	No	
3.34e	Does your library use TikTok for promotion?	No	

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.36	Library outlets offering the summer reading program	9	9
3.37	Children registered for the library's summer reading program	541	1,778
3.38	Young adults registered for the library's summer reading program	64	440
3.39	Adults registered for the library's summer reading program	470	385
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	1,075	2,603
3.41a	Children's program sessions - Summer 2024	82	190

3.41b Children's program attendance - Summer 2024	1,111	5,802
3.42a Young adult program sessions - Summer 2024	17	29
3.42b Young adult program attendance - Summer 2024	136	684
3.43a Adult program sessions - Summer 2024	40	123
3.43b Adult program attendance - Summer 2024	294	689
3.44 Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	139	342
3.45 Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	1,541	7,175
3.46 Did the library use the Summer Reading at New York Libraries name and/or logo?	N	N
3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	Y
COLLABORATORS		
3.48 Public school district(s) and/or BOCES	6	6
3.49 Non-public school(s)	2	2
3.50 Childcare center(s)	3	3
3.51 Summer camp(s)	0	1
3.52 Municipality/Municipalities	2	2
3.53 Literacy provider(s)	0	0
3.54 Other (describe using the State note)	0	0
3.55 Total Collaborators (total 3.48 through 3.54)	13	14

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.57a	Focus on birth - school entry (kindergarten) sessions		0
3.57b	Focus on birth - school entry (kindergarten) attendance		0
3.58a	Focus on parents & caregivers sessions		32
3.58b	Focus on parents & caregivers attendance		259
3.59a	Combined audience sessions		53
3.59b	Combined audience attendance		1,020
3.60	Total Sessions	0	85
3.61	Total Attendance	0	1,279
3.62	- Collaborators (check all that apply):		
a.	Childcare center(s)		Yes
b.	Public School District(s) and/or BOCES		Yes
c.	Non-Public School(s)		Yes
d.	Health care providers/agencies		Yes
e.	Other (describe using the State note)		No

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y N

3.64a Total group program sessions 34

3.64b Total group program attendance 271

3.65a Total one-on-one program sessions 0

3.65b Total one-on-one program attendance 0

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No

b. Public School District(s) and/or BOCES Yes No

c. Non-Public Schools No

d. Other (see instructions and describe using Note) Yes No

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.68a	Children's program sessions	15	0
3.68b	Children's program attendance	190	0
3.69a	Young adult program sessions	0	0
3.69b	Young adult program attendance	0	0
3.70a	Adult program sessions	34	64
3.70b	Adult program attendance	271	313
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	49	64
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	461	313
3.73a	One-on-one program sessions	0	0
3.73b	One-on-one program attendance	0	0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)		No
b.	Public School District(s) and/or BOCES	Yes	No
c.	Non-Public School(s)		No
d.	Other (describe using the Note)		No

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.76a	Total group program sessions	7	25
3.76b	Total group program attendance	10	110
3.77a	Total one-on-one program sessions	107	77
3.77b	Total one-on-one program attendance	24	72

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	144,009	<i>137,540</i>
4.2	Adult Non-fiction Books	63,982	<i>66,928</i>
4.3	Total Adult Books (Total questions 4.1 & 4.2)	207,991	<i>204,468</i>
4.4	Children's Fiction Books	154,683	<i>156,345</i>
4.5	Children's Non-fiction Books	25,981	<i>29,199</i>
4.6	Total Children's Books (Total questions 4.4 & 4.5)	180,664	<i>185,544</i>
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	388,655	<i>390,012</i>

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	109,309	<i>118,315</i>
4.9	Circulation of Children's Other Materials	20,724	<i>22,405</i>
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	130,033	<i>140,720</i>
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	518,688	<i>530,732</i>
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	<i>No</i>
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes	

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	36,527	19,259
4.14a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
4.15	Does the library offer virtual reference?	Y	N

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	31,311	44,155
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	21,282	31,650
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E-RATE

4.18	Does the library file for E-rate benefits?	N	N
4.19	Is the library part of a consortium for E-rate benefits?	N	N
4.20	If yes, in which consortium are you participating?	N/A	N/A

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to Yes
e-videos purchased solely by the
library?

5.11 Did the library provide access to No
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to Yes
research databases purchased solely by
the library?

5.14 Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to No
online learning platforms purchased
solely by the library?

5.17 Did the library provide access to No
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books 72,712
during the reporting period

5.20 The total circulation of e-serials 23,433
during the reporting period.

5.21 The total circulation of e-audio 87,922
during the reporting period

5.22 The total circulation of e-videos 11,160
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	19.40	15.20
6.7	Vacant Librarian	0	
6.8	Library Specialist/Paraprofessional	0	4.90
6.9	Vacant Library Specialist/Paraprofessional	0	
6.10	Other Staff	49.52	35.84
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	69.92	56.94
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$132,595	\$127,758

6.16	FTE - Library Manager (not certified)	0	0
6.17	Salary - Library Manager (not certified)	\$0	\$0
6.18	FTE - Librarian	1	1
6.19	Salary - Librarian	\$57,891	\$56,617

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

- | | | | |
|----|---|---|---|
| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | Y |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y | Y |

7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure		Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y		Y
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8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1		<i>1</i>
8.2	Branches	8		<i>8</i>
8.3	Bookmobiles	0		<i>0</i>
8.4	Other Outlets	0		<i>0</i>
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	9		<i>9</i>

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	63.00		<i>63.00</i>
8.7	Minimum Weekly Total Hours - Branch Libraries	336.00		<i>312.00</i>
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00		<i>0.00</i>
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	399.00		<i>375.00</i>
8.10	Annual Total Hours - Main Library	3,092.00		<i>3,114.00</i>
8.11	Annual Total Hours - Branch Libraries	16,520.00		<i>14,667.00</i>
8.12	Annual Total Hours - Bookmobiles	0.00		<i>0.00</i>

8.13 Annual Hours Open - Total 19,612.00
 Hours Open (Total questions 8.10
 through 8.12)

17,781.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	CENTRAL LIBRARY	<i>CENTRAL LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	99 CLINTON STREET	<i>99 CLINTON STREET</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	SCHENECTADY	<i>SCHENECTADY</i>
6.	Zip Code	12305	<i>12305</i>
7.	Phone (enter 10 digits only)	(518) 388-4500	<i>(518) 388-4500</i>
8.	Fax Number (enter 10 digits only)	(518) 386-2241	<i>(518) 386-2241</i>
9.	E-mail Address	charity.thorne@scpl.org	<i>charity.thorne@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	SCHENECTADY	<i>SCHENECTADY</i>

12.	School District	Schenectady City School District	<i>Schenectady City School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,092	<i>3,114</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	2,239	<i>1,404</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	1969	<i>1969</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	61,700	<i>61,700</i>
26.	Number of Internet Computers Used by General Public	24	<i>40</i>
27.	Number of uses (sessions) of public Internet computers per year	25,293	<i>19,642</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>7 Greater than or equal to 10 mbps and less than 15 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	21,055	<i>22,033</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	4000535930	<i>4000535930</i>
38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>
1.	Outlet Name	GLENVILLE BRANCH	<i>GLENVILLE BRANCH</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	20 GLENRIDGE ROAD	<i>20 GLENRIDGE ROAD</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	GLENVILLE	<i>GLENVILLE</i>
6.	Zip Code	12302	<i>12302</i>
7.	Phone (enter 10 digits only)	(518) 386-2243	<i>(518) 386-2243</i>
8.	Fax Number (enter 10 digits only)	(518) 388-4361	<i>(518) 386-2243</i>
9.	E-mail Address	devon.hedges@scpl.org	<i>devon.hedges@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>

11.	County	SCHENECTADY	<i>SCHENECTADY</i>
12.	School District	Scotia-Glenville Central School District	<i>Scotia-Glenville Central School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,065	<i>2,253</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	54	<i>18</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	1985	<i>1985</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	5,000	<i>5,000</i>
26.	Number of Internet Computers Used by General Public	4	<i>5</i>
27.	Number of uses (sessions) of public Internet computers per year	1,201	<i>1,120</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>

28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>3 Greater than or equal to 768 kbps and less than 1.5 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	1,696	<i>1,924</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	3600251340	<i>3600251340</i>
38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>
1.	Outlet Name	MONT PLEASANT BRANCH	<i>MONT PLEASANT BRANCH</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	1036 CRANE STREET	<i>1036 CRANE STREET</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	SCHENECTADY	<i>SCHENECTADY</i>
6.	Zip Code	12303	<i>12303</i>
7.	Phone (enter 10 digits only)	(518) 386-2245	<i>(518) 386-2245</i>
8.	Fax Number (enter 10 digits only)	(518) 370-7137	<i>(518) 370-7137</i>

