

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 10, 2015
Delaware Branch at 6:00 pm

❖ *Albany Public Library educates, entertains, and empowers our community.* ❖

Call to Order – 6:00 pm

Adoption of Agenda

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

Presentation by CDTA

Minutes

Treasurer's Report and Check Register

Committee Reports

UHLS Report

Director's Report – 6:40 to 6:45 pm

Review Policies and Procedures Grid – 6:45 to 6:50 pm

Old Business

- 2016 Board of Trustees Meeting Schedule – Discussion/Action – 6:50 to 7:00 pm

New Business

- Board Member Resignation – Discussion/Action – 7:00 to 7:15 pm
- Board Vice President Vacancy – Discussion/Action – 7:15 to 7:20 pm
- Budget Modifications – Discussion/Action – 7:20 to 7:25 pm
- Five-Year Financial Plan – Discussion/Action – 7:30 to 7:35 pm
- Hours Change Report – Discussion/Action – 7:35 to 7:40 pm
- RFP for Auditing Services – Discussion/Action – 7:40 to 7:45 pm
- RFP for Legal Services – Discussion/Action – 7:45 to 7:50 pm
- Quarterly Evaluation of Board Meetings – Discussion/Action – 7:50 to 7:55 pm

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

Executive Session

Adjournment – 8:30 pm

Next Meeting – Dec. 8 at Howe Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library October 13, 2015 Arbor Hill/West Hill Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Arlene Way (secretary), Donna Dixon, Timothy Smith, Elissa Kane

LATE ARRIVAL: Michael Neppl at 6:05 pm, Andrew Bechard (vice president for finance) at 6:07 pm

ABSENT: Daniel Curtis (vice president), Allison Calacone

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (head of branches for Delaware, Howe, North Albany), Robert Schofield (counsel)

CALL TO ORDER: The meeting was called to order by Piché at 6:00 pm.

ADOPTION OF AGENDA: Way made a motion, seconded by Dixon, to approve the agenda. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

MINUTES: Kane made a motion, seconded by Smith, to approve the minutes from the Sept. 8, 2015 meeting. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Aug. 31, 2015) will be filed. The updated check register (covering Sept. 10 through Oct. 14, 2015) was reviewed by the trustees. Dixon made a motion, seconded by Way, to accept the updated check register and approve it for payment. The motion was approved unanimously.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and Jarzombek fielded questions about after-school tutoring, circulation trends, and the NYS Construction Grant.

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

NEW BUSINESS:

Close Delaware Branch at 3 pm on Nov. 14 for Foundation Gala: Jarzombek requested that the Delaware Branch close two hours early, at 3 pm, on Saturday, Nov. 14, to allow staff to prepare the building for that night's Literary Legends gala hosted by the APL

Foundation. Kane made a motion, seconded by Dixon, to close the Delaware Branch at 3 pm on Nov. 14. The motion was approved unanimously.

2016 Central Library Aid Budget: The trustees briefly reviewed the budget document drawn up by the Upper Hudson Library System. Bechard made a motion, seconded by Kane, to accept the UHLS Central Library Aid Budget for 2016. The motion was approved unanimously.

Naming of Tompkins Community Room: Jarzombek proposed naming the Community Room on the second floor of the Washington Ave. Branch after Edgar Tompkins, who served as leader of APL and UHLS in the 1960s and 1970s. After talking about the merits of naming a room after Tompkins, and about naming rights in general, the board chose to table the discussion pending further information.

OLD BUSINESS:

UHLS Representative: Jarzombek asked the board to consider appointing Candace Deisley, a retired APL librarian and active member of the Friends of APL, as the board's representative to UHLS. Calacone previously resigned from this position. Kane made a motion, seconded by Smith, to appoint Candace Deisley as APL representative to UHLS to fulfill the balance of the current term. The motion was approved unanimously.

2016 Board of Trustees Meeting Schedule: After a brief discussion, this item was tabled until the November meeting pending updates to the draft schedule.

Quarterly Update on Strategic Plan: Metzger reviewed the strategic plan progress with the board. Piché noted that it will soon be time to begin work on the next strategic plan.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: The meeting adjourned at 7:05 pm.

NEXT MEETING: Tuesday, Nov. 10 – Delaware Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE NINE MONTHS ENDED
SEPTEMBER 30, 2015

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,434,764	536,230	4,826,070	75.00%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants & Aid	197,000	31,406	31,406	15.94%
NYS Construction Grant	26,250		7,250	27.62%
Federal Grants & Aid	38,000		-	0.00%
Fines and Fees	170,000	12,674	110,777	65.16%
Book Sales	0	-	3,335	
Interest Income	5,000	11,500	62,290	1245.80%
Foundation Contributions	10,000		-	0.00%
DASNY Project Reimbursement	0		-	
Copier Printers	45,000	-	1,720	3.82%
Miscellaneous income & Aid	0	779	25,083	
Fund Balance Used	759,732		-	0.00%
Total Support and Revenue	9,539,059	592,589	5,067,931	53.13%
Expenditures				
Payroll and Related costs	4,959,346	371,622	3,602,309	72.64%
Occupancy Costs	1,111,400	38,176	603,267	54.28%
Materials and Services	715,000	52,892	482,745	67.52%
Administration and Miscellaneous	535,000	34,183	330,462	61.77%
Automation	365,000	9,912	191,284	52.41%
Contingency	-	-	-	
Total Expenditures	7,685,746	506,785	5,210,067	67.79%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	-	85,804	(142,136)	0.00%

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE NINE MONTHS ENDED
SEPTEMBER 30, 2015

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,409,678	249,100	2,440,210	71.57%
NYS Retirement System	545,548	38,101	342,909	62.86%
Payroll Taxes	261,063	18,338	179,600	68.80%
Hospital Insurance	721,557	64,933	623,158	86.36%
Payroll processing Costs	20,000	1,150	13,912	69.56%
Unemployment Insurance	1,500	-	2,520	168.00%
TOTAL	4,959,346	371,622	3,602,309	72.64%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	14,400	72.00%
Heat & Electric	245,000	11,080	133,864	54.64%
Telephone	13,000	810	8,114	62.42%
Maintenance/repairs/supplies	460,000	19,522	277,756	60.38%
Security	88,400	5,164	52,508	59.40%
NYS Construction Grant	35,000	-	8,140	23.26%
Furniture/Building Improvements	250,000	-	108,485	43.39%
TOTAL	1,111,400	38,176	603,267	54.28%
MATERIALS and SERVICES				
Books,etc.	590,000	48,964	413,490	70.08%
Serials/Magazines	60,000	-	40,946	68.24%
On-line Services	65,000	3,928	28,309	43.55%
TOTAL	715,000	52,892	482,745	67.52%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	70,000	3,865	47,276	67.54%
Postage	20,000	138	8,079	40.40%
Publicity, Printing	47,000	2,839	26,013	55.35%
Training and Travel	30,000	2,951	12,772	42.57%
Community Activities	8,000	-	3,642	45.53%
Professional Services	200,000	13,796	152,641	76.32%
Misc Grant Expense	0	-	-	
Programming Activities	70,000	3,602	31,948	45.64%
Insurance	90,000	6,992	48,091	53.43%
TOTAL	535,000	34,183	330,462	61.77%
AUTOMATION				
Automation Services	240,000	5,793	139,990	58.33%
Automation Software	15,000	3,356	13,358	89.05%
Automation Hardware	110,000	763	37,936	34.49%
TOTAL	365,000	9,912	191,284	52.41%
CONTINGENCY				
	0	-	-	0.00%
DEBT SERVICE PAYMENT				
	1,853,313	-	-	0.00%
TOTAL EXPENDITURES				
	9,539,059	506,785	5,210,067	54.62%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Oct 15, 2015 to Nov 11, 2015

