



## **MEETING OF THE BOARD OF TRUSTEES OF THE ALBANY PUBLIC LIBRARY**

**February 10, 2015  
Pine Hills Branch at 5:30 pm**

Call to Order – 5:30 pm

Adoption of Agenda

Public Comment (comments limited to no more than 5 minutes per person)

Minutes

Treasurer's Report and Check Register

UHLS Report

Finance Committee Report

Director's Report – 6:00 to 6:10 pm

Review Policies and Procedures Grid – 6:10 to 6:15 pm

Unfinished Business

- Clinton St. Property Update – Discussion/Action – 6:15 to 6:25 pm
- Website Update – Discussion – 6:25 to 6:30 pm
- Board Retreat – Discussion – 6:30 to 6:35 pm
- Strategic Plan Update – Discussion – 6:35 to 6:45 pm

New Business

- Proposed 2016 Budget – Discussion – 6:45 to 7:00 pm
- By-law Amendments – Discussion/Action – 7:00 to 7:05 pm
- Executive Director Retirement Reporting Resolution – Action – 7:05 to 7:10

Public Comment (comments limited to no more than 5 minutes per person)

Executive Session (if necessary)

Adjournment – 7:15 pm

Next Meeting – March 10 at Arbor Hill/West Hill Branch

## **DRAFT MINUTES**

### **Meeting of the Board of Trustees of the Albany Public Library January 13, 2015 Bach Branch**

**TRUSTEES IN ATTENDANCE:** Mary-Ellen Piché (president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Esther Patterson, Timothy Smith, John Davis, Alison Calacone

**ABSENT:** Daniel Curtis (vice president), Donna Dixon

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel)

**CALL TO ORDER:** The meeting was called to order by Piché at 5:35 pm

**ADOPTION OF AGENDA:** Calacone made a motion, seconded by Patterson, to approve the agenda. The motion was approved unanimously.

**PUBLIC COMMENT:** Michael Isaacson of Winnie Street requested the Bach Branch be open more hours, especially Sundays. He also asked that the Washington Ave. Branch add poles in the parking lot that indicate where the handicapped parking spots are located.

**MINUTES:** The board considered the draft minutes from the Dec. 9, 2014 regular meeting. Patterson made a motion, seconded by Smith, to approve the minutes. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through Nov. 30, 2014) will be filed. The updated check register (covering Dec. 11, 2014 through Jan. 14, 2015) was reviewed by the trustees. Smith made a motion, seconded by Davis, to accept the updated check register and approve it for payment. The motion was approved unanimously.

**FOUNDATION PRESENTATION:** Foundation President Holly McKenna provided an update on foundation activities including November's Literary Legends fundraiser, annual appeals, and a new mid-level fundraising event.

**PERSONNEL COMMITTEE REPORT:** The report was provided in the pre-meeting packet.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet. Jarzombek also responded to trustee comments about teen issues at the Washington Ave. Branch, reinstituting the Dewey decimal system at the branches, board retreat, and new Youth Services Room at Washington Ave.

**REVIEW OF POLICIES AND PROCEDURES GRID:** The document was included in the pre-meeting packet and Metzger briefly reviewed the contents with the trustees.

**UNFINISHED BUSINESS:**

**2015 Schedule of Service:** The trustees discussed the comments made by the library's union president at the December meeting about the 2015 schedule of service. There was no motion to make modifications, so the previously approved schedule remains unchanged.

**Board Meeting Start Times:** The trustees discussed the possibility of starting the board meetings at a later time to encourage more public attendance. Smith made a motion, seconded by Patterson, to stay with the 5:30 pm start time until further notice, but to review it when the library's hours change. The motion was approved by a vote of 6-1 (with Piché voting against).

**NEW BUSINESS:** None

**PUBLIC COMMENT:** Michael Isaacson of Winnie Street commented on items that are listed as lost or missing in the library's database.

**EXECUTIVE SESSION:** Davis made a motion, seconded by Smith, to enter into executive session to discuss the performance evaluation of a specific employee. The motion was approved unanimously and executive session began at 6:15 pm.

Immediately upon exiting executive session, the meeting was adjourned.

**NEXT MEETING:** Tuesday, Feb. 10 – Pine Hills Branch at 5:30 pm

ALBANY PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE TWELVE MONTHS ENDED  
DECEMBER31,2014

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,434,764	536,230	6,434,760	100.00%
Tax Levy- Branch Improvement Plan	1,854,313		1,854,313	100.00%
NYS Grants	216,049	3,298	219,347	101.53%
NYS Construction Grant	226,850	20,250	247,100	108.93%
Federal Grants	38,000	41,234	41,234	108.51%
Other Grants	0	-	-	
Fines and Fees	152,000	9,003	142,900	94.01%
Book Sales	0	285	5,307	
Interest Income	40,000	(8,368)	33,678	84.20%
Foundation Contributions	10,000	10,000	10,000	100.00%
DASNY Project Reimbursement	0	-	6,187	
Copier Printers	15,000	1,155	15,185	101.23%
Miscellaneous Income	0	653	12,994	
Fund Balance Used	1,150,640	0	0	
Total Support and Revenue	10,137,616	613,740	9,023,005	89.01%
Expenditures				
Payroll and Related costs	4,762,438	371,615	4,705,258	98.80%
Occupancy Costs	1,847,666	85,241	1,860,069	100.67%
Materials and Services	702,776	58,385	697,635	99.27%
Administration and Miscellaneous	527,923	48,665	520,036	98.51%
Automation	442,500	44,620	437,603	98.89%
Contingency	0	-	0	
Budget Revote Direct costs			-	
Total Expenditures	8,283,303	608,526	8,220,601	99.24%
Debt Service	1,854,313	-	1,854,313	100.00%
Net Income (Loss)	-	5,214	(1,051,909)	0.00%

ALBANY PUBLIC LIBRARY  
 DETAIL OF EXPENDITURES  
 FOR THE TWELVE MONTHS ENDED  
 DECEMBER 31, 2014

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
<b>PAYROLL AND RELATED COSTS</b>				
Salaries	3,241,959	275,090	3,220,290	99.33%
NYS Retirement System	509,589	40,818	509,589	100.00%
Payroll Taxes	244,760	27,342	252,648	103.22%
Hospital Insurance	744,630	26,978	702,682	94.37%
Payroll processing Costs	20,000	1,387	18,717	93.59%
Unemployment Insurance	1,500	-	1,332	88.80%
TOTAL	4,762,438	371,615	4,705,258	98.80%
<b>OCCUPANCY COSTS</b>				
Occupancy Costs	20,000	1,600	19,200	96.00%
Heat & Electric	214,775	16,059	208,974	97.30%
Telephone	11,500	1,041	12,157	105.71%
Maintenance/repairs/supplies	357,961	28,284	364,228	101.75%
Security	68,226	5,132	68,200	99.96%
NYS Construction Grant	426,689	27,560	454,249	106.46%
Furniture/Building Impts.	748,515	5,565	733,061	97.94%
TOTAL	1,847,666	85,241	1,860,069	100.67%
<b>MATERIALS and SERVICES</b>				
Books, etc.	630,500	51,390	622,433	98.72%
Serials/Magazines	40,000	-	33,311	83.28%
On-line Services	32,276	6,995	41,891	129.79%
TOTAL	702,776	58,385	697,635	99.27%
<b>ADMINISTRATIVE and MISC.</b>				
Office & Library Supplies	100,000	6,401	97,450	97.45%
Postage	2,000	2,619	4,248	212.40%
Publicity, Printing	50,000	3,851	50,304	100.61%
Training and Travel	31,000	551	33,751	108.87%
Community Activities	8,000	105	4,384	54.80%
Professional Services	201,000	28,068	194,841	96.94%
Misc Grant Expense	0	-	304	0.00%
Programming Activities	75,000	1,961	73,613	98.15%
Insurance	60,923	5,109	61,141	100.36%
TOTAL	527,923	48,665	520,036	98.51%
<b>AUTOMATION</b>				
Automation Services	267,500	5,458	255,110	95.37%
Automation Software	40,000	-	25,820	64.55%
Automation Hardware	135,000	39,162	156,673	116.05%
TOTAL	442,500	44,620	437,603	98.89%
<b>CONTINGENCY</b>				
	0	-	-	
<b>DEBT SERVICE PAYMENT</b>				
	1,854,313	-	1,854,313	100.00%
<b>TOTAL EXPENDITURES</b>				
	10,137,616	608,526	10,074,914	99.38%

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Jan 15, 2015 to Feb 11, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
3561	1/15/15	CSEA	1,896.54	Union Fees
3562	1/15/15	CSEA Employee Benefit Fund	4.71	Vision Insurance (Voluntary Contribution)
3563	1/15/15	MetLife-TSA Contribution	1,721.00	403b
3564	1/15/15	NYS Deferred Comp Plan	791.59	NYS Deferred Comp. Plan
3565	1/15/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3566	1/15/15	The Travelers	1,878.00	403b
3567	1/26/15	First Light Fiber	6,130.64	Telephone Expense/Automation Services
3568	1/26/15	National Grid	1,592.47	Heat, Light and Power
3569	1/29/15	CSEA	1,942.82	Union Fees
3570	1/29/15	CSEA Employee Benefit Fund	4.71	Vision Insurance (Voluntary Contribution)
3571	1/29/15	MetLife-TSA Contribution	1,721.00	403b
3572	1/29/15	NYS Deferred Comp Plan	828.62	NYS Deferred Comp. Plan
3573	1/29/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3574	1/29/15	The Travelers	1,878.00	403b
3575	2/11/15	Baker & Taylor	3,779.88	Books- Adult
3576	2/11/15	Midwest Tape	1,470.94	Audio Visual
3577	2/11/15	OverDrive, Inc.	4,036.97	Central Library Materials
3578	2/11/15	OverDrive, Inc.	7,719.37	Central Library Materials
3579	2/11/15	Midwest Tape	1,365.18	Audio Visual
3580	2/11/15	Midwest Tape	2,002.72	Audio Visual
3581	2/11/15	Midwest Tape	1,383.44	Audio Visual
3582	2/11/15	OverDrive, Inc.	1,880.61	Central Library Materials
3583	2/11/15	Midwest Tape	2,305.24	Audio Visual
3584	2/11/15	Midwest Tape	745.81	Audio Visual
3585	2/11/15	ADP, Inc.	1,072.27	Payroll Services
3586	2/11/15	African American Publications	199.90	Books-Adult
3587	2/11/15	A LETO Construction Company	5,734.00	Maintenance Service Contracts
3588	2/11/15	Audio Visual Sales & Service Inc.	281.25	Automation Services
3589	2/11/15	Baker & Taylor	6,159.23	Books- Adult
3590	2/11/15	Barbara Kam.	80.00	Programming Pine Hills
3591	2/11/15	BJ's Wholesale Club, Inc.	50.00	Memberships
3592	2/11/15	Bridgeall Libraries Limited	13,950.00	Electronic Databases
3593	2/11/15	CareerTrack	149.00	Travel/Staff Development HR
3594	2/11/15	CDPHP	41,487.01	Insurance-Hospitalization
3595	2/11/15	CDPHP Universal Benefits, Inc.	16,388.33	Insurance-Hospitalization
3596	2/11/15	CDW G	28.87	Automation Hardware
3597	2/11/15	Charles Slatterick	810.00	Contracted Services
3598	2/11/15	Chinasa Seyse	107.21	Programming Howe
3599	2/11/15	Eastern Managed Print Network	246.03	Contracted Services
3600	2/11/15	EBSCO	1,306.96	Periodicals
3601	2/11/15	Edward Mangione Locksmith	62.20	Supplies (Maintenance/Janitorial)
3602	2/11/15	Findaway World, LLC	113.89	Processing Supplies
3603	2/11/15	G4S	4,189.82	Security Services
3604	2/11/15	Grainger	48.96	Building Repairs/Maintenance Washington
3605	2/11/15	Hamilton News Co., Inc.	20,285.44	Periodicals
3606	2/11/15	Home Depot Credit Services	758.18	Supplies (Maintenance/Janitorial)
3607	2/11/15	James Davies	19.32	Programming Reference
3608	2/11/15	James Surano	90.00	Programming Howe
3609	2/11/15	Johnson Controls	35,222.50	Maintenance Service Contracts
3610	2/11/15	Kewanee Public Library District	15.00	Fines and Fees
3611	2/11/15	LaCorte Companies, Inc.	531.22	Building Repairs/Maintenance Howe
3612	2/11/15	Lee J. Ricci	72.72	Programming Bach/YS
3613	2/11/15	Lexington Vacuum Cleaner	60.00	Maintenance Equipment Repairs
3614	2/11/15	MAILFINANCE	119.95	Postage
3615	2/11/15	Main Bros Oil Company	467.83	Van Operation
3616	2/11/15	Margaret Maurer	151.82	Programming Reference
3617	2/11/15	Metroland Business Machines	162.05	Postage
3618	2/11/15	MicroMarketing LLC	74.48	Books- Audio
3619	2/11/15	Midwest Tape	732.93	Audio Visual