9.	E-mail Address	beth.demidio@scpl.org	<i>beth.demidio@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	SCHENECTADY	<i>SCHENECTADY</i>
12.	School District	Schenectady City School District	<i>Schenectady City School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,065	<i>2,065</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	233	<i>99</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	2019	<i>2019</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	4,898	<i>4,898</i>
26.	Number of Internet Computers Used by General Public	12	<i>15</i>
27.	Number of uses (sessions) of public Internet computers per year	6,685	<i>2,997</i>

27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>8 Greater than or equal to 15 mbps and less than 25 mbps</i>
31.	Internet Provider	AT&T Mobility	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	13,393	<i>10,212</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	4000535930	<i>4000535930</i>
38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>
1.	Outlet Name	NISKAYUNA BRANCH	<i>NISKAYUNA BRANCH</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	2400 NOTT STREET EAST	<i>2400 NOTT STREET EAST</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	NISKAYUNA	<i>NISKAYUNA</i>
6.	Zip Code	12309	<i>12309</i>
7.	Phone (enter 10 digits only)	(518) 386-2249	<i>(518) 386-2249</i>

8.	Fax Number (enter 10 digits only)	(518) 386-2249	<i>(518) 386-2249</i>
9.	E-mail Address	michelle.dannehoffercau@scpl.org	<i>michelle.dannehoffercau@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	SCHENECTADY	<i>SCHENECTADY</i>
12.	School District	Niskayuna Central School District	<i>Niskayuna Central School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,065	<i>2,265</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	219	<i>43</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	1995	<i>1995</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	7,000	<i>7,000</i>
26.	Number of Internet Computers Used by General Public	6	<i>6</i>

27.	Number of uses (sessions) of public Internet computers per year	1,806	1,665
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	3 Greater than or equal to 768 kbps and less than 1.5 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	1 Less than or equal to 200 kbps
31.	Internet Provider	Armstrong Telephone	AT&T Mobility
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Wireless Sessions	3,767	4,810
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>	4000535930	4000535930
38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00
1.	Outlet Name	PHYLLIS BORNT BRANCH LIBRARY & LITERACY CENTER	PHYLLIS BORNT BRANCH LIBRARY & LITERACY CENTER
2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	948 STATE ST.	948 STATE ST.
4.	Outlet Street Address Status	00 (for no change)	00

5.	City	SCHENECTADY	<i>SCHENECTADY</i>
6.	Zip Code	12307	<i>12307</i>
7.	Phone (enter 10 digits only)	(518) 372-4393	<i>(518) 372-4393</i>
8.	Fax Number (enter 10 digits only)	(518) 722-4568	<i>(518) 372-4284</i>
9.	E-mail Address	beth.demidio@scpl.org	<i>beth.demidio@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	SCHENECTADY	<i>SCHENECTADY</i>
12.	School District	Schenectady City School District	<i>Schenectady City School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,065	<i>2,079</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	200	<i>231</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	2016	<i>2016</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2016	<i>2016</i>

25.	Square footage of the outlet	4,898	4,898
26.	Number of Internet Computers Used by General Public	15	17
27.	Number of uses (sessions) of public Internet computers per year	6,926	5,456
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>7 Greater than or equal to 10 mbps and less than 15 mbps</i>
31.	Internet Provider	Champlain Telephone Company	<i>Champlain Telephone Company</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	12,391	<i>10,995</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	4000535930	<i>4000535930</i>
38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>
1.	Outlet Name	QUAKER STREET BRANCH	<i>QUAKER STREET BRANCH</i>

2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	BULL STREET AND ROUTE 7	<i>BULL STREET AND ROUTE 7</i>
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	DELANSON	<i>DELANSON</i>
6.	Zip Code	12053	<i>12053</i>
7.	Phone (enter 10 digits only)	(518) 895-2719	<i>(518) 895-2719</i>
8.	Fax Number (enter 10 digits only)	(518) 388-4373	<i>(518) 895-2719</i>
9.	E-mail Address	michelle.dannehoffercau@scpl.org	<i>michelle.dannehoffercau@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	SCHENECTADY	<i>SCHENECTADY</i>
12.	School District	Duanesburg Central School District	<i>Duanesburg Central School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,065	<i>1,344</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet		<i>81</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>

23.	Indicate the year this outlet was initially constructed	1984	<i>1984</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	2,000	<i>2,000</i>
26.	Number of Internet Computers Used by General Public	2	<i>2</i>
27.	Number of uses (sessions) of public Internet computers per year	434	<i>1,530</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>5 Greater than or equal to 3 mbps and less than 6 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>3 Greater than or equal to 768 kbps and less than 1.5 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	920	<i>798</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	4000535930	<i>4000535930</i>
38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>

40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00
1.	Outlet Name	ROTTERDAM BRANCH	<i>ROTTERDAM BRANCH</i>
2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	1100 NORTH WESTCOTT ROAD	<i>1100 NORTH WESTCOTT ROAD</i>
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	SCHENECTADY	<i>SCHENECTADY</i>
6.	Zip Code	12306	<i>12306</i>
7.	Phone (enter 10 digits only)	(518) 356-3440	<i>(518) 356-3440</i>
8.	Fax Number (enter 10 digits only)	(518) 388-4598	<i>(518) 356-3467</i>
9.	E-mail Address	michelle.dannehoffercau@scpl.org	<i>michelle.dannehoffercau@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	SCHENECTADY	<i>SCHENECTADY</i>
12.	School District	Mohonasen Central School District	<i>Mohonasen Central School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,065	<i>2,281</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	24	<i>12</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>

21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	1999	<i>1999</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	10,000	<i>10,000</i>
26.	Number of Internet Computers Used by General Public	6	<i>6</i>
27.	Number of uses (sessions) of public Internet computers per year	2,724	<i>6,322</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>7 Greater than or equal to 10 mbps and less than 15 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>4 Greater than or equal to 1.5 mbps and less than 3 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	2,537	<i>3,032</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	4000535930	<i>4000535930</i>

38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00
1.	Outlet Name	SCOTIA BRANCH	<i>SCOTIA BRANCH</i>
2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	14 MOHAWK AVENUE	<i>14 MOHAWK AVENUE</i>
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	SCOTIA	<i>SCOTIA</i>
6.	Zip Code	12302	<i>12302</i>
7.	Phone (enter 10 digits only)	(518) 386-2247	<i>(518) 386-2247</i>
8.	Fax Number (enter 10 digits only)	(518) 388-4285	<i>(518) 386-2247</i>
9.	E-mail Address	devon.hedges@scpl.org	<i>devon.hedges@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	SCHENECTADY	<i>SCHENECTADY</i>
12.	School District	Scotia-Glenville Central School District	<i>Scotia-Glenville Central School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,065	<i>1,729</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	24	<i>23</i>

20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Village	<i>Village</i>
22.	Who owns the land on which this outlet is built?	Village	<i>Village</i>
23.	Indicate the year this outlet was initially constructed	1730	<i>1730</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2000	<i>2000</i>
25.	Square footage of the outlet	1,800	<i>1,800</i>
26.	Number of Internet Computers Used by General Public	3	<i>3</i>
27.	Number of uses (sessions) of public Internet computers per year	1,633	<i>1,123</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>7 Greater than or equal to 10 mbps and less than 15 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>3 Greater than or equal to 768 kbps and less than 1.5 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	5,337	<i>4,943</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N	<i>N</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>

37.	<i>LIBID</i>	4000535930	<i>4000535930</i>
38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>
1.	Outlet Name	WOODLAWN BRANCH	<i>WOODLAWN BRANCH</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	2 SANFORD STREET	<i>2 SANFORD STREET</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	SCHENECTADY	<i>SCHENECTADY</i>
6.	Zip Code	12304	<i>12304</i>
7.	Phone (enter 10 digits only)	(518) 386-2248	<i>(518) 386-2248</i>
8.	Fax Number (enter 10 digits only)	(518) 388-4348	<i>(518) 386-2248</i>
9.	E-mail Address	michelle.dannehoffercau@scpl.org	<i>michelle.dannehoffercau@scpl.org</i>
10.	Outlet URL	www.scpl.org	<i>www.scpl.org</i>
11.	County	SCHENECTADY	<i>SCHENECTADY</i>
12.	School District	Schenectady City School District	<i>Schenectady City School District</i>
13.	Library System	Mohawk Valley Library System	<i>Mohawk Valley Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,065	<i>1,323</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N	<i>N</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>

19.	Total number of non-library sponsored programs, meetings and/or events at this outlet		0
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	County	County
22.	Who owns the land on which this outlet is built?	County	County
23.	Indicate the year this outlet was initially constructed	1985	1985
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	N/A
25.	Square footage of the outlet	3,000	3,000
26.	Number of Internet Computers Used by General Public	3	7
27.	Number of uses (sessions) of public Internet computers per year	1,118	805
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	7 Greater than or equal to 10 mbps and less than 15 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	3 Greater than or equal to 768 kbps and less than 1.5 mbps
31.	Internet Provider	Spectrum/Time Warner Cable	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Wireless Sessions	824	782
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y

