



ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

March 10, 2015

Arbor Hill/West Hill 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

Policy & Governance Committee Report

UHLS Report

Director's Report – 6:00 to 6:10 pm

Review Policies and Procedures Grid – 6:10 to 6:20 pm

- Public Access to Library Information and Records Policy Update – Discussion/Action
- Public Comment at Board Meetings Policy Update – Discussion/Action
- Employee Safety Policy Update – Discussion/Action
- Materials Selection Policy Update – Discussion/Action

Unfinished Business

- Proposed Hours Changes – 6:20 to 6:30 pm – Discussion
- MOU with Delaware Avenue Merchants Group – 6:30 to 6:40 – Discussion

New Business

- Tax Cap Override – 6:40 to 6:45 pm – Action
- 2016 Proposed Budget – 6:45 to 6:55 pm – Action
- Trustee Vacancies – 6:55 to 7:05 pm – Action
- Nominating Petition/Instructions to Candidates – 7:05 to 7:10 pm – Action
- North Albany Branch Update – 7:10 to 7:20 pm – Discussion
- Letter from Albany County – 7:20 to 7:30 pm – Discussion
- Annual Report for NYS – 7:30 to 7:35 pm – Discussion/Action
- Sale of Excess Library Furniture – 7:35 to 7:40 pm – Discussion/Action
- Staff Survey Results – 7:40 to 7:50 pm – Discussion

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

Executive Session (if necessary)

Adjournment – 7:55 pm

Next Meeting – April 14 at Delaware Branch

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	58,386	697,668	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	608,527	8,220,634	99.24%
Debt Service	1,854,313	-	1,854,313	100.00%
Net Income (Loss)	-	5,213	(1,051,942)	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
PAYROLL AND RELATED COSTS				
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%
OCCUPANCY COSTS				
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%
MATERIALS and SERVICES				
Books, etc.	630,500	51,391	622,466	98.73%
Serials/Magazines	40,000	-	33,311	83.28%
On-line Services	32,276	6,995	41,891	129.79%
TOTAL	702,776	58,386	697,668	99.27%
ADMINISTRATIVE and MISC.				
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%
AUTOMATION				
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%
CONTINGENCY				
	0	-	-	
DEBT SERVICE PAYMENT				
	1,854,313	-	1,854,313	100.00%
TOTAL EXPENDITURES				
	10,137,616	608,527	10,074,947	99.38%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Feb 12, 2015 to Mar 11, 2015

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount	Description
3689	2/12/15	CSEA	1,933.79	Union Fees
3690	2/12/15	CSEA Employee Benefit Fund	4.71	Insurance-Hospitalization
3691	2/12/15	MetLife-TSA Contribution	1,721.00	403b
3692	2/12/15	NYS Deferred Comp Plan	819.69	NYS Def. Comp.
3693	2/12/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3694	2/12/15	The Travelers	1,878.00	403b
3695	2/12/15	Verizon Wireless	530.04	Automation Services
3696	3/11/15	Baker & Taylor	3,307.01	Books-Adult
3697	3/11/15	Midwest Tape	571.51	Audio Visual
3698	3/11/15	Midwest Tape	796.62	Audio Visual
3699	3/11/15	Midwest Tape	1,249.03	Audio Visual
3700	3/11/15	Midwest Tape	1,397.51	Audio Visual
3701	3/11/15	Midwest Tape	1,182.79	Audio Visual
3702	3/11/15	Midwest Tape	1,855.78	Audio Visual
3703	3/11/15	OverDrive, Inc.	2,568.41	Central Library Materials
3704	3/11/15	OverDrive, Inc.	2,633.05	Central Library Materials
3705	2/25/15	First Light Fiber	6,125.98	Telephone Expense/Automation Services
3706	2/25/15	National Grid	20,977.14	Heat, Light and Power
3707	2/25/15	Albany Water Board	694.26	Building Repairs/Maintenance
3708	2/26/15	MetLife-TSA Contribution	1,721.00	403b
3709	2/26/15	CSEA	1,969.77	Union Fees
3710	2/26/15	CSEA Employee Benefit Fund	4.71	Insurance-Hospitalization
3711	2/26/15	NYS Deferred Comp Plan	854.91	NYS Def. Comp.
3712	2/26/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3713	2/26/15	The Travelers	1,878.00	403b
3714	3/11/15	OverDrive, Inc.	3,707.08	Central Library Materials
3715	3/11/15	Midwest Tape	2,262.81	Audio Visual
3716	3/11/15	W.B.Mason Co., Inc.	1,272.11	Supplies (Office/Library)
3717	3/11/15	A. Leto Construction Company	11,105.00	Maintenance Service Contracts
3718	3/11/15	OverDrive, Inc.	3,333.92	Central Library Materials
3719	3/11/15	Accuprint	3,950.98	Publicity and Printing
3720	3/11/15	AC MOORE	36.97	Programming Washington
3721	3/11/15	ADP, Inc.	2,015.05	Payroll Services
3722	3/11/15	A. Leto Construction Company	3,130.00	Maintenance Service Contracts
3723	3/11/15	Allmark Tree and Crane Service	3,600.00	Building Repairs/Maintenance Bach
3724	3/11/15	Republic Services #964	554.13	Maintenance Service Contracts
3725	3/11/15	Anita Sanchez	150.00	Programming Delaware
3726	3/11/15	Arcadia	7,486.26	Furniture Washington
3727	3/11/15	Baker & Taylor	6,151.86	Books-Adult
3728	3/11/15	Bay State Elevator Company	367.96	Maintenance Service Contracts
3729	3/11/15	Blick Art Materials	169.74	Programming YS/PH/Bach
3730	3/11/15	BlueShield of Northeastern New York	6,335.50	Insurance-Hospitalization
3731	3/11/15	Bonadio & Co., LLP	1,000.00	Legal & Accounting Fees
3732	3/11/15	CDPHP	37,070.26	Insurance-Hospitalization
3733	3/11/15	CDPHP Universal Benefits, Inc.	3,046.42	Insurance-Hospitalization
3734	3/11/15	CDW G	2,188.20	Automation Hardware
3735	3/11/15	Charles Slatterick	1,710.00	Contracted Services
3736	3/11/15	Chinasa Seyse	62.08	Programming Howe
3737	3/11/15	Communication Services	1,650.00	Contracted Services
3738	3/11/15	Creative Library Concepts, Inc.	7,681.13	Furniture YS
3739	3/11/15	Danker	55.00	Sunshine Club
3740	3/11/15	Dana Sela	60.00	Programming Delaware
3741	3/11/15	Delta Dental of New York, Inc.	3,660.80	Insurance-Hospitalization
3742	3/11/15	Demco	689.19	Supplies (Office/Library)
3743	3/11/15	Dow Electric Inc.	5,313.00	Building Improvements Washington
3744	3/11/15	Eastern Managed Print Network	366.56	Contracted Services
3745	3/11/15	Ehrlich Co., Inc.	159.74	Maintenance Service Contracts
3746	3/11/15	Ellen Franklin Furgason	263.87	Programming Delaware
3747	3/11/15	ELM USA	200.15	Supplies (CMS)

