

**ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

**September 13, 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 6:05 pm

Public Comment (comments limited to no more than 5 minutes per person) 6:05 to 6:10 pm

Minutes – 6:10 to 6:15 pm

Treasurer's Report and Check Register – 6:15 to 6:20 pm

Committee Reports and Action Items – 6:20 to 6:55 pm

- Executive Committee Report
  - Legal Services – Discussion/Action
  - Auditing Services – Discussion/Action
- Finance Committee Report
  - Financial Advisor Selection for Bond Refinancing Project – Discussion/Action

UHLS Report and Action Item – 6:55 to 7:10 pm

- 2017 Central Library Plan of Service Presentation by UHLS Director Tim Burke – Discussion/Action

Director's Report – 7:10 to 7:25 pm

Review Policies and Procedures Grid – Discussion/Action – 7:25 to 7:30 pm

Unfinished Business

- Report on Quarterly Evaluation of Board Meetings – Discussion/Action – 7:30 to 7:40 pm

New Business

- 2017 Budget Tax Cap Override Rescindment – Discussion/Action – 7:40 to 7:55 pm
- 2017 Library Schedule of Service – Discussion/Action – 7:55 to 8:05 pm
- Summer Reading Program Presentation – Discussion – 8:05 to 8:20 pm

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

Executive Session (if necessary)

Adjournment – 8:25 pm

Next Meeting – October 11 at Pine Hills Branch

## **DRAFT MINUTES**

### **Meeting of the Board of Trustees of the Albany Public Library August 9, 2016 Bach Branch**

**TRUSTEES IN ATTENDANCE:** Mary-Ellen Piché (president), Alison Calacone (vice president for finance), Andrew Bechard, Elissa Kane, Brenda Robinson Matthew Finn

**LATE:** Karen Strong (6:03 pm), Arlene Way (secretary) (6:40 pm)

**ABSENT:** Michael Neppl (vice president)

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Mary Coon (head of branches for Bach, Pine Hills), Robert Schofield (counsel)

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

**ADOPTION OF AGENDA:** Calacone made a motion, seconded by Bechard, to adopt the agenda, which was amended to add an oral report from the Facilities Committee. The motion was approved unanimously.

**PUBLIC COMMENT:** There were no comments from the public.

**MINUTES:** The draft minutes from the July 12 board meeting minutes were reviewed. Kane made a motion, seconded by Robinson, to approve the amended minutes. The motion was approved unanimously.

**BIANNUAL UPDATE ON APL FOUNDATION:** Holly McKenna, president of the APL Foundation, provided the trustees with information about fundraising activities and the library programs they support.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through June 30) will be filed. The updated check register (covering July 14 through Aug. 10) was reviewed by the trustees. Kane made a motion, seconded by Finn, to accept the updated check register and approve it for payment. The motion was approved unanimously.

#### **COMMITTEE REPORTS & ACTION ITEMS:**

**Policy and Governance Committee:** Metzger gave a brief overview of the committee's Aug. 1 meeting. The committee recommended approval of three policies that were up for review later in the meeting.

**Finance Committee:** Calacone gave a brief overview of the committee's Aug. 2 meeting. The committee recommended approval of an RFP for financial advisement services that was on the agenda later in the meeting.

**Facilities Committee:** Kane provided a brief report of the committee's Aug. 9 meeting. Two action items were considered by the full board.

**Requests for Bids for Washington Ave. Branch Electrical Panel:** The library needs to upgrade the Washington Ave. Branch electrical panels, per insurance coverage requirements. The Finance Committee has already approved the plan to issue a request for bids to do this work.

Bechard made a motion, seconded by Strong, to authorize staff to issue a request for bids to upgrade the Washington Ave. Branch electrical panels. The motion was approved unanimously.

