SCPL
Schenectady County Public Library

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518.388.4500 • www.scpl.org

Schenectady County Public Library Board of Trustees Meeting
February 29, 2024 - 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 January 25, 2024
   b. Finance Committee Meeting Minutes February 15, 2024
   c. Approval of Expenditures – Resolution 1

4. Joint Automation Project

5. Central Library Plan

6. Approval of Website Development Costs – Resolution 2

7. President's Report
   a. Committee Assignments

8. Director's Report

9. Friends of the Library Report

10. Committee Reports
    A. Building Committee
    B. Finance Committee
    C. Planning Committee
    D. Policy Committee
    E. Mohawk Valley Library System representatives

11. New Business

12. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on March 28, 2024 at 6:00 pm in the Swanker Room at the Karen B. Johnson Library.

SCHENECTADY COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 25, 2024

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

ABSENT AND
EXCUSED: Bernice Rivera

Ex-Officio: Charity Thorne, Executive Director, Devon Hedges, Assistant Library Director; Beth DeMidio, Director of Operations; Haileab Samuel, Schenectady County Legislature, Chair, Education & Libraries; Michelle Ostrelich, Schenectady County Legislature, Vice-Chair Education & Libraries; Charlene Roman, President, Friends of SCPL; Janice Martin, Board Clerk

GUESTS: Shirley DeBono, Doug Bixler, Christine Filippelli, Robin Pelton

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

PUBLIC COMMENT – None.

OATHS OF OFFICE
- Tina Chericoni Versaci issued the oaths of office to re-appointed trustees Madelyn Thorne and Steven McCutcheon.

ELECTION OF OFFICERS
- David Fronk presented the slate of officers for the two-year term, 2024-2025. He made a motion to approve.
  - President: Madelyn Thorne
  - Vice-President: Brenda Schworm
  - Treasurer: Carmel Patrick
  - Secretary: Angela Tatem
- Sharon Jordan seconded. Motion passed.

CONSENT AGENDA
  a. Board of Trustees Meeting Minutes for December 14, 2023
  b. Nominating Committee Meeting Minutes for December 20, 2023
  c. Finance Committee Meeting Minutes January 17, 2024
  d. Approval of Expenditures – Resolution 1
  e. 2024 Board Meeting Dates
A motion to approve the consent agenda was made by Carmel Patrick, seconded by Sharon Jordan. Motion passed.

APPROVAL OF LONG-RANGE PLAN – Resolution 2
- A motion to approve Resolution 2, Long Range Plan of Service, was made by Christine Witkowski, seconded by Julie McDonnell. Motion passed.

APPROVAL OF CENTRAL LIBRARY PLAN
- A motion to approve the Central Library Plan was made by Carmel Patrick, seconded by Steven McCutcheon. After lengthy discussion among trustees, it was decided to table the motion until the February 22, 2024 board meeting.

PRESIDENT'S REPORT
- Madelyn Thorne announced that she is honored to be leading the Schenectady County Public Library Board of Trustees. She acknowledged that many of the trustees have been on the board for many years and their knowledge is invaluable to her. She would like to define "what is the role of the board of trustees."
- A "Committee" interest survey was distributed to trustees. Please fill out and return to Janice Martin.

DIRECTOR'S REPORT
- Trustees reviewed the written report submitted by Charity Thorne.
Highlights:
- Library Assistant Civil Service Class Specification is being updated. Four-year degree is no longer required; it allows growth opportunity to our current staff.
- Library Calendar to replace our current room reservation and event calendar software, Eventkeeper. Will launch in May 2024.
- Receiving quotes as we are looking forward to launching a new website.
- Our newly designed library cards have arrived. They also come with a key tag.

FRIENDS OF THE LIBRARY
- The Winter Book Sale will be held on Saturday, February 3 from 10-4 and Sunday, February 4 from 12-3.
- The Friends have a new Community Outreach Committee. These former teachers who make up the group will be offering scholarships at eight different high schools.
- Volunteer Outreach at Senor Living Communities. The Friends and Library Board of Trustees have partnered with Senior Living Communities to update their libraries. Charlene Roman thanked Cheryl Cufari, Chair of the SCPL Planning Committee. The SCPL Board of Trustees is required to have a long range plan of service, which includes outreach to people who may not have access.
- A Peer Partnership Homework & Reading Support Program will be offered at the Karen B. Johnson Library beginning January 8, 2024. The sessions will be offered to children in grades K-3. One of the National Honor Society students from Niskayuna High School is active in the Friends of the Library.

Madelyn Thorne thanked Charlene Roman and Shirley DeBono. Discussion ensued regarding financial parameters of the Friends of the Library and the Library Board of Trustees.

BUILDING COMMITTEE
- The Building Committee report was missing from the board packet. Jan Martin will email the document to all on Friday, January 26,2024.

FINANCE COMMITTEE – None.

PLANNING COMMITTEE – None.
POLICY COMMITTEE – None.

MVLS REPRESENTATIVE

- Advocacy Day is Wednesday, February 7, 2024. Carpooling is available at the MVLS Headquarters at 858 Duanesburg Road.

NEW BUSINESS
- Carmel Patrick suggested that trustees do the yearly 2-hour training together. She will volunteer to arrange it.
- Carmel Patrick and Madelyn Thorne thanked Tina Chericoni Versaci for filling in as President mid-term beginning January 2023.

The meeting was adjourned at 7:00 p.m. on a motion by Jude McQueen, seconded by Cheryl Cufari.