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Feb 12, 2015 to Mar 11, 2015

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount	Description
3748	3/11/15	EMCOR Services Tri-Tech	623.32	Maintenance Service Contracts
3749	3/11/15	Empire State Aerosciences Museum	240.00	Programming Howe
3750	3/11/15	Eye Med Vision Care	587.91	Insurance-Hospitalization
3751	3/11/15	G4S	4,121.40	Security Services
3752	3/11/15	Genuine Parts Company-Albany	179.72	Van Maintenance
3753	3/11/15	Grainger	77.16	Programming Washington (Albany Made)
3754	3/11/15	Hancock Shaker Village	750.00	Books-Adult
3755	3/11/15	Home Depot Credit Services	391.46	Maintenance/Janitorial Supplies/Building Repair
3756	3/11/15	James Surano	90.00	Programming Howe
3757	3/11/15	Janway Company USA, Inc.	1,205.78	Fines & Fees
3758	3/11/15	Jennifer Ward	25.26	Programming Bach
3759	3/11/15	Johnson Controls	5,314.91	Building Repairs/Maintenance/NYS Const. Grant
3760	3/11/15	MAILFINANCE	119.95	Postage
3761	3/11/15	Main Bros Oil Company	423.03	Van Operation
3762	3/11/15	Mary Beth Earley	57.56	Programming YS
3763	3/11/15	Margaret Maurer	63.45	Programming Reference
3764	3/11/15	MicroMarketing LLC	1,270.26	Books-Audio
3765	3/11/15	Midwest Tape	2,348.74	Audio Visual
3766	3/11/15	Omikronicles, LLC	180.00	Audio Visual
3767V	3/11/15	Oriental Trading Company, Inc.	511.08	VOID
3768	3/11/15	Otis Elevator Company	8,797.44	Maintenance Service Contracts
3769	3/11/15	P & J Computers, Inc.	1,395.00	Automation Services
3770	3/11/15	Phillips Hardware	81.76	Supplies (Maintenance/Janitorial)
3771	3/11/15	Recorded Books, INC	476.95	Books-Audio
3772	3/11/15	Richard Waugh	220.00	Insurance-Medicare Reimb.
3773	3/11/15	Robert Davis	39.99	Fines & Fees
3774	3/11/15	Scotia-Glenville Children's Museum	64.00	Programming Arbor Hill
3775	3/11/15	Scott Jarzombek	125.00	Community Relations
3776	3/11/15	Staples Advantage	665.50	Supplies (Office/Library)
3777	3/11/15	Stephanie Anderson	160.03	Programming Delaware
3778	3/11/15	Televand Services, Inc.	2,223.85	Fines & Fees
3779	3/11/15	The Albany YMCA	1,600.00	Rent-North Albany
3780	3/11/15	The Hanover Insurance Group	230.00	Insurance-Liability
3781	3/11/15	The Pottery Place	136.00	Programming Pine Hills
3782	3/11/15	Upper Hudson Library System	1,050.00	Fines & Fees
3783	3/11/15	UniFirst Corporation	74.15	Maintenance Service Contracts
3784	3/11/15	U.S. Postal Service	1,029.46	Postage
3785	3/11/15	POSTMASTER	220.00	Postage
3786	3/11/15	W.B.Mason Co., Inc.	5,669.51	Supplies/Furniture Washington
3787	3/11/15	Whiteman, Osterman & Hanna	2,054.30	Legal & Accounting Fees
3788	3/11/15	Wolberg Electrical Supply Company	421.60	Building Repairs/Maintenance
3789	3/11/15	Oriental Trading Company, Inc.	492.09	Programming (Howe/Bach/AH)
3790	3/11/15	Baker & Taylor	3,437.02	Books-Adult
3791	3/11/15	G4S	1,402.64	Security Services
3792	3/11/15	Marjorie K. Reinhart	250.00	Insurance-Wellness

Total	<u><u>228,395.76</u></u>
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**BOARD OF TRUSTEES
POLICIES AND GOVERNANCE COMMITTEE**

DATE: March 4, 2015, convened 5:30 PM, adjourned 6:45 PM.

PRESENT: Donna Dixon, chairperson; Timothy Smith, trustee; John Davis, trustee; Scott Jarzombek, executive director; Melanie Metzger, assistant director; Robert Schofield, counsel.

Public: None

TOPIC	DISCUSSION	ACTION
1. Draft Policy Review	<p>Ms. Metzger presented drafts and existing policies for the following for review by the committee:</p> <ul style="list-style-type: none"> • Public Access to Library Information and Records • Public Comment at Board Meetings Policy • Employee Safety Policy • Service to Children Policy • Materials Selection Policy • Nondiscrimination Policy • Emergency Action Plan • Purchasing Policy 	<p>The participants reviewed all but the Purchasing Policy, which was tabled due to time constraints. With a few minor edits, the committee members recommend the following policies for adoption at the next Board of Trustees meeting:</p> <ul style="list-style-type: none"> • Public Access to Library Information and Records • Public Comment at Board Meetings Policy • Employee Safety Policy • Materials Selection Policy



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		<p>The following policies were tabled until the next meeting of the Policies & Governance committee, to be scheduled:</p> <ul style="list-style-type: none">• Service to Children Policy (further research on age ranges to be done by library administration)• Nondiscrimination Policy (referred to counsel for further review)• Emergency Action Plan (further research on various aspects to be done by library administration)
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**Respectfully submitted,
Donna Dixon**

STATE OF THE LIBRARY

February was a month of weather and weather-related issues. The library closed on Monday, Feb. 2, and had a late opening on Monday, Feb. 9. Weather has been causing building and infrastructure issues across the system. Pine Hills was closed on Monday, Feb. 23, due to a gas leak seeping into the Verizon-controlled part of the basement. On Tuesday, Feb. 24, and Wednesday, Feb. 25, the parking lot of Washington Ave. was closed due to a water main break on Elk St. On Feb. 24, we also experienced a power outage that closed down Bach for a few hours. We also saw a major network outage at all of our location that same day. All public computers and our POS system were in operable for most of the afternoon.