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Check #	Date	Payee	Amount	Description
3620	2/11/15	Mohawk Valley Library System	90.00	Travel/Staff Development
3621	2/11/15	NYLA/Youth Services Section	115.00	Travel/Staff Development Pine Hills
3622	2/11/15	OrangeBoy, Inc.	1,650.00	Contracted Services
3623	2/11/15	Oriental Culture Enterprise Co, Inc.	1,470.38	Books- Adult Pine Hills
3624	2/11/15	Oriental Trading Company, Inc.	112.90	Programming Arbor Hill
3625	2/11/15	OverDrive, Inc.	15,273.96	Central Library Materials
3626	2/11/15	Philip Pascuzzo	4,500.00	Contracted Services
3627	2/11/15	Richard Waugh	220.00	Insurance-Medicare Reim.
3628	2/11/15	Sarah Clark	244.46	Programming Adult Services (Albany Made)
3629	2/11/15	Scotia-Glenville Children's Museum	146.00	Programming Bach
3630	2/11/15	Siena College -ACE	2,875.00	Contracted Services
3631	2/11/15	SimplexGrinnell	4,104.80	Building Repairs/Maintenance
3632	2/11/15	Standard & Poors	360.00	Periodicals
3633	2/11/15	Staples Advantage	544.30	Office Supplies
3634	2/11/15	Superior Printing, Inc.	89.83	Office Supplies Admin
3635	2/11/15	The Albany YMCA	1,600.00	Rent (North Albany)
3636	2/11/15	W.B.Mason Co., Inc.	3,168.79	Supplies (Maintenance/Janitorial)
3637	2/11/15	Empire State Aerosciences Museum	160.00	Programming Bach
3638	2/3/15	National Grid	14,466.14	Heat, Light and Power
3639	2/11/15	W.B.Mason Co., Inc.	2,248.21	Supplies (Maintenance/Janitorial)
3640	2/11/15	W.B.Mason Co., Inc.	1,243.14	Supplies (Maintenance/Janitorial)
3641	2/11/15	Albany Institute of History & Art	765.00	Books-Adult (Museum Passes)
3642	2/11/15	A LETO Construction Company	2,347.50	Maintenance Service Contracts
3643	2/11/15	Allerdice Building Supply	143.99	Building Repairs Wash.
3644	2/11/15	Republic Services #964	1,233.52	Maintenance Service Contracts
3645	2/11/15	Assa Abloy Entrance Systems US Inc	16.08	Building Repairs Wash.
3646	2/11/15	Bennington Museum	240.00	Books-Adult (Museum Passes)
3647	2/11/15	Berkshire Museum	100.00	Books-Adult (Museum Passes)
3648	2/11/15	BlueShield of Northeastern New York	12,671.00	Insurance-Hospitalization
3649	2/11/15	C & L Inspection Services	1,829.00	Maintenance Service Contracts
3650	2/11/15	CDW G	80.40	Automation Hardware
3651	2/11/15	The Children's Museum at Saratoga	440.00	Books-Adult (Museum Passes)
3652	2/11/15	Crisafulli Bros.	1,246.50	Building Repairs Wash.
3653	2/11/15	Delta Dental of New York, Inc	3,623.02	Insurance-Hospitalization
3654	2/11/15	DePaula Chevrolet	164.90	Van Maintenance
3655	2/11/15	Dow Electric Inc.	6,354.00	Furniture/Building Improvements Wash.
3656	2/11/15	D.S. Specialties, Inc.	260.00	Building Repairs Pine Hills
3657	2/11/15	Ehrlich Co., Inc.	159.74	Maintenance Service Contracts
3658	2/11/15	EMCOR Services Tri-Tech	1,162.32	Maintenance Service Contracts
3659	2/11/15	Gene Kannenberg, Jr.	44.39	Exchange Account
3660	2/11/15	Fire Security and Sound Systems, Inc.	325.00	Maintenance Service Contracts
3661	2/11/15	First Unum	2,016.65	Insurance-NYS Disability
3662	2/11/15	G4S	1,352.65	Security Services
3663	2/11/15	Grainger	280.88	Building Repairs
3664	2/11/15	Hartford Steam Boiler	210.00	Maintenace Service Contracts
3665	2/11/15	Johnson Controls	6,991.80	NYS Contruction Grant (Controls)
3666	2/11/15	MASSMoCA	1,200.00	Books-Adult (Museum Passes)
3667	2/11/15	MISCI	910.00	Books-Adult (Museum Passes)
3668	2/11/15	Norman Rockwell Museum	300.00	Books-Adult (Museum Passes)
3669	2/11/15	OverDrive, Inc.	1,022.58	Central Library Materials
3670	2/11/15	SimplexGrinnell	4,056.80	Maintenace Service Contracts
3671	2/11/15	Staples Advantage	43.19	Supplies (Processing)
3672	2/11/15	The Eric Carle Museum of Picture Book Art	375.00	Books-Adult (Museum Passes)
3673	2/11/15	Unifirst Corporation	74.15	Maintenance Service Contracts
3674	2/11/15	W.B.Mason Co., Inc.	1,829.13	Supplies (Maintenance/Janitorial)
3675	2/11/15	Charles Slatterick	33.98	Contracted Services
3632V	2/11/15	Standard & Poors	-360.00	VOID
3676	2/11/15	ADP, Inc.	380.13	Payroll Services
3677	2/11/15	Baker & Taylor	2,623.58	Books-Adult

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Jan 15, 2015 to Feb 11, 2015

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3678	2/11/15	CDW G	1,070.70	Automation Hardware
3679	2/11/15	City of Albany	250.00	Buildings(Water Bill-Clinton St)
3680	2/11/15	Communication Services	1,650.00	Contracted Services
3681	2/11/15	MicroMarketing LLC	50.04	Books-Audio
3682	2/11/15	Midwest Tape	1,124.60	Books-Audio
3683	2/11/15	OverDrive, Inc.	404.75	Electronic Databases
3684	2/11/15	Recorded Books, INC	72.00	Books-Audio
3685	2/11/15	Sentry Technology Corporation	1,623.00	Automation Services
3686	2/11/15	Standard & Poors	360.00	Periodicals
3687	2/11/15	Whiteman, Osterman & Hanna	4,027.72	Legal Services
3686V	2/11/15	Standard & Poors	-360.00	VOID
3688	2/11/15	Corporate Payment Systems	890.39	Programming/Supplies/Training/Automation
Total			<u>320,719.62</u>	



**EXECUTIVE DIRECTOR'S REPORT  
ALBANY PUBLIC LIBRARY  
FEBRUARY 2014**

**SYNOPSIS**

January is traditionally a slow time for programs at the library. Both the Bach and Arbor Hill/West Hill branches celebrated Martin Luther King's birthday. At Bach, patrons and staff enjoyed an interactive display, while AH/WH had a day-long marathon of documentaries about King and the Civil Rights Movement. Bach also hosted the Scotia- Glenville Traveling Museum, which provided a Saturday Science program. Delaware's "Off the Grid" program was a success, with one child proclaiming, "This was the best day at the library."

Pine Hills has seen a steady request for study and meeting rooms. They are also working with the Community Action Partnership to deliver story times to day care classes not currently being served by the library. Local History at Washington Ave. is helping Historic Albany digitize their collection. Teens at Washington Ave. learned how to make video games thank to volunteers from RPI and 1<sup>st</sup> Players Club.

All of our buildings were inspected by code enforcement officials, passing with flying colors. Three diseased and dying trees were taken down at Bach. We were lucky enough to have neighbors grant us access to their yard. At Washington Ave., we started the process of building two new study rooms and a community space that should be open in February. We had two early closings of Washington Ave. due to weather, and so far we have not heard any public complaints.

The library director now has a blog on the Times Union website. We have put in an application for a SPARKS Grant for \$25,000 to fund new scanners so that patrons could use their state ID, license or phone (via app) for circulation transactions. It would also fund a part-time position that would help establish a process for automatic card registration for homes that are on the tax rolls, and possibly residents of Albany Housing.

**STATISTICS**

We continue to see large drops in periodical and audiobook usage. These services seem to be growing in popularity in a digital format. Digital is up again. We have moved to Overdrive for our periodicals and have seen a significant increase in usage. Arbor Hill/West Hill continues to be our fastest growing library in terms of circulation. While there is still a drop in overall circulation, the trend seems to be bottoming out.

The library saw an increase in visits over last year. However, card registration is down. The real surprise is the number of WiFi sessions at all of our locations. We should be able to compare these numbers next report.

# **SERVICES**

## **ARBOR HILL/WEST HILL BRANCH**

### **Adult Services**

- Special MLK Jr. Day with library materials utilized, including our excellent collection of print material as well as showing documentary films throughout the day in our large meeting room.

### **Youth Services**

- Family Board Game Night was positively received by the library's customers.

## **BACH**

### **Youth Services**

- A fifth grade class from New Scotland Elementary came for their monthly visit to the library and learned about how to judge the authority of websites used for homework projects.
- Scotia-Glenville Traveling Museum was a guest provider of our Saturday Science and Technology for Kids program.
- Staff and patrons commemorated Martin Luther King Jr. Day by making an interactive display. They put up a large poster of Dr. King and invited people to post words that signify his work in the fight for civil rights. Quite a number of adults and kids took part (no room left on the board).

## **DELAWARE**

Note: The branch was relatively quiet the month of January and the few programs that were planned had to be cancelled due to the weather.

### **Adult Services**

- Albany Fire Department History Presentation generated a lot of interest with a full registration of 40 and sizeable waiting list.

### **Youth Services**

- Tutoring was on hiatus until the tutors (students from the Albany College of Pharmacy & Health Sciences) students returned to school. They have only been back a week and so far, due to weather and testing, there have been several cancellations.
- Story time has had steady attendance this month and the Play and Grow program is going well. Parents have enjoyed hanging out with in the large meeting room and visiting while children are playing.

## **HOWE**

### **Adult Services**

- The popular "Sew! What?" program providing sewing machines and basic instruction is back in session with the help of community volunteers.
- Before hours one-on-one computer help has started.

### **Youth Services**

- "This was the best day in the library," said a five-year-old patron after participating in the Off the Grid program.

- Outreach story time was minimal this month due to school resuming after the holiday break and providing coverage for sick library staff.