The next meeting will be held on Thursday, February 22, 2024 at 6:00 pm in the Swanker Boardroom at the Karen B. Johnson Library.

Schenectady County Public Library Board of Trustees
Finance Committee
February 15, 2024 at 8:30am
Tutor Room – Hon. Karen B Johnson Central Library
Minutes

Present: Carmel Patrick, Committee Chair (virtually), Tina Versaci, Madelyn Thorne

Ex-officio: Charity Thorne, Executive Director, Beth DeMidio, Director of Operations, Doug Bixler, Support Services Manager

Chair Patrick called the meeting to order at 8:35 am.

Bixler shared information about website development proposals and expected costs. Trustees discussed the recommended vendor and asking the Board to approve spending Board funds of not to exceed $12,000 for a new website at the February meeting.

Trustees discussed 2024 budget updates including the status of position vacancies and hiring, County IT providing IT support for the library and the library's Joint Automation membership.

Chair Patrick adjourned the meeting at 9:43 am.

SCPL Board of Trustees Resolution 1 – 2/29/2024
Approval of SCPL Board of Trustees Expenditures

WHEREAS, it is the responsibility of the Schenectady County Public Library Board of Trustees to approve expenditures of the library as well as its own board;

WHEREAS, the Finance Committee reviewed in detail the expenditures that accrued since the January 25, 2024 Board meeting;

THEREFORE, BE IT RESOLVED, that the Schenectady County Public Library Board of Trustees approve an expenditure up to, but not to exceed TWO HUNDRED SIXTY SIX DOLLARS AND 14 CENTS ($266.14) for payment of items as per the attached expenditure sheet.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS:

Fund Code	Location	Vendor/Payee Name and Address	Amount	Purpose				
L5474094152LN		Ingram Library Services	$266.14	Bequest -				
		PO Box 277616		Books & Materials				
		Atlanta, GA 30384-7616						

Schenectady County Public Library Board of Trustees
February 2024 Expenditures: Trustee Funds

Approved:

Madelyn Thorne	2/29/2024		Carmel Patrick	2/29/2024
President	Date		Treasurer	Date

Agreement between the Mohawk Valley Library System (MVLS) and the Southern
Adirondack Library System (SALS) Joint Automation Project and the
_____

The Mohawk Valley Library System and the Southern Adirondack Library System have
jointly provided integrated automation services to their member libraries since 1983
through the MVLS/SALS Joint Automation Project. The Agreement between the two
systems articulates the vision and mission of the Project, stating:

VISION: We will achieve excellence in the library and informational services in the eight
counties communities through technology.

MISSION: MVLS and SALS will collaboratively support and provide access to an
integrated automated library system through a joint automation project. We will respond
to and assist member libraries with technical support, training and resources by utilizing
current and emerging technologies.

The Joint Automation Council was established in 2003 by the two library system boards
to "initiate policies and decisions regarding library automation services to the member
libraries, recommend policy and advise the two System Boards on issues related to the
provision of library automation services including funding".

The Joint Automation Council is a group of representatives from the member libraries
and two systems and an 'unaffiliated' party. Libraries are encouraged to participate in
the council and in its committees and user groups. A consortium requires all members'
involvement to facilitate shared decision making so that local needs are considered,
common policies formed and appropriate budgets developed.

The _____understands that the MVLS/SALS Joint Automation Project is
a cooperative project, sharing resources over the eight counties served by the two
library systems and will work collaboratively with other member libraries, the Joint
Automation Council, Joint Automation Staff and system staff to insure the efficient
operation and security of the automated system for all participants.

With a shared patron database, each library is expected to enforce confidentiality laws
and policies to ensure that all personal information including borrowing, requests, and
information searches remain private. The Joint Automation Project requires all library
staff, volunteers and trustees to respect every user's privacy. It expects libraries to
enact appropriate local policies, procedures and necessary training to protect
confidentiality.

Joint Automation Staff is the sole administrator of the ILS (integrated library system)
including any central site hardware, software, and network equipment. Joint Automation
Staff is the designated official contact with Innovative, our current automation provider
for the Polaris ILS.

To facilitate the use of the automated system by the member libraries of the Mohawk
Valley Library System and the Southern Adirondack Library System, the Joint

Automation Project provides automation services and support including, but not limited to:

- Provision of an online catalog, circulation, acquisitions, cataloging, and other functionality necessary to support library services
- Development, improvement and support of central site and local networks necessary for access to the ILS and providing library services to patrons
- Security measures including appropriate firewalls to protect the JA network
- Support for telecommunication services to provide staff connectivity to the ILS
- Full technical support of the network
- Support of member library automation needs during library hours and emergency support as needed
- Support of member library computers purchased through JA or with JA approval, including troubleshooting problems
- Loan of equipment for staff computers
- Hardware support for member library computer equipment including peripherals such as keyboards, barcode readers, and printers
- Hardware support for library local area networks, including wireless and other advancements in network technology
- Maintenance of appropriate files, reports, and other Polaris software applications responsive to member library needs
- User accounts on the Polaris System
- Email accounts and OneDrive access for library staff
- A Joint Automation Intranet providing information and support documentation about the automation system and services
- Coordinated purchase of computer equipment, peripherals, bar codes and other associated items
- Assistance with access to databases, if needed
- Consultation services on member library technology needs including wireless initiatives, local area networks, building projects etc.

The provision of these and other services is funded through State Aid and system funds received by the Mohawk Valley Library System and the Southern Adirondack Library System and by fees paid by member libraries. Grant funds are also pursued for specific automation activities.