However, that didn't stop the library from operating. On Feb. 2 the Washington Ave. Branch had a ribbon cutting ceremony for the Youth Services Room that was covered by the Times Union and News 10. Saturday, Feb. 7, was Take Your Child to the Library Day and several of our locations hosted programs and saw an increase in traffic. The library also started its very popular income tax program at four locations in February. North Albany was successfully re-Deweyed and new seating was installed at Washington Ave.

The library is preparing for a busy March. We are proud to be the host of an anchor location at this year's Kids Expo at the Empire State Plaza. The first week in March should see a completion of the re-Deweying of Pine Hills. We are also preparing to switch to the SIERRA ILS, which will effect libraries system wide on Tuesday, March 31. We also plan to launch the new website the week of March 23.

Much like the weather, February's numbers were frigid. The only upward indicators were: our digital collection, which rose 37 percent; Wi-Fi use, which was up 10 percent; and library card registration, which increased 3 percent. Audio books, music, and DVDs were the biggest drag on circulation. We saw a drop in circulation throughout the organization, with North Albany experiencing the biggest decrease in usage. The library's hours of operation decreased 5 percent over this time last year. We believe weather, lack of access, and closings are why we saw such a decrease in activity at the buildings.

Looking at 2013 and 2014 numbers, the library's leadership team will be actively pursuing ways to improve circulation. However, it is important to note that many libraries in the area have seen the same change. While using circulation to measure how well we are performing will always be an important part of our mission and a significant part of what we do, we are developing other metrics to track all of the other programs and services we provide.

Fiction remains flat, however that is an improvement over the trend we had been seeing. Using Collection HQ from Baker and Taylor, we have seen an improvement in collection development. With an increase in popular stock for fiction titles, we hope that this is the first step in getting book circulation moving in the right direction.

SERVICES

ARBOR HILL/WEST HILL BRANCH

Adult Services

- The Blind Date with a Book program helped many patrons make new connections...to literature.
- The VITA low-income tax preparation program was held in the large meeting room for six days in February.

Youth Services

- Art on a Cart programming featured Jewelry Box Making with children.

BACH

Adult Services

- Lively and thought provoking adult nonfiction book discussion group and successful Paint Your Own Pottery program
- Collections weeded in anticipation of reclassification project

Youth Services

- Take Your Child to the Library Day included a story walk and craft/game tables staffed by Albany Med students/tutors
- Also hosted successful winter break programs, including flight simulator experience with Empire State Aerosciences Museum and a pirate map-making class, complete with pirate headscarves

Building Issues

- New Scotland area power outage on Feb. 24 closed the library for a couple of hours in the afternoon. Staff reported to Pine Hills and helped with the reclassification project there.

DELAWARE

Adult Services

- There was a great turnout for Botanical Drawing class Feb. 23, despite the cold evening. The following day, two of the participants called to let us know that they really enjoyed the class.
- The Tax Assistance on Tuesday and Thursday has been booked solid. The group is really great to work with and it has been going smoothly.

Youth Services

- Coordinated a Valentine's Day teen/tween activity with Pine Hills Branch.
- February was a busy month for kids and their families at the Delaware Branch. All three winter break kids' programs had maximum registrations with waiting lists and the two drop-in programs were very well attended. All in all, more than 200 kids and caregivers attended our programs that week.
- Just a note about some good feedback: A half-dozen families approached the librarian during winter break to say they really appreciate that the library offers kids' programs for free. One parent said "it is a relief to know there are free activities to keep them busy all week during school vacation." Another parent, who participated in Claymation

Jr. with her 6-year-old son, said she “is happy to pay taxes to the library because (she knows) it is money well spent.”

HOWE

Adult Services

- Word is getting out that the popular “Sew What?” program providing sewing machines and instruction is back. Twelve adults attended two sessions in February.
- Tax assistance, available by appointment on Saturdays, has been booked to capacity.

Youth Services

- More than 60 children participated in various children’s program throughout February.
- Branch librarian continues to provide outreach story times every Tuesday.

NORTH ALBANY

Adult Services

- The Dewey Decimal system is back! North Albany was the first location to support the change and all non-fiction items in the adult, young adult, and juvenile collections were switched back. The process took over a day, but has been considered a success. Any items that were checked out during the switch are being sent to CMS to be changed.
- The new LA is developing several book clubs and other programming to take place starting in May/June.
- Computer classes teaching patrons basic computer skills are popular and are attended on a regular basis. In the coming months, classes will be offered on Tuesday mornings as well as by appointment. By offering scheduled classes along with classes by appointment, staff hope to be able to provide classes to a wider range of individuals.

Youth Services

- Weekly story time for the YMCA daycare and North Albany Academy pre-K classes continue.
- Unfortunately the LA who we had hired to help with children’s programs, including story time, resigned. We hope to have someone else in place soon to help increase programming and assist with planning SRP.

PINE HILLS

Adult Services

- In addition to the ongoing ESL classes offered by BOCES during the week, Literacy NY has started offering some other sessions on Saturdays that seem to be going well.
- Successful Paint your own Pottery program.

Youth Services

- The winter break programming went well with Frozen party attracting 42 kids who had fun playing Olaf bowling and making hand warmers. Also had moderate attendance for our Lego club and Super Smash Brothers Brawl tournament.
- Categories section in the picture book section has gotten a good response from patrons.

Outreach

- Westview Senior Center visit for a book discussion group.
- Chinese cultural organization visit for onsite checkout of Chinese language materials and new card registration.

- Staff visited the Albany Community Action Partnership for story time with two pre-school and two pre-kindergarten classes (67 children altogether). Will be adding a monthly story time for toddlers beginning in March.