**2016 DLD Construction Project:** The Facilities Committee recommended that the library submit the Washington Ave. electrical panel project to the 2016 NYS Division of Library Development grant program. If awarded to APL, the program will reimburse the library for between 50 and 75 percent of the project cost. Calacone made a motion, seconded by Bechard, to approve submitting the electrical panel project to the 2016 DLD grant. The motion was approved unanimously.

**UPPER HUDSON LIBRARY SYSTEM REPORT:** Way provided a brief overview of the UHLS July meeting. Several documents pertaining to UHLS business were provided to the trustees prior to the meeting.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He fielded questions about: a plan to lend mobile WiFi hotspots, providing bookshelves in neighborhood barbershops, upcoming strategic plan, civil service, the possibility of allowing staff to administer Narcan, and the NYS Division of Library Development.

**POLICY & PROCEDURES GRID:** Metzger reviewed the grid and provided a brief overview of three policies before the board.

**Safety Mission Statement:** This policy was recommended for approval upon biennial review by the Policy and Governance Committee. No changes were made to the policy. Calacone made a motion, seconded by Bechard, to approve the Safety Mission Statement. The motion was approved unanimously.

**First Aid Policy:** This policy was recommended for approval upon biennial review by the Policy and Governance Committee. The policy was amended slightly to add specificity to what barriers are provided to staff. Kane made a motion, seconded by Strong, to approve the revised First Aid Policy. The motion was approved unanimously.

**Blood Borne Pathogens Exposure Control Plan:** This policy was recommended for approval upon biennial review by the Policy and Governance Committee. The policy was amended slightly to add specificity to what equipment is provided to staff. Kane made a

motion, seconded by Robinson, to approve the revised Blood Borne Pathogens Exposure Control Plan. The motion was approved unanimously.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Staff Report on Library Card Application Process:** The trustees listened to a presentation by Coon about a streamlined and more customer-focused library card application process that is being pilot tested at the Pine Hills Branch. The goal is to shorten the application process and make it easier and quicker for patrons to get a library card when they first request one. Once the pilot is complete, administration will review and make any necessary adjustments before rolling the process out at all branches.

**CDTA Agreement:** The library proposes its branches serve as sale outlets for CDTA's Navigator pre-paid bus fare cards. Jarzombek noted that this would provide the library with an alternative revenue source, as APL would receive a two percent commission on the proceeds of Navigator sales at library locations. He said the sale Navigator cards falls in line with the library's commitment to sustainability and reduction of car reliance. This initiative would likely bring new visitors who could sample the library's offerings when they stop by to replenish their Navigator cards.

Bechard made a motion, seconded by Way, to allow the executive director to enter into the Navigator sales agreement with CDTA subject to final review by CTDA and library counsel. The motion was approved unanimously.

**RFP for Financial Advisor:** Cullinan said the library, and therefore the taxpayers, would likely save money every year if the bonds for the Branch Improvement Plan were refinanced. This project, which was recommended by the Finance Committee, would require the guidance of a consultant who specializes in refinancing bonds for large public entities. Calacone made a motion, seconded by Bechard to approve the issuance of an RFP for a financial advisor to work with the library on refinancing the Branch Improvement Plan bonds. The motion was approved unanimously.

**Quarterly Evaluation of Board Meetings:** The trustees completed evaluation forms, the results from which will be shared at the September meeting.

**PUBLIC COMMENT:** Keith Irish commented about movie showings at the branches, parked cars blocking the handicapped ramp in front of the Bach Branch, more evening hours at the Washington Ave. Branch, and the city's public access television board.

**ADJOURNMENT:** Strong made a motion, seconded by Richardson, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:39 pm.