Project budgets and member library fees are determined by a structure approved by the Joint Automation Council and the MVLS and SALS Boards of Trustees. Member libraries are billed on a monthly basis. Changes in the fee structure are announced by the Joint Automation Council and the two System Directors no later than March 1 of the year preceding any change.   Any changes become effective with the January billing (sent in February). Member Library payments to the MVLS/SALS Joint Automation Project represent resources used by that library and do not represent a financial equity in the system.

Library Responsibilities:
- Act in conformity with applicable New York State Law and Regulations of the Commissioner of Education
- Develop, approve and enforce a confidentiality policy that protects the privacy of all library users. All staff and volunteers will need to sign a JA security policy.

- Abide by the approved policies of the Joint Automation Project
- Follow system conventions for the entry of patron and item information into the shared database
- Notify Joint Automation staff of problems with network performance or connectivity as soon as possible after the problem is experienced
- Notify Joint Automation staff to report equipment or software problems
- Provide training to library staff that explains the Joint Automation Project and the needs for appropriate security of database records, transactions, and public and staff computers. The library staff member providing this training must have been trained by JA staff or the System trainers.
- Notify the Joint Automation staff as early as possible of impending building or other facility changes or plans that will impact the provision of automated services
- Notify the Joint Automation staff of staff changes
- Pay fees and charges as expeditiously as possible
- Provide a contact person for the library in the event of network problems occurring during library closed hours

This agreement may be terminated by mutual agreement of the parties or a library may choose to withdraw from the Joint Automation Project with 180 days (6 months) notification to both the Joint Automation Council and to the appropriate System Director.

In the event of withdrawal from the Joint Automation Project, the library is entitled to an electronic file(s) of patrons who reside in the chartered area, bibliographic records and item records. These files will be provided by Joint Automation staff in standard format at no charge to the library. Should the library require custom programming of these files, the Joint Automation Council shall determine an equitable charge for this processing. No portion of fees paid will be refunded if a library opts out of the project.

For the _____

_____   Date:_____
Board of Trustee President

_____   Date:_____
MVLS Board President
   (   )

_____   Date:_____
SALS Board President
   (   )

Revised March 2, 2021

2024 JA Fee billing - 3% increase - use 2022 stats

Budgeted Fees $688,010 $708,650

Library	2021 Items	2021 Circ	Circ + Item	2023 Fees	2023 Monthly Fee	2022 Items	2022 Circ	Circ + Item	2024 Fees	2024 Monthly Fee
ARG	9,228	9,555	18,783	$2,989.60	$249.13	9,470	10,458	19,928	$3,061.17	$255.10
BAL	29,387	39,788	69,175	$11,010.26	$917.52	26,649	42,093	68,742	$10,559.55	$879.96
BOL	14,077	8,867	22,944	$3,651.89	$304.32	14,176	9,202	23,378	$3,591.12	$299.26
BRL	12,493	6,255	18,748	$2,984.03	$248.67	12,768	5,250	18,018	$2,767.77	$230.65
BUR	50,786	91,494	142,280	$22,646.03	$1,887.17	44,500	108,017	152,517	$23,428.33	$1,952.36
CAM	12,500	17,644	30,144	$4,797.88	$399.82	12,558	19,028	31,586	$4,851.97	$404.33
CHT	25,429	11,975	37,404	$5,953.42	$496.12	25,646	13,825	39,471	$6,063.19	$505.27
COR	19,388	14,676	34,064	$5,421.81	$451.82	19,414	12,220	31,634	$4,859.34	$404.94
CPH	185,200	502,652	687,852	$109,482.15	$9,123.51	183,943	536,581	720,524	$110,680.61	$9,223.38
EAS	15,475	4,507	19,982	$3,180.44	$265.04	15,721	4,731	20,452	$3,141.66	$261.80
FTE	16,861	3,760	20,621	$3,282.15	$273.51	17,220	3,871	21,091	$3,239.82	$269.98
GAL	34,273	27,484	61,757	$9,829.57	$819.13	36,258	30,563	66,821	$10,264.46	$855.37
GLE	189,996	280,832	470,828	$74,939.46	$6,244.96	192,036	340,638	532,674	$81,824.73	$6,818.73
GRA	18,918	12,890	31,808	$5,062.73	$421.89	19,429	14,551	33,980	$5,219.71	$434.98
GRN	23,166	22,190	45,356	$7,219.10	$601.59	23,917	31,323	55,240	$8,485.49	$707.12
HUD	18,725	15,636	34,361	$5,469.08	$455.76	16,719	17,053	33,772	$5,187.76	$432.31
ILT	8,896	4,321	13,217	$2,103.69	$175.31	8,610	4,149	12,759	$1,959.93	$163.33
IND	31,233	12,321	43,554	$6,932.28	$577.69	31,484	15,759	47,243	$7,257.06	$604.75
JBG	25,638	12,104	37,742	$6,007.22	$500.60	25,267	14,673	39,940	$6,135.23	$511.27
LGL	12,518	7,757	20,275	$3,227.08	$268.92	13,237	7,487	20,724	$3,183.44	$265.29
LKG	13,260	9,008	22,268	$3,544.29	$295.36	13,598	10,448	24,046	$3,693.74	$307.81
LKP	26,820	7,752	34,572	$5,502.66	$458.56	30,128	8,506	38,634	$5,934.62	$494.55
LUZ	12,025	11,820	23,845	$3,795.30	$316.27	12,711	11,376	24,087	$3,700.03	$308.34
MEC	39,298	29,513	68,811	$10,952.32	$912.69	38,221	30,474	68,695	$10,552.33	$879.36
RAQ	13,506	3,432	16,938	$2,695.94	$224.66	13,346	3,376	16,722	$2,568.69	$214.06
RDL	20,263	22,151	42,414	$6,750.84	$562.57	19,906	19,600	39,506	$6,068.57	$505.71
RDL-MAL	20,082	38,788	58,870	$9,370.06	$780.84	20,304	43,337	63,641	$9,775.98	$814.66
SAR	209,507	451,411	660,918	$105,195.19	$8,766.27	199,974	489,196	689,170	$105,864.28	$8,822.02
SLM	17,770	17,191	34,961	$5,564.58	$463.71	18,089	19,720	37,809	$5,807.89	$483.99
STI	20,368	20,090	40,458	$6,439.51	$536.63	18,871	22,419	41,290	$6,342.61	$528.55
STO	9,792	1,997	11,789	$1,876.40	$156.37	9,613	1,612	11,225	$1,724.29	$143.69
SVL	19,150	45,279	64,429	$10,254.86	$854.57	19,136	48,803	67,939	$10,436.20	$869.68
WAR	15,821	13,066	28,887	$4,597.81	$383.15	16,732	15,681	32,413	$4,979.00	$414.92
WAT	16,678	17,580	34,258	$5,452.68	$454.39	16,432	15,110	31,542	$4,845.21	$403.77
WHI	11,454	3,474	14,928	$2,376.02	$198.00	11,677	4,060	15,737	$2,417.38	$201.45
TOTAL	1,219,981	1,799,260	3,019,241	$ 480,558.29	$40,046.52	1,207,760	1,985,190	3,192,950	$ 490,473.13	$40,872.76