Building Issues

- Maintenance staff was very proactive in noticing and alerting us to the gas leak on Feb. 23. Pine Hills was closed for the day while National Grid fixed the problem, with staff reporting to Bach, Howe, and Delaware for the rest of the day.

WASHINGTON AVE.

Adult Services

- Super Tax Saturday kicked off the library's VITA programming with a successful first day effort that saw over \$114,000 in refunds returned to taxpayers. The event was covered by NewsChannel 13, and couldn't have happened without Key Bank, the United Way CA\$H Coalition, and our dedicated corps of Saturday tax assistance volunteers.
- More than 60 people packed the Local History Room for the Reading Music performance, featuring local musician Roger Noyes on Feb. 25.

Youth Services

- The ribbon-cutting for the new Youth Services Room on Tuesday, 2/3/2015, attracted local officials, former youth librarians, and families (despite being the day after a major snowstorm) and the Times Union and Channel 10 covered the event.
- As the partner library in Macy's Colonie "Be Book Smart" 2014 campaign, we received \$2830 from RIF to spend on books.

OPERATIONS

AUTOMATION

- Spent a lot of time preparing for the upcoming Sierra migration
- Worked on a major switch upgrade and network documentation project
- Deployed Office 2013 across all sites
- E-Rate program administration process
- Supported Dewey conversion project
- Back-end server and networking systems updating
- Public copier proposal review process

COMMUNITY ENGAGEMENT

- The Washington Avenue branch hosted a ribbon cutting event for the newly renovated Youth Services Department.
- A press event was held at City Hall to promote the CASH Coalition VITA Tax Preparation service.
- APL was present at a press conference at SUNYA to celebrate the year of accomplishment for Albany Promise.
- The free ice skating event at Swinburne was cancelled due to severe weather. A new effort is being made to work with the Department of Recreation for summer to promote participation in Summer Reading.
- APL will be featured at the 10th annual Kids Expo hosted by OGS at the Empire State Plaza.

- **Delaware:** Planning teen employment workshop this spring with Albany Summer Youth Employment program. Staff went to Albany High and have been in touch with the administration at TOPS. Established dates for spring visits at Delaware Community School. Working with Arts Center of the Capital Region to borrow supplies for a block printing class.
- **Howe:** Staff met with Planned Parenthood to discuss the possibility of PP providing a table once a month to educate teens on sexual health. Held Early Childhood Family Engagement Workshop on Media Literacy. Worked with Schenectady Aeroscience Museum for a library program during winter break. Meeting held with WMHT regarding an April program. Went to Albany Free School, Olivia Rorie, and Lincoln Square Head Start for story times. Met with members of the First Presbyterian Church (Willet St.) in partnership with Giffen about South End Activities for youth regarding meeting space and African American celebrity READ or literacy posters. Met with the State Coordinator for Disabilities Advocacy to plan for March Saturday Series. Library staff attended the monthly SENA meeting.
- **Volunteer Activity:** 40 volunteers complete 441 hours at Albany Public Library in February.
 - Bach: 12 volunteers, 105 hours
 - Delaware: 11 volunteers, 130 hours
 - Pine Hills: 6 volunteers, 72 hours
 - Washington: 11 volunteers, 134 hours

COLLECTION MANAGEMENT

- Our long-anticipated Back-to-Dewey project started at our smallest location, North Albany. Five CMS staff spent approximately 10 hours at North Albany re-cataloging and re-labeling non-fiction with Dewey Decimal numbers. We moved on to Pine Hills, completing about three-quarters of their adult non-fiction in two days. CMS staff will continue to work some days at Pine Hills until the migration to Sierra prevents making changes in Horizon. The project will continue after the migration once staff are comfortable and caught up with entering new materials in Sierra.
- Making use of a part-time clerk from Washington Ave. Adult Services for help in resurfacing DVDs and CDs, boxing up withdrawals for Better World, and receiving new materials.
- Gathered collection and programming statistics for the NYS annual report.

FACILITIES

- Maintenance has pretty much been dealing with the cold and snow, including shoveling certain roofs (Bach and Washington Ave.) to keep the drains open.
- Added new hardware to the back stairwell doors at Washington Ave. to get ready for the stairwell to be fire exits only.
- Opened the new community room at Washington Ave.
- Week of Feb. 23, dealt with water main break (Washington Ave.) and gas leak (Pine Hills), which even though not within our buildings, disrupted some service for a short time.

FINANCE

- CFO arranged a conference call with the NYS Comptroller's Office and Bonadio Group, the library's auditors, to discuss Bonadio's treatment of taxes collected in advance and its effect on the library's fund balance. CFO had provided Bonadio with financial audits back to 2003 when UHY LLC was APL's auditor.
- Completed financial section of NYS Library Annual Report.
- 2014 annual audit with the Bonadio Group scheduled for Feb. 25 through March 3 for field work at the Washington Ave. Branch. Substantial information gathered and provided to the auditors.

HUMAN RESOURCES

Personnel Changes

- Terminated one custodial worker I
- Hired four part-time library assistants
- One part-time library assistant resigned

Staff Development

- Staff development committee met with Capital EAP to work on planning trainings throughout the year and staff development day.

Wellness

- Began weight loss challenge with 23 staff members participating
- CDPHP is running a five-week "weight 2 be" program to assistant staff with weight loss; meeting with staff throughout February and March.

Staff Survey

- Completed staff survey with SHRM

Training

- 22 staff members attended a total of 77 hours of professional development. Topics covered included how to handle a security incident, map cataloging, planning for SRP, community conversations, and pre-advocacy day training.

PUBLIC RELATIONS

- **Messaging:** Continue to work on transition of messaging to Savannah product.
- **Media Relations:** Worked with media on: YS ribbon cutting, Super Refund Saturday, executive director on "Forum 13" show, and upcoming story on Albany Made. Press releases on: YS room ribbon cutting, winter break activities, Super Refund Saturday, disabilities awareness month, and personal finance workshops.
- **Publications:** Distributed March/April program guide; started work on May/June. Materials to promote APL at KidsExpo.
- **Social Media:** Growth continued with five percent increase in Instagram, and two percent each for Twitter and Facebook. Seeing more people commenting and mentioning APL in Facebook posts and branch content becoming more popular on that platform. Most notable engagements for Facebook and Instagram regarding Albany Made photos and video of 3D printer in action, including comments, likes, shares, and retweets.
- **Website:** Intense work by department on website copy and content. Project on target for March launch.