## **NORTH ALBANY**

### **Adult Services**

- Two part-time library assistants have been hired to replace the previous full-time library assistant.
- As all APL staff prepares to make the migration to the Sierra system, as well as the Dewey Decimal system in the branches, North Albany staff is focusing on weeding its non-fiction collections.
- Chess Club is now officially the first and third Wednesdays of each month. There are a steady number of patrons who attend each week, as well as more people showing interest in attending in the future.

### **Youth Services**

- Weekly story time for the YMCA daycare and North Albany Academy pre-K classes continue. We hope to increase children's programming at the branch now that two library assistants have been hired.

## **PINE HILLS**

### **Youth Services**

- The librarians and interns have been working on putting some of the picture books into 8 categories to make books on popular topics (trucks, alphabet) easier for patrons and non-children's librarians to find. The children's room at Washington Ave. has done something similar.
- Librarians have begun conversations with the Albany Community Action Partnership to deliver story times to the day care classes. Because of the number of classes, this will involve librarians from multiple locations.

### **Adult Services**

- Continue to receive entries for the art exhibition writing contest.
- Lots of requests for program and study rooms.
- Have been weeding diligently to get collections cleaned up before the switchover to Sierra.
- Both Capital CarShare and the Radix Center are tabling here this month to spread the word about their programs.

## **WASHINGTON AVE.**

### **Adult Services**

- Albany Made committee has been working hard to test equipment and create samples of items that can be created in the Albany Made Creative Lab. A series of "Pop-up Open Houses" will be scheduled in February to offer room tours, demonstrations, and small-scale guided projects (dates TBD very soon). Regularly scheduled hours will begin immediately after the launch of Sierra.

- Staff met with Historic Albany Foundation to start the library's efforts to digitize their full collection of house histories. These should be available to the public by the middle of the year.

#### **Youth Services**

- "Game Jam" for teens took place on Martin Luther King Jr. Day with nine teens making their own video games, coached by professionals from RPI and 1st Playable Productions. One teenage girl enjoyed the program so much she attended the 48-hour "Global Game Jam" held at UAlbany the following weekend.
- After a year of activities, the "1st Saturday for Families" program continues to draw large audiences to its musical/movement programming.

## **OPERATIONS**

### **AUTOMATION**

- Prepared for Sierra migration
- Moved Bach security gate to Washington Avenue
- Worked on upgrades for web site, Evanced calendaring system, and SAM computer management systems
- Deployed WiiU and Xbox systems at all sites
- Prepared for tax assistance programs
- Vendor demos for self-check and password management systems
- Started network switch upgrade process
- Albany Made set up, documentation and training work

### **COMMUNITY ENGAGEMENT**

- About 40 volunteers worked 250 hours at APL locations in January.
- A free ice skating February break event was planned with city's Department of Recreation at Swinburne Skating Rink on Feb. 16
- **Bach Branch:** Did story times for classes at New Scotland Elementary School; met with Center for Disability Services staff and held story times there
- **Delaware Branch:** Discussed teen engagement with Albany Department of Recreation. Discussed teen programming with APD neighborhood engagement officer. Exploring options for a story time series for autistic children.
- **Howe Branch:** Conducted story times for Head Start classes and Albany Free School. Met with Historic Cherry Hill about establishing partnership with APL and other organizations in South End neighborhood. Met with Planned Parenthood of the Capital District about possibility of classes and counseling on sexual health for teens at the library. Scheduled winter break workshop with Schenectady Aeroscience Museum. Boys and Girls Club satellite location at Giffen Elementary School would like chapter books for 5th and 6th graders. Met with CDPHP about organization using library meeting room space for wellness and nutrition classes.
- **North Albany Branch:** Story times offered to daycare center at YMCA.
- **Pine Hills Branch:** Community Compost Initiative, part of Radix Center, and Capital CarShare had information tables at branch. Multiple story time visits to Eagle Point Elementary. Held e-book lab with Albany High School librarian. Will present a nine-week

session at the Baby Institute from mid-January through the end of March where talk about early literacy interaction with babies and deliver a story time to babies and parents. Two visits to Westview Senior Center.

- **Washington Ave. Branch:** Youth Services partnered with 1st Playable Productions and the Games and Simulation Arts and Sciences Department at RPI on Game Jam program.

### **COLLECTION MANAGEMENT**

- Filled full-time clerk position but part-time clerk vacancy is not being filled at this time
- Migration to Sierra was delayed at least four weeks (late March), which forced some changes to the CMS calendar and workflow, but also allows for more time to prepare
- Using Central Book Aid, we purchased the new Overdrive NOOK downloadable magazine platform for UHLS. Based on our experience with the most popular Zinio titles, we ordered 66 of the available Overdrive NOOK magazines. We also purchased three additional titles using our own funds. APL, and any UHLS member library, can purchase additional e-magazine titles (if they are available through this platform) throughout the year with a pro-rated cost and a Dec. 31 expiration.
- Due to the roll back of the Sierra migration schedule, CMS plans to work on switching the North Albany branch back to Dewey in mid-February.
- We will make some staffing adjustments in late summer to accommodate the expected maternity leave for a librarian who is pregnant.

### **FACILITIES**

- Program space on second floor of Washington Ave. will be finished shortly
- Most other Washington Ave. projects are finished, with exception of doors on two newest study rooms and leftover painting, which will be completed the week of Feb. 2
- Annual building inspection took place with code enforcement officials and all branches passed with no violations found
- Four dead trees (one elm, one black walnut, two maples) were removed from Bach courtyard on Jan. 28

### **FINANCE**

- Conducted first pass review of proposed 2016 budget with Finance Committee
- Auditors from Bonadio met with executive director

### **HUMAN RESOURCES**

#### **Personnel Changes**

- 1 FT library clerk promoted to FT library assistant
- 1 PT library assistant resigned
- 1 PT library page resigned
- 2 PT library clerks promoted to 2 PT library assistants
- 2 PT library assistants hired (new)
- 1 PT library clerk promoted to FT library clerk
- Changed title of 1 account clerk to human resources technician
- Mailed out canvas letters to hire 4 PT library clerks

**Staff Survey**

- Began staff company-wide survey with SHRM

**Workers Compensation**

- Completed annual reports for NYS

**Health Insurance**

- Completed certified payroll for 2015

**Staff Development Day**

- Committee met to begin 2015 staff development planning

**Wellness**

- Wellness Committee met with CDPHP representative to begin 2015 Wellness Calendar
- Scheduled weight loss challenge with staff to begin in February
- Scheduled Weight2Be, weight loss guidance workshops with CDPHP to run during the weight loss challenge
- Began plans to bring a staff gym to Washington Avenue Branch for all staff

**Business Office**

- Began supervision of HR Technician
- Began moving supplies to new supply closet area with Business Office Team
- Began cleaning out HR closet with Business Office Team
- Began regular scheduled meetings with Business Office Team (Finance & HR Dpt.)

**Staff Training**

- 58 staff members attended a total of 116 hours of Professional Development. The two topics covered were Census Records Access and Sierra Circulation Training.

**PUBLIC RELATIONS**

- **Messaging:** Working with OrangeBoy to get Savannah messaging up-to-speed for our uses. First message sent to all cardholders with email addresses helped us gain Facebook followers.
- **Media Relations:** Planned media event/ribbon cutting for new YS Room at Washington Ave. Press releases on: tax assistance, YS event, author talks, local history program, and small business workshops. Executive director's weekly blog debuted on Times Union, prompting some media interest, which we are pursuing.
- **Publications:** Completed March/April program guide. Also materials promoting tax assistance program, Albany Made, ice skating party, etc.
- **Social Media:** Growth continued with five percent increase in Facebook, 2 percent increase in Twitter, and 9 percent increase in Instagram during January. Notable Facebook engagement about executive director's TU blog and YS room at Washington Ave. Notable Twitter engagement about #WhatLibrariesDo and "get music bios at the library." Top Instagrams with over 30 ♥s including "reading is snow much fun," cave art at Bach, and teen gaming.
- **Website:** Overit team working on site development and APL team working on content.

## **INCIDENT REPORTS & COMMENT CARDS**

**Incident Reports:** 32 total incidents (17 youth and 15 adult)

- 8 were of a violent nature (items thrown, threatening staff verbally, knife pulled outside library)
- Emergency Personnel were called in 9 times (intoxication, medical issues, and aggressive patrons)
- Breakdown by Branch:
  - Washington Ave - 20
  - Howe – 5
  - Pine Hills – 3
  - Arbor Hill/West Hill – 2
  - Delaware – 2
  - North Albany – 0
  - Bach – 0

**Comment Cards:** 3 positive comments for Arbor Hill/West Hill; 1 positive comment for Pine Hills; 3 suggested titles; 16 general suggestions; 3 were personally responded to

## **DIRECTOR'S CALENDAR**

1/2: UHLS DA

1/7: Refugee Roundtable Leadership

1/9: School Librarian Albany High School

1/12: Whiteman Osterman & Hanna's Public Affairs Roundtable Breakfast

1/14: State of the City

1/15: Center Square Neighborhood Association

1/23: Assemblymember Patricia A. Fahy Open House

1/26: Refugee Roundtable

1/26: Friends of the Albany Public Library

1/27: Albany Public Library Foundation

1/28: Grassroots Givers

1/30: Brothers Keeper Summit

**Albany Public Library**  
**Monthly Statistical Report**  
**January 2015**

**Circulation by Material Type (all locations)**

	Jan '14	Change	Jan '15	YTD 2014	Change	YTD 2015
Audiobook	7,056	-10%	6,331	7,056	-10%	6,331
Fiction	12,448	-2%	12,259	12,448	-2%	12,259
Nonfiction	11,037	-1%	10,977	11,037	-1%	10,977
Children's	15,152	-4%	14,562	15,152	-4%	14,562
Video	45,228	-4%	43,599	45,228	-4%	43,599
Periodicals	1,519	-22%	1,191	1,519	-22%	1,191
Overdrive Dnld	3,225	34%	4,331	3,225	34%	4,331
Other Dnld	413	18%	487	413	18%	487
<b>Total</b>	<b>96,078</b>	<b>-2%</b>	<b>93,737</b>	<b>96,078</b>	<b>-2%</b>	<b>93,737</b>

**Circulation by Location**

	Jan '14	Change	Jan '15	YTD 2014	Change	YTD 2015
Arbor/West	7,323	6%	7,738	7,323	6%	7,738
Bach	10,103	1%	10,164	10,103	1%	10,164
Delaware	10,938	-9%	9,963	10,938	-9%	9,963
Howe	8,777	-3%	8,480	8,777	-3%	8,480
Washington	36,242	1%	36,581	36,242	1%	36,581
North Albany	3,345	-8%	3,087	3,345	-8%	3,087
Pine Hills	19,350	-8%	17,724	19,350	-8%	17,724
<b>Total</b>	<b>96,078</b>	<b>-2%</b>	<b>93,737</b>	<b>96,078</b>	<b>-2%</b>	<b>93,737</b>

**Computer Use**

	Jan '14	Change	Jan '15	YTD 2014	Change	YTD 2015
Arbor/West	1,641	-13%	1,435	1,641	-13%	1,435
Bach	1,182	-1%	1,170	1,182	-1%	1,170
Delaware	1,387	6%	1,467	1,387	6%	1,467
Howe	1,806	20%	2,172	1,806	20%	2,172
Washington	6,078	-11%	5,427	6,078	-11%	5,427
North Albany	642	0%	643	642	0%	643
Pine Hills	2,266	-1%	2,248	2,266	-1%	2,248
<b>Total</b>	<b>15,002</b>	<b>-3%</b>	<b>14,562</b>	<b>15,002</b>	<b>-3%</b>	<b>14,562</b>