35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>	4000535930	4000535930
38.	<i>FSCSID</i>		
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024)	10	10
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NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-15	5-15
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10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	N/A	N/A
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10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	N/A	N/A
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10.5	What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5	5
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10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. N N

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies) A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	David	<i>Cheryl</i>
3.	Last Name of Board Member	Fronk	<i>Cufari</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12306	<i>12306</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2020</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee’s term. Example: Trustee is filling the remainder of [name]’s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2022	01/23/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2022	01/27/2020
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Steven	<i>David</i>
3.	Last Name of Board Member	McCutcheon	<i>Fronk</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	Schenectady	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12309	<i>12306</i>
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	June	<i>January</i>
10.	Term Begins - Year (year)	2024	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2028	<i>2026</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/25/2024	01/27/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/26/2024	02/08/2022
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Justin	<i>Sharon</i>

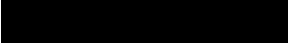



3.	Last Name of Board Member	Chaires	<i>Jordan</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	Schenectady	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12308	<i>12308</i>
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	March	<i>January</i>
10.	Term Begins - Year (year)	2024	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	03/28/2024	<i>02/26/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/10/2024	<i>03/05/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Julie	<i>Steven</i>
3.	Last Name of Board Member	McDonnell	<i>McCutcheon</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	Schenectady	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12309	<i>12309</i>
7.	E-mail address	julie.mcdonnell@schenectadycountyny.gov	[REDACTED]
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>June</i>





10.	Term Begins - Year (year)	2023	2019
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2027	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/26/2023	07/25/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/02/2023	08/01/2019
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Jude	<i>Julie</i>
3.	Last Name of Board Member	McQueen	<i>McDonnell</i>
4.	Mailing Address	██████████	██████████
5.	City	Scotia	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12302	12309
7.	E-mail address	██████████	<i>julie.mcdonnell@schenectadycountyny.gov</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	August	<i>January</i>
10.	Term Begins - Year (year)	2022	2023
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	2027

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/27/2022	01/26/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/06/2022	02/02/2023
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Carmel	Jude
3.	Last Name of Board Member	Patrick	McQueen
4.	Mailing Address	[REDACTED]	[REDACTED]
		Schenectady	Scotia
6.	Zip Code (5 digits only)	12309	12302
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Financial Officer	Trustee
9.	Term Begins - Month	January	August
10.	Term Begins - Year (year)	2021	2022
11.	Term Expires	December	December
12.	Term Expires - Year (yyyy)	2025	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	No

14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/03/2021	09/27/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/12/2021	10/06/2022
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Bernice	<i>Carmel</i>
3.	Last Name of Board Member	Rivera	<i>Patrick</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	Schenectady	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12309	<i>12309</i>
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Trustee	<i>Financial Officer</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2022	02/03/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2022	02/12/2021
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Brenda	<i>Bernice</i>

3.	Last Name of Board Member	Schworm	<i>Rivera</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	Duanesburg	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12056	<i>12309</i>
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Vice President	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2021	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	03/24/2021	<i>01/27/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/16/2021	<i>02/08/2022</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Angela	<i>Brenda</i>
3.	Last Name of Board Member	Tatem	<i>Schworm</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	Schenectady	<i>Duanesburg</i>
6.	Zip Code (5 digits only)	12308	<i>12056</i>
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Secretary	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>

10.	Term Begins - Year (year)	2022	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2022	<i>03/24/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2022	<i>04/16/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Madelyn	<i>Angela</i>
3.	Last Name of Board Member	Thorne	<i>Tatem</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12309	<i>12308</i>
7.	E-mail address		
8.	Office Held or Trustee	President	<i>Secretary</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2024	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2028	<i>2026</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/25/2024	<i>01/27/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/26/2024	<i>02/08/2022</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Tina	<i>Madelyn</i>
3.	Last Name of Board Member	Versaci	<i>Thorne</i>
4.	Mailing Address		
5.	City	Schenectady	<i>Schenectady</i>
6.	Zip Code (5 digits only)	12308	<i>12309</i>
7.	E-mail address		
8.	Office Held or Trustee	Trustee	<i>Vice President</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2023</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>No</i>

- | | | |
|--|------------|------------|
| 14. The date the Oath of Office (mm/dd/yyyy) was taken | 01/27/2022 | 01/26/2023 |
| 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/08/2022 | 02/08/2023 |
| 16. Is this a brand new trustee? | N | Y |

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- | | | |
|--|---|---|
| 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. | Y | Y |
|--|---|---|

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | |
|--|--------------------|--------------------|
| 1. Source of Funds | County | County |
| 2. Name of funding County, Municipality or School District | Schenectady | Schenectady |
| 3. Amount | \$7,309,589 | \$6,369,485 |
| 4. Subject to public vote held in reporting year or in a previous reporting year(s). | N | N |
| 5. Written Contractual Agreement | N | N |
| 11.2 TOTAL LOCAL PUBLIC FUNDS | \$7,309,589 | \$6,369,485 |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- | | | |
|---|----------|----------|
| 11.3 Local Library Services Aid (LLSA) | \$53,471 | \$46,936 |
| 11.4 Record all Central Library Services Aid monies received from system headquarters | \$48,382 | \$96,764 |

11.5	Additional State Aid received from the System	\$347	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$500	\$815
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$102,700	\$144,515

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$128,719	\$6,769
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$0	\$0
11.17	Library Charges	\$61,656	\$57,649
11.18	Other	\$145	\$520
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$190,520	\$64,938

11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$7,602,809	\$6,578,938
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11.21	BUDGET LOANS	\$0	\$0
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Transfers / Grand Total**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
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11.23	From Other Funds	\$0	\$0
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11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
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11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$39,484	\$732,055
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11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$7,642,293	\$7,310,993
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12. OPERATING FUND DISBURSEMENTS**Staff / Collection / Capital Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES**Salaries & Wages Paid from Library Funds**

12.1	Certified Librarians	\$1,151,311	\$1,144,887
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12.2	Other Staff	\$1,852,392	\$1,816,353
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12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$3,003,703	\$2,961,240
12.4	Employee Benefits Expenditures	\$1,408,548	\$1,400,846
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$4,412,251	\$4,362,086

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$255,617	\$232,792
12.7	Electronic Materials Expenditures	\$403,923	\$294,461
12.8	Other Materials Expenditures	\$84,475	\$84,196
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$744,015	\$611,449

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$35,971	\$45,232
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$35,971	\$45,232
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$823,412	\$440,673
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$859,383	\$485,905

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$106,105	\$82,828
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12.19	Telecommunications	\$56,017	\$39,705
12.21	Professional & Consultant Fees	\$253,771	\$160,421
12.22	Equipment	\$50,585	\$59,685
12.23	Other Miscellaneous	\$562,522	\$504,250
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$1,029,000	\$846,889

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0	\$0
12.27	From Other Funds (73OF)	\$0	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0	\$0

Other Loans

12.29	Budget Loans (Principal and Interest)	\$295,794	\$302,992
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$295,794	\$302,992

12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$7,340,443	\$6,609,321
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0	\$0
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12.34 From Other Funds (76OF)	\$0	\$0
12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36 Transfer to Other Funds	\$50,000	\$662,188
12.37 TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$50,000	\$662,188
12.38 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$7,390,443	\$7,271,509
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$40,806	\$39,484
12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$7,431,249	\$7,310,993

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 04/25/2024

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 09/26/2023

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2022-12/31/2022

12.44 Indicate type of audit (select one): *Private Accounting Firm*

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$33,600
13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$33,600

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$303,153
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$303,153

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$821,353
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$1,158,106
13.10	NON-REVENUE RECEIPTS	\$0	\$1,041,443
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	\$2,199,549
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$100,957
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$2,300,506

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction \$2,300,506

14.2 Incidental Construction \$0

Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5 Collection Expenditures \$0

14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) \$0

14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) \$2,300,506

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) \$0

14.9 **NON-PROJECT EXPENDITURES** \$0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) \$2,300,506

14.11 **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2024 \$0

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) \$2,300,506

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2023. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE)	.72
15.1.2 Total Expenditure for Professional Salaries	\$55,858

15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE)	.74
15.1.4 Total Expenditures for Other Staff Salaries	\$17,675

15.1.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). \$23,231

15.1.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.