INCIDENT REPORTS & COMMENT CARDS

Incident Reports: 35 incidents for the month of February:

- Adult - 22
- Youth - 31
- APD/EMT called - 10 (banned patrons, fights and some medical help)
- Violent - 5 (teens fighting, minor domestic disputes, switchblade found, car broken into)

Location breakdown:

- Washington Ave - 20
- Delaware - 9
- Arbor Hill - 2
- Howe - 2
- North Albany - 1
- Bach - 1
- Pine Hills - 0

Comment Cards: Total Comments – 14:

- Washington Ave – 1 positive, 1 negative
- Arbor Hill – 1 positive
- Howe – 1 negative
- Pine Hills – 1 positive
- Suggested Titles – 3
- Online General Suggestions – 1
- Comment Card General Suggestions – 5
- Responded to – 1

DIRECTOR'S CALENDAR

2/3 – Albany Public Library Foundation

2/4 – Literacy Zone

2/4 – CDTA

2/5 – NewsChannel 13

2/5 – New Scotland/Woodlawn Neighborhood Association

2/6 – UHLS Directors Association

2/11 – North Albany YMCA

2/12 – Capital District YMCA

2/16 – Pine Bush Preserve

2/18 – Hudson/Park Neighborhood Association

2/19 – CA\$H Coalition Press Conference at City Hall

2/24 – New Yorkers for Better Libraries Dinner

2/25 – Lobby Day

2/27 – Capital District YMCA

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

Circulation by Material Type (all locations)						
	Feb '14	Change	Feb '15	YTD 2014	Change	YTD 2015
Audiobook	7,638	-29%	5,391	14,694	-20%	11,722
Fiction	10,888	-2%	10,634	23,336	-2%	22,893
Nonfiction	10,421	-10%	9,348	21,458	-5%	20,325
Children's	13,999	-4%	13,408	29,151	-4%	27,970
Video	42,372	-18%	34,577	87,600	-11%	78,176
Periodicals	1,465	-28%	1,054	2,984	-25%	2,245
Overdrive Dnld	3,017	37%	4,136	6,242	36%	8,467
Other Dnld	268	-2%	263	681	10%	750
Total	90,068	-12%	78,811	186,146	-7%	172,548

Circulation by Location						
	Feb '14	Change	Feb '15	YTD 2014	Change	YTD 2015
Arbor/West	7,114	-23%	5,464	14,437	-9%	13,202
Bach	9,193	-9%	8,367	19,296	-4%	18,531
Delaware	9,751	-13%	8,473	20,689	-11%	18,436
Howe	8,363	-18%	6,896	17,140	-10%	15,376
Washington	34,440	-9%	31,501	70,682	-4%	68,082
North Albany	3,430	-33%	2,305	6,775	-20%	5,392
Pine Hills	17,777	-11%	15,805	37,127	-10%	33,529
Total	90,068	-12%	78,811	186,146	-7%	172,548

Computer Use						
	Feb '14	Change	Feb '15	YTD 2014	Change	YTD 2015
Arbor/West	1,770	-37%	1,116	3,411	-25%	2,551
Bach	1,070	-22%	833	2,252	-11%	2,003
Delaware	1,349	-1%	1,330	2,736	2%	2,797
Howe	1,730	1%	1,739	3,536	11%	3,911
Washington	5,520	-19%	4,465	11,598	-15%	9,892
North Albany	601	-12%	529	1,243	-6%	1,172
Pine Hills	2,074	-20%	1,665	4,340	-10%	3,913
Total	14,114	-17%	11,677	29,116	-10%	26,239

WiFi Use						
	Feb '14	Change	Feb '15	YTD 2014	Change	YTD 2015
Arbor/West	2,498	9%	2,727	4,352	20%	5,202
Bach	1,924	39%	2,678	3,141	73%	5,423
Delaware	2,934	-3%	2,852	4,996	35%	6,754
Howe	3,157	39%	4,383	5,463	58%	8,608
Washington	16,883	6%	17,836	30,115	22%	36,733
North Albany	2,323	-25%	1,745	4,638	-17%	3,861
Pine Hills	3,975	24%	4,943	6,904	43%	9,866
Total	33,694	10%	37,164	59,609	28%	76,447

Reference Transactions						
	Feb '14	Change	Feb '15	YTD 2014	Change	YTD 2015
Arbor/West	725	-18%	597	1,292	-8%	1,187
Bach	399	30%	519	893	21%	1,081
Delaware	1,180	5%	1,235	2,546	8%	2,748
Howe	1,184	-31%	815	2,253	9%	2,448
Washington	6,462	-24%	4,938	13,239	-26%	9,823
North Albany	357	-8%	329	664	9%	725
Pine Hills	1,408	59%	2,234	3,019	57%	4,733
Total	11,715	-9%	10,667	23,906	-5%	22,745

Visitors						
	Feb '14	Change	Feb '15	YTD 2014	Change	YTD 2015
Arbor/West	5,392	-17%	4,466	10,598	-6%	9,915
Bach	5,326	-7%	4,977	11,183	-2%	10,985
Delaware	6,704	-2%	6,576	13,657	-2%	13,422
Howe	6,716	6%	7,147	13,137	17%	15,413
Washington	33,192	-7%	30,710	67,001	-4%	64,492
North Albany	3,545	-20%	2,839	6,952	-13%	6,016
Pine Hills	9,449	-15%	8,032	19,486	-10%	17,566
Total	70,324	-8%	64,747	142,014	-3%	137,809

New Borrower Registrations						
	Feb '14	Change	Feb '15	YTD 2014	Change	YTD 2015
Arbor/West	31	16%	36	85	12%	95
Bach	44	16%	51	96	44%	138
Delaware	65	-9%	59	143	-33%	96
Howe	37	19%	44	75	8%	81
Washington	241	8%	260	597	-14%	513
North Albany	10	50%	15	20	50%	30
Pine Hills	88	-25%	66	191	-6%	180
SubTotal	516	3%	531	1,207	-6%	1,133
New E-Patrons	117	21%	141	139	-9%	127
Total	633	6%	672	1,346	-6%	1,260

