Albany Public Library

www.albanypubliclibrary.org

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 12, 2016
Washington Ave. Branch at 6:00 pm

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

Call to Order – 6:00 pm

Adoption of Agenda – 6:00 to 6:01 pm

Public Comment (comments limited to no more than 5 minutes per person) 6:01 to 6:06 pm

Minutes – 6:06 to 6:07 pm

Treasurer's Report and Check Register – 6:07 to 6:10 pm

Committee Reports

- Finance Committee – 6:10 to 6:15 pm
  - Audit
  - Internal Controls
  - Attendance of Treasurer

UHLS Report – 6:15 to 6:17 pm

Director's Report – 6:17 to 6:22 pm

Review Policies and Procedures Grid – 6:22 to 6:24 pm

Old Business

- Update on Search for Temporary Trustee – Discussion/Action – 6:24 to 6:29 pm

- Quarterly Update on Strategic Plan – Discussion – 6:29 to 6:34 pm

New Business

- OSC Audit Report – Discussion/Action – 6:34 to 6:44 pm

- DASNY Project Management Agreement Amendment – Discussion/Action – 6:44 to 6:49 pm

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

Executive Session (if necessary)

Adjournment – 6:50 pm

Next Meeting – February 9 at the Bach Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library
December 8, 2015
Howe Branch

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

ABSENT: Michael Neppl, Andrew Bechard (vice president for finance)

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: The agenda was approved by the board.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: Dixon made a motion, seconded by Kane, to approve the minutes from the Nov. 10, 2015 meeting. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Oct. 31, 2015) will be filed. The updated check register (covering Nov. 12 through Dec. 9, 2015) was reviewed by the trustees. Smith made a motion, seconded by Calacone, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:
    Personnel Committee: A report was handed out and reviewed at the meeting.

    Policy and Governance Committee: A report was provided in pre-meeting packet and Dixon reviewed two policies, which were up for biannual review, with the trustees.

        Work Schedule, Flex Time, and Overtime/Compensatory Time Policy for Administrative Staff: This policy was originally approved by the board in October 2013. After a biannual review by the committee and full board, Piché made a motion, seconded by Smith, to approve the policy as it currently stands. The motion was approved unanimously. The policy will be reviewed again in 2017.

        Fund Balance Policy: This policy was originally approved by the board in October 2013. After a biannual review by the committee and full board, Kane made a

motion, seconded by Calacone, to approve the current policy. The motion was approved unanimously. The policy will be reviewed again in 2017.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek.

OLD BUSINESS:

Trustee Evaluation of November Board Meeting: Piché reviewed the evaluation results with the board. The meeting evaluation process will be done quarterly.

Plan for Filling Trustee Vacancy: The Nominating Committee shared with the board the process it will use to fill the trustee vacancy. A call for applications will be put out with a closing date of Jan. 11. The committee will meet to review applications and conduct interviews the week of Jan. 25. The selected candidate will be appointed at the Feb. 9 board meeting. The new trustee will serve a four-month term, from the February swearing in until the May 17 election.

NEW BUSINESS:

Bach Branch Sunday Hours: Jarzombek discussed a plan to expand Sunday service, which is a regular request from patrons. Due to cost saving measures and a reallocation of minimal resources, the library can open one more branch for four hours on Sundays without increasing the 2016 budget or adding staff. The smaller size of the Bach Branch, which requires fewer staff and resources to run, makes it the ideal location to add Sunday hours. Jarzombek proposed opening the Bach Branch on Sundays from 1 to 5 pm starting in January. After a discussion, Dixon made a motion, seconded by Smith, to approve the plan. The motion was approved unanimously and the Bach Branch will open with Sunday hours starting Jan. 10, 2016.

MOA with CSEA: Jarzombek presented an updated Memorandum of Agreement with the library's union (Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO) that would extend the current contract until November 2016. The contract extension includes a one percent salary increase for employees. By extending the contract, the library will be able to keep its current health insurance provider and incur no increase for 2016. The library administration and union leaders already approved the extension, which was reviewed by counsel. After a discussion, Kane made a motion, seconded by Dixon, to approve the updated MOA to extend the union contract through November 30, 2016. The motion was approved unanimously.

Payment of Copier Invoices: Metzger raised the issue of expanding the kinds of invoices that can be pre-approved for payment to avoid incurring late fees from vendors. Schofield will research on the topic and report back to the board, so the item was tabled until a future meeting.

PUBLIC COMMENT: Marc Gronich of Hackett Boulevard thanked the board for adding Sunday hours at the Bach Branch.

ADJOURNMENT: The meeting was adjourned at 6:46 pm.

NEXT MEETING: Tuesday, Jan. 12 – Washington Ave. Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE ELEVEN MONTHS ENDED
NOVEMBER 30, 2015

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	AMENDED % BUDGET EXPENDED
Support and Revenue					
Tax Levy-Library Operations	6,434,764	6,434,764	536,230	5,898,530	91.67%
Tax Levy- Branch Improvement Plan	1,853,313	1,853,313	1,854,313	1,854,313	100.05%
Future Operations Income	-	66,304			
NYS Grants & Aid	197,000	228,406		228,618	100.09%
NYS Construction Grant	26,250	7,250		7,250	100.00%
Federal Grants & Aid	38,000	40,998	40,998	40,998	100.00%
Fines and Fees	170,000	147,703	13,679	138,912	94.05%
Book Sales	0	3,335	698	4,599	137.90%
Interest Income	5,000	70,000	(3,897)	57,208	81.73%
Foundation Contributions	10,000	10,000		-	0.00%
DASNY Project Reimbursement	0	-		-	
Copier Printers	45,000	1,720	-	1,720	100.00%
Miscellaneous income & Aid	0	22,945	133	26,516	
Fund Balance Used	759,732	267,925		-	
Total Support and Revenue	9,539,059	9,154,663	2,442,154	8,258,664	86.58%
Expenditures					
Payroll and Related costs	4,959,346	4,786,156	558,537	4,554,705	95.16%
Occupancy Costs	1,111,400	978,528	38,019	671,714	68.65%
Materials and Services	715,000	715,000	56,790	594,441	83.14%
Administration and Miscellaneous	535,000	476,666	29,279	387,481	81.29%
Automation	365,000	345,000	10,574	258,232	74.85%
Contingerncy	-		-	-	
Total Expenditures	7,685,746	7,301,350	693,199	6,466,573	88.57%
Debt Service	1,853,313	1,853,313	1,854,313	1,854,313	100.05%
Net Income (Loss)	-	-	(105,358)	(62,222)	

