



Schenectady County Public Library Board of Trustees Meeting
May 23, 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 April 25, 2024
 - b. Finance Committee Meeting Minutes May 10, 2024
 - c. Approval of Expenditures – Resolution 1
4. Resolution 2 – Approval of 2025 Operating Budget
5. Resolution 3 – Acceptance and Expenditure of Ryan Bequest
6. President's Report
7. Director's Report
8. Friends of the Library Report
9. Committee Reports
 - A. Building Committee
 - B. Finance Committee
 - C. Planning Committee
 - D. Policy Committee
 - E. Mohawk Valley Library System representatives
10. New Business
11. Adjournment

The next regular Schenectady County Public Library Board of Trustees meeting is scheduled to be held on June 27, 2024 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 Trustees was held on Thursday, April 25, 2024 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.

PRESENT: Madelyn Thorne, President; Carmel Patrick, Treasurer; Justin Chaires; Cheryl Cufari; Sharon Jordan; Steve McCutcheon; Jude McQueen; Bernice Rivera

ABSENT AND EXCUSED: David Fronk; Julie McDonnell; Brenda Schworm, Vice President; Angela Tatem, Secretary; Tina Chericoni Versaci

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

GUESTS: Michelle Ostrelch, Schenectady County Legislature, Vice-Chair, Education and Libraries; Shirley DeBono, First Vice-President, Friends of the Library

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

PUBLIC COMMENT

Deborah Noyes, Parkwood Boulevard, Schenectady, New York

Charlene Shahin, Webster Drive, Schenectady, New York

Brad Warner, Stage Road, Charlton, New York

- Comments centered on questions around Schenectady County Public Library leaving JA and per capita expenditures.

CONSENT AGENDA

Moved by Sharon Jordan, seconded by Justin Chaires. Motion passed.

RESOLUTION 2-Approval of NYS Annual Report

Moved by Carmel Patrick, seconded by Bernice Rivera. Motion passed.

PRESIDENT'S REPORT

Madelyn Thorne shared that trustees cannot attend library board of trustees meetings virtually as they have been, as it is in violation of the open meetings law.

At the February 29, 2024 board meeting, trustees voted 9 to 2 in favor of withdrawing from JA and the trustees stand behind the decision and will support the Executive Director through the transition.

DIRECTOR'S REPORT

Trustees reviewed the written report by Executive Director, Charity Thorne. Additionally: Monday, April 22 – Meeting with JA Transition Team was held. Details of meeting were shared.

FRIENDS OF THE LIBRARY

The Spring book sale will be held on Saturday, May 4 from 10-4 and Sunday, May 5 from 12-3. Volunteers are still needed.

The Friends Picnic will be held on Friday, June 7 from 5-7 at Central Park Pavilion.

BUILDING

Trustees reviewed the written report by Sharon Jordan. Additionally:

May 1, 2024 – Branch Annual Tour

New tree in front of the library- Paid for and installed by Metroplex. Downtown Schenectady Improvement Corporation will oversee the maintenance.

FINANCE

Included on expenditure sheet was approval for up to \$6,000 for privacy screens

Next Finance Meeting – Friday, May 10, 2024 at 12:00 p.m. in Swanker Boardroom; 2025 budget discussion. All trustees are invited.

PLANNING – None

POLICY – None

MOHAWK VALLEY LIBRARY SYSTEM REP – None

NEW BUSINESS

Steve McCutcheon reminded trustees that the 2023 Financial Disclosure Form is due back to the County Auditor's office by April 30, 2024.

The meeting adjourned at 6:28 p.m.

The next meeting will be held on Thursday, May 23, 2024 at 6:00 p.m. in the Swanker Boardroom at the Karen B. Johnson Central Library.