**WiFi Use**

	Jan '14	Change	Jan '15	YTD 2014	Change	YTD 2015
Arbor/West	-	%	2,727	-	%	-
Bach	-	%	2,678	-	%	-
Delaware	-	%	2,852	-	%	-
Howe	-	%	4,383	-	%	-
Washington	-	%	17,836	-	%	-
North Albany	-	%	1,745	-	%	-
Pine Hills	-	%	4,943	-	%	-
<b>Total</b>	<b>-</b>	<b>%</b>	<b>37,164</b>	<b>-</b>	<b>%</b>	<b>-</b>



Reference Transactions						
	Jan '14	Change	Jan '15	YTD 2014	Change	YTD 2015
Arbor/West	567	4%	590	567	4%	590
Bach	494	14%	562	494	14%	562
Delaware	1,366	11%	1,513	1,366	11%	1,513
Howe	1,069	53%	1,633	1,069	53%	1,633
Washington	6,777	-28%	4,885	6,777	-28%	4,885
North Albany	307	29%	396	307	29%	396
Pine Hills	1,611	55%	2,499	1,611	55%	2,499
<b>Total</b>	<b>12,191</b>	<b>-1%</b>	<b>12,078</b>	<b>12,191</b>	<b>-1%</b>	<b>12,078</b>

Visitors						
	Jan '14	Change	Jan '15	YTD 2014	Change	YTD 2015
Arbor/West	5,206	5%	5,449	5,206	5%	5,449
Bach	5,857	3%	6,008	5,857	3%	6,008
Delaware	6,953	-2%	6,846	6,953	-2%	6,846
Howe	6,421	29%	8,266	6,421	29%	8,266
Washington	33,809	0%	33,782	33,809	0%	33,782
North Albany	3,407	-7%	3,177	3,407	-7%	3,177
Pine Hills	10,037	-5%	9,534	10,037	-5%	9,534
<b>Total</b>	<b>71,690</b>	<b>2%</b>	<b>73,062</b>	<b>71,690</b>	<b>2%</b>	<b>73,062</b>

New Borrower Registrations						
	Jan '14	Change	Jan '15	YTD 2014	Change	YTD 2015
Arbor/West	54	9%	59	54	9%	59
Bach	52	67%	87	52	67%	87
Delaware	78	-53%	37	78	-53%	37
Howe	38	-3%	37	626	-94%	37
Washington	356	-29%	253	356	-29%	253
North Albany	10	50%	15	10	50%	15
Pine Hills	103	11%	114	103	11%	114
<b>SubTotal</b>	<b>691</b>	<b>-13%</b>	<b>602</b>	<b>1,279</b>	<b>-53%</b>	<b>602</b>
<b>New E-Patrons</b>	139	-9%	127	139	-9%	127
<b>Total</b>	<b>830</b>	<b>-12%</b>	<b>729</b>	<b>1,418</b>	<b>-49%</b>	<b>729</b>

Hours of Operation						
	Jan '14	Change	Jan '15	YTD 2014	Change	YTD 2015
Arbor/West	172	-1%	170	172	-1%	170
Bach	172	-1%	170	172	-1%	170
Delaware	172	-1%	170	172	-1%	170
Howe	172	-1%	170	172	-1%	170
Washington	268	-1%	264	268	-1%	264
North Albany	172	-1%	170	172	-1%	170
Pine Hills	172	-1%	170	172	-1%	170
<b>Total</b>	<b>1,300</b>	<b>-1%</b>	<b>1,284</b>	<b>1,300</b>	<b>-1%</b>	<b>1,284</b>

**Implementation and Status of ED Performance Goals**  
**Updated: January 2015**

<b>Develop a process to monitor and evaluate staff morale to include satisfaction surveys, exit interviews and regular reporting of turnover rates and key staff changes to the Board of Trustees.</b>			
<b>Develop Staff Survey</b>	<b>Planned</b>	<b>Implemented</b>	<b>Completed</b>
• Work with HR Dept. to identify outside agency for staff survey	9/14	9/14	9/14
• Create staff survey to be distributed to staff	11/14	11/14	9/14
• Distribute survey	12/14	2/15	
• Analyze data	12/14	3/15	
• Decision on how often survey will be done	12/14	4/15	
<b>Report to Board Turnover Rates and Key Staff Changes</b>	<b>Planned</b>	<b>Implemented</b>	<b>Completed</b>
• This is now a part of the director's report submitted to the board on a monthly basis.	6/14	8/14	9/14
<b>Off Boarding Process</b>	<b>Planned</b>	<b>Implemented</b>	<b>Completed</b>
• Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey.	2/15		
<b>Complete an assessment of staff diversity and implement a plan to fill gaps.</b>			
<b>Develop Staff Census</b>	<b>Planned</b>	<b>Implemented</b>	<b>Completed</b>
• Create staff census	8/14	9/14	Ongoing
• HR work with EOM to accurately report staff ethnicity	9/14	9/14	Ongoing
<b>Civil Service</b>	<b>Planned</b>	<b>Implemented</b>	<b>Completed</b>
• Work with Municipal Civil Service on residency points or requirements for several positions	7/14		
• Work with Municipal Civil Service to change the nature of the clerk exam.	6/14		
<b>Outreach</b>	<b>Planned</b>	<b>Implemented</b>	<b>Completed</b>
• Create plan with Outreach Coordinator to reach out to organizations for purpose of educating members of the community about job opportunities.	10/14		

Execute the Strategic Plan while developing a strong process to measure outcomes.			
<b>Director's Report</b> <ul style="list-style-type: none"> <li>Develop new version of director's report that includes statistical analysis</li> <li>Reassign a position in CMS to collect and distribute statistical data</li> </ul>	Planned	Implemented	Completed
	6/14 8/14	8/14 10/14	Ongoing Ongoing
<b>Reorganization</b> <ul style="list-style-type: none"> <li>Create service areas, and additional head of branch services, to oversee operation and budget of branches.</li> <li>Create leadership team whose job is to examine and make decisions based on the strategic plan</li> </ul>	Planned	Implemented	Completed
	8/14 9/14	8/14 9/14	8/14 9/14
<b>Orange Boy dashboard implementation</b> <ul style="list-style-type: none"> <li>Create dashboard</li> <li>Launch multi-level dashboard</li> </ul>	Planned	Implemented	Completed
	10/14	12/14	

Develop and implement a Quality Management Program to include a process for evaluating and improving process efficiency.			
<b>Budget</b> <ul style="list-style-type: none"> <li>Create and approve Budget Modification Policy</li> <li>Develop system of budget reporting by quarter</li> <li>Assign budget responsibility to Branch Managers for their Service Area</li> </ul>	Planned	Implemented	Completed
	12/14	12/14	12/14
	12/14	1/15	
	12/14	12/14	

Establish a process for employee development.			
<b>Continuing Education Tracking</b> <ul style="list-style-type: none"> <li>Create tracking mechanism for staff development hours</li> </ul>	Planned	Implemented	Completed
	9/14	9/14	Ongoing

Develop an integrated approach to civility and safety in the workplace.			
<b>Incident Reports</b> <ul style="list-style-type: none"> <li>Develop written procedure for incident reports</li> </ul>	Planned	Implemented	Completed
	12/14	12/14	12/14

\*Please note that this is a working document and there will be additions. These are only the actions that have been planned, implemented or completed.

# Policy Master List

Updated 1/6/15

## Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
<b>SAFETY</b>							
Safety Mission Statement	X		X		July 2014	July 2016	Safety Cmt.
First Aid	X		X		July 2014	July 2016	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		July 2014	July 2016	Safety Cmt.
Hazard Communications Standard	X			June 2015			To Be Created (Federal Changes)
Emergency Action Plan for Each Building		X		Jan. 2015			Safety Cmt.
Employee Safety	X		X		Dec. 2012	Dec. 2014	Safety Cmt.
Workplace Violence Prevention and Incident Reporting	X		X		Mar. 2013	Mar. 2015	Safety Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
<b>SERVICES TO PUBLIC</b>							
Social Media	X		X		April 2014	April 2016	Web Devel. Cmt.
Website Privacy	X		X		April 2014	April 2016	Web Devel. Cmt.
Main Library Closing		X	X		Jan. 2014	Jan 2015	Public Serv. Cmt.
Fine Limit		X	X		Jan. 2014	July 2014	Public Serv. Cmt.
Library Card Registration		X					Public Serv. Cmt. – On hold until new ILS
Overdue Fine Structure		X	X		Nov. 2013	July 2014	Public Serv. Cmt.
Children's Card		X	X		June 2014		Public Serv. Cmt.
Banning Re-Entry		X	X		Oct. 2013	Oct. 2015	Safety Cmt.
Wireless Use	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Tutoring	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Displays, Exhibits & Public Notices	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Internet Use	X		X		April 2014	April 2016	IT Dept.
Meeting Room Use	X		X		Jan. 2010	May 2016	Public Serv. Cmt.
Materials Selection	X		X		Dec. 2012	Dec. 2014	CMS
Behavior	X		X		April 2014	April 2016	Safety Cmt. / Public

Public Comments at Board Meetings	X		X		Dec. 2012	Dec. 2014	Board
Tobacco Use	X		X		June 2014	June 2016	Safety Cmt.
Art Exhibition	X		X		Apr. 2013	Apr. 2015	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2014	Oct. 2016	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		Dec. 2012	Dec. 2014	HR
Confidentiality of Records	X		X		April 2014	April 2015	Web Devel. Cmt.
Service to Children	X		X		Dec. 2012	Dec. 2014	Public Serv.
Public Access to Library Information and Records	X		X		Dec. 2012	Dec. 2014	Web Devel. Cmt.
Albany Made	X		X		Nov. 2014		Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
<b>INTERNAL</b>							
Comp Time and Flex Policy for Admin Staff	X		X		Oct. 2013	Oct. 2015	HR
Travel Reimbursement (policy and form)	X		X		Mar. 2014	Mar. 2015	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2014	Dec. 2016	Admin
Purchasing	X		X		Aug. 2012	Aug. 2014	Finance Office
Whistle Blower	X		X		Nov. 2014		Admin – P&G
Conflict of Interest	X		X		Nov. 2014		Admin – P&G

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date of Review	Comments
<b>BOARD</b>							
Board Member Excused/Absent	X		X		Feb. 2014	Feb. 2016	Board
Fund Balance	X		X		Oct. 2013	Oct. 2015	Board
Reserve Fund	X		X		Nov. 2014		Board Finance
Board Member Expectations		X	X				Board
Board Code of Conduct	X		X				Board

Created by:  
Brad Rose Landscaping, Inc  
3609 River Road  
Rensselaer, NY 12144



Created for:  
Albany Public Library ~ Howe Branch  
105 Schuyler Street  
Albany, NY 12202

Library / Back side of the library

Schuyler Street



# **Brad Rose**

## *Landscaping Inc.*

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January 9, 2014

Albany Public Library  
161 Washington Avenue  
Albany, NY 12210

Re: Howe Branch

Dear Scott, Dan & Melanie:

Thank you for considering Brad Rose Landscaping for your landscaping project. To follow please find the scope of work, total cost(s) associated with the project and all policies enforced by Brad Rose Landscaping.

**Scope of Work:**

Once the building is removed and the terrain is brought to an even grade BRL proposes to purchase, deliver and install a new landscaping much like the visual attached. The 3,750 square foot space will be transformed into a public garden that consists of grassy terrain, paver walkway with seating area, trees to cast shade and small shrubs, both evergreen and blooming with some roses for color.

We propose to plant (3) large maple trees at a 10' initial height, (12) 4' Emerald Green Arborvitae, (6) 3 gallon Knock Out Roses, (5) 3 gallon Weigela shrubs, and (10) 3 gallon Boxwood evergreen shrubs. Weed barrier and mulch will be used around the plantings for optimal success.

The grassy surface will consist of 1,800 square feet of sod and the walkway with a seating patio area will consist of 225 square feet of pavers.

The price includes all the labor, materials and supplies needed to complete all the different landscapes.