ALBANY PUBLIC LIBRARY
DETAIL OF EXPENDITURES
FOR THE ELEVEN MONTHS ENDED
NOVEMBER 30, 2015

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS					
Salaries	3,409,678	3,253,613	386,182	3,084,153	94.79%
NYS Retirement System	545,548	457,208	38,101	419,111	91.67%
Payroll Taxes	261,063	248,604	28,496	227,148	91.37%
Hospital Insurance	721,557	804,211	104,286	799,418	99.40%
Payroll processing Costs	20,000	20,000	1,472	16,895	84.48%
Unemployment Insurance	1,500	2,520		7,980	316.67%
TOTAL	4,959,346	4,786,156	558,537	4,554,705	95.16%
OCCUPANCY COSTS					
Occupancy Costs	20,000	20,000	1,600	17,600	88.00%
Heat & Electric	245,000	187,485	10,498	154,136	82.21%
Telephone	13,000	12,955	796	9,691	74.81%
Maintenance/repairs/supplies	460,000	422,208	17,482	306,801	72.67%
Security	88,400	71,016	6,943	65,185	91.79%
NYS Construction Grant	35,000	33,154	-	8,140	24.55%
Furniture/Building Improvements	250,000	231,710	700	110,161	47.54%
TOTAL	1,111,400	978,528	38,019	671,714	68.65%
MATERIALS and SERVICES					
Books,etc.	590,000	590,000	56,790	520,185	88.17%
Serials/Magazines	60,000	60,000	-	41,245	68.74%
On-line Services	65,000	65,000		33,011	50.79%
TOTAL	715,000	715,000	56,790	594,441	83.14%
ADMINISTRATIVE and MISC.					
Office & Library Supplies	70,000	60,885	5,384	54,372	89.30%
Postage	20,000	12,525	139	8,378	66.89%
Publicity, Printing	47,000	47,000	698	32,263	68.64%
Training and Travel	30,000	18,500	3,673	17,659	95.45%
Community Activities	8,000	5,000	65	3,891	77.82%
Professional Services	200,000	223,521	12,223	172,239	77.06%
Misc Grant Expense	0		-	-	
Programming Activities	70,000	45,605	1,917	40,229	88.21%
Insurance	90,000	63,630	5,180	58,450	91.86%
TOTAL	535,000	476,666	29,279	387,481	81.29%
AUTOMATION					
Automation Services	240,000	240,000	6,742	169,848	70.77%
Automation Software	15,000	15,000	1,642	15,000	100.00%
Automation Hardware	110,000	90,000	2,190	73,384	81.54%
TOTAL	365,000	345,000	10,574	258,232	70.75%
CONTINGENCY	0		-	-	0.00%
DEBT SERVICE PAYMENT	1,853,313	1,853,313	1,854,313	1,854,313	100.05%
TOTAL EXPENDITURES	9,539,059	9,154,663	2,547,512	8,320,886	87.23%