N

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A

15.1.7 **Total Expenditure - Purchased Services** \$0 \$0

15.1.8 **Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

N

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	N/A	N/A
2.	Expenditure	N/A	N/A

15.1.9 **Total Expenditure - Supplies and Materials** \$0 \$0

15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of travel	N/A	N/A
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2. Expenditure N/A N/A

15.1.11 **Total Expenditures - Travel** \$0 \$0

15.1.12 **Equipment and Furnishings:** N

Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item N/A N/A

2. Quantity N/A N/A

3. Unit cost N/A N/A

4. Expenditure N/A N/A

15.1.13 **Total Expenditure - Equipment and Furnishings** \$0 \$0

15.1.14 **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)** \$0 \$96,764

15.1.15 **Cash Balance at the Opening of the Fiscal Year** \$12,564 \$12,564

NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.16 **Total Allocation received from the system:** \$96,764

15.1.17 **Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)** \$12,564 \$12,564

15.1.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. *Response has been entered.*

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	17.85	14.18
16.2	Total Librarians	17.85	18.47
16.3	All Other Paid Staff	43.33	31.36
16.4	Total Paid Employees	61.18	49.83
16.5	State Government Revenue	\$102,200	\$143,700
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$191,020	\$65,753
16.8	Total Operating Revenue	\$7,602,809	\$6,578,938
16.9	Other Operating Expenditures	\$2,184,177	\$1,635,786
16.10	Total Operating Expenditures	\$7,340,443	\$6,609,321
16.11	Total Capital Expenditures	\$0	\$2,300,506
16.12	Print Materials	288,793	205,627
16.12a	Total Physical Items in Collection	354,915	267,968
16.13	Circulation of Children's Physical Material	201,388	
16.14	Total Registered Borrowers	65,520	63,635
16.15	Other Capital Revenue and Receipts	\$0	\$1,041,443
16.16	Number of Internet Computers Used by General Public	75	101
16.17	Total Uses (sessions) of Public Internet Computers Per Year	47,820	40,660
16.18	Wireless Sessions	61,920	59,529
16.19	Total Capital Revenue	\$0	\$2,199,549

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	4000535930	4000535930
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	CO	CO

17.4	<i>Administrative Structure Code</i>	MO	<i>MO</i>
17.5	<i>FSCS Public Library Definition</i>	Y	<i>Y</i>
17.6	<i>Geographic Code</i>	CO1	<i>CO1</i>
17.7	<i>FSCS ID</i>	NY0327	<i>NY0327</i>
17.8	<i>SED CODE</i>	530600700099	<i>530600700099</i>
17.9	<i>INSTITUTION ID</i>	800000038307	<i>800000038307</i>

SUGGESTED IMPROVEMENTS

Library Name: SCHENECTADY COUNTY PUBLIC LIBRARY *SCHENECTADY COUNTY PUBLIC LIBRARY*

Library System: Mohawk Valley Library System *Mohawk Valley Library System*

Name of Person Completing Form: Charity Thorne

Phone Number: (518) 388-4500

I am satisfied that this resource (Collect) is meeting library needs: Neither Agree nor Disagree

Applying this resource (Collect) will help improve library services to the public: Neither Agree nor Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

Executive Director Report to the Board

May 22, 2025

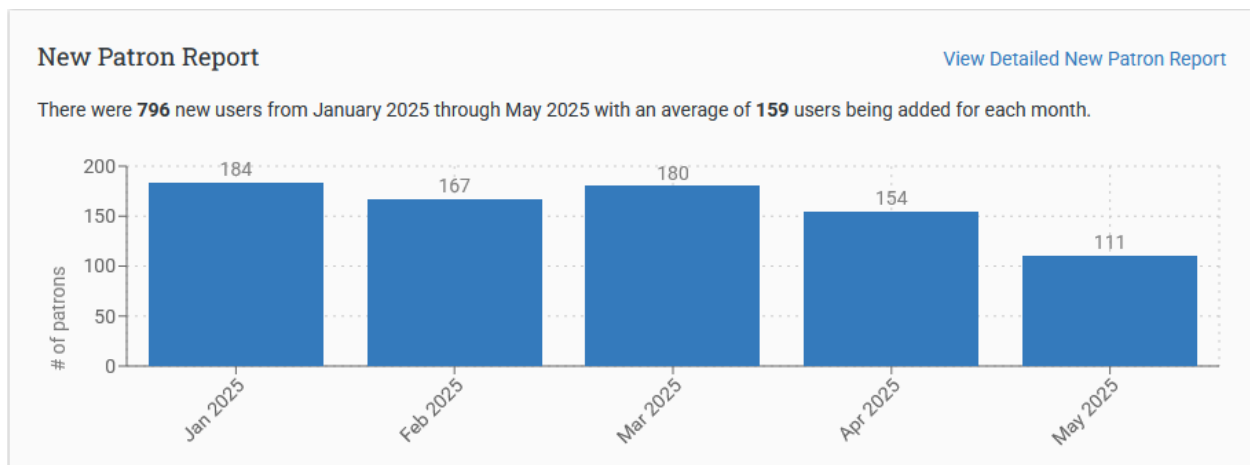
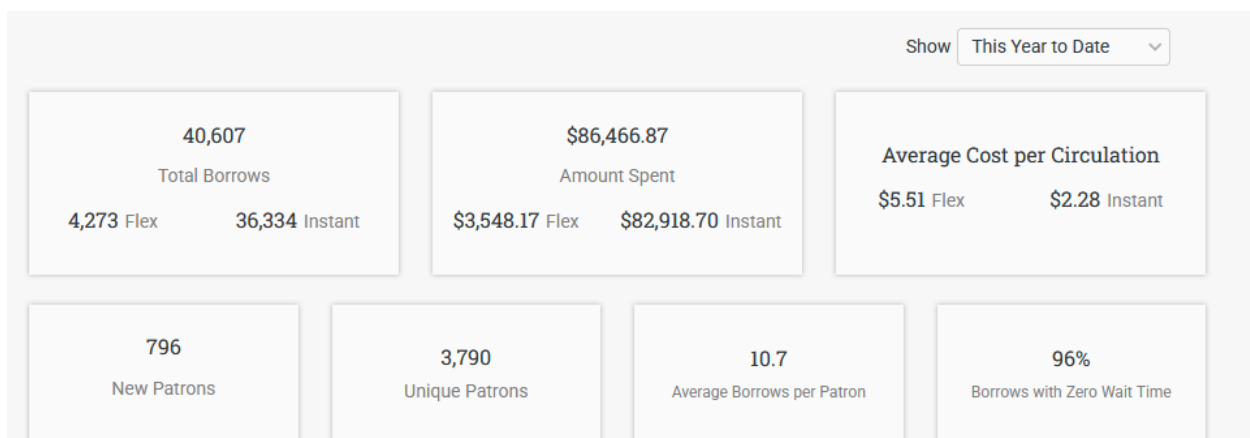
While there was a great deal of progress on several key library projects including policy revisions and selecting a strategic planning consultant in April, I'd like to use my section of the report this month to focus on digital services as we've had some key changes to those this year. With the launch of SCPL's Overdrive/Libby platform in January, we gained the ability to curate our digital collection with an especially critical parameter – Kindle compatibility. Up until now, hoopla has served as our primary ebook and e-audiobook platform given it was the only one for which SCPL had any say in collections or borrowing parameters. Unfortunately, hoopla ebooks are not compatible with Kindle. With the addition of Overdrive, it opened up new opportunities to use each platform strategically to best serve the greatest amount of people and provide ample access while balancing demand and budget.

There are a few key things to know about digital content; publishers set prices and leasing models that are very different from the purchase of print materials. Often the library pays 3-4x the price of a hardcover book for an ebook that is limited to 26 checkouts or 24 months, whichever comes first. There are variations on those parameters from publisher to publisher. With demand for digital materials continuing to climb at most libraries across the country, it's become increasingly important to stay on top of the constantly evolving platforms, lending models, and publisher restrictions. It can also become very confusing for patrons, who tend to go directly to the apps in question rather than trying to find digital content through the library catalog, to keep track of which type of content is likely to be on which platform and the rules for each one.

After our annual review with hoopla in March where looking at the statistics (I've included some year to date ones below) and spending, it was clear some adjustments needed to be made to balance services and spending. Devon and I met with the librarians doing the digital selecting for Overdrive and hoopla and we devised a strategy for using the two platforms in concert that we hope will simplify the user experience for patrons. One key note about hoopla: there are two main types of lending models in hoopla. There are hoopla Instant titles, which are always available on demand and can be used simultaneously by many patrons at once. Each time a patron checks an Instant title out, the library is charged. Our hoopla instant spending was hitting as high as \$1,600 per day, which is an unsustainable amount for us given we don't have an infinite materials budget. The Instant collection has over 1.8 million titles in it that are not curated by our librarians and covers an incredibly broad array of options. Hoopla also has Flex titles, which are selected and purchased by our librarians, and follow the more "traditional" digital model of being one user per copy at time and the library leases them for an upfront cost that allows for so many checkouts before having to be re-purchased.