**The total cost with labor and materials is \$22,311.46.**

For your protection we are a fully insured professional corporation that carries all required New York State Workers Compensation coverage. We can also supply references upon request. Our goal is to surpass your expectations and leave your property looking beautiful. If at any time you have any questions, comments or concerns about the service you are receiving please do not hesitate to contact us at (518) 426-9315 or via email at [srose-leonard@hotmail.com](mailto:srose-leonard@hotmail.com)

**Cancellation Policy:**

If for any reason you would like to cancel our service you must notify us in writing of your decision and we will return your deposit less the cost of any materials purchased for your project and less a 20% fee. Your written cancellation request must be received no later than (10) calendar days prior to the start of your project. If you fail to notify us in the time allowed your entire deposit will be forfeited.

# **Brad Rose**

## *Landscaping Inc.*

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### **Warranty Policy:**

A one year limited warranty is given on all hardscaping materials, newly planted trees, shrubs and perennials from the date of install. The warranty includes a free one time replacement on each item which will be of equal size, shape & species but does not include the labor needed to replace the item in question. The labor cost is \$165.00 per hour with a one hour minimum cost. It is the client's responsibility to water and care for the newly planted and installed items and materials properly. No warranty is given on any transplants, seeding, over-seeding, sod installation and hydro-seeding.

### **Payment & Deposit Policy:**

All contracted work requires a 50% deposit upon acceptance. Please make checks payable to Brad Rose Landscaping. All deposits will be held until you are notified of your project start date which is generally 7-10 days in advance. Once your start date has been communicated we will deposit your check. All returned checks or declined credit cards are subject to a \$25.00 fee as well as any costs charged by the financial institution to Brad Rose Landscaping. If you choose to pay via credit card an additional 3% fee will be added to the total price. The remaining balance is due upon completion of the project. This contract and all pricing within are valid for (30) thirty days from date outlined above.

### **Capital Improvement:**

If your project is considered a Capital Improvement it is the home or business owner's responsibility to fill out in completion the required New York State ST-124 form and submit it to us with final payment. If we do not receive the form it is the Client's responsibility to pay the sales tax amount due on the project.

### **Dig Policy:**

If necessary, Brad Rose Landscaping will notify New York Dig Safe prior to the start of your project to ensure all underground utilities are marked and cleared. It is the homeowner's responsibility to mark any privately owned utilities such as but not limited to; electric, lighting; water and sewer lines, drainage, sprinkler heads, sprinkler lines, invisible dog fence and PVC piping that are not covered by Dig Safe. Once all lines have been marked, if at any time during the course of your project a disruption in service should occur Brad Rose Landscaping is released from all costs and damages associated with the disruption and cannot be held liable in any manner.

### **Licenses & Permits:**

The homeowner / business owner assumes all responsibility with following any and all city, town and village rules and regulations pertaining to filing, applying and paying for any permits or licenses that may be needed in order to implement the contract within.

### **Acceptance of Proposal:**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Brad Rose Landscaping is authorized to do the work as specified. *Please retain one copy for your records and return one executed copy in the enclosed envelope with your deposit.* Again, I thank you for contacting us and look forward to working with you.

**Although we strive not to deviate from the proposed list below there are times when we must make alternative decisions based on Nursery stock and availability. Therefore, Brad Rose Landscaping reserves the right to substitute any of the variety for a similar shape, size, color, and cost.**

**Date of Acceptance:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



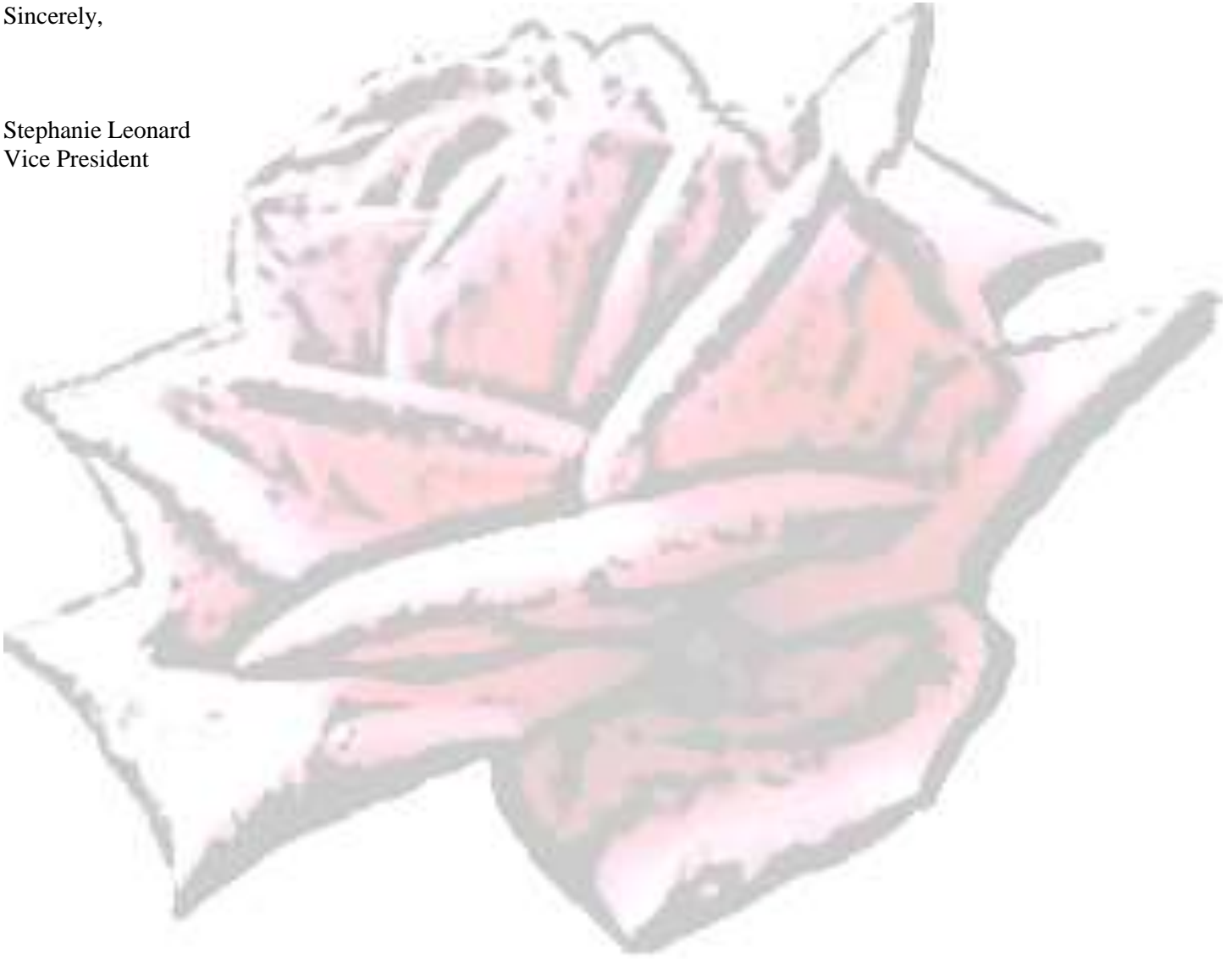
# **Brad Rose**

## *Landscaping Inc.*

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Sincerely,

Stephanie Leonard  
Vice President





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**Narrative**

**Project Manager:** Dan Altheiser

**Start Date:** Spring 2015

**Projected End Date:** Summer 2015

**Projected Budget:** \$69,391.46

**Actual Budget:**

<b><u>Description</u></b>	<b><u>Vendor</u></b>	<b><u>Start Date</u></b>	<b><u>Invoice #</u></b>	<b><u>Pay Date</u></b>
Demolition Proposal - \$29,850.00				
Asbestos Air Monitoring Proposal - \$4,000.00				
Temporary Fencing Proposal - \$910.00				
Final Permanent Fencing Proposal - \$12,320.00				
Landscaping Design and Installation Proposal - \$22,311.46				

# Progress Made On APL Strategic Goals



**Youth**

**By 2015/16, increase by 25% the number of K-12 students in Albany who have active library cards.**

As of January 2015, we had a 37% increase in active children's cards

**By 2015/16, increase library participation by 25% in child- and family- focused community outreach events and programs.**

We had a 25% increase in outreach events from 2013 to 2014.

**By 2015/16, increase by 5% the number of individuals receiving income tax assistance at the library's assistance centers each filing season.**

There was a 35% increase in individuals receiving tax assistance from 2013 to 2014.



**Jobs & Literacy**



**Main Library**

**By 2016/17, Main library building renovation concepts are developed.**

New carpeting, lighting, chiller, Youth Services Space, Maker Space, Study Rooms, Community Room, & additional seating have been completed.

**By 2016/17, the library Board forms an exploratory committee to study options for funding Main library renovation.**

Board created a Buildings and Grounds Committee

**By 2015/16, the library creates a new brand position and strategy.**

By March 2015, our new website will be live with our new logo and brand image.

**By 2015/16, the library deploys board and management resources to leverage brand in the community and region.**

Attendance by management at community groups, media interviews, Foundation Gala, Community Appeals and Executive Director's Blog with the Times Union.

**By 2015/16, the library utilizes "digital" channels (Facebook, Twitter, etc.) to manage critical clusters.**

We streamlined our social media accounts and now have almost 2000 followers on Facebook



**Brand Development**



# STRATEGIC PLAN



Albany  
Public  
Library

OCTOBER 3, 2013



# OUR PROMISE



Albany  
Public  
Library

## ENGAGING OUR COMMUNITIES. MEANINGFULLY.

**APL's engagement generates outcomes that make a meaningful difference in the lives of individual community members while serving Albany's broader educational and economic interests. Our communities possess separate and distinct personalities. While each stands unique, learning represents a core value to all. Our service spectrum allows community members to address their specific learning needs. We work with the very young to prepare for formal learning in schools, adults who seek to improve employability through our skills development opportunities, and readers who simply enjoy a good book.**



# YOUTH



Albany  
Public  
Library

## THE LIBRARY CREATES GENERATIONS OF LIFELONG LEARNERS.

We provide children and teens with materials, experiences and interactions that fuel their natural curiosity and love of learning. Children, parents and caregivers who use the library are empowered to continually build and gain knowledge.

### TARGET CLUSTERS:



Brainy Bunch



Rising Stars



Bright Future

### TARGET BRANCHES:

- Arbor Hill/West Hill
- Howe
- North Albany
- Main

### METRICS:

**By 2015/16, increase by 25% the number of K-12 students in Albany who have active library cards.**

### STRATEGIES:

- Increase opportunities for children/teens to establish & maintain active library cards by reducing barriers
- Increase school/library collaboration
- Standardize offering and implementation of children/teen services and programming system-wide
- Investigate the association of active library cardholders and school performance in Albany schools



**Albany**  
**Public**  
**Library**



**By 2015/16, increase by 25% the number of children (birth to age 18) attending library-sponsored programs.**

**STRATEGIES:**

- Create product and service model to align programming with community needs
- Develop family-centric marketing strategies
- Align budget and staffing resources

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**By 2015/16, increase library participation by 25% in child- and family- focused community outreach events and programs.**

**STRATEGIES:**

- Establish procedures for identifying community organizations/outreach events
- Align budget and staffing resources

# JOBS & LITERACY



Albany  
Public  
Library

## THE LIBRARY EMPOWERS COMMUNITY MEMBERS TO PARTICIPATE IN THE LOCAL AND GLOBAL ECONOMY.

**The library is a leading center for employability resources, services and skills development. Programming focuses on improving digital and financial literacy.**

### TARGET CLUSTERS:



Staying Connected



Inquisitive Minds

### TARGET BRANCHES:

- Main

### METRICS:

**By 2015/16, 60% of Public Computing Services program attendees gain Digital Literacy and/or Workforce Development Skill.**

### STRATEGIES:

- Staff PCC at Main library for a minimum of 20 hours/week
- Upgrade hardware/software/network access
- Implement intake survey
- Increase communication with attendees (e-mail follow-up)
- Survey cardholders annually to assess skill development needs





**Albany  
Public  
Library**



**By 2015/16, increase by 5% the number of individuals receiving income tax assistance at the library's assistance centers each filing season.**

**STRATEGIES:**

- Provide staff/space/technology needed to maximize our income tax assistance services
- Place key staffers at each site trained/prepared to support all VITA volunteers

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**By 2015/16, 80% of participants report a high level of satisfaction with financial literacy programming.**

**STRATEGIES:**

- Establish standards to ensure the quality of program providers
- Create an evaluation process to measure patron satisfaction

# MATERIALS & PROGRAMS



Albany  
Public  
Library

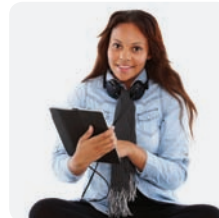
## THE LIBRARY ENRICHES OUR COMMUNITY THROUGH ACCESS TO MATERIALS AND PROGRAMS.