Check Register

For the Period From Dec 10, 2015 to Jan 13, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
4940	12/15/15	First Light Fiber	5,373.46	Telephone Expense/Automation Services
4941	12/15/15	Verizon Wireless	685.50	Automation Services
4942	12/17/15	CSEA	1,856.43	Union Fees
4943	12/17/15	MetLife-TSA Contribution	1,726.00	403b
4944	12/17/15	NYS Deferred Comp Plan	732.34	NYS Def. Comp Plan
4945	12/17/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4946	12/17/15	The Travelers	1,948.00	403b
4947	1/13/16	Baker & Taylor	3,414.17	Books-Adult
4948	1/13/16	Midwest Tape	1,504.05	Audio/Visual
4949	1/13/16	OverDrive, Inc.	3,688.98	Central Library Materials
4950	1/13/16	Midwest Tape	1,805.79	Audio/Visual
4951	1/13/16	Midwest Tape	1,608.51	Audio/Visual
4952	1/13/16	Baker & Taylor	12,464.61	Books-Adult
4953	1/13/16	Midwest Tape	972.50	Audio/Visual
4954	1/13/16	OverDrive, Inc.	4,732.73	Central Library Materials
4955	1/13/16	Midwest Tape	687.23	Audio/Visual
4956	1/13/16	MicroMarketing LLC	1,157.93	Books-Audio
4957	12/31/15	CSEA	1,856.43	Union Fees
4958	12/31/15	MetLife-TSA Contribution	1,726.00	403b
4959	12/31/15	NYS Deferred Comp Plan	708.57	NYS Def. Comp Plan
4960	12/31/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4961	12/31/15	The Travelers	1,948.00	403b
4962	1/13/16	Midwest Tape	924.10	Audio/Visual
4963	1/13/16	MicroMarketing LLC	522.13	Books-Audio
4964	1/5/16	Albany Water Board	171.28	Building Repair/Maintenance
4965	1/5/16	National Grid	10,498.67	Heat, Light and Power
4966	1/13/16	Midwest Tape	1,139.33	Audio/Visual
4967	1/13/16	Midwest Tape	1,429.77	Audio/Visual
4968	1/13/16	Midwest Tape	2,066.99	Audio/Visual
4969	1/13/16	Baker & Taylor	10,517.78	Books-Adult
4970	1/13/16	Staples Advantage	271.13	Office Supplies
4971	1/13/16	Staples Advantage	671.78	Office Supplies
4972	1/13/16	Accuprint	3,361.98	Publicity and Printing
4973	1/13/16	Adam Stump	67.85	Travel/Staff Development
4974	1/13/16	ADP, Inc.	1,934.44	Payroll Services
4975	1/13/16	Alexandra Consler	10.48	Programming NA
4976	1/13/16	SYNCB/AMAZON	127.85	Insurance-Wellness
4977	1/13/16	Audio Visual Sales & Service Inc.	1,000.00	Automation Services
4978	1/13/16	Barbara Kam.	60.00	Programming PH
4979	1/13/16	Bay State Elevator Company	736.09	Maintenance Service Contracts
4980	1/13/16	Blick Art Materials	499.55	Programming Bach/Howe
4981	1/13/16	Brad Rose Landscaping, Inc.	442.56	Maintenance Service Contracts
4982	1/13/16	CDPHP	4,618.98	Insurance-Hospitalization
4983	1/13/16	CDPHP Universal Benefits, Inc.	12,016.48	Insurance-Hospitalization
4984	1/13/16	CDW G	168.00	Automation Hardware
4985	1/13/16	Charles Slatterick	120.00	Contracted Services
4986	1/13/16	Chinasa Seyse	225.45	Programming Howe
4987	1/13/16	Christina Paglia	25.00	Fines and Fees
4988	1/13/16	Delta Dental of New York, Inc.	3,863.48	Insurance-Hospitalization
4989	1/13/16	Douglas Goodbee	300.00	Programming Howe
4990	1/13/16	Eastern Managed Print Network	35.28	Contracted Services
4991	1/13/16	EBSCO	12,734.32	Periodicals
4992	1/13/16	Findaway World, LLC	759.93	Books-Audio
4993	1/13/16	G4S	3,894.72	Security Services
4994	1/13/16	Historic Cherry Hill	125.00	Books-Adult
4995	1/13/16	Jennifer Ward	52.66	Programming Bach
4996	1/13/16	Joan Brown	131.40	Insurance-Medicare Reimb.
4997	1/13/16	Kristine Schultz	264.14	Programming Delaware
4998	1/13/16	Margaret Maurer	125.00	Publicity and Printing

Check Register

For the Period From Dec 10, 2015 to Jan 13, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
4999	1/13/16	MISCI	910.00	Books-Adult (Museum Passes)
5000	1/13/16	National Business Equipment	23.36	Contracted Services
5001	1/13/16	New Netherland Institute	57.00	Books-Adult
5002	1/13/16	Norman Rockwell Museum	300.00	Books-Adult (Museum Passes)
5003	1/13/16	Oriental Trading Company, Inc.	511.21	Programming Howe/NA
5004	1/13/16	P & J Computers, Inc.	750.00	Automation Services
5005	1/13/16	Parkway Music	780.00	Albany Made
5006	1/13/16	Robinson Hall Architectural Products	7,488.00	Building Repair/Maintenance
5007	1/13/16	Robert Omer	65.70	Insurance-Medicare Reimb.
5008	1/13/16	Shirley Sinsabaugh	131.40	Insurance-Medicare Reimb.
5009	1/13/16	The Albany YMCA	1,600.00	Rent North Albany
5010	1/13/16	T-Mobile	360.00	Contracted Services
5011	1/13/16	Tor Loney	14.98	Programming YS
5012	1/13/16	UPS	14.76	Postage
5013	1/13/16	Verizon Wireless	396.12	Automation Services
5014	1/13/16	William Takach	40.94	Programming AH
5015	1/13/16	Wolberg Electrical Supply Company	795.88	Building Repair/Maintenance
5016	1/13/16	Accuprint	197.81	Publicity and Printing
5017	1/13/16	ADP, Inc.	295.42	Payroll Services
5018	1/13/16	BJ's Wholesale Club, Inc.	54.00	Memberships
5019	1/13/16	Boopsie Inc.	6,995.00	Automation Services
5020	1/13/16	Charles Slatterick	390.00	Contracted Services
5021	1/13/16	Demco	869.54	Office Supplies
5022	1/13/16	Eastern Managed Print Network	57.89	Contracted Services
5023	1/13/16	Evanced Solutions, Inc.	1,693.00	Contracted Services
5024	1/13/16	Family & Children's Service	525.00	Travel/Staff Development
5025	1/13/16	G4S	1,089.44	Security Services
5026	1/13/16	Gale/Cengage Learning	4,750.56	Central Library Materials
5027	1/13/16	Image Integrator, LLC	1,500.00	Automation Services
5028	1/13/16	Janeth Luna	59.05	Travel/Staff Development
5029	1/13/16	MAILFINANCE	119.95	Postage
5030	1/13/16	Mary Beth Earley	38.00	Programming YS
5031	1/13/16	Melissa Destefano	109.95	Programming YS (Fahy Grant)
5032	1/13/16	MicroMarketing LLC	545.91	Books-Audio
5033	1/13/16	News Bank, Inc.	9,022.00	Periodicals
5034	1/13/16	Library Trustees Association	525.00	Memberships
5035	1/13/16	OverDrive, Inc.	3,056.97	Central Library Materials
5036	1/13/16	Scott Jarzombek	2,321.37	Publicity and Printing
5037	1/13/16	Staples Advantage	799.65	Office Supplies
5038	1/13/16	TechSmith	122.04	Automation Software
5039	1/13/16	The Arts Center of the Capital Region	210.00	Programming Delaware
5040	1/13/16	Upper Hudson Library System	225.45	Periodicals
5041	1/13/16	United Way	355.36	Programming Wash.
5042	1/13/16	Whiteman, Osterman & Hanna	6,250.00	Legal and Accounting Fees
5043	1/13/16	Youth FX	1,200.00	Programming Howe/Bach/YS
5044	1/13/16	Mary Beth Earley	42.80	Programming YS
Total			184,189.34	