Hours of Operation						
	Feb '14	Change	Feb '15	YTD 2014	Change	YTD 2015
Arbor/West	172	-12%	152	172	-1%	170
Bach	172	-15%	146	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	-5%	164	172	-1%	170
Total	1,300	-5%	1,236	1,300	-1%	1,284

Implementation and Status of ED Performance Goals
Updated: Febuary of 2015

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.			
Develop Staff Survey	Planned	Implemented	Completed
<ul style="list-style-type: none"> Work with HR Dept. to identify outside agency for staff survey Create staff survey to be distributed to staff Distribute survey Analyze data Decision on how often survey will be done Identify organizational changes to address concerns of survey. 	9/14 11/14 12/14 12/14 12/14	9/14 11/14 1/15 3/15 3/15	9/14 9/14 2/15 3/15
Report to Board turnover rates and key staff changes:	Planned	Implemented	Completed
<ul style="list-style-type: none"> This is now a part of the director's report submitted to the board on a monthly basis. 	6/14	8/14	9/14
Off Boarding Process	Planned	Implemented	Completed
<ul style="list-style-type: none"> Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey. 	2/15		
Complete an assessment of staff diversity and implement a plan to fill gaps.			
Develop Staff Census	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create staff census HR work with EOM to accurately report staff ethnicity 	8/14 9/14	9/14 9/14	Ongoing Ongoing
Civil Service	Planned	Implemented	Completed
<ul style="list-style-type: none"> Work with Municipal Civil Service on residency points or requirements for several positions Work with Municipal Civil Service to change the nature of the clerk exam. 	7/14 6/14	1/15	
Outreach	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create plan with Outreach Coordinator to reach out to organizations for purpose of educating members of the community about job opportunities. 	10/14	11/14	11/14

Execute the Strategic Plan while developing a strong process to measure outcomes.			
Director's Report <ul style="list-style-type: none"> Develop new version of director's report that includes statistical analysis Reassign a position in CMS to collect and distribute statistical data 	Planned	Implemented	Completed
	6/14 8/14	8/14 10/14	Ongoing Ongoing
Reorganization <ul style="list-style-type: none"> Create service areas, and additional head of branch services, to oversee operation and budget of branches. Create leadership team whose job is to examine and make decisions based on the strategic plan 	Planned	Implemented	Completed
	8/14 9/14	8/14 9/14	8/14 9/14
Orange Boy dashboard implementation <ul style="list-style-type: none"> Create dashboard Launch multi-level dashboard Training for leadership on dashboard 	Planned	Implemented	Completed
	10/14 12/14	12/14 2/15	3/15

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

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

Develop an integrated approach to civility and safety in the workplace.			
Incident Reports <ul style="list-style-type: none"> Develop written procedure for incident reports Change security model 	Planned	Implemented	Completed
	12/14 1/15	12/14	12/14

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

Policy Master List

Updated 3/4/15

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
SAFETY							
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. – Have a few modifications
Employee Safety	X		X		Dec. 2012	Dec. 2014	Safety Cmt. (Reviewed Up for Vote)
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
SERVICES TO PUBLIC							
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 (Reviewed Up for Vote)
Behavior	X		X		April 2014	April 2016	Safety Cmt. / Public

Public Comments at Board Meetings	X		X		Dec. 2012	Dec. 2014	Board (Reviewed Up for Vote)
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 (Need info from Bob)
Confidentiality of Records	X		X		April 2014	April 2015	Web Devel. Cmt.
Service to Children	X		X		Dec. 2012	Dec. 2014	Public Serv. (being reviewed)
Public Access to Library Information and Records	X		X		Dec. 2012	Dec. 2014	Web Devel. Cmt. (Reviewed Up For Vote)
Albany Made	X		X		Nov. 2014		Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
INTERNAL							
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 (Tabled for Next mtg)
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
BOARD							
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	Nov. 2016	Board Finance
Board Member Expectations		X	X				Board
Board Code of Conduct	X		X				Board

Public Access to Library Information and Records

PURPOSE:

The people's right to obtain appropriate information about the government's operations and decisions is basic to our society. This policy provides information concerning the procedures by which records may be obtained from the Library.

POLICY:

The Board of Trustees directs Library personnel to furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

1. Designation of Records Access Officer.

- a. The Board of Trustees of the Albany Public Library is responsible for insuring compliance with the regulations herein, and designates the following person as records access officer:

Public Information Officer
Albany Public Library
161 Washington Avenue
Albany, New York 12210

The records access officer is responsible for insuring appropriate Library response to public requests for access to records. The records access officer shall insure that agency personnel:

- i. Maintain an up-to-date subject matter list.
- ii. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- iii. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.

- iv. Upon locating the records, take one of the following actions:
 - 1. Make records available for inspection; or,
 - 2. Deny access to the records in whole or in part and explain in writing the reasons therefor.
- v. Upon request for copies of records:
 - 1. Make a copy available upon payment or offer to pay established fees, if any; or,
 - 2. Permit the requester to copy those records under the supervision of Library personnel.
- vi. Upon request, certify that a record is a true copy; and
- vii. Upon failure to locate records, certify that:
 - 1. The Library is not the custodian for such records, or
 - 2. The records of which the Library is a custodian cannot be found after diligent search.

2. Location.

Records shall be available for public inspection and copying at:

Albany Public Library
161 Washington Avenue
Albany, New York 12210

3. Hours For Public Inspection.

Requests for public access to records shall be accepted and records produced during all hours in which the Library's administrative department is regularly open for business. Currently, these hours are: 9:00 a.m. to 5:00 p.m. Monday through Friday.

4. Requests For Public Access To Records.

- a. The Library will require that all request for access to records will be in writing, except that an oral request may be allowed when records are readily available.
- b. If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
- c. Upon receipt of a request, a response shall be given within five business days by:
 - i. informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent

- possible, that would enable that person to request records reasonably described;
- ii. granting or denying access to records in whole or in part;
 - iii. acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
 - iv. if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
- d. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
- e. A failure to comply with the time limitations described herein shall constitute a denial of a request and may be appealed. Such failure shall include situations in which an officer or employee:
- i. fails to grant access to the records sought, fails to deny access in writing, or fails to acknowledge the receipt of a request within five business days of the receipt of a request;

- ii. acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
- iii. furnishes an acknowledgment of the receipt of a request within five business days but sets an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
- iv. fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
- v. determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
- vi. does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
- vii. responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

5. Subject Matter List.

- a. The Records Access Officer shall maintain a reasonably detailed current list by subject matter of all records in the Library's possession, whether or not records are available pursuant to Public Officers Law § 87 (2).
- b. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
- c. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

6. Denial of Access To Records.

- a. Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the Library's Board of Trustees.