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount	Description
4635V	10/14/15	New York Library Association	-1,554.00	VOID
4701	10/14/15	New York Library Association	1,355.00	Travel and Staff Development
4702	10/20/15	First Light Fiber	5,379.16	Telephone Expense/Automation Services
4703	10/22/15	CSEA	1,851.66	Union Fees
4704	10/22/15	MetLife-TSA Contribution	1,826.00	403b
4705	10/22/15	National Grid	5,716.48	Heat, Light and Power
4706	10/22/15	NYS Deferred Comp Plan	2,573.33	NYS Def. Comp Plan
4707	10/22/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4708	10/22/15	The Travelers	1,948.00	403b
4709	11/11/15	OverDrive, Inc.	2,017.33	Central Library Materials
4710	10/27/15	National Grid	5,363.97	Heat, Light and Power
4711	11/11/15	Staples Advantage	391.70	Office Supplies
4712	11/11/15	Baker & Taylor	10,003.43	Books-Adult
4713	11/11/15	Midwest Tape	828.01	Audio/Visual
4714	11/11/15	Midwest Tape	871.90	Audio/Visual
4715	11/11/15	Midwest Tape	374.29	Audio/Visual
4716	11/11/15	Midwest Tape	1,328.92	Audio/Visual
4717	11/11/15	Midwest Tape	1,701.99	Audio/Visual
4718	11/11/15	OverDrive, Inc.	3,854.24	Central Library Materials
4719	11/11/15	OverDrive, Inc.	1,839.22	Central Library Materials
4720	11/11/15	OverDrive, Inc.	3,717.15	Central Library Materials
4721	11/5/15	CSEA	1,917.19	Union Fees
4722	11/5/15	MetLife-TSA Contribution	1,826.00	403b
4723	11/5/15	NYS Deferred Comp Plan	729.84	NYS Def. Comp Plan
4724	11/5/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4725	11/5/15	The Travelers	1,948.00	403b
4726	11/11/15	Midwest Tape	1,212.08	Audio/Visual
4727	11/11/15	Accuprint	3,361.98	Publicity and Printing
4728	11/11/15	ADP, Inc.	1,510.41	Payroll Services
4729	11/11/15	Albany Paranormal Research Society	100.00	Programming Howe
4730	11/11/15	Alexandra Consler	71.52	Programming North Albany
4731	11/11/15	Anthony Campbell	50.95	Fines and Fees
4732	11/11/15	ASSA ABLOY Entrance Systems US Inc	495.40	Building Repairs/Maintenance
4733	11/11/15	Baker & Taylor	4,911.01	Books-Adult
4734	11/11/15	Barbara Kam.	160.00	Programming Pine Hills
4735	11/11/15	BlueShield of Northeastern New York	7,355.40	Insurance-Hospitalization
4736	11/11/15	Budget Library Supplies	841.50	Office Supplies
4737	11/11/15	C. Baird Buchanan	50.00	Programming Washington
4738	11/11/15	CDPHP	39,614.17	Insurance-Hospitalization
4739	11/11/15	CDPHP Universal Benefits, Inc.	11,326.52	Insurance-Hospitalization
4740	11/11/15	Charles Slatterick	630.00	Contracted Services
4741	11/11/15	Chinasa Seyse	202.89	Programming Howe
4742	11/11/15	Christine Havens	229.67	Travel and Staff Development
4743	11/11/15	Christina Stenson-Carey	84.00	Travel and Staff Development
4744	11/11/15	De Lage Landen Financial Services, Inc	924.00	Contracted Services
4745	11/11/15	Delta Dental of New York, Inc.	3,631.66	Insurance-Hospitalization
4746	11/11/15	Demco	172.51	Office Supplies
4747	11/11/15	Displays2Go	163.53	Office Supplies
4748	11/11/15	Dormitory Authority of State of NY	500.00	Contracted Services
4749	11/11/15	Douglas Goodbee	375.00	Programming Howe
4750	11/11/15	Eastern Managed Print Network	35.28	Contracted Services
4751	11/11/15	Elite Supplies	433.00	Contracted Services
4752	11/11/15	ELM USA	1,035.00	Supplies (Processing)
4753	11/11/15	G4S	4,548.42	Security Services
4754	11/11/15	Honest Weight Food Co-Op	25.00	Programming Howe
4755	11/11/15	INFORMATION TODAY, INC.	404.53	Books-Adult
4756	11/11/15	Jahaira Navarrete	30.00	Programming Howe
4757	11/11/15	Janway Company USA, Inc.	1,074.45	Programming Community
4758	11/11/15	Jennifer Ward	29.02	Programming Bach

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Oct 15, 2015 to Nov 11, 2015

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount	Description
4759	11/11/15	MAILFINANCE	119.95	Postage
4760	11/11/15	Margaret Maurer	100.92	Programming Washington
4761	11/11/15	Marjorie K. Reinhart	64.78	Insurance-Wellness
4762	11/11/15	Midwest Tape	565.59	Audio/Visual
4763	11/11/15	National Business Equipment	1,370.44	Contracted Services/Fines and Fees
4764	11/11/15	New Netherland Institute	20.00	Books-Adult
4765	11/11/15	NuTek Business Products	1,462.26	Publicity and Printing
4766	11/11/15	NYS Unemployment Insurance	5,460.00	Unemployment Insurance
4767	11/11/15	OCLC Inc.	28.00	Fines and Fees
4768	11/11/15	Oriental Culture Enterprise Co, Inc.	419.86	Books-Adult
4769	11/11/15	Oriental Trading Company, Inc.	67.19	Programming YS
4770	11/11/15	OverDrive, Inc.	2,073.17	Central Library Materials
4771	11/11/15	Rebecca Lubin	116.36	Programming Delaware
4772	11/11/15	Richard Waugh	220.00	Insurance-Medicare Reimb.
4773	11/11/15	Samantha Brown	143.53	Programming Howe/Travel and Staff Development
4774	11/11/15	Sarah Stanwicks	58.24	Programming Washington
4775	11/11/15	Scholastic Inc.	133.00	Programming YS
4776	11/11/15	Siena College -ACE	2,875.00	Contracted Services
4777	11/11/15	Simma Kinderlehrer	100.00	Programming Pine Hills
4778	11/11/15	Staples Advantage	302.19	Office Supplies
4779	11/11/15	Stephanie Preston	124.27	Programming Pine Hills/Travel and Staff Development
4780	11/11/15	The Albany YMCA	1,600.00	Rent-North Albany
4781	11/11/15	Timothy Starr	103.22	Books-Adult
4782	11/11/15	UPS	40.05	Postage
4783	11/11/15	W.B.Mason Co., Inc.	96.63	Office Supplies
4784	11/11/15	Whiteman, Osterman & Hanna	2,965.31	Legal and Accounting Fees
4785	11/11/15	Windrush Corporation	250.00	Contracted Services
4786	11/11/15	Xiaofei Li	27.06	Programming Pine Hills
Total			164,322.73	

**BOARD OF TRUSTEES
PERSONNEL COMMITTEE**

DATE/PRESENT: July 30, 2015 /Mary-Ellen Piche, Chairperson, Trustee Dan Curtis, Trustee Mike Neppi

October 13,2015/ Mary-Ellen Piche, Chairperson and Trustee Mike Neppi

TOPIC	DISCUSSION	ACTION
ED Compensation Plan	<ul style="list-style-type: none"> • Salary survey information from NYLA and DLD were reviewed. Current salary is in line, comparatively. • Merit system of step increases was reviewed with HR. Although the ED and admin team do not fall under this system, they enjoy the financial benefits. • Recommend extending the gas allowance (\$250 annually) to the ED. • Incentive system tied to performance goals proposed. Alternate: bonus system. 	<ul style="list-style-type: none"> • Review draft Compensation Plan with counsel. • Review with ED • Present to Board of Trustees at November meeting.

Respectfully submitted,

Mary-Ellen Piche

Albany Public Library Finance Committee Meeting (Informational Meeting Only) October 1, 2015

MEETING MINUTES:

The Finance Committee of the Albany Public Library (APL) Board of Trustees met to consider a short agenda on Thursday, October 1, 2015 at 5:30 PM at the Local History Room on the Second Floor at 161 Washington Avenue, Albany, NY. The meeting was called to order at 5:40 PM but was deemed an informational meeting only as there was no quorum. In attendance: Andrew Bechard and Michael Neppl of APL Board of Trustees; Mary Cullinan – Finance Director APL; Scott Jarzombek – Executive Director APL.

PUBLIC COMMENT: There were no members of the public present, furthermore, this was only an informational meeting.