Schenectady County Public Library Board of Trustees
Finance Committee Meeting
May 10, 2024
Minutes

Present: Carmel Patrick, Committee Chair; Tina Chericoni Versaci; Julie McDonnell

Absent:

Ex-officio: Madelyn Thorne

Staff: Charity Thorne, Executive Director; Beth DeMidio, Assistant Director

Trustees reviewed the draft 2025 budget request to the County, presented by Director of Operations DeMidio. McDonnell moved to recommend the full Board approve the 2025 budget request to the County, seconded by Chericoni Versaci. All in favor, motion passed.

Trustees discussed the partial distribution from the estate of Sheila Ryan in the amount of \$50,000 and expressed their appreciation for this generous support to the library.

Trustees discussed potential additional Joint Automation fees given the ad hoc committee JA is forming to explore establishing a rate on top of current JA fees to provide continued ILS access to SCPL after the six-month minimum notice period for withdrawal ends on September 4.

SCPL Board of Trustees Resolution 1 – 5/23/24
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 April 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 THREE HUNDRED FIFTY-FOUR DOLLARS AND 04 CENTS (\$354.04) for payment of items as per the attached expenditure sheet.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS:

Schenectady County Public Library Board of Trustees								
May 2024 Expenditures: Trustee Funds								
Fund Code	Location	Vendor/Payee Name and Address	Amount	Purpose				
L547409.4152LN		Ingram Library Services PO Box 277616 Atlanta, GA 30384-7616	\$354.04	Bequest - Books & Materials				
Approved:								
Madelyn Thorne		5/23/2024		Carmel Patrick			5/23/2024	
President		Date		Treasurer			Date	

**SCPL Board of Trustees Resolution #2 – May 23, 2024
2025 SCPL Operating Budget**

WHEREAS, the Schenectady County Public Library Executive Director submitted to the SCPL Board of Trustees Finance Committee the 2025 budget request;

WHEREAS, the Library Executive Director and the SCPL Board of Trustees Finance Committee has reviewed and prepared the recommended budget for library operations in 2025;

THEREFORE, BE IT RESOLVED that the Schenectady County Public Library Board of Trustees approves this proposed 2025 library operating budget in the amount of EIGHT MILLION, ONE HUNDRED TWO THOUSAND, NINE HUNDRED AND SEVEN DOLLARS (\$8,102,907) and recommends it for submission to the County Manager and the Schenectady County Legislature.

Moved by:
Seconded by:

Ayes:
Nays:
Abstentions:

2025 Budget Request

Revenues

<u>Account Code</u>	<u>Account Name</u>	<u>2023 Actuals</u>	<u>2024 Approved</u>	<u>2025 Request</u>	<u>% Change YoY</u>
L17410.1001	Real Estate Tax Levy	\$ 6,369,485	\$ 7,309,589	\$ 7,371,205	0.84%
L27410.2081	Central Library Services	\$ 96,748	\$ -	\$ -	
L27410.2082	Replacement Fees	\$ 11,923	\$ 27,500	\$ 27,500	0.00%
L27410.2083	Other Charges (Prints, Copies, Faxes)	\$ 45,726	\$ 38,000	\$ 60,000	57.89%
L27410.245002	Commissions	\$ 223	\$ -	\$ -	
L27410.2680	Insurance Recoveries	\$ 296	\$ -	\$ -	
L27409.2705	Board of Trustees Funds	\$ 6,861	\$ 350,000	\$ 350,000	0.00%
L37409.384001	Libraries	\$ 46,936	\$ 44,202	\$ 44,202	0.00%
Total Library Revenues		\$ 6,578,199	\$ 7,769,291	\$ 7,852,907	1.08%
<i>Surplus Fund Appropriation (Library Fund)</i>		\$ -	\$ 451,775	\$ 250,000	-44.66%
Total Library Revenues including Surplus		\$ 6,578,199	\$ 8,221,065.65	\$ 8,102,907.00	-1.44%

Schenectady County Public Library - L7410
 2025 Budget Request
 Appropriations (Expenditures)