Library	2021 Items	2021 Circ	Circ + Item	2022 Fees	2022 Monthly Fee	2022 Items	2022 Circ	Circ + Item	2024 Fees	2024 Monthly Fee
AMS	29,997	25,313	55,310	$8,803.43	$733.62	31,151	32,109	63,260	$9,717.45	$809.79
CAN	19,512	21,050	40,562	$6,456.06	$538.01	17,632	16,827	34,459	$5,293.29	$441.11
COB	17,315	26,237	43,552	$6,931.97	$577.66	18,279	31,277	49,556	$7,612.36	$634.36
FON	16,329	9,690	26,019	$4,141.32	$345.11	16,837	13,765	30,602	$4,700.81	$391.73
FTH	6,319	4,133	10,452	$1,663.60	$138.63	6,408	4,713	11,121	$1,708.31	$142.36
FTP	13,079	14,422	27,501	$4,377.20	$364.77	12,743	14,877	27,620	$4,242.74	$353.56
GLV	30,106	40,994	71,100	$11,316.65	$943.05	29,899	48,450	78,349	$12,035.29	$1,002.94
JOH	38,671	39,784	78,455	$12,487.31	$1,040.61	37,041	45,800	82,841	$12,725.31	$1,060.44
MID	21,236	14,537	35,773	$5,693.82	$474.48	21,298	16,840	38,138	$5,858.43	$488.20
NOR	16,061	14,092	30,153	$4,799.31	$399.94	15,918	14,775	30,693	$4,714.79	$392.90
SCPL	147,578	154,613	302,191	$48,098.31	$4,008.19	147,159	221,644	368,803	$56,652.30	$4,721.03
BOR	10,450	9,440	19,890	$3,165.80	$263.82	10,122	12,270	22,392	$3,439.66	$286.64
GNV	26,014	57,608	83,622	$13,309.72	$1,109.14	25,502	59,931	85,433	$13,123.47	$1,093.62
MTP	8,539	9,163	17,702	$2,817.54	$234.80	8,700	16,627	25,327	$3,890.51	$324.21
NIS	36,643	145,281	181,924	$28,955.98	$2,413.00	37,534	135,926	173,460	$26,645.41	$2,220.45
QUA	12,562	20,901	33,463	$5,326.15	$443.85	12,997	22,063	35,060	$5,385.61	$448.80
ROT	43,433	70,835	114,268	$18,187.50	$1,515.62	35,268	76,279	111,547	$17,134.88	$1,427.91
SCO	10,777	25,663	36,440	$5,799.98	$483.33	11,479	33,742	45,221	$6,946.46	$578.87
WOO	9,729	9,696	19,425	$3,091.79	$257.65	10,392	16,136	26,528	$4,075.00	$339.58
SHO	16,399	13,306	29,705	$4,728.00	$394.00	16,909	18,369	35,278	$5,419.10	$451.59
SHS	11,131	11,004	22,135	$3,523.12	$293.59	11,348	10,008	21,356	$3,280.52	$273.38
STJ	19,256	4,475	23,731	$3,777.15	$314.76	19,563	3,713	23,276	$3,575.46	$297.95
TOTAL	561,136	742,237	1,303,373	$ 207,451.71	$17,287.64	554,179	866,141	1,420,320	$ 218,177.17	$18,181.43
SCP Totals			808,925	$ 128,752.76		SCP Totals		893,771	$ 137,293.31	
Total Fee Income			4,322,614	$ 688,010.00				4,613,270	$ 708,650.30	