The digital content team decided to move forward with focusing on ebooks in Overdrive (given the importance of Kindle compatibility for ebooks) and e-audiobooks in hoopla, given that e-audiobooks is the format most borrowed in hoopla already. We also configured a monthly budget for hoopla Instant to help manage spending sustainably. The monthly budget gets automatically broken down into a daily budget and when the daily budget cap is met, no more Instant titles may be checked out that day until the budget refreshes at midnight. There are some other strategies we are exploring to help serve more people within budget constraints, tailoring which price points of Instant titles we offer. While there are many libraries grappling with this same issue, and in fact it's not uncommon for libraries to drop hoopla altogether due to the cost of the Instant cost-per-circulation model, hoopla Instant titles do offer value that Overdrive does not in having a readily accessible large collection of titles with no wait.

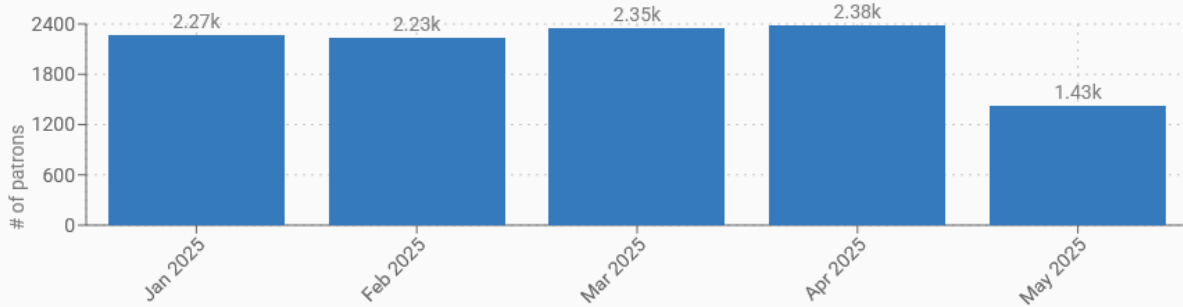
Here are some year-to-date statistics on hoopla use:



Patron Borrowing Report

[View Detailed Patron Borrowing Report](#)

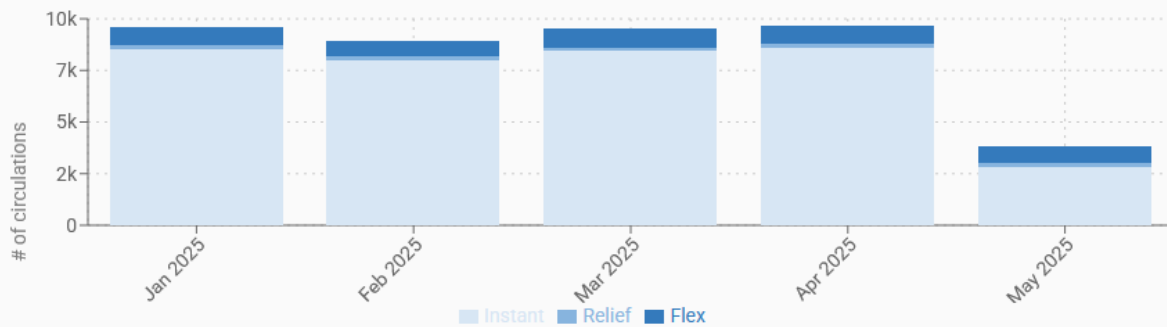
There were **3790** unique patrons borrowing from January 2025 through May 2025 with an average of **758** people borrowing at least one item per month.



Total Circulations

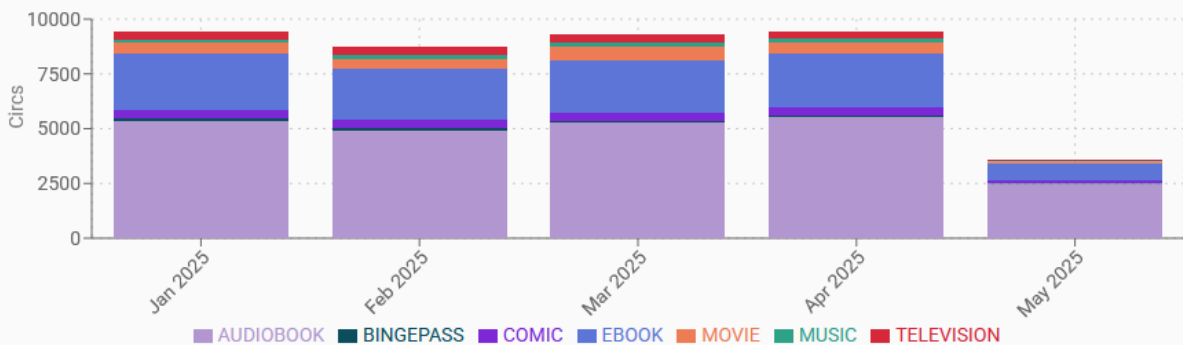
[View Detailed Total Circulations Report](#)

There were **41590** circulations from January 2025 through May 2025 with an average of **8,318** circulations per month.

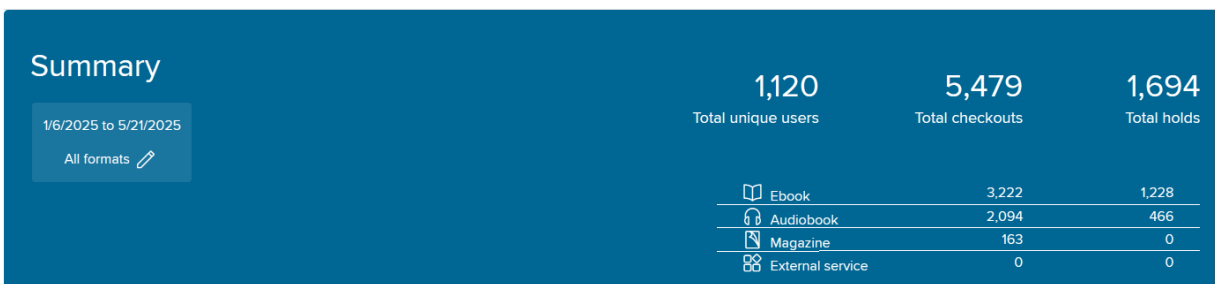


Circulations by Format

[View Detailed Circulations by Format Report](#)



Here are some year-to-date statistics from our Overdrive platform since it launched in early January:



As you can see, while our Overdrive numbers have grown fast in a short time since launch, they are still quite low compared to hoopla. Our recent adjustments in strategy are designed to cater to patron platform and format preference and make it clearer and simpler where to look for what type of material. This along with the hoopla Instant changes provide an excellent opportunity for our staff to help more patrons discover our Overdrive platform and learn to navigate both services depending on the need, what format is desired, and whether they want something available right now versus a particular title that has a waiting list.

Public Services

Hon. Karen B. Johnson Main Library

Youth Services

All locations of the Schenectady County Public Library participated in the Schenectady Citizen Science Challenge, where BINGO cards could be filled in for completing earth-friendly tasks and attending programs. Along with our ever-popular live animal programs and voting on Marshmallow Peeps diorama art, we also hosted children's author Tony Hillery promoting his most recent picture book, *Saturdays at Harlem Grown*, about urban farming.



Adult Services

Staff at the Adult Services Information Desk were able to satisfy a patron in printing a promotional flier for their self-published poetry. The on-line tool used for creating the flyer required some document conversion in order to produce a faithful copy of the original. Three online author visits were held in April, bringing in 194 viewers over the course of the month including just a few live views of Jodi Picoult's talk "Wordsmith and Wonder". Our partnership with the Open Door Bookstore allowed us to sponsor author Rebecca Brenner Graham who spoke on her work "*Dear Mrs. Perkins*". A portion of sales of the book were donated to the Friends of the Library by the Open Door. In all, the Hon. Karen B. Johnson Main Library sponsored 84 programs for adults and children which hosted 1,332 attendees and participants in April.

Circulation

We are delighted to report a significant increase in patron engagement, with 577 new patron accounts registered in April. Notably, 209 of these new accounts were registered at the KBJ branch, demonstrating the continued vitality and importance of that location within our community.

The KBJ Circulation Department also spearheaded an initiative in April, developing and submitting a targeted mini-grant proposal to the Mohawk Valley Library System (MVLS). Upon approval, the requested funding will be directly allocated to the acquisition of 75 Library Book Transport Bags that meet the requirements for USPS "Free Matter for the Blind or Other Physically Handicapped Persons" mailings. This crucial investment will establish the essential logistical framework for the sustained and successful delivery of vital library resources to visually impaired individuals and homebound seniors within Schenectady County at no cost. This outreach program, executed in strategic partnership with the Office of the Aging, underscores our unwavering commitment to equitable access and community engagement.

The circulation department at KBJ also survived TREE-MAGEDDON and gave away 395 seedlings as well as hosted 2 classes with Master Gardener's of Schenectady. Total class attendance was 20 people.

Interlibrary Loan

We began the process in April to join the Empire Delivery (ELD) System, with a projected start date of May 5th. The ELD is expected to improve our ILL service by offering expanded borrowing from two major New York State libraries and faster delivery times, averaging 72 hours to Buffalo and New York City. Partners in the ELD lend and borrow at no cost. Local examples include Schenectady County Community College, UHLS, and Union College.