Account Code	Account Title	2023 Budget	2023 Actual	2024 Approved Budget	2025 Library Request	Requested Increase/Decrease	% Change YoY	Notes
L517410.111/112	Personnel Services	3,144,573	2,946,121	3,195,540	3,510,580	315,040	9.86%	
L547410.204	Office and Service Equipment	65,050	59,314	90,000	65,050	(24,950)	-27.72%	(1)
L547410.402002	Lease - Equipment	-	-	30,000	-	-	-100.00%	
L547410.403001	Natural Gas	51,486	33,157	38,944	38,944	-	0.00%	(1)
L547410.403002	Electricity	123,618	114,862	129,260	129,260	-	0.00%	(1)
L547410.403003	Sewer & Water Charges	10,052	9,496	10,859	10,859	-	0.00%	(1)
L547410.403005	Telephone	13,781	13,875	12,821	14,291	1,471	11.47%	(1)
L547410.403007	Internet Service/Air Cards	29000	25,830	62,095	26,605	(35,490)	-57.15%	(1)
L547410.403009	GPS	310	295	310	310	-	0.00%	
L547410.405	Insurance	62,016	60,985	71,074	71,074	-	0.00%	(1)
L547410.406001	Repairs to Equipment	6,100	29,117	6,100	29,991	23,891	391.65%	(2)
L547410.406002	Maintenance Agreements	125,000	134,230	150,217	150,217	-	0.00%	(2)
L547410.409	Postage	4,000	6,190	4,000	6,500	2,500	62.50%	
L547410.412000	Lawn Care Maintenance Services	400	-	400	400	-	0.00%	
L547410.412002	Waste Removal	1,150	6,225	1,150	1,150	-	0.00%	(2)
L547410.412003	Snow Removal	5,300	6,000	7,150	7,150	-	0.00%	
L547410.413	Dues and Subscriptions	400	306	400	400	-	0.00%	
L547410.414	Mileage Reimbursement	1,000	453	1,000	1,000	-	0.00%	
L547410.415740	Board of Trustees Fund	350,000	6,861	350,000	350,000	-	0.00%	(3)
L547410.417	Interdepartmental Charges	312,601	327,214	312,601	337,030	24,429	7.81%	(1)
L547410.417010	Security Services	170,475	116,789	193,800	199,614	5,814	3.00%	(1)
L547410.417012	Facilities Cleaners	-	-	276,136	284,420	8,284	3.00%	(1)
L547410.015	Facilities Maintenance	70,000	91,275	72,100	94,014	21,914	30.39%	(1)
L547410.420001	Gas	3,000	279	3,000	3,000	-	0.00%	
L547410.420002	Vehicle Repair/Maintenance	3,000	-	3,000	3,000	-	0.00%	
L547410.429	Professional Services	160,640	160,421	165,000	206,149	41,149	24.94%	
L547410.429017	Fees/Replaceable Costs Other Libraries	5,000	1,913	5,000	5,000	-	0.00%	
L547410.4300	Office Supplies	22,000	23,728	22,000	30,000	8,000	36.36%	
L547410.441001	Uniform Allowance	1,250	360	500	500	-	0.00%	
L547410.442	Household/Cleaning Laundry	14,000	9,938	14,000	14,000	-	0.00%	
L547410.445003	Educational Materials	600,000	606,923	600,000	658,500	58,500	9.75%	
L547410.460	Bldg. Repairs/Materials	62,000	45,232	62,000	62,000	-	0.00%	(2)
L547410.496	Book Processing	62,000	52,910	50,000	50,000	-	0.00%	
L589010.80019	State Retirement	317,000	298,530	409,500	409,500	-	0.00%	(1)
L589030.80016	Social Security	244,938	219,469	254,680	268,559	13,879	5.45%	(1)
L589040.80020	Worker's Compensation	25,000	5,027	25,000	7,455	(17,545)	-70.18%	(1)
L589050.80017	Unemployment	3,000	-	3,000	3,000	-	0.00%	(1)
L589060.80080	Hospital and Medical	919,345	877,820	1,081,756	1,053,384	(28,372)	-2.62%	(1)
Grand Total Library		6,988,485	6,291,146	7,714,393	8,102,907	388,514	5.04%	

Notes

- (1) Information provided by County Finance
- (2) Information provided by Facilities Department
- (3) SCPL Board of Trustees budget is independent of the Library Operating budget.