DISCUSSION AND REVIEW: Mary Cullinan presented a first-draft five-year budget plan and two alternative plans that were discussed by those present. Mary Cullinan also presented a first-draft of budget modifications for 2015 also discussed by those present. Other topics of discussion included an insurance policy bonding the APL Treasurer for an amount of \$400,000. It is expected that there will be further work on these first-drafts presented on October 1st, and an additional Finance Committee meeting will be scheduled for late October to finalize and approve same and bring them to the full board for a vote during the November 2015 Board of Trustee meeting.

ADJORNED: Informational meeting adjourned at approximately 7:10 PM.

Respectfully submitted on November 6, 2015 by Andrew Bechard, Chair

Albany Public Library Finance Committee Meeting (Informational Meeting Only) November 2, 2015

MEETING MINUTES:

The Finance Committee of the Albany Public Library (APL) Board of Trustees met to consider an agenda on Monday, November 2, 2015 at 6:00 PM at the Community Room on the Second Floor at 161 Washington Avenue, Albany, NY. The meeting was called to order at 6:04 PM. In attendance: Andrew Bechard, Alison Calacone and Michael Neppi of APL Board of Trustees; Mary Cullinan – Finance Director APL; Scott Jarzombek – Executive Director APL.

PUBLIC COMMENT: There were no members of the public present.

DISCUSSION AND ACTION: Mary Cullinan presented a five-year budget plan that was gone over line by line and discussed extensively by those present and approved in a unanimous vote of the Committee. Mary Cullinan also presented budget modifications for November 2015. The modifications were discussed line by line and approved by a unanimous vote of the Committee. There was general discussion of the recent audit effort of APL by the Office of the NY State Comptroller and that a written document will be presented by the Comptroller for APL to respond to in the coming weeks or months. It is expected the five-year plan and the November 2015 budget modifications will be presented to the full board for approval during the November 2015 Board of Trustee meeting.

ADJORNED: Meeting adjourned at approximately 7:08 PM.

Respectfully submitted on November 6, 2015 by Andrew Bechard, Chair

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES REPORT

NOVEMBER 2015

EXECUTIVE SUMMARY

With our OrangeBoy contract coming to a close, the Assistant Director has been assigned the task of collecting data from our various locations and departments. The leadership team is working on creating a new functional dashboard. We are also looking at a few other products to analyze wider statistical trends in our community. The PIO and the Director will be looking into products for doing public surveys.

CMS has completed converting the collection back to the Dewey Decimal System. The staff and patrons are forever in their debt. Facilities, automation and branch staff, along with teen and Friends of APL volunteers all made this possible. We are currently waiting on UHLS to make some changes in the ILS to start our device loaning program. We will also be testing out self-pickup for hold items at North Albany. Staff evaluations have been completed, including all administrative staff. The e-newsletter is now distributed every other week. Capital Carshare now has a car at our Delaware Branch.

We have received multiple complaints about the bathrooms on the second floor at Washington Ave. We will be doing some work to those bathrooms in 2016. We have received several complaints about handicapped parking at our Delaware Branch. We are coming up with a few solutions to present to the Buildings Committee. The “yellow bins” are back at all locations; this means winter is coming along with slipping hazards. These bins allow for salt to be accessible to all staff, and are easy to locate even after a good snow. We are currently experiencing some push back from UHLS about no longer receiving deliveries at our loading dock. We are attempting to find a solution that works for both organizations.

There have been some behavior issues at the Delaware Branch, which coincided with several staff being out for NYLA. We assigned a security officer to Delaware for a week and have been in contact with the APD and school district. Both have been extremely cooperative.

The Friends hosted another successful blood drive at our Washington Ave. Branch. They are currently planning the annual local author event for April 9. The Foundation is ramping up their annual gala. They have also started to sell “swag” at all of our locations. Proceeds from the sale of these items go back to the Foundation. The Foundation has started a fund for staff development, specifically for clerical staff looking to start or finish college to be eligible to become library assistants. The Foundation has also received another Best Buy Grant, which will continue to fund the Youth FX filmmaking program for teens.

DIRECTOR'S CALENDAR

10/2: UHLS Directors Association	10/14: UHLS Services Committee
10/6: Capital CarShare	10/15: CDTA
10/7: County Code Blue	10/15: Department of Education Video Shoot
10/7: CANA	10/20: Spectrum Theater
10/8: Executive Coaching Saille Group	10/20: Foundation Board Meeting
10/9: Satellite Office John A. Howe Branch	10/21-23: NYLA Conference
10/13: Testimony to Permanent Commission on Access to Justice	10/26: Friends of the Library
	10/27: Albany Archives Open House

**Trustees must request a physical copy of the board packet for the meeting by 2 pm on Monday, Nov. 09.*

DEPARTMENT REPORTS

Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	28,362	-10.72%	1
Door Count	32,192	-13.67%	1
Computer Use	4,336	-20.13%	1
WiFi	20179	+11.86%	1
Program Attend.	1,350	+6.97%	1
Meeting Room Usage	67	+67.5%	1

Adult Services

- Two current members of Adult Services (and multiple alumni of Reference Services) presented at the Annual NYLA Conference in Lake Placid. Staff presented on achievements creating local history programming that appeals to a new audience and on innovative music programming.
- The Albany Homicide Tales and Murder Ballads program disgusted and delighted a crowd of 75 people in a candlelit (flameless) Local History Room. Seven local musicians wrote and performed a total of 13 original murder ballads based on homicides of Albany's 19th and early 20th centuries.
- APL received \$2,500 in grant funds from UHLS to work on collaborative programming to train literacy volunteers with our partner organization, Literacy NYGCR.

Youth Services

- On Oct. 19, Youth Services hired a new staffer who will focus on young childrens' programming and early literacy outreach. She will lead the library as it meets the requirements of the PROPEL grant in the coming year, and help to establish core competencies for youth librarians across all branches in the city.
- At the Capital District Child Care Council's 2016 Conference, staff presented an early literacy-focused talk with Albany Medical College. The demonstration included flannel board stories and gave participants the materials and resources to craft stories to use in their daycare programs.
- Two staff members presented at the NYLA Conference on applying for grants for teen programming, and our successful "1st Saturday for Families" programs.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	4,661	-36.79%	6
Door Count	5,977	+2.84%	6
Computer Use	1,303	-18.36%	5
WiFi	3534	+24.03	6
Program Attend.	205	+425.64%	7
Meeting Room Usage	29	+625%	2

Adult Services

- "Car Q&A" was able to guide some library patrons who had auto repair related questions this month.
- The Arbor Hill/West Hill Branch hosted a "Giant Board Game Night" for families. A larger than life version of "Battleship" was introduced as well as giant playing cards.

Youth Services

- Kids made their own "Flubber" this month at the branch. Borax was used along with coloring to make a fun substance that amazes young minds.

- The Arbor Hill/West Hill Branch continues to host "Lego City" at the library. Kids build Lego landscapes and other creations out of the various pieces, parts, and blocks.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	10,220	-13.23%	4
Door Count	6,503	-9.68%	5
Computer Use	1,043	-24.69%	6
WiFi	5182	+58.71%	3
Program Attend.	639	+545.45%	4
Meeting Room Usage	1	-92.86%	6

Adult Services

- Poulin Project books on display and available for borrowing. Highlights small presses and New York authors.

Youth Services

- Attendance at "Toddler Storytime and Play Group" (Monday) has increased slightly, indicating that parents and caregivers are more aware of changes to APLB's hours and program schedule.
- On Oct. 21, staff from Bach and other branches visited Girls Inc. of the Greater Capital Region to register children and teens for library cards, present a book talk, and teach how to bake chocolate chip muffins. It was a successful visit and Bach would like to offer more baking and basic cooking programs to tweens and teens.
- Have little luck with holiday and special day programs that meet on a particular day at a specific time. Beginning in January 2016, Bach is trying all-day, passive programming at the branch.
- The one-on-one tutoring with students from Albany College of Pharmacy and Albany Medical College is a popular service.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	18,070	-6.17%	2
Door Count	11,332	-2.59%	2
Computer Use	2,550	+3.20%	2
WiFi	6835	-5.19%	2
Program Attend.	844	+43.29%	3
Meeting Room Usage	22	-4.35%	3

Adult Services

- A teenage girl found a bag of marijuana in Children's area on Oct. 28 and turned it in to staff for disposal.
- Two programs continued to be popular during this month: "Create a Moody Masterpiece" and "From the Play to the Film."