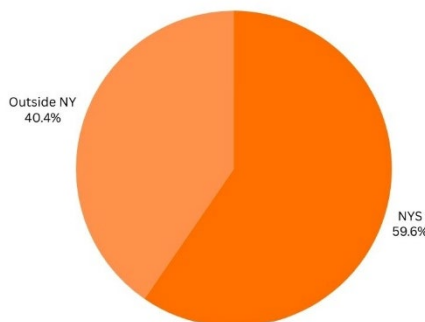
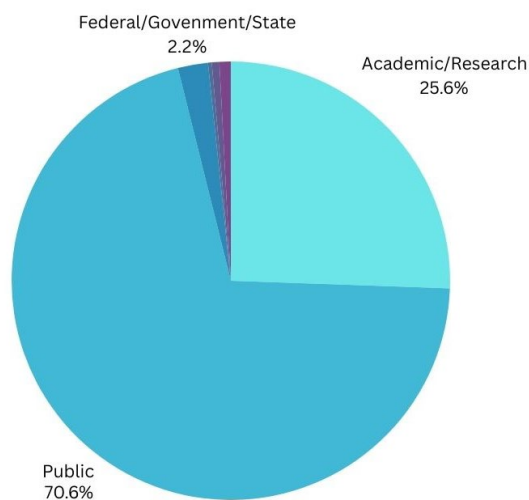
Our WorldShare automation lending strings have been adjusted to prioritize both local and in-network New York State libraries. Over the next 30-60 days, we anticipate a decrease in borrowing from out-of-state libraries and an increase in the use of New York State libraries.

We anticipate that the ELD system will enhance our interlibrary loan capabilities and provide greater access to resources for our users. We expect to see a positive shift in our borrowing patterns towards more in-state resources in the near future.

Reporting Period	April 2025 - April 2025
Requests Filled by Borrowing	1593
Requests Filled by Purchase	141
Total	1734
Requests Unfilled*	23
Requests Cancelled because in SCPL catalog or on-order**	63
Total	141
Average Turnaround Time	7.5 Days

* Unfilled request are requests that were for reference materials, non-circulating items, etc. None of these items were in the JA Catalog

** These requests were placed as an ILL but were either purchased or already available in the SCPL catalog.



Phyllis Bornt Branch Library and Literacy Center

Blind date with a Movie and Poetry Month displays from the Bornt Branch.



Mont Pleasant Branch Library

Kaela Wallman and Kayley Ringrose participated in Martin Luther King Elementary School's Family Literacy Night. Approximately 15 library cards were issued and/or updated and 60 families participated in a literacy outreach activity.

Rotterdam

Chloe Whittaker of Embroider with Chloe led a lavender sachet-making workshop, which had our patrons choosing bright patterns and colored thread to embroider their sachets with and then fill them with dried lavender. As a result, our program room smelled amazing!



We're happy to report that Rotterdam's non-fiction book club has already gained a few new members since its inaugural meeting in March! In April, they read *Educated* by Tara Westover, the bestselling memoir about the journey of a young woman raised 'off the grid' by fundamentalist parents who distrusted formal learning of any kind.

As part of the programming initiative related to our April Citizen Science Challenge, we learned about Venus Fly traps, got to see a real specimen up close, and made our own 3-D Venus Fly Trap craft. We had a family who came all the way from Amsterdam for the program, and one of the girls in the family even showed us her Venus Flytrap costume from Halloween the previous year!

YS librarian Miss Stephanie visited Little Explorers Daycare in Rotterdam, a new partnership for the library. The first visit went great, and she intends on doing a story time again there soon. 35 little ones attended, all within the ages of 3 –5 years old.

Rotterdam Library Assistant, Jody Monroe, hosted a packed teen program that taught how to finger-knit a hat. People loved the program and were very happy with their finished results.

The Rotterdam patrons really take advantage of all that our Scan EZ station has to offer. Staff recently helped a patron scan and translate her Polish language document into an English language copy.

The American Red Cross held another blood drive in our meeting room. They had a goal of 14 donations, which was exceeded by 2. We were told that those 16 donations could help up to 48 people!

We had a lot of patrons reserving and using the private study rooms this month. Patrons were reserving rooms once or twice, almost every day.

Three groups tabled at our library in April: a representative from Senator Pat Fahy's office, Planned Parenthood for Sexual Assault Awareness Month, and the DEC gave away saplings and printed materials in honor of Earth Day.

Quaker Street

The month of April started out with a whimsical program at our Quaker Street branch. Pauline Saunders from Electric City Barn led a fabric collage workshop using ribbons and scrap fabric:



The participants thoroughly enjoyed this program, diving into a plethora of colorful materials that Pauline brought with her, so they could create their individual works of art.

We had some notable readers' advisory success stories this past month. One patron came into the Quaker Street branch looking for assistance on how to find information about 'language through art.' AS librarian Allissa Dobson conducted a short reference interview, where she learned that the patron had worked in a gallery where there had been a showing of braille art. She was so inspired by it that she wanted to learn more about this particular genre of tactile art. Allissa found a few scholarly articles, as well as a book, *Language in the visual arts: the interplay of text and imagery*, obtained through ILL. The patron was happy with the materials found for her.

Dianne Acevedo, our Quaker Street Senior Library Clerk, had a great readers' advisory success story with one of our homeschooling families. The oldest child was rereading the *Wild Robot* books and his mother had commented how he keeps reading the same books over and over. Dianne recommended the Percy Jackson "Olympians" series (because Percy Jackson!) The young man grudgingly took the first book that day but has been voraciously reading the series ever since.

At Quaker Street, we had a wonderful opportunity to host Ivonne Giardenelli, who works for the after-school program at Duanesburg Elementary. Ivonne came in to ask if she could privately rent the meeting area at Quaker Street to host a Spanish class for kids. Since she speaks Spanish and has been informally teaching some of the kids who attend the after-school program, she wanted to do more with them to cultivate their interest in learning a second language. She spoke with YS librarian Miss Stephanie and instead of a private meeting reservation, Stephanie suggested that it be offered as a library program. She ran a 4-week class that was very well-attended, ranging from 8-12 participants each week! Giardenelli will be returning in May and hopes to continue with classes in the fall after returning from Peru. We are more than happy to host her since it's obviously a program our community is interested in and excited about!

We also added a program for homeschooling families at Quaker Street again, newly branded as Bright Minds Learning and Gaming. This iteration of the homeschooling program is a little different, since it also welcomes public school students, but it is a way for all to socialize and meet other families in the community regardless of where the children attend school. It was a smaller group the first time around in April, but we're hoping word will get out that we will be continuing to offer this program in May and in the fall.

Niskayuna

On April 3, Margaret Blohm from Cornell Cooperative Extension presented the program *Native Plants: Gardening for the Circle of Life*. Our meeting room was packed with 38 people who enjoyed learning which native plants would be the most adaptable to the changing climate.

The Niskayuna Book Club read “Carson the Magnificent” by Bill Zehme and had a lively discussion about late night television.

The Niskayuna Meeting Room was bustling with activity this month. The Firehouse Artists held their monthly meeting discussing the different works of art presented by participants. A piano competition was held featuring works by Tchaikovsky. Students performed in front of judges and were awarded prizes. Understanding Medicare was a popular program that drew a lot of participants.

During the April school vacation, Miss Amy, our YS librarian, offered a special Build Zone, Crazy for Crafts, and Positive Play. Positive Play was designed for ages 2-to-6, including pretend play stations like the Workbench -offering battery-operated tools, pretend screws, nails, and wood planks, as well as stations focused on train sets, crafting, playdoh, and reading. Miss Amy interacted with each family and introduced new concepts to caregivers such as why play is the first step in early literacy as well as offering suggestions on how to encourage their children’s literacy at home.

In addition to programming, Miss Amy is able to interact with the children, tweens, teens and their caregivers through readers’ advisory at least once or twice a day. As April was the anniversary of the sinking of the Titanic, our themed book display was checked out from regularly. A mom was having a hard time finding books that her kids hadn’t already read on the subject, so Miss Amy offered up a teen book, *Voices of the Titanic*, that had the story of the Titanic from all different viewpoints-the captain, crew, voices from different classes, and even from the iceberg. A few weeks later the parent returned just to tell Miss Amy how much the whole family enjoyed the book and asking for more recommendations. It’s these types of interactions that help to bolster the community connections made between librarians and families that are appreciated by the public and the staff alike.

Woodlawn

The Woodlawn branch held a Plant Swap on April 16th. People brought an assortment of plants: some freshly dug irises and primroses, cacti, and various seedlings. Families brought children as it was school break and they enjoyed the plants, as well. Using a plant app, staff helped patrons find useful information and care instructions, which was a fun exercise for all. Twenty-two people received tiny pansies as a gift. Patrons borrowed books and materials making the event quite special. The seed library continues to be active, and people have made donations.