2025 JA Fee billing - 3.5% increase - use 2023 stats

Budgeted Fees $708,650 $733,453

Library	2022 Items	2022 Circ	Circ + Item	2024 Fees	2024 Monthly Fee	2023 Items	2023 Circ	Circ + Item	2025 Fees	2025 Monthly Fee
ARG	9,470	10,458	19,928	$3,061.16	$255.10	9,208	10,521	19,729	$3,108.54	$259.04
BAL	26,649	42,093	68,742	$10,559.54	$879.96	27,435	45,058	72,493	$11,422.14	$951.84
BOL	14,176	9,202	23,378	$3,591.12	$299.26	13,145	10,312	23,457	$3,695.93	$307.99
BRL	12,768	5,250	18,018	$2,767.77	$230.65	12,976	4,607	17,583	$2,770.41	$230.87
BUR	44,500	108,017	152,517	$23,428.32	$1,952.36	45,694	111,542	157,236	$24,774.41	$2,064.53
CAM	12,558	19,028	31,586	$4,851.96	$404.33	12,311	16,550	28,861	$4,547.39	$378.95
CHT	25,646	13,825	39,471	$6,063.19	$505.27	25,239	13,714	38,953	$6,137.51	$511.46
COR	19,414	12,220	31,634	$4,859.34	$404.94	19,462	12,544	32,006	$5,042.93	$420.24
CPH	183,943	536,581	720,524	$110,680.57	$9,223.38	180,441	544,593	725,034	$114,237.76	$9,519.81
EAS	15,721	4,731	20,452	$3,141.66	$261.80	15,831	4,761	20,592	$3,244.52	$270.38
FTE	17,220	3,871	21,091	$3,239.81	$269.98	16,414	3,573	19,987	$3,149.19	$262.43
GAL	36,258	30,563	66,821	$10,264.45	$855.37	35,890	32,537	68,427	$10,781.49	$898.46
GLE	192,036	340,638	532,674	$81,824.70	$6,818.72	196,685	360,906	557,591	$87,855.12	$7,321.26
GRA	19,429	14,551	33,980	$5,219.71	$434.98	19,803	15,372	35,175	$5,542.24	$461.85
GRN	23,917	31,323	55,240	$8,485.48	$707.12	24,546	31,864	56,410	$8,888.07	$740.67
HUD	16,719	17,053	33,772	$5,187.76	$432.31	16,926	17,290	34,216	$5,391.14	$449.26
ILT	8,610	4,149	12,759	$1,959.93	$163.33	8,976	4,350	13,326	$2,099.67	$174.97
IND	31,484	15,759	47,243	$7,257.05	$604.75	31,589	15,155	46,744	$7,365.07	$613.76
JBG	25,267	14,673	39,940	$6,135.23	$511.27	25,154	12,763	37,917	$5,974.28	$497.86
LGL	13,237	7,487	20,724	$3,183.44	$265.29	13,688	7,466	21,154	$3,333.07	$277.76
LKG	13,598	10,448	24,046	$3,693.74	$307.81	14,169	11,775	25,944	$4,087.79	$340.65
LKP	30,128	8,506	38,634	$5,934.62	$494.55	12,354	8,740	21,094	$3,323.61	$276.97
LUZ	12,711	11,376	24,087	$3,700.03	$308.34	12,648	10,706	23,354	$3,679.70	$306.64
MEC	38,221	30,474	68,695	$10,552.32	$879.36	37,489	31,399	68,888	$10,854.13	$904.51
RAQ	13,346	3,376	16,722	$2,568.69	$214.06	13,408	3,619	17,027	$2,682.81	$223.57
RDL	19,906	19,600	39,506	$6,068.56	$505.71	19,757	19,770	39,527	$6,227.95	$519.00
RDL-MAL	20,304	43,337	63,641	$9,775.97	$814.66	20,620	44,996	65,616	$10,338.58	$861.55
SAR	199,974	489,196	689,170	$105,864.24	$8,822.02	194,310	492,382	686,692	$108,196.52	$9,016.38
SLM	18,089	19,720	37,809	$5,807.89	$483.99	18,462	16,939	35,401	$5,577.85	$464.82
STI	18,871	22,419	41,290	$6,342.61	$528.55	17,103	24,509	41,612	$6,556.47	$546.37
STO	9,613	1,612	11,225	$1,724.29	$143.69	9,781	1,319	11,100	$1,748.94	$145.74
SVL	19,136	48,803	67,939	$10,436.19	$869.68	18,982	47,395	66,377	$10,458.49	$871.54
WAR	16,732	15,681	32,413	$4,979.00	$414.92	17,645	16,053	33,698	$5,309.52	$442.46
WAT	16,432	15,110	31,542	$4,845.20	$403.77	15,728	14,058	29,786	$4,693.14	$391.09
WHI	11,677	4,060	15,737	$2,417.38	$201.45	11,769	4,016	15,785	$2,487.12	$207.26
TOTAL	1,207,760	1,985,190	3,192,950	$ 490,472.92	$40,872.74	1,185,638	2,023,154	3,208,792	$ 505,583.47	$42,131.96