Youth Services

- Sensory story time started and will continue on the first Saturday of every month for kids on the autism spectrum.
- Doctor Who program on Oct. 24 involved people making buttons, doing a trivia challenge, and making an adipose (Doctor Who character) craft.
- We also had a special program, involving a sex education talk that included a video, during Teen Time with Upper Hudson Planned Parenthood.

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	10,698	+4.61%	3
Door Count	8,561	-3.28%	3
Computer Use	1,709	-6.82%	3
WiFi	4027	-.59%	5
Program Attend.	465	+25.34	5
Meeting Room Usage	13	-23.53%	4

Adult Services

Youth Services

- A second grade class visit from Delaware Community School in October. Fifteen of the 30 students received MyCards during the visit.
- Local teen/children's author James Preller visited on October 24. He read from his series Scary Tales and gave a presentation about the art and craft of his writing.
- The Strawbees construction program, Social Robotics presented by UAlbany Computer Science students and a Harvest Planter program were all very well attended this month.

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	6,080	-25.23%	5
Door Count	7,564	-8.83%	4
Computer Use	1,436	-16.46%	4
WiFi	4956	-11.78%	4
Program Attend.	1,008	+228.34%	2
Meeting Room Usage	4	-50%	5

Adult Services

- Public PCs were replaced on Oct. 7.
- New computer assistant volunteer has been found and will start providing one-on-one assistance with basic computer skills, job help and small business projects (flyers, business cards, etc.) starting Nov. 2.
- Yoga class has been extended to the end of the year as it was so well received in September.
- Fiber Arts Lab is a drop-in craft session where attendees get help with current projects they are working on. All skill levels are welcome and the coordinator is a volunteer.
- Sew! What? continues to grow in popularity. The winter project is fingerless gloves.

Youth Services

- Staff changed the collection around in the children's room to better serve patrons and have space for themed book displays.
- The Play and Grow toys are popular with the Free School students as they do not have the same items in their classroom.
- Two Together visited the library with 14 after-school students on Oct. 14 and participated in a library tour and treasure hunt led by the branch librarian.
- The American Girl History Tour was a huge success with 15 girls attending with their doll companions to participate in the craft and cookies program.
- The kids enjoyed constructing and playing in the Howe Pirate Ship completed on Global Cardboard Challenge day Oct.10.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2,968	-2.66%	7
Door Count	3,664	-16.52%	7
Computer Use	394	-55.07%	7
WiFi	1586	+2.52	7
Program Attend.	284	+42.71%	6
Meeting Room Usage	n/a	n/a	n/a

Adult Services

- Public PCs were replaced on Oct. 30.

Youth Services

- Attendance at programs has started to rise again, as kids stop into the branch after school ends for crafting.
- The North Albany Academy Kindergarten requested a story time on Tuesday afternoons starting in October, and the group has loved coming into the library to read books, sing songs, and color.
- North Albany now hosts four story times a week.

OPERATIONS

AUTOMATION

	Number	YTD Change
Help Desk Tickets	91	

- Replaced public access computers at Howe, Arbor Hill/West Hill, and North Albany. Public computer replacements are now completed for this year.
- Worked on major upgrade of Citrix computer management system and installed and configured Microsoft System Center Enterprise
- Completed configuration changes for photocopiers, including troubleshooting card management system Arbor Hill/West Hill and setting up scan-to-email functionality at all sites and updating staff documentation
- Implemented merchandise sale and tax collection set up in POS system for sale of Foundation merchandise
- Implemented test Children's Department iPad kiosk system

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	79	

- Collaborated with Girls Inc. to celebrate their Literacy Week program at the Arbor Hill Branch.
- Presented an early literacy program for parents through a collaboration with Albany Promise.
- Presented at a Child Care Council program to share information about early literacy with child care providers.
- Met with CDYMCA staff to discuss hosting the Y's Youth Achievers program at Arbor Hill/West Hill Branch for the remainder of the school year.
- APL offered multiple Halloween themed programs including a partnership with Healthy Families and a program with CMOST.

COLLECTION MANAGEMENT

- All branches have now been returned to the Dewey Decimal System by CMS staff. Branch staff, IT and Facilities were instrumental, also, as were several former APL staff who volunteered to help.

FACILITIES

	Number	YTD Change	Rank
Work Orders			
<ul style="list-style-type: none">• Parking lot work has begun at Howe Branch, with preparation underway for demolition of adjacent building• Renovations to periodicals area at Washington Ave. Branch underway• Painting and freshening up at Bach and Delaware being completed• Building preparations for Pine Hills art exhibition and Foundation gala at Delaware			

FINANCE

- Met with the Finance Committee to review the five year plan and the budget modifications which will both be presented to the Board at the November meeting.
- Communicated with the State Office of the Comptroller regarding 2014 audit. OSC will be emailing the Board the preliminary audit report in the near future. APL will have time to comment back to OSC before the final report is published.
- Working with Jaeger and Flynn, APL insurance broker, on health care options for 2016. Presented several options to APL Union leadership and CSEA Union representative. Awaiting Union response as to how they would like to proceed.

HUMAN RESOURCES

	Number	YTD Change	
Hires	3		
Resignation	1		
Transfers			
Write Ups			
Training	69 staff /279 hours	+55.3% / +242.33%	

- Met with JFA to review more options for 2016 health insurance
- Continue to work with ADP to be in compliance with the Affordable Care Act for 2016
- Received new Public Relations Specialist specification approval
- Continue negotiations with union
- Prepared staff census with salary and benefit cost

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	38,978	-25%	
Facebook Likes	2,244	+26%	
Twitter Followers	2,095	+25%	
Instagram Followers	1,310	+139%	
Online Contacts	68	NA	
Press Releases	4	-42%	

- Media (traditional and/or blogs) covered Literary Legends event, Homicide Tales and Murder Ballads program, and Silent Film Spectacular series
- Working on January/February 2016 program guide
- Distributed two issues of eNotes (highlighting APL merchandise, library director MLB wager, Halloween programs, Literary Legends, Silent Film Spectacular, and Albany Made open labs)
- Preparations underway to advertise for Public Information Specialist position

- Notable social media engagements: Facebook—library directors’ MLB wager (several posts), Halloween activities, Homicide Tales and Murder Ballads program; Instagram—APL merchandise, MLB wager (several ‘grams), Titanic display, National Dessert Day, Cardboard Challenge at Howe, potting craft at Delaware

PATRON CULTURE

	Number	YTD Change	Rank
Incidents	24	+14.29%	
Positive Comments	2	0%	
Neutral Comments	22	+266.66%	
Negative Comments	0	0%	

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

Develop a comprehensive plan for fund raising and provide regular updates to the Board on Foundation activity			
Foundation	Planned	Implemented	Completed
• Help with the planning of key Foundation events.	6/14	6/14	Ongoing
• Include a Foundation update in the monthly director's report.	6/15	7/15	Ongoing
• Include Foundation leadership in organizational meetings and conversations.	11/14	11/14	Ongoing
Friends	Planned	Implemented	Completed
• Reengage the Friends to do additional fundraising.	7/14	8/14	Ongoing
• Include a Friends update in the monthly director's report.	6/15	7/15	Ongoing
• Include Foundation leadership in organizational meetings and conversations.	11/14	11/14	Ongoing
Grants	Planned	Implemented	Completed
• 2015 Bullet Aid	5/15	5/15	6/15
• SPARKS Grant	2/15	2/15	8/15 NA
• 2015 DLD Grant	7/15	9/15	9/15
• 2015 Best Buy Grant	6/15	9/15	9/15
Outside Revenue Sources	Planned	Implemented	Completed
• CDTA bus pass program	8/14		

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
• 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	1/15	2/15
• Analyze data	12/14	3/15	3/15
• Decision on how often survey will be done	12/14	3/15	5/15
• Identify organizational changes to address concerns of survey.	4/15	4/15	5/15
• Implement changes to address concern of survey	5/15	6/15	Ongoing
Report to Board turnover rates and key staff changes:	Planned	Implemented	Completed
• 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
• Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey.	2/15	5/15	Ongoing

Complete an assessment of staff diversity and implement a plan to fill gaps.			
Develop Staff Census	Planned	Implemented	Completed
• Create staff census	8/14	9/14	Ongoing
• HR work with EOM to accurately report staff ethnicity	9/14	9/14	Ongoing