**NEXT MEETING:** Tuesday, Sept. 13 – Washington Ave. Branch at 6:00 pm

ALBANY PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE SEVEN MONTHS ENDED  
JULY 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,567,373	547,281	3,830,967	58.33%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants & Aid	187,150	823	9,426	5.04%
NYS Construction Grant	25,000		-	0.00%
Federal Grants & Aid	38,000		-	0.00%
Fines and Fees	126,000	14,160	95,632	75.90%
Book Sales	5,000	475	2,959	59.18%
Interest Income	10,000	5,811	68,361	683.61%
Foundation Contributions	20,000		-	0.00%
DASNY Project Reimbursement	0	3,584	3,584	
Copier Printers	15,000	-	-	0.00%
Miscellaneous income & Aid	0	3,637	5,686	
Fund Balance Used	401,467		-	0.00%
Total Support and Revenue	9,248,303	575,771	4,016,615	43.43%
Expenditures				
Payroll and Related costs	5,152,657	407,017	2,926,980	56.81%
Occupancy Costs	761,333	35,776	381,408	50.10%
Materials and Services	655,000	34,928	407,096	62.15%
Administration and Miscellaneous	441,000	15,979	245,697	55.71%
Automation	385,000	45,203	172,271	44.75%
Contingency	-	-	-	
Total Expenditures	7,394,990	538,903	4,133,452	55.90%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	-	36,868	(116,837)	0.00%

ALBANY PUBLIC LIBRARY  
 DETAIL OF EXPENDITURES  
 FOR THE SEVEN MONTHS ENDED  
 JULY 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
<b>PAYROLL AND RELATED COSTS</b>				
Salaries	3,440,678	268,897	1,962,391	57.04%
NYS Retirement System	529,714	44,143	309,001	58.33%
Payroll Taxes	261,966	19,821	144,420	55.13%
Hospital Insurance	898,799	72,229	496,273	55.22%
Payroll processing Costs	20,000	1,927	14,887	74.44%
Unemployment Insurance	1,500	-	8	0.53%
TOTAL	5,152,657	407,017	2,926,980	56.81%
<b>OCCUPANCY COSTS</b>				
Occupancy Costs	20,000	1,600	11,200	56.00%
Heat & Electric	245,000	13,928	86,358	35.25%
Telephone	13,000	793	5,534	42.57%
Maintenance/repairs/supplies	375,000	19,172	233,961	62.39%
Security	0	-	18,726	0.00%
NYS Construction Grant	33,333	-	0	0.00%
Furniture/Building Improvements	75,000	283	25,629	34.17%
TOTAL	761,333	35,776	381,408	50.10%
<b>MATERIALS and SERVICES</b>				
Books,etc.	570,000	29,234	350,043	61.41%
Serials/Magazines	45,000	-	44,062	97.92%
On-line Services	40,000	5,694	12,991	32.48%
TOTAL	655,000	34,928	407,096	62.15%
<b>ADMINISTRATIVE and MISC.</b>				
Office & Library Supplies	50,000	2,093	54,571	109.14%
Postage	6,000	120	3,325	55.42%
Publicity, Printing	50,000	296	19,694	39.39%
Training and Travel	22,000	151	17,163	78.01%
Community Activities	8,000	330	2,690	33.63%
Professional Services	175,000	1,710	72,935	41.68%
Misc Grant Expense	0	823	11,793	0.00%
Programming Activities	60,000	4,584	26,488	44.15%
Insurance	70,000	5,872	37,038	52.91%
TOTAL	441,000	15,979	245,697	55.71%
<b>AUTOMATION</b>				
Automation Services	240,000	28,856	136,399	56.83%
Automation Software	15,000	7,235	9,051	60.34%
Automation Hardware	130,000	9,112	26,821	20.63%
TOTAL	385,000	45,203	172,271	44.75%
<b>CONTINGENCY</b>				
	0	-	-	0.00%
<b>DEBT SERVICE PAYMENT</b>				
	1,853,313	-	-	0.00%
<b>TOTAL EXPENDITURES</b>				
	9,248,303	538,903	4,133,452	44.69%