**The library connects and engages people with resources, content and experiences. Access to library materials, programs and services in current and emerging formats enriches their lives.**

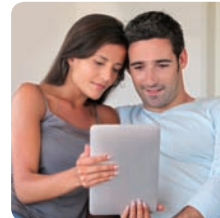
### TARGET CLUSTERS:



Heavyweights



Transitionals



Digitarians



Occasionals

### TARGET BRANCHES:

- Bach
- Pine Hills
- Delaware

### METRICS:

**By 2015/16, 75% of programs offered generate a positive ROI based on the cost recovery model (program cost/market recovery rate).**

### STRATEGIES:

- Implement marketing processes to broaden our base of program participants
- Develop and implement a product and service development model to align programming with community/neighborhood needs



Albany  
Public  
Library



**By 2015/16, 80% of library users report that access to library materials meets their needs.**

**STRATEGIES:**

- Reduce barriers to accessing materials
- Develop system-wide merchandising strategy
- Create digital strategy to enhance 24/7 access to library

# MAIN LIBRARY



Albany  
Public  
Library

## MAIN LIBRARY SERVES AS A CENTER OF COMMUNITY.

**Main provides an environment to promote community collaboration. This dynamic facility is comfortable and efficient; it provides communal space, technology and special collections.**

### TARGET CLUSTERS:



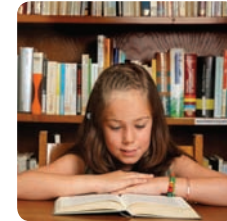
Staying Connected



Inquisitive Minds



Brainy Bunch



Rising Stars



Bright Future

### TARGET BRANCHES:

- Main

### METRICS:

**By 2016/17, Main library building renovation concepts are developed.**

#### STRATEGIES:

- Create a working group to identify the functional requirements for Main library
- Retain consulting services to develop viable renovation concepts

**By 2016/17, the library Board forms an exploratory committee to study options for funding Main library renovation.**

#### STRATEGIES:

- Identify and cultivate pool of potential community leaders to serve on the exploratory committee
- Develop infrastructure to support expanded fundraising efforts

# BRAND DEVELOPMENT



Albany  
Public  
Library

## APL IS A MAJOR STAKEHOLDER IN COMMUNITY BUILDING.

**The City of Albany and the Capital District recognize the library as a vital community partner. This places the library in the forefront whenever key community discussions take place.**

### **METRICS:**

**By 2015/16, the library creates a new brand position and strategy.**

### **STRATEGIES:**

- The library launches a system-wide brand development effort
- The library rolls-out new brand internally and externally

**By 2015/16, the library deploys board and management resources to leverage brand in the community and region.**

### **STRATEGIES:**

- Create position “statements” for the library to advocate
- Identify critical community forums for board and management to address

**By 2015/16, the library utilizes “digital” channels (Facebook, Twitter, etc.) to manage critical clusters.**

### **STRATEGIES:**

- Create a customer relationship management implementation strategy
- Develop a “digital” channel management plan

## 2016 APL Finance Committee Proposed Timeline

<u>Schedule</u>	
<b>First pass 2014</b>	<b>Wednesday, January 28, 2015</b>
<b>First Pass of 2015 Estimate Versus Budget</b>	<b>Wednesday, January 28, 2015</b>
<b>First Pass of 2015 Budget Versus 2014 Estimate and 2015 Estimate in 5 Yr. plan</b>	<b>Wednesday, January 28, 2015</b>
<b>Discussion of Proposed Changes 2015 &amp; 2016</b>	<b>Wednesday, January 28, 2015</b>
<b>Set Up Another Meeting Before the February Board meeting Suggested Date</b>	<b>Wednesday, February 4, 2015</b>
<b>Review Full Budget with Board</b>	<b>Tuesday, February 10, 2015</b>
<b>Finance Committee Meets if Required</b>	<b>Wednesday, February 25, 2015</b>
<b>Full Budget Presentation to Board &amp; Passage</b>	<b>Tuesday, March 10, 2015</b>

Increase %	Tax Levy	Tax	<u>Amount Of Assessed</u>							
			<u>\$100K</u>	<u>\$130K</u>	<u>\$150K</u>	<u>\$200K</u>	<u>\$250K</u>	<u>\$300K</u>	<u>\$350K</u>	<u>\$400K</u>
0%	8,288,077	1.545	154.46	200.79	231.68	308.91	386.14	463.37	540.60	617.83
1%	8,370,958	1.560	156.00	202.80	234.00	312.00	390.00	468.00	546.00	624.00
1.3%	8,395,822	1.565	156.46	203.40	234.70	312.93	391.16	469.39	547.62	625.86
1.5%	8,412,398	1.568	156.77	203.81	235.16	313.55	391.93	470.32	548.71	627.09
1.6%	8,420,686	1.569	156.93	204.01	235.39	313.86	392.32	470.78	549.25	627.71
1.8%	8,437,262	1.572	157.24	204.41	235.85	314.47	393.09	471.71	550.33	628.95
2%	8,453,839	1.575	157.55	204.81	236.32	315.09	393.86	472.64	551.41	630.18

	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>	<b>2015</b>	<b>2015 Mod.</b>	<b>Proposed</b>	<b>Assumptions</b>
	<b><u>2014</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>2016 Budget</u></b>	
SUPPORT AND REVENUE							
Tax Levy - Library Operations	6,434,764		6,434,764		6,434,764	6,567,373	
Tax Levy - Branch Improvement Plan	<u>1,854,313</u>		<u>1,853,313</u>		<u>1,853,313</u>	<u>1,853,313</u>	
TOTAL TAX LEVY	8,289,077	8,289,077	8,288,077	0	8,288,077	8,420,686	1.6% Increase
OTHER REVENUE							
NYS Grants	197,000	219,347	197,000		197,000	187,150	5% Down
Federal Grants	38,000	41,234	38,000		38,000	38,000	
Other Grants /Construction Grant	140,000	226,850	26,250		26,250	25,000	
Fines and Fees	190,000	142,900	170,000	(30,000)	140,000	126,000	10% Down
Interest Income	40,000	33,678	5,000	5,000	10,000	10,000	
Foundation Contribution	10,000	10,000	10,000		10,000	20,000	Ask for Higher \$ Contribution
Book Sales		5,307				5,000	
DASNY Reimbursement		6,187				-	
Copier and Printers Fees	<u>45,000</u>	<u>15,185</u>	<u>45,000</u>	<u>(30,000)</u>	<u>15,000</u>	<u>15,000</u>	
Subtotal Other Revenue	660,000	700,688	491,250	(55,000)	436,250	426,150	
Total Fund Balance Used	<u>458,101</u>	<u>1,165,863</u>	<u>759,732</u>	<u>(9,417)</u>	<u>750,315</u>	<u>401,467</u>	
TOTAL Other Revenue	1,118,101	1,866,551	1,250,982	(64,417)	1,186,565	827,617	
TOTAL SUPPORT AND REVENUE	9,407,178	10,155,628	9,539,059	(64,417)	9,474,642	9,248,303	
EXPENDITURES							
PAYROLL AND RELATED COSTS							
Salaries	3,256,861	3,309,961	3,409,678	(37,000)	3,372,678	3,440,678	1 FT, 2 PT Security In House
NYS Retirement System	500,000	509,589	545,548	0	545,548	529,714	
Payroll Processing & Unemployment Insurance	276,019	272,697	282,563	0	282,563	283,466	
Health Insurance	<u>678,233</u>	<u>716,705</u>	<u>721,557</u>	<u>95,533</u>	<u>817,090</u>	<u>898,799</u>	10% Increase Over 2015 Estimate
TOTAL	4,711,113	4,808,952	4,959,346	58,533	5,017,879	5,152,657	
OCCUPANCY COSTS							
Rent	20,000	19,200	20,000		20,000	20,000	
Utilities & Telephone	316,000	205,072	258,000		258,000	258,000	
Maintenance/repairs/supplies	370,000	361,680	460,000		460,000	375,000	
Security	85,000	68,200	88,400		88,400	0	Bring In House 2016
Miscellaneous/ Grant Expense (Construction)	186,667	454,249	35,000		35,000	33,333	
Furniture/Building Improvements.	<u>120,000</u>	<u>733,061</u>	<u>250,000</u>		<u>250,000</u>	<u>75,000</u>	
TOTAL	1,097,667	1,841,462	1,111,400	0	1,111,400	761,333	
MATERIALS and SERVICES							
Books, Periodicals, Magazines	615,585	651,463	650,000	(40,000)	610,000	610,000	
On-line Services	<u>100,000</u>	<u>41,891</u>	<u>65,000</u>	<u>(10,000)</u>	<u>55,000</u>	<u>45,000</u>	
TOTAL	715,585	693,354	715,000	(50,000)	665,000	655,000	
ADMINISTRATIVE and MISC.							
Office & Library Supplies	70,000	97,450	70,000	(21,500)	48,500	50,000	
Postage	38,000	4,248	20,000		20,000	6,000	
Publicity, Printing	50,000	50,304	55,000		55,000	50,000	
Training and Travel & Community Activites	25,000	38,439	30,000	(11,200)	18,800	30,000	
Professional Services	250,000	194,841	200,000		200,000	175,000	
Programming Activities	63,000	73,521	70,000	(14,250)	55,750	60,000	
Insurance	<u>90,000</u>	<u>61,141</u>	<u>90,000</u>	<u>(20,000)</u>	<u>70,000</u>	<u>70,000</u>	
TOTAL	586,000	519,944	535,000	(66,950)	468,050	441,000	
AUTOMATION							
Automation Services	267,500	255,110	240,000	(3,000)	237,000	240,000	
Automation Software	40,000	25,820	15,000	(3,000)	12,000	15,000	
Automation Hardware	<u>135,000</u>	<u>156,673</u>	<u>110,000</u>	<u>0</u>	<u>110,000</u>	<u>130,000</u>	
TOTAL	442,500	437,603	365,000	(6,000)	359,000	385,000	
TOTAL EXPENDITURES - LIBRARY OPERATIONS	7,552,865	8,301,315	7,685,746	(64,417)	7,621,329	7,394,990	
DEBT SERVICE							
Total Debt Service Payment on Branch Improvement Plan	1,854,313	1,854,313	1,853,313		1,853,313	1,853,313	
TOTAL EXPENDITURES	9,407,178	10,155,628	9,539,059	(64,417)	9,474,642	9,248,303	





# Cost Containment Strategies



It is important for the library to live within its budget. The library's administration has identified three major areas where it believes it can find cost savings by changing the way we do business: facilities, operations, and staffing. Many cost containment strategies are only in the exploration stage at this point, and this document should not be interpreted as definitive actions. Other actions are either partially enacted or being tried out as a beta test. They are followed by an \*.