Finance Committee, Board of Trustees of the Albany Public Library
Start Time 6:15

Present: Andy Bechard (Vice President of Finance), Alison Calacone (trustee), Mary Cullinan (CFO) and Scott Jarzombek (ED)
Absent: Mike Neppl

Item: Review of Response to OSC and Corrective Measure Action Plan
Discussion: Bechard wants CBA explained as Collective Bargaining Agreement. Calacone suggests minor grammar and spelling corrections. All members of the group suggest including some specific dates for changes outlined in letter.
Motion: Bechard "Approve Response and Corrective Measures plan with edits"
Seconded: Calacone
Vote: Passed Unanimously

Item: Treasurers Attendance at Meetings
Discussion: Bechard suggests having Treasurer at meetings related to the budget modification. Treasurer's role defined, what he does and how it would help in those meetings. Explanation of budget vs. 5 year plan.
Motion: Bechard "Suggest that the treasurer comes to the BOT meetings related to budget modifications"
Seconded: Calacone
Passed: Unanimously

Item: Finance Committee Audit
Discussion: Cullinan explains audit process. Calacone expressed concern about the finance committee skill level in terms of auditing. Jarzombek expressed concern about implementing a PO system and the work load of the business office. Bechard suggests that the committee attends outside audit debriefing.
Action: Finance committee attend the external audit exit interview to widen the oversite.

Item: Internal Controls
Discussion: Bechard shares his professional experience of the process. Cullinan provides this example how this process would work in the library.
Action: Work on a draft policy for internal controls to guide administration in the process to be shared with the Policy Committee for creation, input and review.

Respectfully Submitted by Andrew Bechard

EXECUTIVE SUMMARY
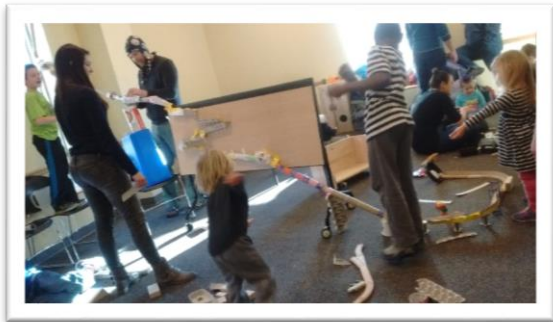
Families building a marble run made out of recycled material at our Bach Branch!

The Automation Services Department has installed scanners at our circulation desks that can read barcodes from our app and New York State drivers' licenses. This technology makes it possible for APL members to display the app or driver's license to check out materials. In January there will be a push for patrons to begin using the app as a library card if they wish.

In response to a user survey from last year, we have changed the way our library lends new and popular books to other UHLS libraries. The first copy a specific title is made available to any UHLS cardholder. However, any additional copies of that title we add to the collection will be requestable by APL patrons only. Additionally we will be using centralized collection development for purchasing bestsellers and popular books, modeled after the "box office" model we have been using for movies over the past year.

There is currently a large shift of the adult collection taking place at Washington Ave. This is not only an overdue component to shelf maintenance, it is also allowing us to create space for additional public seating. The project will also eliminate gaps created by weeding.

Staff are now using the CDTA Navigator Program, which provides universal bus access to all of our employees. The changes in health care created a significant amount of work for our Business Office and HR Department. The project included a change to the retirees' healthcare, which required outreach to over 50 former employees.

The building on Clinton Street, adjacent to the Howe Branch, has come down. The property will be back filled and work on the park itself may start early if the weather continues to stay warm. Speaking of cold weather, the library is participating in this year's Code Blue as an information partner.

Library Support: Plans are underway for the Foundation's third annual Literary Legends Gala in November, which will take place at the Arbor Hill/West Hill Branch. The annual appeal letter went out in mid-December. The Friends of APL had a successful fundraising event at the Book House.

DIRECTOR'S CALENDAR

12/5: UHLS DA
12/5: CDTA
12/9: Central Ave BID
12/10: SUNY Press
12/10: GALE
12/14: DASNY
12/14: Google City Press Conference
12/15: Code Blue Press Conference
12/23: Albany Bicycle Coalition

*Trustees must request a physical copy of the board packet for the meeting by 2 pm on Monday, Jan. 11.

DEPARTMENT REPORTS
Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	24385	-10.61%	1
Door Count	28770	-9.03%	1
Computer Use	4089	-17.96%	1
WiFi	21842	+23.81%	1
Program Attend.	1045	+32.78%	1
Meeting Room Usage	36	-12.2%	1

Adult Services
- Two librarians attended a very informative consumer health session at CDLC titled "Beyond an Apple a Day: Providing Consumer Health Services at Your Library." Free and useful online health resource sites were presented and discussed.
- A library staffer commenced working a few hours each week in the Local History Room scanning and preparing for digitization of hundreds of historic photographs of Albany. Having these photos scanned and formatted will make it easier for future staff or interns to focus on the work of describing the photos when they are uploaded to NewYorkHeritage.org.
- Albany Made Creative Lab will offer Saturday afternoon open lab hours in January 2016. Starting January 16th, and continuing every first and third Saturday of the month, makers will have access to all the room's resources from 1-4:30 pm.
- Albany Made Digital Lab will continue its Career Center hours on Tuesdays (11-1) and Wednesdays (1-4) through January, and will begin one-on-one computer help on Fridays in February. Since opening in November, close to 30 community members have created resumes (many for the first time) and searched for and applied to jobs online.