SCPL Board of Trustees Resolution 3 - 5/23/24 Acceptance and Expenditure of Ryan Bequest

WHEREAS, the Board of Trustees of the Schenectady County Public Library has been notified that a bequest has been given to the library Board of Trustees by Sheila Ryan for the purchase of books

WHEREAS, the partial distribution bequest check is in the amount of FIFTY THOUSAND DOLLARS (\$50,000.00) and it is to be used for the purchase of books; it is hereby

RESOLVED that on May 23, 2024 the Board of Trustees hereby accepts, with gratitude, the generous bequest in the amount of FIFTY THOUSAND DOLLARS (\$50,000.00) and be it further;

RESOLVED, that the Board of Trustees approves expenditures of up to FIFTY THOUSAND DOLLARS (\$50,000.00) to purchase books.

Moved by:
Seconded by:

AYES:
NAYES:
ABSTENTIONS:

**Executive Director Report to the Board
May 23, 2024**

April's key focus areas were several large ongoing projects, among them:

SCPL withdrawal from Joint Automation: The first transition team meeting with JA was held on April 22. We discussed most of the items from SCPL's withdrawal notice plus a few others, although few decisions were made at that first meeting. Another meeting was not scheduled at that time pending a firmer timeline for SCPL's ILS migration. I've spent a lot of time in close communication with UHLS Executive Director Tim Burke to answer questions about SCPL and provide requested data as they considered whether to explore a resource sharing agreement with us and unanimously voted to go ahead and explore one at their May board meeting. Given the six month minimum notice period of the JA agreement and no pre-existing JA procedure for a member exiting, this is a long process where not much happens right away as we work through all the details of decisions JA has to make about how they want to handle certain things on their end and we discuss decisions that need to be made mutually, such as whether or when SCPL stops receiving certain features of JA service in advance of actual membership end. SCPL's goal is to work collaboratively to continue to maintain service to patrons to the greatest extent possible through this transition.

Hiring and operating hours expansion: Beth and I have been conducting a hiring marathon to fill vacancies and staff up in anticipating of expanding branch library operating hours this year. We've held several meetings to analyze ideal staffing complements for branches as well as anticipated schedules so we can onboard new employees and get them oriented and trained to the greatest extent possible prior to the operating hours changes, which we have decided to target after Labor Day to implement. The change to the library assistant Civil Service class specification removing the arbitrary degree requirement has yielded an incredibly diverse, well rounded pool of applicants for the part-time positions we have and we've been very pleased to find so many excellent candidates to consider. As a reminder, I've attached the proposed operating hours to this report, first shared in September of 2023.

Budget request: We had a fairly short turnaround time to prepare the 2025 budget request to the County for the SCPL Board Finance Committee to review on May 10. Director of Operations Beth DeMidio did all the heavy lifting in preparing this, crunching numbers and coordinating with colleagues in County Finance, County Facilities and County IT to get their input on lines related to their work for us.

Collections: Another big effort in April involved having a representative from Ingram, our primary book vendor, travel to conduct an on-site training for all librarians at SCPL now that we're assigning collection development responsibilities more broadly across all librarians. Rob Scott, the vendor, demonstrated how to use iPage, the web portal for selecting materials and also met separately with me prior to the training in order to review our account configuration and discuss potential improvements we can make. As a result of this review and further discussions with Rob, we're exploring changes to the pre-processing Ingram does for us in order to realize significant cost savings per item, as the pre-processing

costs have gone up considerably in recent years and some of the options we currently pay for are legacy ones Ingram no longer even offers (that we're still receiving due to our pre-existing status).