Library	2022 Items	2022 Circ	Circ + Item	2024 Fees	2024 Monthly Fee	2023 Items	2023 Circ	Circ + Item	2025 Fees	2025 Monthly Fee
AMS	31,151	32,109	63,260	$9,717.45	$809.79	28,756	36,347	65,103	$10,257.75	$854.81
CAN	17,632	16,827	34,459	$5,293.29	$441.11	17,877	16,778	34,655	$5,460.31	$455.03
COB	18,279	31,277	49,556	$7,612.36	$634.36	18,330	34,700	53,030	$8,355.51	$696.29
FON	16,837	13,765	30,602	$4,700.81	$391.73	15,727	16,122	31,849	$5,018.19	$418.18
FTH	6,408	4,713	11,121	$1,708.31	$142.36	6,840	4,889	11,729	$1,848.04	$154.00
FTP	12,743	14,877	27,620	$4,242.74	$353.56	12,979	18,119	31,098	$4,899.86	$408.32
GLV	29,899	48,450	78,349	$12,035.28	$1,002.94	28,592	50,775	79,367	$12,505.22	$1,042.10
JOH	37,041	45,800	82,841	$12,725.31	$1,060.44	36,550	47,238	83,788	$13,201.80	$1,100.15
MID	21,298	16,840	38,138	$5,858.42	$488.20	21,261	17,436	38,697	$6,097.17	$508.10
NOR	15,918	14,775	30,693	$4,714.79	$392.90	15,841	14,344	30,185	$4,756.01	$396.33
SCPL	147,159	221,644	368,803	$56,652.28	$4,721.02	147,942	220,290	368,232	$58,019.35	$4,834.95
BOR	10,122	12,270	22,392	$3,439.66	$286.64	10,221	10,900	21,121	$3,327.87	$277.32
GNV	25,502	59,931	85,433	$13,123.47	$1,093.62	25,887	65,646	91,533	$14,422.12	$1,201.84
MTP	8,700	16,627	25,327	$3,890.51	$324.21	8,720	13,757	22,477	$3,541.52	$295.13
NIS	37,534	135,926	173,460	$26,645.40	$2,220.45	37,257	133,268	170,525	$26,868.25	$2,239.02
QUA	12,997	22,063	35,060	$5,385.61	$448.80	12,782	23,128	35,910	$5,658.05	$471.50
ROT	35,268	76,279	111,547	$17,134.87	$1,427.91	36,824	81,475	118,299	$18,639.42	$1,553.28
SCO	11,479	33,742	45,221	$6,946.45	$578.87	11,678	38,029	49,707	$7,831.93	$652.66
WOO	10,392	16,136	26,528	$4,075.00	$339.58	9,617	13,698	23,315	$3,673.56	$306.13
SHO	16,909	18,369	35,278	$5,419.10	$451.59	17,094	22,154	39,248	$6,183.99	$515.33
SHS	11,348	10,008	21,356	$3,280.52	$273.38	11,795	10,819	22,614	$3,563.11	$296.93
STJ	19,563	3,713	23,276	$3,575.45	$297.95	19,678	4,062	23,740	$3,740.52	$311.71
TOTAL	554,179	866,141	1,420,320	$ 218,177.08	$18,181.42	552,248	893,974	1,446,222	$ 227,869.53	$18,989.13
SCP Totals			893,771	$ 137,293.25		SCP Totals		901,119	$ 141,982.05	
Total Fee Income			4,613,270	$ 708,650.00				4,655,014	$ 733,453.00	

Mohawk Valley Library System

Schenectady County Public Library

Central Library Services Plan, 2024 – 2026

Goals, Intended Results & Evaluation Methods

Element 1: Resource Sharing

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

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

Evaluation Method: Circulation statistics, request statistics, member surveys

Initiatives:

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

Element 3: Professional Development

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

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

Evaluation Method: Member surveys and evaluations

Initiatives:

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

Planning: Development of the Central Library Plan of Service

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

Mohawk Valley Library System/Schenectady County Public Library

Central Library Initiatives, 2024 – 2026

1. Central Library Aid supports system-wide access to the shared Overdrive collections. In 2024, we will continue the practice of using CLA to fund the Overdrive access fee, non-fiction content, and magazines. These activities will encumber approximately 30% of Central Library Aid, or $50,000.

2. CLA provides for the development of additional, new e-resources including instructional, reference and video products. These activities will encumber approximately 22% of Central Library Aid, or $37,000.

3. CLA supports the new InDemand shared collection that will provide on-site and request based access to high demand library books. These activities will encumber approximately 33% of Central Library Aid, or $55,000.

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

Building Committee
Sharon Jordan, Chair
Bernice Rivera
Angela Tatem

Planning Committee
Cheryl Cufari
Jude McQueen
Brenda Schworm

Finance Committee
Carmel Patrick, Chair
Julie McDonnell
Tina Chericoni Versaci

Policy Committee Steve
McCutcheon, Chair
Christine Witkowski
David Fronk

Programming Committee (ad hoc for 2024)
Tina Chericoni Versaci, Chair
David Fronk
Jude McQueen
Angela Tatem
Christine Witkowski

Friends of the Library Liaison
Steve McCutcheon

SCPL Board of Trustees Resolution 2 – 2/29/2024
Approval of Website Development Costs

WHEREAS, it is the responsibility of the Schenectady County Public Library Board of Trustees to approve expenditures of the library as well as its own board;

WHEREAS, the Finance Committee reviewed in detail the website development proposal costs and staff recommendation;

THEREFORE, BE IT RESOLVED, that the Schenectady County Public Library Board of Trustees approve an expenditure up to, but not to exceed TWELVE THOUSAND DOLLARS ($12,000) for payment of development costs for a new library website.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS:

PROPOSAL

January 27, 2024

Schenectady County Public Library - scpl.org

We are pleased to have the opportunity to present this proposal for the design and deployment of a new website for Schenectady County Public Library. We are confident our skill set and expertise are ideally suited to build a website that will provide current and prospective library customers with a worthwhile online experience in a well organized, intuitive, engaging website. The framework we use is easily scaled and customized as your needs expand, providing you with many years of solid service.