Youth Services
- 1st Saturday for Families "Gifts Made with Love" program attracted 26 children and 22 adults who made laminated bookmarks, beaded keychains and ornaments as gifts for teachers and family members.
- Four staff members presented "Gifts for Grandchildren: What's New in Children's Books" at the Friends of APL book talk. Many new titles were shared in what is now an annual program!
- A week of boredom-buster activities were held during the holiday school break: Winter BINGO, Perler Beads, a Connect 4 Tournament, and Friendship Bracelets.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	3952	-31.83%	6
Door Count	5536	+8.25%	6
Computer Use	1296	-1.82%	4
WiFi	3373	+9.05%	6
Program Attend.	149	+170.91%	6
Meeting Room Usage	7	+133.3%	3/4

Adult Services
- The branch offered a gingerbread person decorating program that was a hit with the community with over 30 participants.

- The final touches were put on the nonfiction collections after the completion of the Dewey project. All shelving end caps have been updated, new displays designed, and an oversize collection created

Youth Services
- This location offers homework help now, thanks to an enthusiastic graduate student volunteer. Two hours of help is available per week thus far as we hope to continue to grow the project.
- A "Noon-Year's Eve" program was held at the end of the month. Children had the opportunity to share in the excitement of counting down to the New Year even if they were too young to stay up until midnight.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	8590	-3.10%	3
Door Count	5737	+6.66%	5
Computer Use	994	-13.86%	6
WiFi	3377	+19.41%	5
Program Attend.	601	+10.07%	3
Meeting Room Usage	6	0%	5/6

Adult Services
- Preparing special programs for busy January and February.
- Most enjoyable December programs were knitting, both book discussion groups, after school art and the room-sized marble run for Saturday Science.

Youth Services
- Hosted two school visits on Dec. 17. Two separate 5th grade classes from New Scotland Elementary School visited the branch, one doing research on daily life in Colonial America, the other doing research in science.
- The one-on-one tutoring with students from Albany College of Pharmacy and Albany Medical College is a popular service at Bach with more than 50 youngsters receiving tutoring so far this school year.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	14996	-4.50%	2
Door Count	9418	+5.84%	2
Computer Use	2384	+17.32%	2
WiFi	6491	+31.85%	2
Program Attend.	566	+38.05%	4
Meeting Room Usage	12	-25%	2

Adult Services
- Popular holiday harp music performance Dec. 12 with about 20 people in attendance.
- December's multicultural book club attracted 5 people.

Youth Services
- Successful and well-attended programs including holiday gift making (25 participants), Easy Bake Creations (18 participants), and Teen Time/Kids Club attendance has increased since October as well.
- Youth services librarian has been invited to present at the 2016 Urban Librarians Unite Conference with colleagues from SUNY Albany.

- Held Winter Break activities, including: bird feeder craft, winter tales campfire, and showing "Big Hero 6." Also refreshed the toys in our fish tank/I Spy display to represent the winter months.
- Made connections with Head Start and Parsons Early Education Center to advertise the sensory story time.

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	7185	-11.92%	4
Door Count	6040	-4.93%	4
Computer Use	1350	-7.53%	3
WiFi	3963	+32.28%	3
Program Attend.	279	+14.34%	5
Meeting Room Usage	7	+40%	3/4

Adult Services
- Completed a major weeding of the adult DVDs and will tackle adult fiction and biographies next.
- This month's adult craft program making ornaments was very popular and drew the attention of some of the teens who were in the library. We held a separate session just for them the following afternoon with 10 teens making holiday ornaments to bring home.

Youth Services

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	4444	-40.65%	5
Door Count	6337	-22.82%	3
Computer Use	1146	-33.91%	5
WiFi	3651	-5.88%	4
Program Attend.	846	+94.48%	2
Meeting Room Usage	6	-64.71%	5/6

Adult Services
- The demolition of the Clinton Street building was set to place December 29-December 31. The community reaction has been bittersweet. Many know it's a historic building, but understand that there will be a nice pocket park to take its place.

Youth Services
- The branch librarian read "The Giving Tree" by Shel Silverstein to a dozen students in grades K-3 in the "Basketball and Books" program at Giffen Elementary School. The children also created their own giving tree posters and wrote down what they were thankful for in their lives.
- A partnership has been formed with Historic Cherry Hill, which will be providing a kids program once a month for a year. Their first visit on Monday, December 28 involved making a ball-in-cup game and a lantern.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2863	+0.17%	7
Door Count	3516	+8.08%	7
Computer Use	509	-22.29%	7
WiFi	1290	-26.91%	7

Program Attend.	145	+51.04%	7
Meeting Room Usage	N/A	N/A	N/A

Adult Services

Youth Services

- The branch purchased new board games for the Friday Board Game Club. Kids and teens love to come into North Albany after school to challenge their friends to our assortment of board games. Community families have also found this program a good resource to spend time with their children!
- The North Albany preteens and teens love to come make their own one of a kind artwork on Tuesdays, Wednesdays, and Thursdays. Activities included: penguin ornament scratchers, jingle bell bracelets, paper snowflakes, paper lights, mitten wreaths, mitten windows, snowflake bracelets, snowflake windows, snowman scratchers, and waffle cone trees.
- The Tuesday Morning Community Storytime welcomes families in the area to bring their young children in for a morning filled with singing, dancing, and reading. The YMCA Toddlers Two class has been coming in for this special Storytime.

OPERATIONS

AUTOMATION

	Number	YTD Change	
Help Desk Tickets			

- Purchased and deployed replacement HP enterprise server cluster and replacement barcode scanners for all branches.
- Repaired a number of networking issues including website vulnerabilities, SmartPay downtime, email SMTP-relay downtime and AirWave reporting issues, and fixed a loophole allowing patrons to bypass SAM for unmetered computer usage.
- Upgraded network infrastructure to Ten-Gigabit.
- Finalized project plan for Print Release Station deployment.
- Upgraded Washington Ave Youth Services iPads with commercial-grade stands.