- b. If requested records are not provided promptly, such failure shall also be deemed a denial of access.
- c. The following person or persons or body shall decide appeals regarding denial of access to records under the Freedom of Information Law:

Executive Director
Albany Public Library
161 Washington Avenue
Albany, New York 12210
ATTN: FOIL Appeal

Any person denied access to records may appeal within thirty days of a denial.

- d. The time for deciding an appeal by the Board of Trustees shall commence upon receipt of a written appeal identifying:
 - i. the date and location of requests for records;
 - ii. a description, to the extent possible, of the records that were denied; and
 - iii. the name and return address of the person denied access.
- e. A failure to decide an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
- f. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza – 99 Washington Avenue
Albany, New York 12231

- h. The records access officer shall inform the appellant and the Committee on Open Government of the Library's determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth above.

7. Fees.

There shall be no fee charged for:

- i. inspection of records;
- ii. search for records; or
- iii. any certification of records.

The following fees for copies will be charged:

- i. the fee for copying records shall be 25 cents per page for photocopies not exceeding 9 by 14 inches;
- ii. the fee for copies of records exceeding 9 by 14 inches shall be the greater of 25 cents per page or the actual cost of such photocopy to the Library.

8. Public Notice.

A notice containing the title or name and business address of the records access officer and appeals person or body and the location where records can be seen or copied shall be posted in a conspicuous location in all library locations.

Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

*Written on: April 1, 2008
Date of Adoption: June 10, 2008
Revised: March 4, 2015*

Responsibility

The Public Information Officer is responsible for administration of this policy.

Procedure

As stated above.

Approved

????

Review Date

????

Public Comment at Board Meetings

PURPOSE:

To facilitate input from the broader library community, Library Board of Trustees meetings shall include two public comment periods, one at the beginning of each meeting, held after the call to order, and another before the close of each meeting.

POLICY:

Each comment period will be limited to 30 minutes, unless extended by the Board. Each person wishing to speak during a public comment period will be limited to five minutes.

Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

*Written on: November 1, 2007
Date of Adoption: November 13, 2007
Policy Amended: October 12, 2010
Revised: March 4, 2015*

Responsibility

The Board of Trustees are responsible for the administration of this policy

Procedure

As stated above.

Approved

????

Review Date

????

Employee Safety

PURPOSE:

Albany Public Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees of the library. The Library's goal is to prevent all workplace accidents. To achieve this goal, all library employees must make a conscious effort to be aware of safety and health hazards at all times.

POLICY:

The Library provides information to employees about workplace safety and health issues through regular internal communication channels such as new employee orientation, Staff Development Day, quarterly staff meetings, departmental meetings, bulletin board postings, memos, and other written communications. Each employee is expected to obey safety rules and to exercise caution in all work activities.

Employees are required to immediately report any unsafe condition to their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

Employees are required to immediately notify their supervisor of accidents that result in injury, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures.

No employee who, in good faith, reports a safety violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination. This statement is intended to encourage and enable employees to raise safety concerns within the organization prior to seeking resolution outside the organization.

Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

Responsibility:

The Assistant Director is responsible for the administration of this policy.

Procedure:

As stated above.

Approved:

September 8, 2009

Reviewed: March 4, 2015

Review Date:???

Materials Selection Policy

PURPOSE:

Albany Public Library selects, organizes, and makes accessible to all people of our community material in a variety of formats that will aid them in their pursuit of education, information and recreation. The Library actively seeks to stimulate and expand the recreational and cultural interests of persons of all ages, and to serve as a resource for the continuing education of all members of our community.

POLICY:

The Library seeks to satisfy the diverse needs and interests of our community within the limitations of space and budget. The Library recognizes its obligation to provide materials, as far as possible, which reflect diverse points of view. It is the responsibility of the Library to maintain the effectiveness and usefulness of the collection through careful selection and deselection of materials, both purchased and donated. The reconsideration of materials will follow procedures outlined in the Reconsideration of Library Materials process as established by the Board of Trustees.

As part of this policy, Albany Public Library endorses the principles adopted by the American Library Association in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#).

Responsibility

The Executive Director directs the selection of materials and development of the collection.

Procedure

As stated above.

Approved

Approved: October 10, 2003

Revised: March 4, 2014

Review Date

????

	Sunday	Monday	Tuesday
CENTRAL			
Washington Ave (Current)	1pm - 5pm	9am - 9pm	9am - 9pm
Washington Ave (Proposed)	1pm - 5pm	10am - 8pm	10am - 8pm
Arbor Hill (Current)	CLOSED	12pm - 8pm	10am-6pm
Arbor Hill (Proposed)	CLOSED	10am - 6pm	12pm - 8pm
EAST			
Delaware (Current)	CLOSED	12pm - 8pm	10am - 6pm
Delaware (Proposed)	CLOSED	10am - 6pm	12pm - 8pm
Howe (Current)	CLOSED	12pm - 8pm	10am - 6pm
Howe (Proposed)	CLOSED	12pm - 8pm	10am - 6pm
North Albany (Current)	CLOSED	12pm - 8pm	10am - 6pm
North Albany (Proposed)	CLOSED	10am - 6pm	10am - 6pm
WEST			
Pine Hills (Current)	CLOSED	12pm - 8pm	10am - 6pm
Pine Hills (Proposed)	CLOSED	12pm - 8pm	10am - 6pm
Bach (Current)	CLOSED	12pm - 8pm	10am - 6pm
Bach (Proposed)	CLOSED	10am - 6pm	12pm - 8pm