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Aug 11, 2016 to Sep 14, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
5998	8/11/16	CSEA	2,019.26	Union Fees
5999	8/11/16	MetLife-TSA Contribution	1,826.00	403b
6000	8/11/16	NYS Deferred Comp Plan	2,552.86	NYS Def Comp Plan
6001	8/11/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6002	8/11/16	The Travelers	1,348.00	403b
6003	9/14/16	Baker & Taylor	4,119.73	Books-Adult
6004	9/14/16	Midwest Tape	1,028.15	Audio/Visual
6005	9/14/16	Midwest Tape	1,436.57	Audio/Visual
6006	9/14/16	Midwest Tape	3,018.02	Audio/Visual
6007	9/14/16	OverDrive, Inc.	1,769.07	Central Library Materials
6008	8/25/16	CSEA	2,014.54	Union Fees
6009	8/25/16	MetLife-TSA Contribution	1,926.00	403b
6010	8/25/16	NYS Deferred Comp Plan	2,537.85	NYS Def Comp Plan
6011	8/25/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6012	8/25/16	The Travelers	1,348.00	403b
6013	9/14/16	Baker & Taylor	6,577.86	Books-Adult
6014	9/14/16	OverDrive, Inc.	1,237.88	Central Library Materials
6015	9/14/16	Midwest Tape	2,429.07	Audio/Visual
6016	8/24/16	Albany Water Board	186.90	Building Repair/Maint.
6017	8/24/16	National Grid	8,210.74	Heat, Light and Power
6018	9/14/16	OverDrive, Inc.	1,679.62	Central Library Materials
6019	9/14/16	Midwest Tape	1,366.90	Audio/Visual
6020	8/29/16	National Grid	5,715.97	Heat, Light and Power
6021	9/14/16	MicroMarketing LLC	1,068.23	Books-Audio
6022	9/14/16	OverDrive, Inc.	2,090.48	Central Library Materials
6023	9/14/16	Baker & Taylor	3,251.47	Books-Adult
6024	9/14/16	Staples Advantage	815.47	Office Supplies
6025	9/14/16	Midwest Tape	945.16	Audio/Visual
6026	9/14/16	OverDrive, Inc.	3,570.47	Central Library Materials
6027	9/8/16	CSEA	2,032.07	Union Fees
6028	9/8/16	MetLife-TSA Contribution	1,926.00	403b
6029	9/8/16	NYS Deferred Comp Plan	2,550.63	NYS Def Comp Plan
6030	9/8/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6031	9/8/16	The Travelers	1,348.00	403b
6032	9/14/16	Home Depot Credit Services	980.50	Building Repair/Maint. Supplies
6033	9/7/16	First Light Fiber	5,976.32	Telephone Expense/Automation Services
6034	9/14/16	Accuprint	3,757.60	Publicity and Printing
6035	9/14/16	ADP, LLC	1,647.01	Payroll Services
6036	9/14/16	Allerdice Ace Hardware Malta	17.98	Building Repair/Maint.
6037	9/14/16	Republic Services #964	1,580.96	Maint. Service Contracts
6038	9/14/16	SYNCB/AMAZON	58.00	Office Supplies
6039	9/14/16	Ambient Environmental, Inc.	1,266.00	Building Repair/Maint.
6040	9/14/16	ASSA ABLOY Entrance Systems US Inc	195.46	Maint. Service Contracts
6041	9/14/16	ATSCO Products	366.44	Maint. Supplies/Equip. Repair
6042	9/14/16	Baker & Taylor	2,943.81	Books-Adult
6043	9/14/16	Bay State Elevator Company	393.22	Maint. Service Contracts
6044	9/14/16	Blick Art Materials	192.72	Programming YS/PH
6045	9/14/16	Brad Rose Landscaping, Inc.	894.34	Maint. Service Contracts
6046	9/14/16	Brodart Co.	26.36	Books-Adult
6047	9/14/16	Budget Library Supplies	390.00	Processing Supplies
6048	9/14/16	CDPHP	45,417.89	Insurance-Hospitalization
6049	9/14/16	CDPHP Universal Benefits, Inc.	12,427.59	Insurance-Hospitalization
6050	9/14/16	CDW G	2,684.87	Automation Hardware/Software
6051	9/14/16	Charles Slatterick	870.00	Contracted Services
6052	9/14/16	Chinasa Seyse	229.33	Programming Howe
6053	9/14/16	Danielle Cregan	11.27	Programming Delaware
6054	9/14/16	Deb Cavanaugh	300.00	Programming Bach
6055	9/14/16	De Lage Landen Financial Services, Inc	956.12	Contracted Services
6056	9/14/16	Delta Dental of New York, Inc.	3,689.94	Insurance-Hospitalization