COMMUNITY ENGAGEMENT

	Number	YTD Change	
Outreach			
Volunteers			

- Participated in the holiday party at the Arbor Hill Community Center Dec. 17. We were able to test off-site Sierra usage and successfully issued a few new library cards.
- Partnered with CMOST for a grant with the program being implemented in spring/summer 2016.
- Meetings with the various Albany Business Improvement Districts will take place in early January.

COLLECTION MANAGEMENT

- Fiscal close in Sierra was completed, and new 2016 budget lines created, including several for centralized ordering of adult materials.
- Two staff attended UHLS training/user-forums on Sierra "Create Lists."
- Moved forward with tasks related to UHLS Catalog Committee:

FACILITIES

	Number	YTD Change	Rank
Work Orders			

- 1st Floor at Washington Avenue is nearly complete. Carpet will be installed this week then area will reopen as a reading area.
- The old building has come down at 36 Clinton Street. Work on removal of debris is being done and will be completed with backfill this week. We will quite possibly be able to begin installing the new fence now, due to the weather holding out this year.
- New chair rails and painting have been completed at Delaware and Bach as we begin refreshing the buildings after 6 years of use.

FINANCE

- Met with the NYS Comptroller's Office personnel to review the Albany Public Library OSC audit which focused on leave accruals. The Library has instituted a scheduling and leave system, When to Work, since the audit and is writing a response which reflects that this corrective action has been implemented in the Library operations. No other areas were found to require additional audit focus.
- Scheduled the annual external audit with the Bonadio Group for February.
- Completing 2015 year-end actions.
- Implemented CDPHP Healthcare Insurance for employees, effective date 12/1/15 (0% increase) and retiree CDPHP Medicare Advantage plan effective 1/1/16 (26.89% savings).

HUMAN RESOURCES

	Number	YTD Change	
Hires			
Resignation	2		
Transfers			
Write Ups			
Training	12 staff / 60 hours	+500% staff / +233.3 % hours	

- Continue working on several year-end projects including new RPC's for Civil Service
- Worked with HR technician on new salary calculations, union dues, benefit contributions for January 2016 ADP changes.
- Began recruitment for senior library clerk position
- Enrolled 20 retirees age 65 and older CDPHP Medicare Advantage plan (from Blue Shield).
- Completed open enrollment with JFA including MSFA and DCAP.
- Continue to work with ADP to be in compliance with the Affordable Care Act for 2016.

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	34192	-27%	
Facebook Likes	2290	+24%	
Twitter Followers	2151	+22%	
Instagram Followers	1443	+84%	
Online Contacts	37	NA	
Press Releases	2	+2	

- Media (traditional/online) covered addition of Sunday hours at Bach, old Pruyn Library, digital photo collection
- Distributed Jan/Feb program guide and began work on March/April issue

- Distributed eNotes weekly, covering holiday programming, Bach Sunday hours, trustee vacancy, other open positions, holiday schedules, Albany Made Saturday hours, new program guide, new park for Howe
- Promotion/publications for Bach Sunday hours, holiday closures, trustee vacancy
- Notable social media engagements: Facebook and Instagram both had one of our most popular posts, by far, with a photo of Delaware's book Christmas tree and book menorah (Facebook: 5,000+ reach, 50+ shares, 150+ likes – Instagram: 55+ hearts)

PATRON CULTURE

	Number	YTD Change	Rank
Incidents	30	-48.28%	
Positive Comments	3	+50%	
Neutral Comments	10	-28.57%	
Negative Comments	2	(none in 12/14)	

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AlbanyPublicLibrary
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Implementation and Status of ED Performance Goals
Updated: January 2016

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
• Quarterly "all staff" meetings.	1/16		
• Bi Annual attendance of department meetings by member of administration.	1/16		
• Extended "satellite" office hours for key administrators.	12/15	1/16	Ongoing
• Change in format and date for "Staff Development Day"	11/15		
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 • 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. • Creation of the Customer Service Clerk.	**Planned** 7/14 6/14 4/15	**Implemented** 1/15 6/15	**Completed** Ongoing Ongoing
Outreach • Create plan with Outreach Coordinator to reach out to organizations for purpose of educating members of the community about job opportunities.	**Planned** 10/14	**Implemented** 11/14	**Completed** Ongoing
CDTA • Universal access program for library employees	**Planned** 9/14	**Implemented** 9/15	**Completed** 12/15

Execute the Strategic Plan while developing a strong process to measure outcomes.			
Director's Report • Develop new version of director's report that includes statistical analysis • Reassign a position in CMS to collect and distribute statistical data	**Planned** 6/14 8/14	**Implemented** 8/14 10/14	**Completed** Ongoing Ongoing
Reorganization • 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** 8/14 9/14	**Implemented** 8/14 9/14	**Completed** 8/14 9/14
Creation of Library Dashboard Metrics identified and recorded Tool for reporting measurements	**Planned** 8/15 7/15	**Implemented** 9/15	**Completed** Ongoing
Creation of Customer Service Survey First survey Second survey	**Planned** 2/15 12/15	**Implemented** 3/15	**Completed** 3/15
Develop and implement a Quality Management Program to include a process for evaluating and improving process efficiency.			
Budget • Create and approve Budget Modification Policy • Develop system of budget reporting by quarter • Assign budget responsibility to Branch Managers for their Service Area	**Planned** 12/14 12/14 12/14	**Implemented** 12/14 1/15 12/14	**Completed** 12/14 Ongoing Ongoing