Civil Service <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. 	Planned	Implemented	Completed
	7/14	1/15	Ongoing
Outreach <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. 	Planned	Implemented	Completed
	10/14	11/14	Ongoing
CDTA <ul style="list-style-type: none"> Universal access program for library employees 	Planned	Implemented	Completed
	9/14	9/15	

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 1/15	12/14 2/15 3/15	3/15 3/15 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	Ongoing
	12/14	12/14	Ongoing

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 11/4/15

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	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				Sept. 2015	Sept. 2017	Safety Cmt.
Emergency Action Plan for Each Building		X		Dec. 2015			Safety Cmt. – NYLA session on topic in Oct.
Employee Safety	X		X		Mar. 2015	Mar. 2017	Safety Cmt.
Workplace Violence Prevention and Incident Reporting	X		X		May 2015	May 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	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		May 2015	May 2017	Pub. Serv.
Library Card Registration		X					Public Serv. Cmt. – On hold 2016
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv.
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		Mar. 205	Mar. 2017	CMS
Behavior	X		X		April 2014	April 2016	Safety Cmt. / Public

Public Comments at Board Meetings	X		X		Mar. 2015	Mar. 2017	Board
Tobacco Use	X		X		June 2014	June 2016	Safety Cmt.
Art Exhibition	X		X		May 2015	May 2017	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2014	Oct. 2016	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		June 2015	June 2017	HR
Confidentiality of Records	X		X		May 2015	May 2017	Web Devel. Cmt.
Service to Children	X		X		June 2015	August 2015	Board Vote and Comm. Discussion
Group Visit Policy	X		X		June 2015	July 2017	Youth Services
Public Access to Library Information and Records	X		X		Mar. 2015	Mar. 2017	Web Devel. Cmt.
Albany Made	X		X		Nov. 2014		Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	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		May 2015	May 2017	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2014	Dec. 2016	Admin
Purchasing	X		X		May 2015	May 2017	Finance Office
Whistle Blower	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Conflict of Interest	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Investment	X		X		Oct. 2009	May 2015	Legal – Finance (need to review)
EEO / Anti-Discrimination / Anti-Harassment	X		X		June 2015	June 2017	HR
Unrepresented Employee Evaluation	X		X		June 2015	June 2017	HR

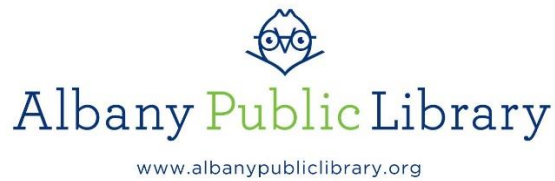
Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 2014	Feb. 2016	Board
Fund Balance	X		X		Oct. 2013	Oct. 2015	Board
Reserve Fund	X		X		Nov. 2014	Nov. 2016	Board Finance
Board Member Expectations		X	X		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

Board Code of Conduct	X		X				Board
Dissemination of Library Information	X		X		June 2015	June 2017	Board
Evaluation of Board of Trustees Operational Procedures		X	X		June 2015	June 2017	Board
Community Relations Goals		X	X		June 2015	June 2017	Board
Evaluation of the Executive Director	X		X		June 2015	June 2017	Board

2016 Meeting Schedule – DRAFT #1

All APL Board of Trustees meetings are held on
Tuesdays at 6:00 pm, unless otherwise noted.

Date	Location
January 12	Washington Avenue Branch
February 9	Bach Branch
March 8	North Albany Branch
April 12	Delaware Branch
May 10	Pine Hills Branch
June 14	Arbor Hill/West Hill Branch
July 12	Howe Branch
August 9	Bach Branch
September 13	Washington Avenue Branch
October 11	Delaware Branch
November 15	Pine Hills Branch (changed to 3 rd Tuesday due to Voting)
December 13	Arbor Hill/West Hill Branch



2016 Meeting Schedule – DRAFT #2

All APL Board of Trustees meetings are held at 6:00 pm, unless otherwise noted.

Date	Location
Mon. or Wed. January 12/14	Washington Avenue Branch
Tues. February 9	Bach Branch
Mon. or <u>Wed.</u> March 8/ <u>10</u>	North Albany Branch
Tues. April 12	Delaware Branch
Mon. or Wed. May 10/12	Pine Hills Branch
Tues. June 14	Arbor Hill/West Hill Branch
Mon. or Wed. July 12/14	Howe Branch
Tues. August 9	Bach Branch
Mon. or Wed. September 13/15	Washington Avenue Branch
Tues. October 11	Delaware Branch
Mon. or Wed. November 7/9	Pine Hills Branch
Tues. December 13	Arbor Hill/West Hill Branch

Uses

	Category	<u>Estimate</u>	<u>Budget</u>	<u>Use</u>	<u>Applied</u>	<u>Remaining</u>	<u>Applied</u>	<u>Remaining</u>	
Revenue	Other Grant Construction	7,250	26,250	(19,000)	(19,000)	0			NYS Retirement (19,000)
	Copier	1,720	45,000	(43,280)	(35,976)	(7,304)	(7,304)	0	Interest Income (35976), NYS Retirement (7304)
	Fines and Fees	147,703	170,000	(22,297)	(22,297)	0			NYS Grants (22,297)
Expenses	Healthcare	804,211	721,557	82,654	(82,654)	0			NYS Grants (82,654)
	Unemployment	2,520	1,500	1,020	(1,020)	0			Book Sale (1020)
	Professional Services	223,521	200,000	23,521	(23,521)	0			NYS Retirement (23521)

Sources

	Category	<u>Estimate</u>	<u>Budget</u>	<u>Source</u>	<u>Applied</u>	<u>Remaining</u>	<u>Applied</u>	<u>Remaining</u>	<u>Applied</u>	<u>Applied</u>	<u>Remaining</u>
Revenue	NYS Grants	302,000	197,000	105,000	(82,654)	22,346	(22,297)	49			Funding Healthcare (82,654), Fines & Fees (22297)
	Interest Income	70,000	5,000	65,000	0	65,000	(35,976)	29,024			Funding Copier (35,976), Remaining Will Lower Fund Balance Usage
	Book Sale	3,335	0	3,335	(1,020)	2,315					Funding Unemployment (1020)
Expenses	NYS Retirement	457,208	545,457	(88,249)	(23,521)	(64,728)	(7,304)	(57,424)	(19,000)	(38,424)	Funding Prof. Services (23521), Copier (7304)
	Maintenance/Repairs/Supplies	422,208	460,000	(37,792)							Will Lower Fund Balance Usage
	Security	71,016	88,400	(17,384)							Will Lower Fund Balance Usage
	Payroll Salaries	3,253,613	3,409,678	(156,065)							Will Lower Fund Balance Usage
	Furniture/Building Improvements	170,485	250,000	(79,515)							Will Lower Fund Balance Usage
	Hardware	90,000	110,000	(20,000)							Will Lower Fund Balance Usage