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Aug 11, 2016 to Sep 14, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6057	9/14/16	Demco	112.22	Office Supplies
6058	9/14/16	DePaula Chevrolet	614.74	Van Maintenance
6059	9/14/16	Eastern Managed Print Network	106.25	Contracted Services
6060	9/14/16	EDC Educational Services	234.82	Books-Adult
6061	9/14/16	ELM USA	87.95	Processing Supplies
6062	9/14/16	Eye Med Vision Care	1,163.37	Insurance-Hospitalization
6063	9/14/16	Family & Children's Service	525.00	Travel/Staff Development
6064	9/14/16	Findaway World, LLC	67.49	Books-Audio
6065	9/14/16	First Unum	2,098.39	Insurance-NYS Disability
6066	9/14/16	Gaylord Bros., Inc.	21.25	Processing Supplies
6067	9/14/16	George J. Steele	195.00	Programming Delaware
6068	9/14/16	Grainger	849.63	Building Repair/Maint. Supplies
6069	9/14/16	Home Depot Credit Services	231.90	Building Repair/Maint. Supplies
6070	9/14/16	Ingram Library Services	201.89	Books-Adult
6071	9/14/16	Johnson Controls	10,930.29	Building Repair/Maint.
6072	9/14/16	Katherine Snyder	25.00	Programming YS
6073	9/14/16	Krista Robben	28.42	Exchange Account
6074	9/14/16	Kristine Schultz	245.56	Programming Delaware
6075	9/14/16	MailFinance	119.95	Postage
6076	9/14/16	Main-Care Energy	312.44	Van Operation
6077	9/14/16	Mary Beth Earley	11.91	Programming YS
6078	9/14/16	Marjorie K. Reinhart	275.00	Insurance-Wellness Program
6079	9/14/16	Martha Goldstein	69.01	Exchange Account
6080	9/14/16	Masai Andrews	150.00	Programming Wash.
6081	9/14/16	MicroMarketing LLC	337.80	Books-Audio
6082	9/14/16	Midwest Tape	1,351.45	Audio/Visual
6083	9/14/16	Miriam Hardin	10.00	Fines and Fees Expense
6084	9/14/16	Movie Licensing USA	2,205.00	Programming (Wash.,Bach,Howe,PH,AH,Del)
6085	9/14/16	National Business Equipment	397.30	Contracted Services
6086	9/14/16	Oriental Trading Company, Inc.	174.10	Programming NA
6087	9/14/16	OverDrive, Inc.	24.99	Electronic Databases
6088	9/14/16	Overit Multimedia, Inc.	875.00	Automation Services
6089	9/14/16	Paul Rosenberg	325.00	Programming YS
6090	9/14/16	Rebecca Lubin	20.00	Programming NA
6091	9/14/16	Recorded Books, INC	238.49	Books-Audio
6092	9/14/16	Rhode Island Novelty	117.40	Programming Delaware
6093	9/14/16	Richard Waugh	371.03	Insurance-Medicare Reimb.
6094	9/14/16	Sage Software Inc.	2,599.00	Automation Software
6095	9/14/16	Scott Jarzombek	155.52	Travel/Staff Development
6096	9/14/16	Society for Human Resource Management	190.00	Memberships
6097	9/14/16	SimplexGrinnell	2,379.79	Maint. Service Contracts
6098	9/14/16	Staples Advantage	90.51	Office Supplies
6099	9/14/16	The Albany YMCA	1,600.00	Rent- NA
6100	9/14/16	The Dessert Tray	200.00	Programming Bach
6101	9/14/16	Tim Tilstra	125.00	Programming PH
6102	9/14/16	T-Mobile	554.91	Automation Services
6103	9/14/16	Tor Loney	126.69	Programming Delaware
6104	9/14/16	Upper Hudson Library System	65.39	Electronic Databases
6105	9/14/16	UniFirst Corporation	86.80	Maint. Service Contracts
6106	9/14/16	Uptown/Downtown Media	1,800.00	Publicity and Printing
6107	9/14/16	Verizon Wireless	559.17	Automation Services
6108	9/14/16	W.B.Mason Co., Inc.	600.48	Office Supplies
6109	9/14/16	New York Library Association	1,846.00	Travel/Staff Development
6110	9/14/16	W.B.Mason Co., Inc.	2,873.86	Maint. Supplies
6111	9/14/16	W.B.Mason Co., Inc.	1,783.44	Maint. Supplies
6112	9/14/16	ASSA ABLOY Entrance Systems US Inc	427.69	Maint. Service Contracts
6113	9/14/16	Charles Slatterick	270.00	Contracted Services
6114	9/14/16	Ehrlich Co., Inc.	171.00	Maint. Service Contracts
6115	9/14/16	Grainger	530.08	Maint. Supplies



## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Aug 11, 2016 to Sep 14, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6116	9/14/16	W.B.Mason Co., Inc.	783.98	Maint. Supplies
Total			206,198.29	

# ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES: EXECUTIVE COMMITTEE/MINUTES

**Meeting Date:** September 7, 2016 **Time:** 6:00 PM **Meeting Location:** Tompkins Lab  
Washington Avenue Branch

Attendees: President: Mary-Ellen Piche; Vice President: Michael Neppl; Vice President for Finance: Alison Calacone; Secretary: Arlene C. Way; Executive Director: Scott Jarzombek

## Agenda Topics

- Proposal reviews for APLS Audit and Legal Services
- Trustee On-Boarding Checklist

Item	Action
Legal Services	Committee reviewed proposals from: <ul style="list-style-type: none"><li>• WOH (Whiteman, Osterman &amp; Hanna)</li><li>• TRK (Tabner, Ryan &amp; Keniery, LLP)</li></ul> The Executive Committee recommends WOH for a three-year contract as the provider of legal services for APLS. <b><i>Note: Michael Neppl recused himself from this process due to potential conflict of interest.</i></b>
Accountant Services	Committee reviewed proposals from: <ul style="list-style-type: none"><li>• Bonadio</li><li>• STAC</li><li>• Marvin &amp; Co</li><li>• Teal, Becker &amp; Chiaramonte</li></ul> The Executive Committee recommends Marvin & Co for a three-year contract as the provider of audit services for APLS.
Trustee On-Boarding Tool	Executive Committee reviewed checklist for on-boarding new trustees, recommended minor additions.



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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, 2017 for a three-year term to end on December 31, 2020.

Written responses to this request for proposals must be received no later than Friday, September 2, 2016. Interviews with a Committee of the Board of Trustees will be held on Tuesday, October 4, 2016 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 8, 2016.

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### **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 has its own Chief Fiscal Officer who manages the Library financials.