Establish a process for employee development.			
Continuing Education Tracking • Create tracking mechanism for staff development hours	**Planned** 9/14	**Implemented** 9/14	**Completed** Ongoing

Develop an integrated approach to civility and safety in the workplace.			
Incident Reports • Develop written procedure for incident reports • Change security model	**Planned** 12/14 1/15	**Implemented** 12/14 12/15	**Completed** 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 1/6/15

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	X		Dec.2015	Dec. 2017	Safety Cmt.
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.
Washington Library Closing		X	X		Dec. 2015	Dec. 2016	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. – Discussing Registration Form
Materials Selection	X		X		Mar. 205	Mar. 2017	CMS

Item	Policy	Procedure	Completed	To Be Completed	Date Completed/Reviewed	Date for Review	Comments
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		Dec. 2015	Dec. 2017	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		Dec. 2015	Dec. 2017	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

GOALS / STRATEGIES	NOTES	ACHIEVED
YOUTH		
By 2015/16 increase by 25% the number of K-12 students in Albany who have active library cards.	As of Jan 2015 we hit 37% increase	Jan-15
Increase opportunities for children/teens to establish & maintain active library cards by reducing barriers	Creation of MyCard	Jun-14
Increase school/library collaboration	We've strengthened the relationship	Ongoing
Standardize offering and implementation of children/teen services and programming system-wide	More communication between youth librarians	Ongoing
Investigate the association of active library cardholders and school performance in Albany schools	Plan to work with Albany Promise and ASD to develop metrics	
By 2015/16, increase by 25% the number of children (birth to age 18) attending library-sponsored programs	From Jan-June in 2014 to 2015 we increased participation by youth by 29% (22% increase in programming)	Jun-15
Create product and service model to align programming with community needs	Created Community Engagement Coordinator Position	Jan-15
Develop family-centric marketing strategies	Ongoing	Ongoing
Align budget and staffing resources	Ongoing	Ongoing
By 2015/16, increase library participation by 25% in child- and family- focused community outreach events and programs.	We had a 25% increase in outreach from 2013 - 2014	Dec-14
Establish procedures for identifying community organizations/outreach events	CEC position does this on ongoing basis	Ongoing
Align budget and staffing resources	Created Community Engagement Coordinator Position	Sep-14
JOBS & LITERACY		
By 2015/16, 60% of Public Computing Services program attendees gain Digital Literacy and/or Workforce Development Skill.	Work with Impact Survey to address this	Spring 2016
Staff PCC at Main library for a minimum of 20 hours/week	Digital Literacy Labs/Maker Space now open. Offering computing basics classes at several locations	August 2015 and ongoing
Upgrade hardware/software/network access	Currently updating Public PCs, Replaced core switches at several locations, Changed public IP addressing to a larger range of available addresses, Completed data and phone line upgrades for all sites	Late Summer 2015 and Ongoing
Implement intake survey	Work with Impact Survey to address this	Spring 2016
Increase communication with attendees (e-mail follow-up)	Begin emailing attendees	Spring 2016
Survey cardholders annually to assess skill development needs	Ran 1st Survey in 2015 - Repeat in 2016	
By 2015/16, increase by 5% the number of individuals receiving income tax assistance at the library's assistance centers each filing season.	**There was a 35% increase in tax assistance from 2013 - 2014**	**Jan-15**
Provide staff/space/technology needed to maximize our income tax assistance services	Increased # of locations	Jan-15
Place key staffers at each site trained/prepared to support all VITA volunteers	Programs well staffed by volunteers	Jan-15
By 2015/16, 80% of participants report a high level of satisfaction with financial literacy programming.	Work with Impact Survey to address this	Spring 2016
Establish standards to ensure the quality of program providers	Work with Impact Survey to address this	Spring 2016
Create an evaluation process to measure patron satisfaction	Work with Impact Survey to address this	Spring 2016
MATERIALS & PROGRAMS		

Objective/Action	Status/Notes	Date
By 2015/16, 75% of programs offered generate a positive ROI based on the cost recovery model (program cost/market recovery rate).	Along with getting a handle on accurrate metrics and reporting, we should be able to better calculate this as part of dashboards	Summer 2016
Implement marketing processes to broaden our base of program participants	Increased E-notes and Program Guide	End of 2015
Develop and implement a product and service development model to align programming with community/neighborhood needs	In January 2015 we created the Community Engagement Librarian position	15-Jan
By 2015/16, 80% of library users report that access to library materials meets their needs.	In March 2015 survey, 88% reported they were satisfied to very satisfied with library services	Mar-15
Reduce barriers to accessing materials	eCard, Increased Fine Limit, MyCard, loan period and requesting options increased for certain collections	Early 2014
Develop system-wide merchandising strategy	Responsibility shifted to staff/supervisors with a focus on public information disemination and collection development	Fall of 2016
Create digital strategy to enhance 24/7 access to library	Enhanced/Redeveloped Website	Apr-15
MAIN LIBRARY (WASHINGTON AVENUE)		
By 2016/17, Main library building renovation concepts are developed.	New carpeting, lighting, chiller, study rooms, Youth Services space, community room, Albany Made, and updated/additional seating	Mar-15
Create a working group to identify the functional requirements for Main library	Buildings and Facilities committee formed	Mar-15
Retain consulting services to develop viable renovation concepts	Work with cosultation services on an as needed/per project basis along with Building and Facilities Committee	Ongoing
By 2016/17, the library Board forms an exploratory committee to study options for funding Main library renovation.	Foundation Started back up	2014
Identify and cultivate pool of potential community leaders to serve on the exploratory committee	Donor list expanded and Gala held	2014
Develop infrastructure to support expanded fundraising efforts	Ongoing with Foundation	Ongoing
BRAND DEVELOPMENT		
By 2015/16, the library creates a new brand position and strategy.	New Branding debuted with new website	Apr-15
The library launches a system-wide brand development effort	Working on getting all materials rebranded	End of 2015
The library rolls-out new brand internally and externally	Rolled out with new website	Apr-15
By 2015/16, the library deploys board and management resources to leverage brand in the community and region.	Management & Board participating in community group meetings, Gala, Times Union Blog, various media interviews and community appeals	Ongoing
Create position "statements" for the library to advocate	Developed at Board Retreat	Apr-15
Identify critical community forums for board and management to address	Ongoing with Foundation	Ongoing