Albany Public Library
Five Year Financial Plan, Fiscal Years
General Fund

Base Case Operate The Same

		2012	Actual	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate	
		Actual	2013	2014	2015	2015	2016	2017	2018	2019	
Revenues											
Tax Levy	Tax Levy-Library Operations	6,226,164	\$6,434,760	\$6,434,760	\$6,434,764	\$6,501,068	\$6,567,373	\$6,633,047	\$6,699,377	\$6,766,371	1.0% Increase/year from 17 on
Tax Levy	Tax Levy-Branch Improvement Plan	1,854,586	\$1,854,313	1,854,313	1,854,313	1,853,313	1,853,313	1,851,313	1,852,438	1,851,413	
Tax Levy	Tax-Money Collected in Advance PY Adjustmnt	103,210	\$0								
Tax Levy Total		8,183,960	\$8,289,073	\$8,289,073	\$8,289,077	\$8,354,381	\$8,420,686	\$8,484,360	\$8,551,815	\$8,617,784	
Grants	NYS Grants & Aid	259,832	\$228,022	\$219,347	\$197,000	\$228,406	\$302,000	\$227,000	\$227,000	\$227,000	\$75K Bulletaid in 2016
Grants	Federal Grants	134,704	\$41,282	41,234	38,000	40,998	38,000	38,000	38,000	38,000	
Grants	Other Grants/Construction	157,748	\$149,303	247,100	26,250	7,250	140,000	140,000	140,000	140,000	
Grants Total		552,284	\$418,607	\$507,681	\$261,250	\$276,654	\$480,000	\$405,000	\$405,000	\$405,000	
Fines and Fees	Fines and Fees	180,017	\$167,098	142,900	170,000	147,703	140,318	133,302	126,637	120,305	5% Decline/Year
Fines and Fees Total		180,017	\$167,098	\$142,900	\$170,000	\$147,703	\$140,318	\$133,302	\$126,637	\$120,305	
Interest Income	Interest Income	28,063	(\$4,644)	33,678	5,000	70,000	30,000	20,000	40,000	40,000	
Interest Income Total		28,063	(\$4,644)	\$33,678	\$5,000	\$70,000	\$30,000	\$20,000	\$8,500	\$8,500	
DASNY Project Reimbursement	DASNY Project Reimbursement	33,390	\$18,322		0	0	0	0	0		
DASNY Project Reimbursement Total		33,390	\$18,322		\$0	\$0	\$0	\$0	\$0	\$0	
Foundation Contributions	Foundation Contributions	0	\$6,497	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Foundation Contributions Total		0	\$6,497	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Other	Other	32,570	\$24,662	\$39,673	\$45,000	\$28,000	\$35,000	\$35,000	\$35,000	\$35,000	
Fund Balance Used Shown Below	(Estimates Shown Below)				0						
Other Total		32,570	24,662	39,673	45,000	28,000	35,000	35,000	35,000	35,000	
Total Revenues and Other Sources		\$9,010,284	\$8,919,615	\$9,023,005	\$8,780,327	\$8,886,738	\$9,116,004	\$9,087,661	\$9,136,952	\$9,196,589	
Expenditures											
Payroll and Related Costs	Salaries	2,781,549	2,995,820	3,220,290	3,409,678	3,253,613	3,454,758	3,532,490	3,611,971	3,693,240	Assumes 1.5% + Step .75% Open Sundays Bach
Payroll and Related Costs	NYS Retirement	287,063	498,639	509,589	545,548	457,208	485,473	542,315	554,517	566,994	
Payroll and Related Costs	Health Insurance	529,802	575,646	702,682	721,557	804,211	874,548	944,511	1,020,072	1,101,678	Assumes 8% Increase per year
Payroll and Related Costs	Other Payroll	225,802	249,642	272,697	282,563	271,124	287,885	294,363	300,986	307,758	
Payroll and Related Costs Total		3,824,216	4,319,747	4,705,258	4,959,346	4,786,156	5,102,664	5,313,679	5,487,546	5,669,670	
Occupancy Costs	Heat & Electric	166,011	197,532	208,974	245,000	187,485	208,566	229,422	252,365	277,601	Assumes 10% Increase per year
Occupancy Costs	Telephone	11,697	16,876	12,157	13,000	12,955	13,602	14,282	14,996	15,746	Assumes 5% Increase per year
Occupancy Costs	Maintenance/Repairs/Supplies	365,384	447,002	364,228	460,000	422,208	466,159	512,775	564,052	620,457	Assumes 10% Increase per year
Occupancy Costs	Security	64,637	69,866	68,200	88,400	71,016	0	0	0	0	Assumes Bringing Security in House
Occupancy Costs	Building Improvemts/Grant Exp. Construction	402,611	89,266	733,061	250,000	170,485	200,000	200,000	200,000	200,000	
Occupancy Costs	Other Building Costs	19,200	266,189	473,449	55,000	53,154	100,000	100,000	100,000	100,000	
Occupancy Costs Total		1,029,540	1,086,731	1,860,069	1,111,400	917,303	988,327	1,056,479	1,131,413	1,213,805	
Materials	Books, Periodicals, Magazines	650,730	694,355	655,777	650,000	650,000	650,000	650,000	650,000	650,000	
Materials	On Line Services	65,498	60,258	41,891	65,000	65,000	65,000	65,000	65,000	65,000	
Materials Total		716,228	754,613	697,668	715,000	715,000	715,000	715,000	715,000	715,000	
Administration and Misc	Professional Services	161,368	117,766	194,841	200,000	223,521	180,200	180,200	180,200	180,200	Took Out \$19.8K/Yr Orangeboy
Administration and Misc	Misc Grant Expense	92,107	10,340	304		0	0	0	0	0	
Administration and Misc	Construction Grant (Can Be in Building)		0	0			35,000	0	0	0	
Administration and Misc	Administrative and Misc	281,688	287,033	324,891	335,000	253,145	325,000	300,000	300,000	300,000	Added \$25K Programming in 2016
Administration and Misc Total		535,163	415,139	520,036	535,000	476,666	540,200	480,200	480,200	480,200	
Automation	Automation Services	201,389	212,365	255,110	240,000	240,000	266,800	285,476	305,459	305,459	
Automation	Automation Software	17,817	10,975	25,820	15,000	15,000	16,050	17,174	18,376	18,376	
Automation	Automation Hardware	192,176	138,195	156,673	110,000	90,000	117,700	125,939	134,755	134,755	
Automation Total		411,382	361,535	437,603	365,000	406,225	436,261	457,699	490,638	490,638	
Debt Service	Debt Service	1,854,586	1,854,313	1,854,313	1,854,313	1,853,313	1,853,313	1,851,313	1,852,438	1,851,413	
Debt Service Total		1,854,586	1,854,313	1,854,313	1,854,313	1,853,313	1,853,313	1,851,313	1,852,438	1,851,413	
Contingency		0	0	0	0	0	0	0	0	0	
Contingency Total	Budget Revote in 2011	0	0	0	0	0	0	0	0	0	
Total Expenditures and Other Uses											
Grand Total		\$8,371,115	\$8,792,078	\$10,074,947	\$9,540,059	\$9,154,663	\$9,635,765	\$9,874,370	\$10,157,235	\$10,420,726	
Surplus (Deficit/Fund Balance Used)		\$639,169	\$127,537	(\$1,051,942)	(\$759,732)	(\$267,925)	(\$519,761)	(\$786,709)	(\$1,020,284)	(\$1,224,137)	
Budgetary Reserves											
Fund Equity, Beg. of Year		3,929,695	4,568,864	4,696,401	4,111,421	3,644,459	3,376,534	2,856,773	2,070,064	1,049,780	
Fund Equity, End of Year		4,568,864	4,696,401	3,644,459	3,351,689	3,376,534	2,856,773	2,070,064	1,049,780	(174,357)	
Nonspendable and Restricted Fund Balance											
Unrestricted Fund Balance		\$4,568,864	\$4,696,401	\$3,644,459	\$3,351,689	\$3,376,534	\$2,856,773	\$2,070,064	\$1,049,780	(\$174,357)	

Albany Public Library
161 Washington Avenue
Albany, New York 12210
(518) 427-4300

Purpose of the RFP:

This request for proposals is for the purpose of selecting a firm to provide auditing services for the Albany Public Library.

The Board of Trustees of the Albany Public Library requests sealed proposals for auditing services to commence on January 1, 2016 for a three-year term to end on December 31, 2019.

Written responses to this request for proposals must be received no later than Friday, September 11, 2015. . Interviews with a Committee of the Board of Trustees will be held on Tuesday, October 6, 2015 starting at 5:30 p.m. with the intent to appoint a firm at the regular Board of Trustees meeting to be held on Tuesday, November 10, 2015.

Description of the Library:

The Albany Public Library is a School District Public Library and has been annually audited as a governmental entity. The Library currently utilizes a Treasurer for general ledger accounting and payroll.

Number of Employees:	120
# Of Libraries:	Seven branch libraries
Board of Trustees:	Nine member Board elected to rotating five year terms
Library 2015-FY Budget	\$ 9,539,059

Scope of Services Required:

The selected firm will provide the following services:

1. Audit the Library's financial statements for the fiscal year January 1, 2015 through December 31, 2015, with an optional renewal period of two subsequent fiscal years.
2. The audit should be performed in accordance with generally accepted auditing standards.
3. The audit will include the review of all financial matters pertaining to the Library, its internal control structure, tests of transactions, and suggestions for changes in processes.
4. The firm will prepare a preliminary report that will be reviewed by the Library Director, the Board Finance Committee, and the Board of Trustees.
5. A formal presentation will be made annually to the Library Board of Trustees where the preliminary report is presented.
6. The firm will prepare and produce final copies of the audited financial statements for the Library and will deliver 25 bound copies, one unbound copy and one soft copy to the Library. The annual audit report's letter to management shall be attached to, or included in, the final audited financial statements report.
7. The final report on the audited financial statements must be completed no later than April 20 of each year in order to submit the report and other financial information required by the Libraries bond issue.
8. The firm will coordinate all work in and with the Library according to the Library's hours in for the convenience of the Library staff.
9. The firm will affirm that no conflicts of interest exist between the firm and the Library, the Board of Trustees, or the Library's management.