The Woodlawn Book Club read “Dead Girl Running” by Christina Dodd. The group did not like the book and several members could not finish it, but they still enjoyed good conversation, as well as the treats and crafts they brought to share!

AS librarian Dori Trela helped a patron create an email account so she could access her patient portal to read and review all her medical information. She was very happy and called her physician’s secretary to report her success.

A collection of Large Type books was rotated between Niskayuna and Woodlawn allowing patrons access to a fresh batch of titles.

YS librarian Miss Amy offered two interactive programs this month: Let’s Build and Playdoh Party, both during the school’s April vacation break. Although attendance was low, the children who attended were still talking about their fun experiences as they walked out the door.

The Woodlawn branch hosts a weekly tutor and student, and the group is always quick to thank us for offering the space for them to meet up.

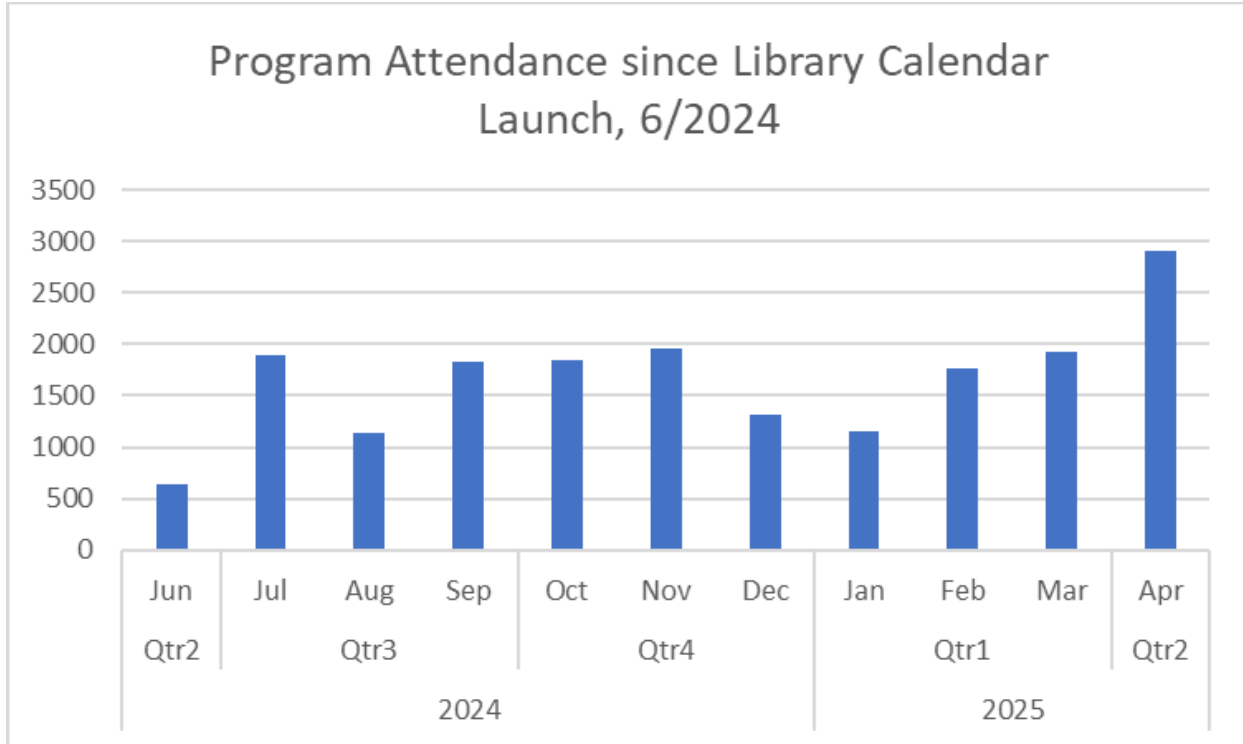
Scotia Branch

Scotia’s Garden Club secured funding for their efforts through a bequest designated for the Scotia Branch Library and also through a \$200 grant from the Scotia Rotary. Later in the spring, volunteers from the First National Bank of Scotia will help plant their selections. What a great group to be able to host at the library! 333 patrons attended 27 programs in April.

Glenville Branch

Popular programs at Glenville in April included “Music & Movement with Miss Lisa”, “Family Storytime”, and painting programs for adults and children. Cupcake decorating and movie screenings were also well attended; 253 people attended 23 programs offered.

03/2025 CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Born	1,120	745	50%	4,510	2,625	72%
Central	20,261	17,375	17%	89,082	65,964	35%
E-Resource	18,172	15,678	16%	70,759	66,193	7%
Glenville	4,469	4,871	-8%	18,520	19,582	-5%
Mont Pleasant	1,418	1,620	-12%	5,141	5,338	-4%
Niskayuna	10,250	9,459	8%	38,926	38,747	0%
Quaker Street	1,686	1,872	-10%	6,152	6,625	-7%
Rotterdam	6,451	6,614	-2%	24,280	26,445	-8%
Scotia	3,433	3,034	13%	12,709	12,593	1%
Woodlawn	1,464	1,173	25%	5,841	4,348	34%



Support Services

We welcomed Cindy Tefft as a new full-time library clerk. The job posting for part-time clerk positions yielded ten applications.

National Library Worker’s Day was celebrated on April 8 and to express our thanks to our library staff goodie bags were delivered to branches and lunch was provided. Thank you to the Friends of the Library for their support allowing us to celebrate our wonderful staff!

The McChesney Room ceiling leak was temporarily resolved with a longer-term solution being assessed. The project to install fob readers for all staff entrances through our nine libraries began this month. Part of the project includes connecting all our buildings to one server and allowing us the ability to directly manage access to the library facilities.

April 2025 credit card sales through the self-checks were comparable to April 2024. Sales through the new public printing kiosks continue to increase since January 2025.

Month	Total Sales
January	\$2,140.00
February	\$2,715.00
March	\$3,854.30
April	\$4,168.75

The month of April saw a dramatic decrease of help desk tickets for our TBS systems across all 9 locations. We agreed upon standard layout and configuration at KBJ that was then pushed out to the other 8 branches to keep patron interaction consistent and smooth so that no matter which location patrons visit, it will feel familiar to them.

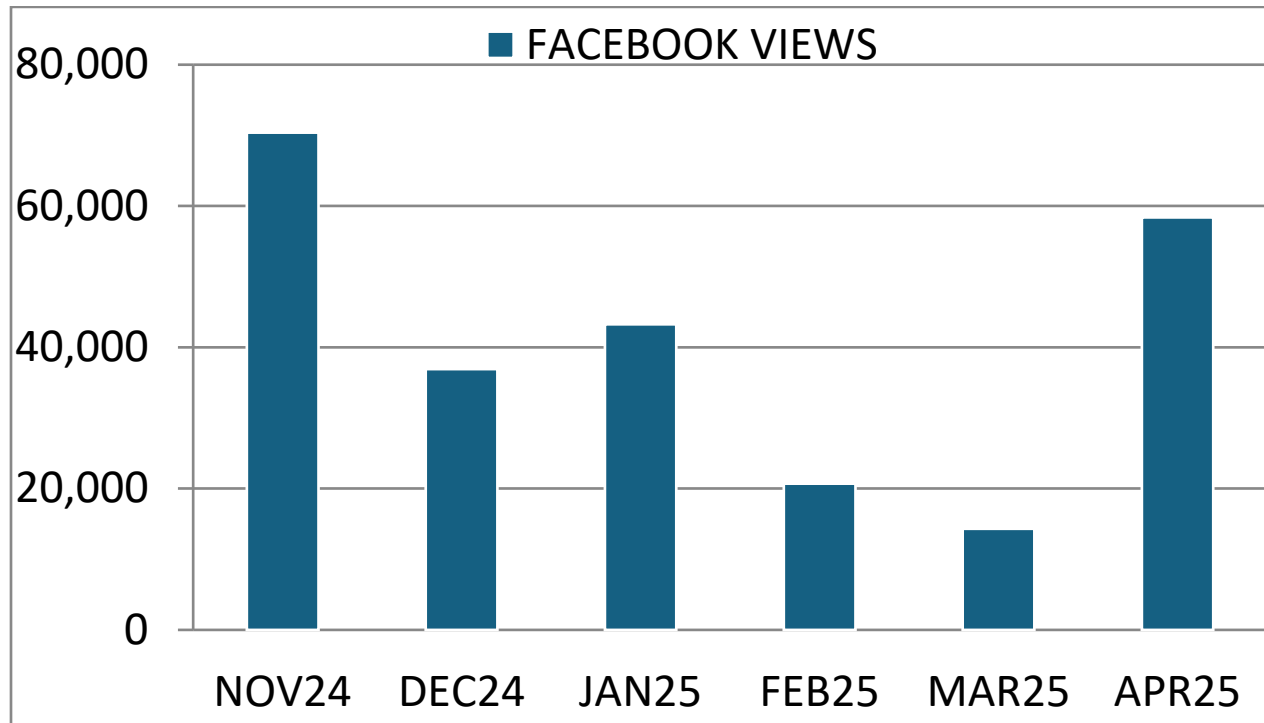
Electric City Comic Con planning continues with the addition of food vendors already getting booked for Saturday, July 12th. Artists and Outdoor vendors have until May 16th to apply via our social media page for Comic Con.