## Facilities

- Examine all contracts for ongoing services.\*
- Explore outsourcing some cleaning and maintenance tasks.
- Examine hours and reduce operational space at Washington Ave. to reduce utility costs.\*
- Examine hours and reduce operational space at Washington Ave. to maximize staffing and work flow.
- Explore bringing security in-house to become a responsibility of designated facilities staff.
- Reporting and procurement process for all facilities supplies based on a monthly reporting system, and quarterly report to administration.\*

## Operations

- Examine all contracts for ongoing services.\*
- Reporting and procurement process for all supplies based on a monthly reporting system, and quarterly report to administration.\*
- Reporting process for public service-based budgets on a monthly reporting system, and quarterly report to administration to redeploy funding for successful and innovative programming based on statistical analysis and public feedback.\*

## Staffing

- Examine hours and reduce operational space at Washington Ave. to maximize staffing and work flow.\*
- Redeploy hours at locations to maximize staffing and work flow.
- Use system-wide scheduling software to maximize staffing and work flow.\*
- Explore ways to bring training in-house, using both the New York Library Association and UHLS as local resources.\*
- Work with the union to find ways to reduce healthcare costs.

# **ALBANY PUBLIC LIBRARY**

## **BY-LAWS**

### **ARTICLE I NAME**

The name of the corporation is the Albany Public Library (the “Library”). The Library is a domestic education corporation duly chartered by the Regents of the University of the State of New York, pursuant to New York Education Law Sections 216 and 255, and has its principal place of business in Albany, New York.

### **ARTICLE II PURPOSES**

The purpose of the Library is to promote and maintain library facilities, resources and services in and for the people of the City of Albany and the State of New York.

### **ARTICLE III MEMBERSHIP**

The corporation shall have no members.

### **ARTICLE IV BOARD OF TRUSTEES**

1. **Powers.** All powers of the Library shall be vested in the Board of Trustees (“Board”). The Board shall be authorized to take any and all actions in furtherance of the Library’s purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these By-laws.

2. **Composition.** The Board shall consist of nine (9) Trustees, elected or appointed in accordance with law and these By-laws.

3. **Election and Qualification.** A candidate for election or appointment as Trustee must be a legal resident of the City School District of Albany, New York (the “District”), must have been eligible to vote in the general election last preceding that in which election as a Trustee is sought, and must otherwise meet the requirements for election as a Trustee set forth in applicable provisions of the Education Law. Trustees shall be elected by the eligible voters of the District in accordance with those provisions.

4. Terms and Term Limits.

- a. Except as otherwise provided by these By-laws, a Trustee's term of office shall be five (5) years. The terms of office of the Trustees have staggered end dates so that not more than three (3) Trustees' terms shall expire in any year.
- b. Trustees elected to fill a vacancy caused by the resignation, death, or removal of a Trustee shall serve the balance of the term of the Trustee who they have been elected to replace.
- c. Elected Trustees shall assume their duties on July 1<sup>st</sup> next following their election and qualification, or as soon thereafter as they may be able to take the oath of office, and shall serve until June 30<sup>th</sup> of the last year of their term; provided, however, that a vacancy occurring by reason of the resignation, removal or death of a serving Trustee shall be filled by the Board until the next regularly scheduled election, in accordance with the provisions of Section 5 of this Article, and any such person elected to fill a vacancy on the Board shall take office following their election and qualification, or as soon thereafter as they may be able to take the oath of office.
- d. At any election where more than one Trustee vacancy is being filled, and where one or more persons are to be elected for a full term or terms and one or more persons are to be elected for the unexpired portion of a term or terms, the candidate receiving the largest number of votes shall be entitled to the longest term and the candidates receiving the next highest number of votes shall be entitled, in decreasing order of the respective numbers of votes, to the several vacancies, in decreasing order of the length of such terms or unexpired portions of terms.
- e. A Trustee may, if elected and qualified in accordance with this section, succeed him/herself in office; provided, however, that no Trustee shall be a candidate for election as Trustee if he/she has, immediately prior to such election, been elected to two (2) consecutive, full five (5) year terms as Trustee. A Trustee who is precluded by the provisions of the foregoing proviso from succeeding him/herself as Trustee may, if otherwise qualified, be a candidate for election as Trustee in a subsequent election and may take office not earlier than one year from the date he/she last served as a member of the Board.

5. Vacancies. A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining Trustees. A person so appointed shall assume his or her duties at the close of the meeting at which he or she is appointed by the Board, and shall serve until a successor is duly elected and qualified. A period of service by an individual as a Trustee designated pursuant to this section shall not be deemed to be a "term" for purposes of the term limitations provisions of Section 3 of this Article.

6. Attendance. Any Trustee who is absent from three (3) consecutive Board meetings and/or four (4) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a Trustee if such absences are determined by majority vote of the Trustees then in office to have been without reasonable cause.

7. Resignation. Any Trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.

8. Honorary Trustees. Any person whom the Board determines should be recognized for exceptionally meritorious service to the Library may be designated an Honorary Trustee. Honorary Trustees shall receive notice of meetings of the Board and may attend such meetings. Honorary Trustees attending any Board meeting shall neither vote nor be counted for purposes of meeting the quorum requirements of Article VI.

9. Compensation of Trustees and Officers. No Trustee or officer shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds of all Trustees then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for services actually rendered or reimbursement for disbursements actually incurred. A Trustee or officer with an interest, direct or indirect, in any contract relating to the operation of the Library or in any contract for furnishing supplies thereto shall disclose such interest at or prior to the meeting at which approval of such contract is to be considered. The Library shall not enter into such contract unless doing so is authorized by a majority of the Trustees then in office, excluding the interested Trustee.

## ARTICLE V OFFICERS AND THEIR DUTIES

1. Officers and Election. The officers of the Library shall be the President, Vice President, Vice President for Finance, and Secretary, each of whom shall be elected annually, by secret ballot, for a one-year term by majority vote at the Annual Meeting, upon nominations from the floor, and will continue to serve until such time as a replacement is elected at the next Annual Meeting, or they are removed. Only Trustees of the Library may serve as officers. An officer may succeed himself or herself in office, but no officer may serve more than five (5) consecutive terms in a single office.

2. Vacancies. Any vacancy in a Library office, with the exception of the presidency, shall be filled by majority vote of the remaining Trustees then in office, upon a nomination from the floor. Any officer so elected shall serve for the balance of the unexpired term of his or her predecessor.

3. Duties.

- a. President. The President shall preside at all meetings of the Trustees, and shall assure appropriate Board representation at presentations of information to individuals who, or organizations that, provide funds to the Library. He or she

shall have such powers and exercise such duties as are required by these By-Laws or as are commonly incident to the office of President of a New York educational corporation. The President is the official spokesperson for the Board of Trustees.

- b. Vice President. In the absence of the President, the Vice President shall serve in his or her stead, and shall perform such other appropriate duties as may be requested from time to time by the Board or the President. If the President shall resign, die, or be removed from office, the Vice President shall become the President for the balance of that person's unexpired term.
  - c. Vice President for Finance. The Vice President for Finance, with the assistance of the Treasurer as necessary, shall present a report of the Library's financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library's annual budget for the approval of the Board; and shall, in connection with annual independent audits, prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall serve in his or her stead.
  - d. Secretary. The Secretary shall keep written minutes of the meetings of the Board and perform such other duties as may be required by the Board or the President. The Secretary may arrange to have meeting minutes recorded by another person at his/her discretion. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.
  - e. In the absence of the President, Vice President, and Vice President for Finance from a meeting of the Board, those Trustees present shall elect a President, pro tempore, to preside at that meeting.
4. Removal. Any officer elected as provided in the By-Laws may be removed by a two-thirds vote of the Trustees then in office when, in their judgment, the best interest of the Library will be served by such removal.
5. Resignation. Any officer may resign his or her office at any time, by submitting a resignation in writing or to the President, Vice-President, or Secretary of the Board of Trustees. Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a Trustee from an office on the Board shall not be construed as a resignation of the Trustee as Trustee, unless such resignation is also tendered in accordance with Article IV, section 7 of these By-laws.

## ARTICLE VI MEETINGS

1. Annual Meeting. The Annual Meeting of the Board shall be the next regular meeting after July 1<sup>st</sup> in each calendar year. It shall be held at such time and place as the Trustees shall determine.

2. Regular Meetings. Regular meetings of the Board shall be held at least monthly, at such times and places as the Trustees shall determine; provided, however, that the Annual Meeting of the Board shall, for purposes of this section, be deemed to be the regular meeting of the Board in and for the month in which such Annual Meeting is held.

3. Special Meetings. Special meetings of the Board shall be held at the call of the President, on his or her own initiative or upon the written request of four (4) or more members of the Board. Such meeting shall be held as soon as practicable after notice is given to all Board members in accordance with Section 4 of this Article. The agenda of a special meeting shall be limited to the specific items set forth in the notice for the meeting.

4. Notice of Meetings. Written notice of the Annual and regular meetings of the Board shall be given to the Trustees at least ten (10) days prior to the date of the meeting. Except in an emergency, where all Board members give consent, in accordance with section 5 of this Article, to hold a meeting on shorter notice, written notice of a special meeting of the Board shall be given to each Trustee at least three (3) days prior to the date of the meeting. All such notices shall contain the time and place of the meeting and, in the case of a special meeting of the Board, shall state the purpose or purposes of the special meeting. In the event the Board is to consider the adoption, revision or annulment of a provision of these By-laws pursuant to Article XII, the notice to the Trustees of such meeting shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

Public Notice of all Board meetings shall be given in accordance with the open meetings provisions of the Public Officers Law.

5. Waiver. Attendance of a Trustee, as applicable, at any meeting shall constitute a waiver of notice of such meeting except when a Trustee member, as applicable, attends for the express purpose of objecting to the transaction of any business on the basis that the meeting is not lawfully called or convened. A Trustee may also waive notice of any meeting in a writing delivered to the Secretary at or before such meeting.

6. Quorum. Five Trustees, present, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any Committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the Committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all Trustees or Committee members, as applicable, not in attendance at the adjourned meeting.

7. Parliamentary Authority. The Library shall utilize the current edition of Roberts Rules of Order, Newly Revised as its parliamentary authority and agrees, to the extent possible, to follow its guidelines in the conduct of its business.

8. Open Meetings. In accordance with the New York State Open Meetings Law, all meetings of the Board are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by a majority vote and the purpose of the session recorded in the minutes of the open meeting.

9. Action of the Board. Except as otherwise required by law or these By-laws, no action of the Board shall become effective unless five or more Trustees shall affirmatively vote in favor of it. Voting by proxy shall not be permitted.

## ARTICLE VII APPOINTED EXECUTIVES

### 1. Executive Director

- a. Appointment. The Board shall appoint an Executive Director, who shall be the executive and administrative officer of the library, acting on behalf of the Board and under its review and direction. The Board shall evaluate and fix the compensation of the Executive Director annually, by November 30<sup>th</sup>.
- b. Responsibilities. In accordance with the official Civil Service title specification for the position, the Executive Director shall be responsible: for the proper specification of duties of, the direction of, and the supervision of Staff and he or she shall possess the power and authority to appoint and remove all subordinate employees; for the care and maintenance of Library property; for adequate and proper selection of Library materials in keeping with stated policies established by the Board; for the effectiveness of Library service to the public; for operation within the Library budget; and for such other matters consistent herewith as may be identified by the Board from time to time. The Executive Director or his/her designee is the official spokesperson for the Library.
- c. Board Meetings. The Executive Director shall attend all meetings of the Board of Trustees and respond to questions from Trustees. The Executive Director shall give a report to the Board at all regular meetings. The Executive Director may participate in the discussions at meetings of the Board and Committees and offer professional advice, but shall not have a vote.