Selection Process:

The Board of Trustees reserves the right to accept or reject any or all proposals or any parts of proposals.

Original copies of all the proposals will be kept on file in the Library's Administrative Office.

Proposals will be reviewed and evaluated by the Finance Committee of the Board of Trustees at which time any clarifying information will be requested from those individuals/firms submitting proposals.

The selection criteria will include but not be limited to evaluation of:

1. Fee structure
2. Size of firm
3. Experience/References – please include references that reflect government auditing experience, preferably with school district public libraries. All references should be for comparably sized organizations and indicate the last year such an audit was conducted for that organization. Each reference should include the name, title, and contact information for a principle contact.

Requirements for Proposals:

All proposals must follow the Form of Proposal described below and be submitted to Scott Jarzombek, Executive Director, no later than Friday, September 11 at 4:00 p.m. Any proposals received after this deadline will be returned unopened to the individual/firm.

Form of Proposal:

Cover Page

- I. Background/History of Firm (limited to one page)
- II. Scope of Services
- III. References
- IV. Fee Quote for Services

Auditing Services Fee Proposal:

Year 1 (Calendar Year 2016) \$_____ Hourly Rate

\$_____ Total Fee (not to exceed)*

Year 2 (Calendar Year 2017) \$_____ Hourly Rate

\$_____ Total Fee (not to exceed)*

Year 3 (Calendar Year 2018) \$_____ Hourly Rate

\$_____ Total Fee (not to exceed)*

*The not-to-exceed fee should include follow-up work and provide for advice and counsel to the Library staff throughout the term of this contract.

Hourly rates if additional services are required: \$_____

Please submit one original and one copy to the Executive Director at: 161 Washington Avenue, Albany, New York 12210.

Proposals should be submitted in a sealed envelope clearly labeled “Library Auditing Services Proposal”.

All proposals and accompanying documentation will become the property of the Albany Public Library. The Library shall not divulge any information presented in the RFP to anyone outside the Library.

Any questions regarding this RFP should be directed to:

Scott Jarzombek, Executive Director
161 Washington Avenue
Albany, New York 12210
(518) 427-4300

Albany Public Library
161 Washington Avenue
Albany, New York 12210
(518) 427-4300

Purpose of the RFP:

This request for proposals is for the purpose of selecting a law firm to serve as general counsel for the Albany Public Library.

The Board of Trustees of the Albany Public Library requests sealed proposals for general counsel to commence on January 1, 2016 for a three-year term to end on December 31, 2019.

Written responses to this request for proposals must be received no later than Friday, September 11, 2015. Interviews with a Committee of the Board of Trustees will be held on Tuesday, October 6, 2015 starting at 5:30 p.m. with the intent to appoint a firm at the regular Board of Trustees meeting to be held on Tuesday, November 10, 2015.

A Description of the Library:

Number of Employees:	120
# Of Libraries:	Seven branch libraries
Board of Trustees:	Nine member Board elected to rotating five year terms
Library 2015-FY Budget	\$ 9,539,059

Nature of Services:

The Library's general counsel will provide the following services:

1. Serve as Chief Spokesperson for the Library when negotiating labor contracts negotiations, mediation, and fact finding with the collective bargaining unit.
2. To meet with the Board and Director as the situation warrants to review the status of any negotiations, and to review legal issues confronting the Library.
3. To offer advice on public relations, including the text of public statements on any aspect of labor relations, or other legal issues facing the Library.
4. Provide continuing advice throughout the term of any agreement entered into concerning the implementation and administration of any labor relations matters.
5. Analyze grievances and suggest and/or draft responses to grievances. Attend grievance hearings as requested by the Board.
6. Conduct in-service training programs as requested by the Board or Director on an agreed upon topic.
7. Review Building contracts, Maintenance contracts, leases, bidding documents or other Agreements requiring Board approval.
8. Act as Liaison between the Board and State agencies assisting with the Library's public improvement project, as needed.
9. Render legal opinions on any matter facing the Board or the Library.
10. *Attend all regular and called meetings of the Board of Trustees; attend meetings of the Board committees as requested and to provide advice at these meetings.*

Term of Engagement:

A three (3) year engagement is contemplated subject to annual review by the Board of Trustees: This agreement may be terminated upon 30 day's notice by the Board of Trustees subject solely to payment of fees and disbursements as of the date of termination.

Qualifications and Experience of the Firm and the Firm's Staff:

Proposals should detail the firm's/individual's experience in Education and Municipal Law and representing public libraries including information on specific personnel to be assigned to the Library.

Proposals must include a list of current Library clients including contact name, title, address, phone and email address.

Selection Process:

The Board of Trustees reserves the right to accept or reject any or all proposals or any parts of proposals.

Original copies of all the proposals will be kept on file in the Library's Office.

Proposals will be reviewed and evaluated by the Board of Trustees at which time, any clarifying information will be requested from those individuals/firms submitting proposals.

Interviews will be scheduled on Tuesday, October 6, 2015 starting at 5:30 p.m.

The selection criteria will include but not be limited to evaluation of:

1. Fee structure
2. Size of firm
3. Years of experience in representing Libraries, (particularly Public Libraries)
4. References

Requirements for Proposals:

All proposals must be submitted to Scott Jarzombek, Executive Director, no later than Friday, September 11, 2015 at 4:00 p.m. Any proposals received after this deadline will be returned unopened to the individual/firm.

Please submit one original and one copy to the Executive Director at: 161 Washington Avenue, Albany, New York 12210.

Proposals should be submitted in a sealed envelope clearly labeled "Library General Counsel Proposal".

All proposals and accompanying documentation will become the property of the Albany Public Library. The Library shall not divulge any information presented in the RFP to anyone outside the Library.

Fees: The proposal will clearly state the fees to be charged to the Library. If an annual retainer is charged, the number of hours included in that fee should be stated in addition to the fee per hour in excess of the retainer.

Personnel: Names and resumes of personnel to be assigned to the Library including the supervising partner, if appropriate, must be disclosed.

Experience: Include a list of experience representing Libraries, particularly Public Libraries in New York State and the years of such experience.

Conflicts: All individuals/firms responding to this proposal must include an affirmation that there are no conflicts of interest between the individual/firm and the Albany Public Library.

Signatures: Proposals should include the individual/firm name, address, telephone number, signature of official, and date.

Inquiries: Scott Jarzombek, Executive Director
161 Washington Avenue
Albany, New York 12210
(518) 427-4300

DRAFT



PERMANENT COMMISSION ON ACCESS TO JUSTICE

HELAINÉ M. BARNETT, CHAIR

November 1, 2015

By email to jarzombeks@albanypubliclibrary.org

Scott Jarzombek
Executive Director, Albany Public Library
161 Washington Avenue
Albany, New York 12210

Dear Mr. Jarzombek,

On behalf of the New York State Permanent Commission on Access to Justice, I want to thank you for testifying at Chief Judge Jonathan Lippman's Third Department Civil Legal Services Hearing.

The testimony you gave about the range of assistance people request from the library and your spirit of helping was very moving. This testimony underscores the importance of accessible civil legal services for low and moderate income individuals and the impact such publicly funded civil legal services has on community stability, economic opportunity and worker productivity. The information you presented will be referenced in our 2015 Annual Report to the Chief Judge documenting the scope of unmet need in New York State.

We truly appreciate that you shared your unique perspective, as Executive Director of the Albany Public Library, on the importance of State funded civil legal services for low-income New Yorkers and the salutary effects on society at large.

Sincerely,

A handwritten signature in black ink, reading "Helaine M. Barnett".

Chair, New York State
Permanent Commission on
Access to Justice

C: Chief Judge Jonathan Lippman

NYLA Annual Conference Report

This year ten staff attended the annual NYLA conference, which took place in Lake Placid October 21-24. We budgeted \$2,320 for attendance of the conference as well as travel, food and lodging. Several staff members volunteered to reduce the cost of the conference. 5 members of the staff presented.