Approach & Management

We firmly believe that the best websites, are the best-planned websites. To this end, we take as much time as needed for the planning phase – this is your time to bring up anything that you feel is needed on the site – be it messaging, branding, functionality, technology, or even colors and general feel you prefer. The site should be engaging, informative and functional.

1. **Discovery process** – Fully understand the goals of the website and your target audience. We will also study what comparable organizations are doing in this and similar library markets. This process will shape our approach to an internet strategy best suited to accomplish your goals and those of your website visitors.

2. **Site map/architecture** – We will develop a visual hierarchy of the website. By segregating and grouping information to match the expectation of website visitors, we can develop a structure and navigation that highlights your content into a cohesive, intuitive experience for website visitors.

3. **Design** – With above knowledge and a complete picture of your needs, we begin the creative process and user interface. We will provide you with a distinct look for review. Edits and changes of elements until a final design is approved will then allow us to prepare a look for the secondary pages.

4. **Development** – We bring the new look to life in a development environment by creating the HTML, the style sheets and the graphics for the website. Next is installing the Content Management System (CMS) and develop any added functionality that is planned. Lastly, we populate/migrate your content.

5. **Deployment** – Website is tested extensively for cross-platform and cross-browser compatibility. Training on CMS and administration is performed. Ready for launch!

Once in development, we perform most of the work "live." You are able to view and experience it as it will be seen by your visitors. We encourage and value your input during this process as your expectations and perception come to life and you have an opportunity to make adjustments if needed.

PROPOSAL

Quote includes Content Management System with complete management over all content, navigation, visuals, versioning, workflow, key words, custom URLs, and many more standard features.

Your website comes with unlimited technical support and training for as long as you are our client. We stand by our product 100 percent. The system is intuitive, reliable, easily scaled and flexible to future growth or customization. We welcome the opportunity to do a live demonstration on its use and capabilities.

Design & Functionality

As discussed on our initial phone meeting, there are various approaches we can take so that each of the branches in your system gets its own landing page to customize with their welcome message and display branch-specific events from EventKeeper – all the while still maintaining a consistent look and navigation throughout.

We also plan on providing the ability for users to not only search for titles using Polaris, but also be able to search the content of the website.

Additional functionality such as converting your Room Use Application PDF form to an online form so users don't have to download and print it, or creating a more user-friendly method to manage those online database links that you maintain can be defined once we get to the planning stage.

We will migrate existiing content or populate newly supplied content.

Website will include Responsive design - meaning the same visitor experience regardless of desktop, laptop, or mobile device used to visit site. It will also satisfy ADA requirements.

Some of the examples we discussed when we spoke last week:

Crandall Public Library – https://www.crandalllibrary.org
Very similar to yours, except they are only a single branch

Marcellus Free Library – https://marcelluslibrary.org
Small library with a big library feel to it

Diocese of Manchester – https://www.catholicnh.org
Great use of dropdown menus for visitors' experience

Rosamond Gifford Zoo – https://rosamondgiffordzoo.org
Many action buttons for user engagement on home page

Beaver Lake Nature Center – https://beaverlakenature.org
Easy on the eyes, easy to read and navigate

Liverpool Public Library – https://lpl.org
Single branch library with an extensive website

PROPOSAL

Timeline

Dependent on current workload, but we expect about 90 days after design approval.

Pricing

Estimated cost to design, develop and deploy the new website is $6,250.

We are happy to provide an exact cost once the final scope of work is better defined.

There are no other recurring or additional costs - ever. Websites don't ordinarily require any maintenance (you can edit everything within the CMS), however there may be occasions when you may need structural or functional modifications and we are glad to perform those as needed. Emergencies are very rare, but you can reach us 24/7 and response is normally immediate for emergencies.

Thank You!

We appreciate the opportunity to present this proposal and look forward to hearing from you as you plans move forward. Our customer support is one of our most important tools and we are confident your new website will be everything you expect for years to come.

Executive Director Report to the Board

February 29, 2024

January flew by with many projects both continuing and kicking off in the New Year. One especially worth noting is we held a kick off call with Library Calendar to review the process and timeline for implementing our new room reservation and event calendar solutions. We've been soliciting staff input on current room reservation policy and procedure in preparation for configuration of the new systems starting next month and I'm very excited for these products to go live in the 2nd quarter of 2024 – they'll be a big improvement to the public's experience. The public will be able to look at room availability online and submit a reservation request, as well as easily search and filter library events in a much more user-friendly interface. Guilderland Public Library also uses Library Calendar and you can check them out as an example at https://guilderland.librarycalendar.com/events/month

There were many, many meetings in January. I attended branch management transition meetings with Public Services Manager Michelle and senior library clerks at several of our branches, a Library Unit Labor Management meeting, the Mohawk Valley Library System board meeting, the Joint Automation Council Meeting, the Capital District Library Council meeting, and a get together of some Mohawk Valley Library System directors. Additionally I took part in meetings about a tree giveaway for Arbor Day and related programming and financial empowerment programming at the library. I connected with the Albany Public Library director and Clifton-Park Halfmoon Public Library director to catch up on what's new at their libraries. I (virtually) met the state librarian, Lauren Moore, and two of her colleagues at the Division of Library Development, Frank Rees and Amy Heebner. I had a check in meeting with one of our Adult Services librarians newly assigned to branches to hear how things are going, what they need, and all about their programming and collections plans. I attended a meeting with folks from Joint Automation, Southern Adirondack Library System, Mohawk Valley Library System, county IT and the county manager's office to discuss SCPL's changes in IT support and management. I attended the Friends of the Library meeting where they very generously funded many of our grant requests to them for 2024 funding. Last but not least, I participated in interviews for clerk and library clerk positions and worked on the updated Civil Service class specification for library assistant in hopes of broadening and diversifying our candidate pool for those positions.