Number of Employees:	120
# Of Libraries:	Seven branch libraries
Board of Trustees:	Nine member Board elected to rotating five year terms
Library 2016-FY Budget	\$ 9,248,303

### **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, 2016 through December 31, 2016, 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 35 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 March 30th 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 2, 2016 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 (Audit Year 2016)	\$_____ Hourly Rate
	\$_____ Total Fee (not to exceed)*
Year 2 (Audit Year 2017)	\$_____ Hourly Rate
	\$_____ Total Fee (not to exceed)*
Year 3 (Audit 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 REQUEST FOR PROPOSALS FOR FINANCIAL ADVISOR**

**August 10, 2016**

## **Introduction and Project Description**

The Albany Public Library (“APL” or the “Library”) is requesting proposals from qualified firms to serve as financial advisor for a refunding of its \$23.685 million outstanding tax-exempt bonds issued by the Dormitory Authority of the State of New York (“DASNY”) in 2007. The Series 2007 Bonds are secured by a pledge of revenues, a mortgage and a debt service reserve fund and are insured; the debt service reserve fund was funded by a surety bond. The Bonds do not have an underlying rating. The preliminary plan of finance assumes a fixed rate bond issue with a maturity of July 1, 2037 matching the existing amortization to be issued by DASNY.

The Library anticipates that the selected financial advisor firm will work with Library staff to develop the plan of finance, coordinate required approvals including Board of Trustees and the issuer, develop a financing schedule, conduct an RFP process for underwriters as necessary, manage the issuance process working closely with bond counsel and DASNY, assist the Library with the update of its disclosure, and review and negotiate the bond pricing as appropriate.

## **Albany Public Library Overview**

The Albany Public Library (the “Library”) is a school district public library chartered by the Board of Regents of the State of New York to serve the residents of the City School District of Albany (the “School District”). The Library operates seven branches in the City of Albany, New York (the “City”). The branches are located on Washington Avenue, Henry Johnson Boulevard, New Scotland Avenue, Delaware Avenue, Schuyler Street, Western Avenue, and North Pearl Street. It is one of 29 member libraries in the Upper Hudson Library System (“UHLS”), and is also the central library of the UHLS.

Funding for the operations of the Library is primarily derived from real property taxes levied by the School District on behalf of the Library. The School District derives its power to levy an ad valorem real property tax on behalf of the Library from the State Constitution, the State Education Law and the State Real Property Tax Law. The Real Property Tax Law governs the methods and procedures to levy, collect and enforce this tax. The City prepares real property assessment rolls used by the School District to levy the Library tax. The City, in conjunction with the State Board of Real Property Tax Services, determines assessment valuations

The Board of Trustees of the Library establishes, with voter approval, any increases to the tax levy the Library requires to fund its annual operating budget. Once approved by the voters, the annual tax levy for library taxes cannot change from year to year unless it is affirmatively increased or decreased by the voters of the School District. At the special referendum conducted on February 6, 2007, the voters of the School District approved an additional levy of library taxes in a maximum annual amount of \$1,860,000 for thirty (30) years to pay the annual debt service for the Project financed by the 2007 Bonds. The Bonds are secured primarily by the Pledged Revenues consisting primarily of moneys derived from real property tax levies made on behalf of the Library by the School District

Please refer to EMMA for additional information.

## Outstanding Indebtedness

The APL's only outstanding long-term debt is the \$23.685 million Series 2007 Bonds. The Library has no current plans to issue additional debt.

## Requested Information

Following the review of the written proposals, the Library may engage in discussions and negotiations with one or more firms that submit proposals. The Library reserves the right to reject any and all proposals.

The Library will use its best efforts to answer any questions and provide additional information requested in connection with your response to this Request for Proposals. **The information provided by the Library in this Request for Proposals or in connection with it should be considered confidential and should be appropriately controlled.** Please direct any questions or request for additional information to:

Mary Cullinan  
Chief Fiscal Officer  
[cullinanm@albanypubliclibrary.org](mailto:cullinanm@albanypubliclibrary.org)

Albany Public Library  
161 Washington Ave.  
Albany, NY 12210

Proposals should be limited to 10 pages, not including a Cover Letter or Appendices.

Please e-mail a PDF version of your proposal by 5PM EST on **Wednesday, August 31, 2016** to:

**Mary M. Cullinan**  
[cullinanm@albanypubliclibrary.org](mailto:cullinanm@albanypubliclibrary.org)

## PROPOSAL REQUIREMENTS

### I. Description of Firm and Finance Team

- a. Provide a brief description of your firm.
- b. Provide a description of the proposed finance team. Please specify which person will be the lead advisor and have overall responsibility for the financing and the day-to-day contact, if different from the lead advisor.