Scott Jarzombek, ED: There were two sessions that stood out for me. The first was Simple Strategic Planning presented by Lauren Moore and Ron Kirsop of the Pioneer Library System. The speakers discussed how they developed a simple strategic planning process for their member libraries. Using many of the same tools consultant firms use. Another was Fifty Shades of Brown Understanding the different African-American presented by Wilma Kakie Glover-Koomson, Haverstraw King's Daughters Public Library. Ms. Glover-Koomson discussed customer service, collection development and programs that cater to the diverse needs of the new African-Americans.

Metzger, Melanie, AD: I attended the NYLA preconference on Emergency Preparedness presented along with the National Library of Medicine. This 3 hours session covered the basics of creating an emergency action plan that is both concise in presentation, yet far-reaching in information. They provided templates to create a one-page "Go-To" document that covered many different types of emergency situations as well as suggestions on what outside organizations to team up with to best serve the both the library and surrounding community in times of need.

They finished up with a library and a service organization presenting how they each handled disasters in their service areas and how the key to both's survival was cooperation with the library and other emergency departments. But the real key is to make those connections ahead of the disasters so that things are in place when the emergency arises.

Sarah Clark, Creative Services Coordinator: To me, David Lankes' keynote address "Day 45,626" was the most impressive session at NYLA. He discussed the role that libraries and librarians have played throughout NYLA's 125 years of activity and advocacy. NYLA's motto adopted in 1892 was "The Best Reading for the Greatest Number at the Least Cost," which at first glance, seems like a motto that holds up, but at closer examination is flawed. "The Best Reading," implies a judgement that isn't valued in modern librarianship. "At the Least Cost," devalues libraries. Rather than use this outdated phrase, Lankes suggested "Improve society through knowledge one community at a time," which is a perfect mission statement for all NYLA libraries.

Jim Davies, Adult Services and Local History Librarian Central Branches: "Public Services for the Formerly Incarcerated." This session was led by three outreach staff members from New York Public Library who work with incarcerated individuals and formerly incarcerated patrons.

One staff member shared her experience making weekly visits to a men's prison in NYC. Each week she loads up two carts with books and personally delivers reading materials to the incarcerated individuals. She engages in readers advisory with them and encourages reluctant readers to try out some books. She emphasized how much the inmates and the staff appreciate her service. Prison staff say the cell block is noticeably quieter on the days she visits since everyone is reading. In regard to reading while behind bars, my favorite quote from this library staff member was, "When you are reading, you're not speaking. When you aren't speaking, you aren't arguing. And when you aren't arguing, you aren't fighting."

The other two NYPL Outreach staff members spoke about their services to the previously incarcerated. They discussed a "daddy and me" type children's story hour. Although this program not advertised specifically to the previously incarcerated, it attracts a number of men from this demographic and allows staff to promote their other services to this group. The staff also discussed computer classes for recently released individuals and sessions on how to successfully fulfill probation requirements.

My favorite resource they described was Connections, a 290-page printed book, updated annually by library staff, describing local resources outside of the library for the previously incarcerated. It's similar to the On Your Own booklets, published and updated yearly by the Center for Law and Justice.

The three staff members seemed very personally pleased with the success of their programs and they had plenty of patron success stories to share.

Tor Loney, Youth Services Librarian Central Branches: We Hope You Had an Amazing Experience: Rudi Weiss Lecture. This presentation was given by Justin Hoenke, who was the former Coordinator of Teen Services and Manager of the 2nd Floor at the Chattanooga Public Library. The 2nd Floor is a makerspace that I have paid attention to for several years, and I've followed Hoenke for as long. Also, his son's name is Finn. So, I was extremely psyched to see him in person, and hear ideas from someone I view as a leader in teen making. Turns out, Mr. Hoenke just changed jobs, and is now the director of a small town Pennsylvania library, so his presentation included a mix of youth services experiences and broader suggestions.

Overall, Hoenke's focus was on focusing on giving patrons an experience. Rather than emphasizing stuff, he suggested making patrons welcome, comfortable, connected, and excited. He talked about staff attitudes, suggesting that we always be friendly and welcoming. And for staff who don't love working with the public, he recommended finding something they are passionate about and supporting it. He gave an example of a reference librarian who generally considered patrons a nuisance interrupting her work, but who loved local history – she ended up running a program where she got to share her love with patrons. Awesome! A repeated mantra he used was "handshakes and high-fives," advocating that staff aim to be friendly and celebratory both with each other and the public. He talked about the wide range of programs libraries are offering that are about community gathering and learning, and stated that he feels these are the most important thing in libraries today. I agree. A specific suggestion he made that I think we should implement is adding door counters to interior spaces. He gave an example of a funding plea at Chattanooga that was finally accepted when their room counts were demonstrated. For Washington Ave Youth Services I think this figure is similarly important; most of our regular tweens and teens don't check out books, but they hang out A LOT and get much benefit from our services.

Chris Sagaas, Head of Branches Central Branches: I felt it important to attend some of the sessions that Branch Services: Central presented at NYLA, and the full day of NYLA Leadership and Management Academy training that I attended on Human Resources was very valuable and informative, but the best "session" at the NYLA conference was volunteering at the Registration booth for four hours on the first day of the conference (I missed the premiere screening of the video shot a week earlier at the Arbor Hill Branch that was going on before the keynote speech - I heard I have a bit part in it!).

Being one of the first faces that librarians from all over the state saw when arriving to the conference to check in allowed me to show off the kind of customer service we provide at APL, but also to network with other librarians from around the state and talk about the work we're doing. It also drives home how important NYLA is to the work that libraries do, and how appreciative I am that the administration of the library supports its staff's involvement in the work of NYLA. It was valuable because I know that the good things we are doing and the good people we have working at APL who presented at the conference inspired others in the field.

I would like to implement an element of the sexual harassment training that we learned about in the Leadership session into the way we educate our patrons about inappropriate behavior toward staff and what is and isn't acceptable.

Sarah Stanwicks, Youth Services Librarian Central Branches: I attended the 2015 NYLA annual conference in October in Lake Placid, NY. I presented at the YSS table talks session on Saturday morning. My table talks were on Albany Public Library's 1st Saturday for Families program that Jaimee Meyer and I began in early 2014. I spoke 3 times; the first session had 6 attendees, the second session had 7 attendees, and the third session had 7 attendees. Everyone I spoke with was excited and interested in our program and how and why we got it started. I spoke about our monthly budget, indicating that you can do this program even if you don't have much money (unless you want to hire the occasional paid performer). I also made sure to let them know how important it is to brand your program. We created our logo to make this program recognizable to patrons. I also gave them a list of the ideas that we have already done since we started doing these monthly events. Some librarians I spoke to said they wished they had a program on Saturdays for families to attend, and they were eager to try out some of the ideas that I provided.

Megan Wakeman, Adult Services Librarian East Branches: The program that impressed me most during my time at the NYLA 2015 conference was the seminar, Public Services for the Formerly Incarcerated. This presentation highlighted New York Public Library's outreach to incarcerated and formerly incarcerated populations. Presenters explained how they went to Riker's Island on a regular basis with NYPL materials to distribute. Corrections officers request that books about electrical engineering, plumbing, and titles such as *The 48 Laws of Power*, not be distributed, but otherwise, librarians usually had free range to disburse books, newspapers, and magazines.

They also created library programming specifically for formerly incarcerated people and their families. I also learned that the staff was informed that such phrases like "formerly incarcerated" were considered unfriendly and they were encouraged to use words that were more humanizing. Unfortunately, I don't remember what language they suggested instead, but they were very specific that using words such as "inmate" "incarcerated" and "prisoner" were considered dehumanizing and should be avoided.

Lisa Neuman, Branch Librarian East Branches: I attended a slew of sessions at NYLA! Most of them were really great. The one that impressed me the most was Safety, Security and Self- Defense for the Workplace presented by April McCloud of Nazareth College. She talked about raising your awareness of potential problem areas in your library and how to deal with common behavioral problems you find in libraries. She also demonstrated self-defense techniques that were easy to use and remember (lean into someone who is trying to grab you!) April also highly recommended "The Black Belt Librarian" which I'm currently reading and finding highly thought provoking.