Other meetings activities during the month of April included:

- My regular weekly one-on-ones with my direct reports
- My monthly one-on-one with the county manager
- The Chamber of Commerce Non-Profit Executive Dialogue
- The Capital District Library Council board meeting, committee meetings and annual meeting (I met Annalee Dragon, Executive Director of the New York Library Association, and Lauren Moore, State Librarian, at this event)
- A SCPL Board of Trustees Building Committee meeting to review the sound attenuation designs for Scotia, Glenville and Niskayuna
- Configuration of Library Calendar, training for staff, and entering content from previous room reservation and event calendar system

Public Services

April was a busy month with library-wide programs. In honor of National Library Workers Day on Tuesday, April 9, during National Library Week baskets full of treats were given to staff at each location to say Thank You for all their work in serving Schenectady County, and an Employee Appreciation Luncheon was held on Tuesday, April 9th at the Karen B. Johnson Central Library (KBJ) with salad, pizza, and cake.

For the solar eclipse SCPL gave out eclipse glasses at all locations (ordered years ago after the last eclipse!) and a number of branches held eclipse-themed programming leading up to the eclipse itself, with four hosting viewing parties. Eclipse-themed displays were popular with patrons of all ages, and branches collected gently-used eclipse glasses to be reused by other organizations after the fact.

At KBJ, eclipse glasses were handed out beginning at 12:00pm. We handed out roughly 1500 pairs of glasses to people outside the Liberty Street door at Central. The line of people went all the way down past the Police Department, but we were able to give everyone in line at least one pair of glasses. From 2:00pm-4:00pm we held our Eclipse Viewing Party at Central and had about 75 people in attendance. Glasses were made available to everyone, kids made chalk art out on our sidewalks, and a live feed from CNN was playing in the McChesney Room. Moon Pies were available to snack on for those in attendance. Unfortunately, it was mostly overcast at the time of the 97% totality, but you could still notice it was darker out and the air cooled down.

KBJ also held an eclipse-themed painting class on April 1 for twenty tweens and teens with local artist Melody Often of Bear and Bird Gallery. It was a great turnout for an in-person teen

program and bolstered teens to be more confident in their understanding of the science behind the eclipse. Participants were amazed to learn about the eclipse phenomena of Baily's Beads!

The tree giveaway with the County Manager's Office and Department of Soil & Water was a huge success, giving away roughly 1,200 saplings across all our locations. We found that KBJ was the main place everyone was coming for the giveaway so we pooled what was left at the slower branches and brought them back to Central for a special 5pm handout on Thursday, April 25th for working families to have an opportunity to get some. This partnership was a huge success and plans are already under way for next year's Arbor Day/Earth Day celebration to offer other varieties of shrubs and fruit bearing plants in addition to the Dogwoods that everyone wanted more of this year.

Scotia & Glenville Youth Services Librarian Diana Hurlbut conducted outreach at the Scotia-Glenville Central School District's annual book fair fundraiser on April 27. Summer reading previews and library card sign-ups were offered to families attending the book fair. Three programs were hosted at Scotia and Glenville for families and school-age patrons, including partner programs with The Science Chef and The Children's Museum. WMHT was the other partner program presenter at the Glenville library during April.

Rotterdam patrons loved the instructor from Art in Mind Studio and we had 18 tweens and teens attend the eclipse oil pastel painting event. Towards the middle of the month, we also hosted Albert Einswine and Marilyn Swine-Roe, two therapy pigs from Fonda, NY. We had 61 participants visit the pigs and they were so calm throughout the whole thing – definitely therapy pig professionals!

Our Rotterdam Branch Library hosted several well-attended programs in April. The branch was one of four SCPL locations to host a Solar Eclipse Viewing Program. *Rosie's Walk with WMHT* and *Therapy Pigs* were huge hits with families. The County Facilities department did a spectacular job cleaning up the grounds and gardens. It looks so much better!