### 2. Treasurer

- a. Appointment. The Board shall appoint a Treasurer at the Annual Meeting, who shall be the financial officer of the library, acting on behalf of the Board and under its review and direction. The Treasurer shall not be a current Trustee of the Library. The Treasurer shall serve at the pleasure of the Board for a one year term. The Treasurer may succeed himself or herself in office.
- b. Responsibilities. The Treasurer shall have custody of the monies of the Library. He or she shall be responsible for collecting the debts owed to the Library; paying the obligations of the Library; administering the

budget of the Library in coordination with the Director; filing the Library's tax returns; and maintaining books and records in which are recorded the financial transactions and affairs of the Library.

- c. Meetings The Treasurer may be required, from time to time, to attend meetings of the Board of Trustees and/or the Executive Committee and respond to questions from Trustees. The Treasurer shall be an *ex officio* non-voting member of the Finance Committee.

## ARTICLE VIII COMMITTEES

1. Standing Committees. The following standing committees shall exist:
  - a. The Executive Committee. The Executive Committee shall perform the duties and responsibilities of the Board when circumstances require urgent action which cannot wait for the next scheduled meeting of the Board or for a special meeting to be called. The Executive Committee can also exercise other powers and duties as may be authorized by the Board. Any time the Executive Committee exercises the authority of the Board it shall be obligated to notify all Trustees of such action. All Trustees shall receive notice of meetings of the Executive Committee. The Executive Committee shall be comprised of the President, Vice President, Vice President for Finance, and Secretary. The President shall be the chair of the Executive Committee.
  - b. The Audit & Finance Committee. The Finance Committee shall advise and report on the financial condition of the Library and make recommendations as to all related matters, including the review of the Budget. It shall recommend selection of an auditor to the Board, receive and review the auditor's report, and respond to the auditor's recommendations. It shall also hear and determine conflict of interest issues as described in the Library's conflict of interest policy. It shall be comprised of two Trustees and the Vice President for Finance, who shall also be its chair.
  - c. The Personnel Committee. The Personnel Committee shall advise and report on matters involving Library personnel, ~~other than the Director and Treasurer,~~ and shall perform such functions as may be required by any collective bargaining agreements in place between the Library and its employees. The Personnel Committee shall be comprised of three Trustees, one of whom shall be designated chair.
  - d. The Policy and Governance Committee. The Policy and Governance Committee shall advise and report on matters involving Library policies and any amendments to these By-laws. The Policy and Governance Committee shall be comprised of three Trustees, one of whom shall be designated chair.



e. The Nominating Committee. The Nominating Committee shall advise and report on matters relating to the filling of Trustee vacancies. The Committee shall be responsible for presenting nominations of persons to fill unexpired terms of Trustees whose seats become vacant to the Board. Names of those nominated shall be given to all Trustees, in writing, at least ten (10) days before, or presented at the regular meeting prior to, the meeting of the Board at which a Trustee will be appointed. The Nominating Committee shall be comprised of three Trustees, one of whom shall be designated chair.

f. The Facilities Management Committee. The Facilities Management Committee shall monitor the all Library capital construction, renovation, and repair projects and shall provide regular reports and recommendations to the Board on such projects until completed. The Committee also is charged with reviewing and making recommendations to the Board regarding a facilities master plan and facility management issues at each branch library. The Committee shall be comprised of three Trustees as its voting members, and will include the Executive Director as a non-voting member and the Facilities Manager as a non-voting member.

The Executive Committee shall appoint members of the Board to standing committees and, except as otherwise provided by these By-laws, shall designate the Chair of each no later than the first regular meeting after the annual meeting. Each Trustee must serve on at least one standing committee.

2. Other Committees. The Board may create Committees other than those hereinabove described, for any other library purpose, by an affirmative vote of the majority of the Trustees. The members of any such Committee shall be appointed by the Executive Committee and may include Trustees and one or more persons other than Trustees. The Executive Committee shall also designate the chair of any such Committee.

3. Committee Records and Reports. Each Committee established in accordance with these By-Laws will keep written records of its meetings and activities, provide a copy of such records to the Secretary for inclusion in the permanent records of the Library, and report to the Board as often, and in such form, as the Board may require.

4. Committee Meetings. Committee Meetings shall be open to the public except where it is appropriate to enter into an executive session of the Committee.

## ARTICLE IX FISCAL YEAR

The fiscal year of the Library shall commence on January 1st and end on the following December 31st.

## ARTICLE X INDEMNIFICATION

1. The Library shall indemnify, to the fullest extent permissible under Public Officers Law §18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a Trustee, officer, employee or agent of the Library, or of another library, joint agent of the Library, or of another library, joint venture, trust or other organization in which such person serves as a director, officer, employee or agent at the request of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan.

To the fullest extent permissible under law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such Trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library.

The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of Trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section 1 of Article X shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

2. The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a Trustee, officer, employee or agent of another Library, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law §18.

## ARTICLE XI DISSOLUTION

Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute the remaining assets in accordance with the provisions of the Education Law and Not-for-Profit Corporation Law of the State of New York.

## ARTICLE XII AMENDMENTS

These By-Laws may be amended, or be repealed, by a majority vote of the Trustees then in office at any meeting of the Board, provided that written notice of the proposed change or repeal has been provided, in accordance with Article VI, Section 4, in writing to members of the Board at least ten (10) days before, or presented at the regular meeting prior to, the meeting at which the proposed change(s) will be considered by the Board. The notice shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

These By-Laws shall also be subject to a mandatory review by the Board every five (5) years.

Adopted: June 17, 2002

Amended: April 26, 2004

Amended: July 10, 2007

Amended: October 9, 2007 – full review

Amended: October 14, 2008

Amended: September 15, 2010

Reviewed: January 23, 2013 – full review

Amended: February \_\_, 2015



ALBANY PUBLIC LIBRARY  
BOARD OF TRUSTEES

**RESOLUTION**

At a duly called meeting of the Board of Trustees of the Albany Public Library, upon a motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, it was

RESOLVED that, pursuant to the Bylaws of the Albany Public Library, Article XIII - Amendments, the required notice thereunder having been given, the Bylaws of the Albany Public Library are amended, by deleting the ~~stricken through~~ language and inserting the underlined language, as follows:

“Article VIII – Committees

1. Standing Committees. The following standing committees shall exist:
  - a. The Audit & Finance Committee. The Finance Committee shall advise and report on the financial condition of the Library and make recommendations as to all related matters, including the review of the Budget. It shall recommend selection of an auditor to the Board, receive and review the auditor's report, and respond to the auditor's recommendations. It shall also hear and determine conflict of interest issues as described in the Library's conflict of interest policy. It shall be comprised of two Trustees and the Vice President for Finance, who shall also be its chair.
  - b. The Personnel Committee. The Personnel Committee shall advise and report on matters involving Library personnel, ~~other than the Director and Treasurer,~~ and shall perform such functions as may be required by any collective bargaining agreements in place between the Library and its employees. The Personnel Committee shall be comprised of three Trustees, one of whom shall be designated chair.
  - f. The Facilities Management Committee. The Facilities Management Committee shall monitor the all Library capital construction, renovation, and repair projects and shall provide regular reports and recommendations to the Board on such projects until completed. The Committee also is charged with reviewing and making recommendations to the Board regarding a facilities master plan and facility management issues at each branch library. The Committee shall be comprised of three Trustees as its voting members, and will include the Executive Director as a non-voting member and the Facilities Manager as a non-voting member.

and it is further

RESOLVED, that the Secretary is directed to file the Amended Bylaws with the State Education Department.

Dated: February \_\_, 2015

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Arlene Way, Secretary

Vote: ☐ In Favor  
☐ Opposed  
☐ Abstentions



Office of the New York State Comptroller  
New York State and Local Retirement System  
Employees' Retirement System  
Police and Fire Retirement System  
110 State Street, Albany, New York 12244-0001

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A  
(Rev. 3/14)

BE IT RESOLVED, that the Albany Public Library (Name of Employer) / 51431 (Location Code) hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>									
<b>Appointed Officials</b>									
<u>Executive Director</u>	<u>7.50</u>	<u>Scott Jarzombek</u>		<u>40126195</u>		<u>06/23/14</u>	<u>Yes</u>		

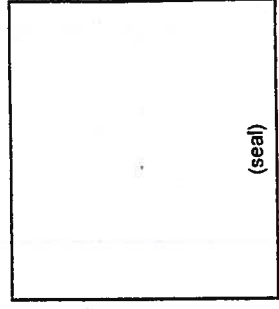
## SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, \_\_\_\_\_, secretary/clerk of the governing board of the Albany Public Library, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Albany Public Library on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(Name of secretary or clerk) (Name of Employer) (Signature of the secretary or clerk)

**Affidavit of Posting:** I, \_\_\_\_\_, being duly sworn, deposes and says that the posting of the Resolution began on \_\_\_\_\_ and continued for at least 30 days. That the Resolution was available to the public on the \_\_\_\_\_ (Date)

- ☐ Employer's website at \_\_\_\_\_  
☐ Official sign board at \_\_\_\_\_  
☐ Main entrance secretary or clerk's office at \_\_\_\_\_



## Instructions for completing the Standard Work Day and Reporting Resolution

A.	B.	C.	D.	E.	F.	G.	H.	I.	J.
Title	Standard Work Day (Hrs/day) Min. 6 hrs, Max. 8 hrs	Name (First & Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates  (mm/dd/yyyy-mm/dd/yyyy)	Participates in Employer's Time Keeping System  (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>									
Highway Superintendent	8.00	John Smith	0000	0101010-1		1/1/2010-12/31/2013	N	32.79	
Receiver of Taxes	6.00	Michelle Jones	1111	0202020-2	X	1/1/2010-12/31/2014	N	NA	
Town Justice	6.25	Michael Hall	2222	0303030-3		1/1/2010-12/31/2011	N		X
<b>Appointed Officials</b>									
Planning Board Member	7.00	Joseph Gray	3333	0404040-4		1/1/2010-12/31/2010	N	17.54	
Assessor	7.50	Ann Hughes	4444	0505050-5		1/1/2010-12/31/2010	Y		

- A. Title:** All paid elected and appointed officials (who are active members of the Retirement System) must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- B. Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is **six**, while the maximum is **eight**. A SWD is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member only attends one three-hour board meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- C. Name:** The official's complete first and last name must be included for identification purposes.
- D. Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- E. Registration Number:** The official's Registration Number must be included for identification purposes. For security purposes, the Registration Number can be omitted from the publicly posted version.
- F. Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.
- G. Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- H. Participates in the Employer's Time Keeping System:** If the official is paid hourly or participates in the employer's time keeping system, Yes must be listed in this column. These officials are not required to keep a sample ROA and the Record of Activities Result column must be left blank. If the official is not paid hourly or does not participate in the employer's time keeping system, No must be listed in this column. Elected officials who are paid a salary and are not subject to an accrual system typically fall into this category. These officials are required to keep a sample three-month ROA, regardless of whether they are being reported by another employer for the same period, and the Record of Activities Result column must list the average number of days worked per month as calculated using the sample three-month ROA.
- I. Record of Activities Result\*:** This column should only be completed for officials who are not paid hourly or do not participate in the employer's time keeping system and are required to keep a sample three-month ROA. This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- J. Not Submitted:** This column must be checked if an official does not participate in the time keeping system and has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitting the ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or, if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of the State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted online via the Elected and Appointed Officials Reporting (EAOR) program.

\*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website: [http://www.osc.state.ny.us/retire/employers/elected\\_appointed\\_officials/index.php](http://www.osc.state.ny.us/retire/employers/elected_appointed_officials/index.php)