Wednesday	Thursday	Friday	Saturday	Total Change in Hours
9am - 9pm	10am - 6pm	10am - 6pm	10am - 5pm	
10am - 8pm	10am - 6pm	10am - 6pm	10am - 5pm	- 6 Hours
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
10am - 6pm	12pm - 8pm	12pm - 6pm	12pm - 5pm	+ 3 Hours
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
10am - 6pm	12pm - 8pm	12pm - 6pm	12pm - 5pm	+ 3 Hours
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
12pm - 8pm	12pm - 6pm	12pm - 6pm	12pm - 5pm	+1 Hour
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
12pm - 8pm	12pm - 6pm	12pm - 6pm	12pm - 5pm	+1 Hour
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
12pm - 8pm	12pm - 6pm	12pm - 6pm	12pm - 5pm	+ 1 Hour
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
10am - 6pm	12pm - 8pm	12pm - 6pm	12pm - 5pm	+3 Hours
			Total Change in Hours	+ 6 Hours to Public

	Budget	Estimate	Budget	2015	2015 Mod.	Proposed	Assumptions
	<u>2014</u>	<u>2014</u>	<u>2015</u>	<u>Budget</u>	<u>Budget</u>	<u>2016 Budget</u>	
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	

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



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.*

Potential Savings - \$20,000

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.*

Potential Savings - \$66,000

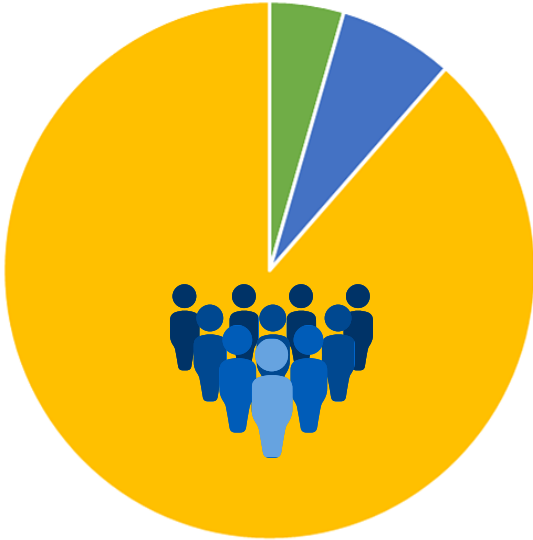
Staffing

- 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.

Potential Savings - \$37,000



North Albany Comparisons



North Albany had 5.1 % of our visitors in 2014. The next highest branch is Arbor Hill/West Hill at 7.9%

North Albany had 4.9 % of our computer sessions in 2014. The next highest branch is Bach at 8.3%



North Albany had 3.7 % of our circulations in 2014. The next highest branch is Arbor Hill/West Hill at 8.3%

North Albany is under three miles to its three closest APL locations. Washington Ave - 2.5 miles, Arbor Hill/West Hill - 2 miles and Howe - 2.6 miles.

North Albany Costs

Books	20,000
Peiodicals	3,500
DVDs	2,500
Rent	<u>19,200</u>
Subtotal Rent & Books, Etc	45,200
People	
Salaries	104,189
Medical Benefits	7,100
Retrement Benefit	16,377
Payroll Taxes	<u>7,814</u>
Subtotal Payroll	135,480
Estimates	
Office Supplies	3,500
Maintenance Supplies	3500
Phones	5700
Computers	6,150
Other	<u>1,200</u>
Subtotal Other	20,050
Total	<u><u>200,730</u></u>

DANIEL P. MCCOY
COUNTY EXECUTIVE



MICHEAL CONNERS, II
COUNTY COMPTROLLER

BRUCE A. HIDLEY
COUNTY CLERK

CRAIG A. APPLE
COUNTY SHERIFF

COUNTY OF ALBANY
112 STATE STREET
ALBANY, NEW YORK 12207
GENERAL INFO: (518)447-7000
www.albanycounty.com

February 19, 2015

Antonio Booth, President
RCS Community Library
95 Main St.
Ravena, NY 12143

Dear Special District,

We write to ensure that you are aware of the requirements placed upon your special district by the State's recently enacted Property Tax Freeze Credit law, and of the potential of the countywide Government Efficiency Plan we are assembling to help you meet the requirements of this law.

Your entity is included under the new law's definition of an "independent special district" that is subject to the real property tax cap. If the homeowners you serve are to receive a property tax credit/rebate for the taxes you levy in 2015, your district must adopt a budget that is compliant with the property tax cap. For your homeowners to receive the credit/rebate in 2016 your district must both comply with the property tax cap and file a plan for three successive years of spending cuts equal to 1% of your 2014 property tax levy. This plan is due on June 15, 2015. State requirements are detailed in the attached guidance document from the State and a summary of that document is also attached.

Special districts and other local governments may seek to meet this new mandate on an individual basis, but the State is strongly encouraging intergovernmental collaboration under county leadership in planning for the required spending cuts. The incentive for joining in a countywide plan is that the law removes the requirement that each individual special district/local government individually meet the 1% savings requirement so long as all of the special districts/local governments participating in the plan collectively meet the 1% savings target based on their collective 2014 property tax levies.

It is important to note that if you do not adopt a property tax cap compliant budget for your 2016 fiscal years, participation in the countywide Government Efficiency Plan will not entitle the homeowners in your district to receive a property tax credit/rebate for the property taxes paid to your district.

Under the Property Tax Freeze Credit law the chief executive officer of the special district, generally the chair of the board of commissioners, and its chief financial officer, generally the district treasurer, have the responsibility for making these decisions. If you wish to participate in the Countywide Government Efficiency Plan or have any further questions please contact Frank Commisso Jr. at 518-447- 4954 or frank.commisso2@albanycounty.com, no later than February 27, 2015.

Sincerely,

County Executive McCoy
County Comptroller Conners
County Sheriff Apple
County Clerk Hidley



AlbanyPublicLibrary

www.albanypubliclibrary.org

161 Washington Avenue
Albany, New York 12210

P: 518.427.4300

F: 518.449.3386

March 3, 2015

Trustees,

Albany Public Library currently has an overstock of Eames chairs in the Washington Ave. Branch large auditorium. These chairs are fairly collectible and we have been approached by a member of the public about buying some of the extras. The administration would like the board's permission to sell no more than 20 of these chairs at a competitive price.

Best regards,

Scott C. Jarzombek, MLS
Executive Director, Albany Public Library
Phone: 518-427-4379 | Email: jarzombeks@albanypubliclibrary.org