Public Services

Adult Services
Book a Librarian at the branches has begun, with Adult Services librarians offering sessions to assist patrons in using our digital resources such as Hoopla and Libby as well as learning to navigate their personal devices. Patrons have been extremely appreciative this service is now being offered beyond the Karen B. Johnson Central Library.

The Adult Winter Reading Challenge had 269 readers who logged 1,972 total books.

Tax season has begun and we are partnering with Volunteer Income Tax Assistance (VITA) volunteers from Union College and New York State Department of Taxation & Finance to offer tax preparation assistance at the Karen B. Johnson Central Library.

Youth Services
- Circulation: 2023 annual circulation of juvenile and young adult materials was 225,499.
  - 2022 annual circulation of juvenile and young adult materials was 219,011.
- The Youth Winter Reading Challenge had a total of 586 participants (422 participants in 2023). 196 online participants and 390 participated on paper.
- Schenectady Takes Action for Reading Success (STARS) distributed 13,326 books and read at home kits in 2023. STARS has distributed 24,049 books and read at home kits since the organization started in 2017.

01/2024 CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	670	1,139	-41%	670	1,139	-41%
Central	17,992	18,383	-2%	17,992	18,383	-2%
Glenville	5,614	5,752	-2%	5,614	5,752	-2%
Mont Pleasant	1,289	1,201	7%	1,289	1,201	7%
Niskayuna	11,402	10,868	5%	11,402	10,868	5%
Quaker Street	1,926	1,989	-3%	1,926	1,989	-3%
Rotterdam	7,009	6,448	9%	7,009	6,448	9%
Scotia	3,856	2,830	36%	3,856	2,830	36%
Woodlawn	1,301	1,148	13%	1,301	1,148	13%

01/2024 INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	267	251	6%	267	251	6%
Central	2,084	1,609	30%	2,084	1,609	30%
Glenville	63	121	-48%	63	121	-48%
Mont Pleasant	222	204	9%	222	204	9%
Niskayuna	375	515	-27%	375	515	-27%

Quaker Street	50	29	72%	50	29	72%
Rotterdam	118	74	59%	118	74	59%
Scotia	237	286	-17%	237	286	-17%
Woodlawn	25	91	-73%	25	91	-73%

Support Services

Staffing:

Canvassing and interviewing continued with offers made to four clerical position candidates with onboarding in late February/early March.

Civil Service approved the updates to the Library Assistant job classifications. These changes will provide a career path for current employees and expand the potential candidate pool.

The three full-time cleaners are officially under the facilities department. The newly created head cleaner position dedicated to the library was filled.

Technology:

Kick off meeting for Library Calendar took place on 1/2/2024. The software is a more efficient solution for library events, programs and community room booking. Saving staff resources and creating a customer self-service for booking library spaces.

Phone upgrades for KBJ, SCO, QUA were completed.

Self-check replacement and installations for KBJ, QUA and WOO were completed. The shipment of the four remaining desktop units was delayed. Shipment is expected in March.

Facilities:

The order for the cascading end panels for some stacks at Woodlawn was placed.

BOR will have their water heater replaced with a tankless system.

Work to replace the main elevator at KBJ is expected to begin late Q2.

Beth is working with County Employee Safety Coordinator to explore SHARPS containers in all public restrooms and first aid kits in all buildings.

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CALLY OWNED VOICE OF THE CAPITAL REGION

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TUESDAY, FEBRUARY 6, 2024

PETER R. BARBER

Taking a peak

Emily Gigandet of Schenectady browses books with her 1-year-old daughter Alice onboard at the Friends of Schenectady County Public Library annual Used Book Sale in the McChesney Room at the Karen B. Johnson Library on Liberty Street in Schenectady on Saturday.

New response has been submitted to Microsoft Form at 2/6/2024 12:26:48 PM

Bixler, Doug <DBixler@mvls.info>

Tue 2/6/2024 7:26 AM

To:Martin,Janice <jmartin@mvls.info>;Thorne, Charity <cthorne@mvls.info>;DeMidio, Beth <bdemidio@mvls.info>;Hedges, Devon <DHedges@mvls.info>

A new response has been submitted to Microsoft Form:
Question/Comment:
Comment

Which SCPL location does this pertain to?
Overall Schenectady County Public Library System

What is your Question/Comment?
To Whom it May Concern - I wanted to take a minute today to recognize your librarian Christine Filippelli for going above and beyond to help my find my grandfathers obituary and tell you how much I appreciated this, and how much I appreciate libraries! I am from NY, but now live in Florida, and needed this obituary for an important project. I called the local library to where my grandfather lived, Christine answered the phone and she was just extremely accommodating. I did not know the month he passed, just the year he passed, and Christine kindly said to give her a couple days and she would see what she could find. I tried Ancestry but found nothing... I was at a standstill, and it is a important project. Anyway, Christine found what I needed and I wanted to be sure you guys knew what a gem you have in her! Thank goodness for libraries with real librarians! Thank you Christine

What is your Name:
Anita Shirreffs

Best way to contact you?
Phone

Please enter your email/phone number:
~~██████████~~