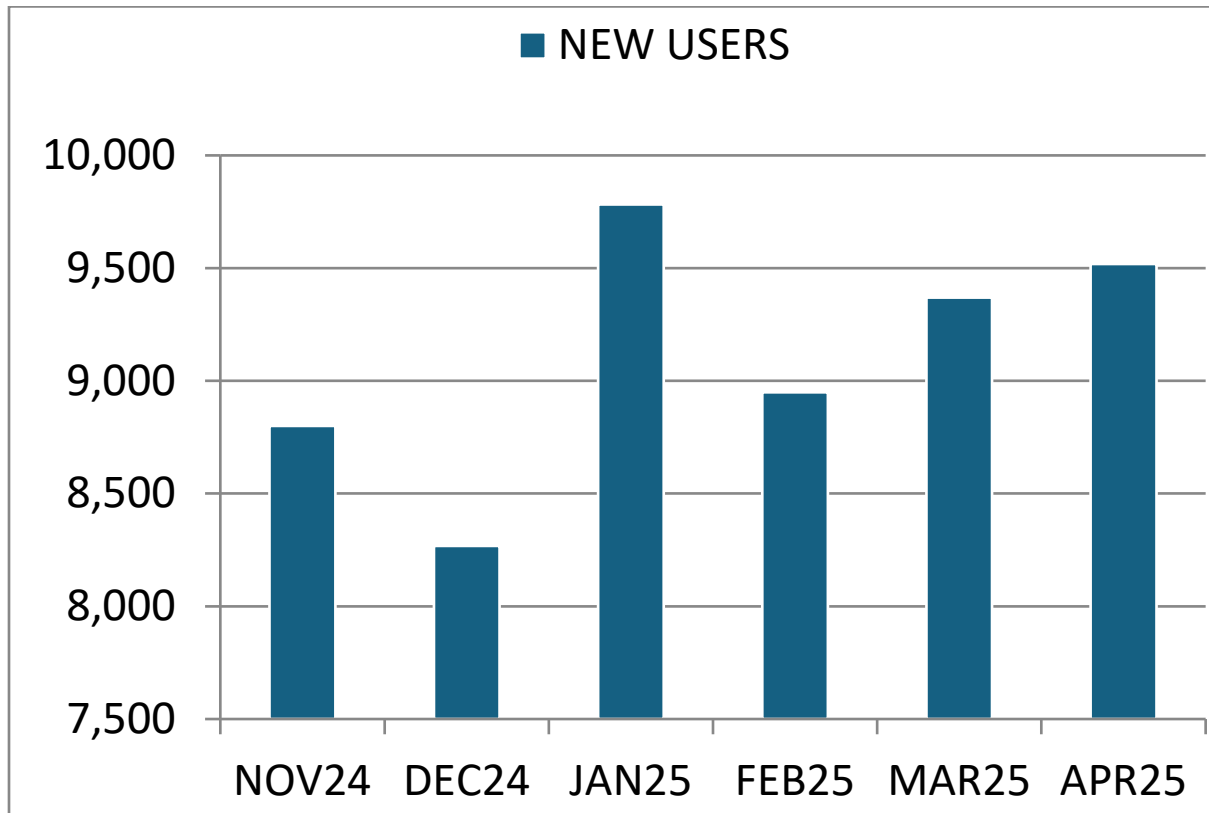
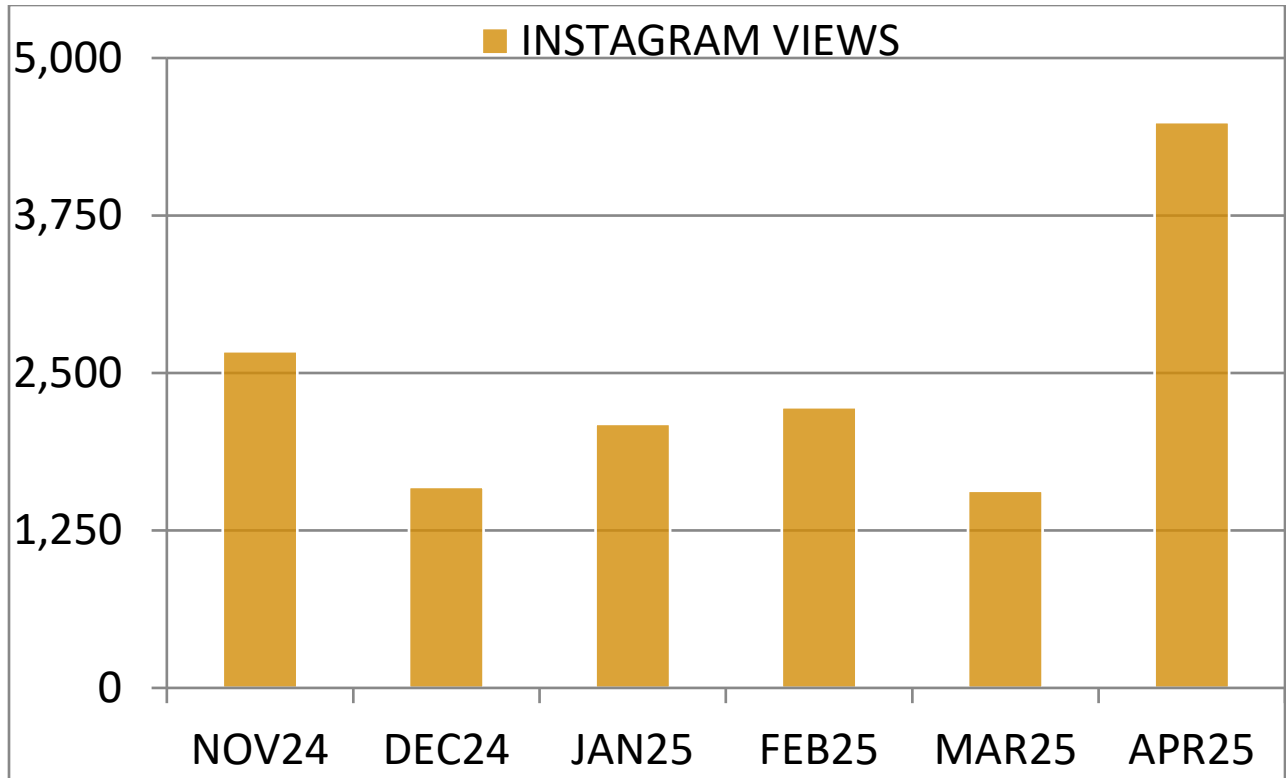
MONTH	TYPE	VEWS	ORGANIC REACH	AD REACH	INTERACTIONS	FOLLOWERS
November-24	FACEBOOK	70,375	20,252	4,259	817	5,672
November-24	INSTAGRAM	2,672	483	98	80	1,611
December-24	FACEBOOK	36,919	6,526	3,235	384	5,672
December-24	INSTAGRAM	1,596	292	9	46	1,611
January-25	FACEBOOK	43,252	11,906	672	541	6,301
January-25	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
April-25	FACEBOOK	58,379	30,091	13,211	601	6,356
April-25	INSTAGRAM	4,492	2,316	1,458	179	1,657

Website:

MONTH	VEWS	ACTIVE USERS	NEW USERS
November-24	36,488	10,566	8,800

December-24	30,467	10247	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
April-25	24,417	11,787	9,519





May 16, 2025

Dear Board of Trustees of the Schenectady County Public Library:

I am a patron of the Schenectady County Public Library system. My “home” Library is the Karen Johnson Branch (the KBJ).

This letter is to inform the Board that the personnel (Reference Desk and Front Desk) at the KBJ are an incredibly informative, courteous, resourceful and professional staff. They are an invaluable asset to the County’s library system, to the City of Schenectady and KBJ library patrons.

The second praiseworthy feature of the County’s Library system is its inter-library loan program at the KBJ. I frequently use this program, and it is extremely helpful. Once the KBJ front desk staff explained the program’s mechanics and I began using WorldCat, a whole new world opened up for me. Books have been accessed from all over the state and the United States. I am very grateful that this program is available to me as a reader. Text messaging notifies me when my book requests are available for pickup. And, again, the KBJ staff has been very helpful with facilitating my use of the inter-library loan program.

Thank you for making this program available.

Tommy Schmitz

(518) 806-1432

tom_schmitz@icloud.com