Our Niskayuna Branch Library also hosted a Solar Eclipse Viewing Program on April 8th. Many patrons took advantage of materials and instructions provided by the library to make their very own solar eclipse projectors. The Niskayuna Branch Library meeting room continues to be in high demand by the community. In addition to groups who book the room on a regular basis, Living Resources reserved the room, as did MVP to present a Medicare seminar. A Tchaikovsky piano competition for children was also held. Many gifted pianists performed, and the event was well attended. The Friends of the Albany Pine Bush hung a photographic exhibit of nature at the preserve that attracted children and adults.

Our Quaker Street Branch Library hosted a full house (44 attendees!) on April 3 for the *Duck, Duck, Goose!* program presented by Winterberry Homestead out of Ithaca, NY. Small children and adults alike were delighted to meet and learn about domesticated ducks and geese! With

many avid gardeners in the Quaker Street community, our plant swap on April 17 was also well attended.

Our Woodlawn Branch Library welcomed the long-awaited installation of wood “waterfall-style” end panels on our three most prominent steel shelving units. These panels lend a warmth and attractiveness to our space.

04/2024						
CIRCULATION	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	745	908	-18%	2,730	3,983	-31%
Central	17,375	16,843	3%	71,947	71,644	0%
E-Resource	15,678	13,085	20%	66,193	53,455	24%
Glenville	4,871	5,234	-7%	20,903	22,439	-7%
Mont Pleasant	1,620	1,329	22%	5,390	4,995	8%
Niskayuna	9,459	11,322	-16%	41,090	44,768	-8%
Quaker Street	1,872	2,003	-7%	7,019	7,987	-12%
Rotterdam	6,614	6,318	5%	27,658	25,875	7%
Scotia	3,304	3,060	8%	13,231	11,463	15%
Woodlawn	1,173	1,264	-7%	4,593	4,710	-2%

04/2024						
INTERACTIONS	CURRENT	LAST YEAR	CHANGE	FYTD	LAST FYTD	CHANGE2
Bornt	441	257	72%	11996	1006	1092%
Central	2080	1590	31%	8036	6666	21%
Glenville	112	67	67%	332	374	-11%
Mont Pleasant	714	240	198%	1726	831	108%
Niskayuna	449	493	-9%	1506	1989	-24%
Quaker Street	117	56	109%	292	206	42%
Rotterdam	151	123	23%	545	465	17%
Scotia	318	209	52%	940	877	7%
Woodlawn	77	27	185%	179	271	-34%

Support Services

Three of our part-time Library Assistant positions were filled in April. Two of the positions were internal promotions of clerical staff members Christy Guldenzoph and Jody Monroe. We also

welcomed Jennifer Malave to our team. Our new onboarding process began which includes an in-depth tour of our main library; introductions to staff; an overview of SCPL policies and fundamentals of library values including privacy and intellectual freedom; shadowing at all public service points at KBJ Central (Circulation, Reference and Children's). They are also given time to complete required trainings within the first week.

The final four self-check kiosks and credit card terminals were delivered with planned installment to be completed in May. Once the credit card terminals are installed the 2020 capital project will be complete.

At Quaker Street and Woodlawn 55" TVs were mounted on rolling stands for programming and digital display needs. When the TVs aren't being used for a program, they will act as digital displays such as the ones here at KBJ, Rotterdam, & Scotia.

New response has been submitted to Microsoft Form at 5/2/2024 4:06:53 PM

Bixler, Doug <DBixler@mvl.info>

Thu 5/2/2024 12:06 PM

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

I wanted to thank all the librarians that helped out with the recent Arbor Day Tree Giveaway.

What is your Name:

[REDACTED]

Best way to contact you?

Email

Please enter your email/phone number:

[REDACTED]