By 2015/16, the library utilizes "digital" channels (Facebook, Twitter, etc.) to manage critical clusters.	We streamlined our online presence and have over 2100 followers on Facebook, 1900 followers on Twitter and 1100 followers on Instagram	Jan-15
Create a customer relationship management implementation strategy	Created a Social Media Policy	Apr-14
Develop a "digital" channel management plan	Streamlined our online presence with Facebook, Instagram and Twitter	Jan-15

Updated 1/6/16

AMENDMENT No.5
PROGRAM MANAGEMENT AGREEMENT
BETWEEN
DORMITORY AUTHORITY OF THE STATE OF NEW YORK AND
ALBANY PUBLIC LIBRARY

This fifth amendment ("Amendment No.5") made as of the ___ day of January 2016 to the Program Management Agreement (the "Agreement") made as of March 19, 2007, by and between the Dormitory Authority of the State of New York (the "Authority"), a public benefit corporation created under the Laws of the State of New York, having its principal place of business at 515 Broadway, Albany, New York 12207, and the Albany Public Library ("APL"), a chartered school district public library with its principal offices located at 16l Washington Avenue, Albany, New York 12210.

W-I-T-N-E-S-S-E-T-H

WHEREAS, pursuant to the Agreement, APL engaged the Authority to undertake the management, design, construction, reconstruction and/or rehabilitation of certain library facilities (each library facility, a "Project," and, collectively, the "Program"); and

WHEREAS, the Authority is authorized by law to enter into agreements pursuant to which the Authority may finance and manage the design, construction, reconstruction and/or rehabilitation of library facilities for the APL pursuant to Title 4 of Article 8 of the Public Authorities Law (Public Authorities Law Sections 1675, et seq.); and

WHEREAS, the Authority agreed to manage the Program to be located on the sites selected by APL; and

WHEREAS the Authority and APL have agreed to a final settlement regarding the Authority's fees on the Program as described in paragraphs 1 and 2 below; and

WHEREAS, APL has requested the Authority to expand the scope of its management services to include certain demolition, site work and landscaping at the John A. Howe Branch Library and has agreed to provide the funding for such work from the remaining balance in the APL Account held at the Authority;

WHEREAS, in accordance with the terms of the Agreement, an amendment needs to be executed by the parties.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

4834-0973-7004, v. 2

1. Hom & Goldman Architects (H&G) has agreed to a settlement in the amount of one hundred thousand dollars ($100,000.00) related to the site issue at the Arbor Hill Branch. Said settlement will be paid to the Authority as follows; 1) a lump sum amount of forty thousand dollars ($40,000.00) will be paid to the Authority from H&G at time of settlement; and 2) twenty four (24) monthly payments of twenty five hundred dollars totaling sixty thousand dollars ($60,000) will be paid to the Authority by Israel Seinuck Engineers commencing at time of settlement. The Authority will retain this total amount of one hundred thousand dollars ($100,000) as a portion of the final one hundred seventy five thousand dollar ($175,000) fee settlement due from APL to the Authority. The remaining seventy five thousand dollars ($75,000) owed by APL to the Authority was drawn by the Authority from the APL Account at the Authority on June 16, 2014.

2. Article IV Authority Fees is amended to read as follows:

   Authority fee for Program Management of the Agreement is increased from $1,701,454.00 to $1,876,454.00.

3. Appendix C of the Agreement is amended per the attached Appendix C, revision #1.

4. Appendix D is added to the Agreement. Appendix D lists the reimbursements made to APL from funds remaining in the account and shows a final reconciliation of the remaining funds.

5. Article II D, Responsibilities of the Client is amended by adding a new Paragraph 14 to read as follows:

   14. APL plans to undertake the demolition of the structure located at 36 Clinton Street, Albany N.Y. and to redevelop that real property which is adjacent to the John A. Howe Branch Library to be paid for by the remaining funds in the account. The work will include associated site work and landscaping. DASNY will make payments directly to the contractors.

6. Any balance of funds remaining in the account following the above mentioned demolition, site work and landscaping will be used for Project costs in accordance with the terms of the Agreement and Resolution.

IN WITNESS WHEREOF, this Amendment No.5 has been duly executed as of the date and year first written above.

Dormitory Authority - State of New York

By: _____

Date: _____

Albany Public Library

By: _____

Date: _____

ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

WHEREAS, the Library is party to a certain Project Management Agreement (the "PMA") with the Dormitory Authority of the State of New York ("DASNY"), pursuant to which DASNY has provided project management and construction services to the Library in connection with the Library's Branch Improvement Project; and

WHEREAS, the PMA has previously been amended to alter the scope of services and/or the fee to be paid to DASNY; and

WHEREAS, once again the PMA needs to be amended to increase the fee to be paid to DASNY for services in connection with the Brach Improvement Plan, as well as to authorize distribution of certain settlement funds, now therefore

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

RESOLVED that, the President of the Board of Trustees is authorized and directed to execute Amendment No. 5 of the Project Management Agreement with the Dormitory Authority of the State of New York in the form annexed to this resolution.

Dated: January 12, 2015

_____
Arlene C. Way, Secretary

Vote: ___ In Favor
      ___ Opposed
      ___ Abstentions

4830-1351-1980, v. 1