### II. Experience

- a. Describe the firm's governmental experience, including any comparable transactions to the proposed financing in terms of credit quality, structure or any other aspect you consider relevant.



- b. Provide a listing of the transactions on which your firm served as financial advisor since January 1, 2014 in an appendix. For each transaction provide the date, name of borrower, ratings, par, and structure, including use of bond insurance and sale type (competitive or negotiated).
- c. Provide the name, title, email address and phone number of three clients that the Library could contact as references.

### III. Plan of Finance

The anticipated plan of finance assumes a tax-exempt fixed rate transaction with amortization from 2017 to 2037 (July 1 principal payments) to be issued by DASNY in 2016.

- a. Please comment on the proposed plan of finance, including
  - i. The benefits and costs of an advance refunding prior to the July 1, 2017 call date versus a current refunding in 2017.
  - ii. Effectiveness and availability of bond insurance versus an unenhanced publicly rated issue. Please provide an assessment of the Library's credit profile, indicate a possible rating on the Library's bonds and summarize the pros and cons of a public rating.
  - iii. Security Provisions – the Library expects to secure the Bonds by its Pledge Revenues and is asking for your assessment of the current mortgage and debt service reserve requirements. Please provide an assessment of the credit and pricing impacts of maintaining and defeasing the reserve fund and mortgage requirements. For the reserve fund please address how best to fund the reserve given the current surety bond structure.
  - iv. While DASNY is the Library's preferred issuer given the State intercept mechanism please provide an analysis of other issuer options, including the City School District of Albany and the City of Albany CRC
  - v. Please provide any structuring recommendations (e.g. amortization structure,) that would permit the Library to maximize the refunding savings.
- b. Please provide full refunding schedules to illustrate possible refunding savings based on your suggested plan of finance. Please use August 10, 2016 as the reference date for MMD and assumptions.
- c. Please provide an assessment of the costs and benefits of a negotiated versus competitive refunding of the Library's Series 2007 Bonds.

### IV. Pricing Qualifications and Underwriter Selection

- a. Please describe your firm's bond pricing capabilities and the process the firm would use for a negotiated bond sale.
- b. Please comment on how your firm would recommend securing the services of an underwriter for a negotiated bond sale and the most important factors the Library should be looking for in a senior manager.

### V. Legal Proceedings

- a. Disclose specific details of any pending legal proceedings (criminal or civil), or regulatory or disciplinary actions by any state or federal regulatory agency, involving your firm or

members of your firm related to municipal securities; or any convictions, judgments, or settlements resulting from such proceedings or actions within the past five years.

#### VI. Conflicts

- a. The firm must certify that it does not have any actual or potential conflicts of interest with the Library, any of its officers or employees, or any of the potential issuers the Library may utilize including DASNY, the City School District of Albany, or the City of Albany IDA / CRC. During the course of the contractual relationship formed pursuant to this solicitation, any such conflict of interest, whether newly arising or newly discovered, must be disclosed to the Library.

#### VII. Fee Proposal

- a. Please propose a fee for financial advisory services for the proposed transaction. Please specify whether your fee is a not to exceed flat fee or is based on the par amount of the refunding bonds. If there are any additional fees that could be assessed in the engagement, please describe them in detail as well.

#### VIII. Miscellaneous

- a. The Library reserves the right to reject any bid that does not comply with this RFP, in the Library's own discretion.
- b. The Library reserves the right to waive informalities in any proposal submitted.
- c. The Library reserves the right to refuse to award a contract based on the proposals received.
- d. The Library reserves the right to reject any or all proposals.
- e. The Library reserves the right to award a contract to more than one proposer.
- f. All proposals must be submitted on the basis that they will be honored for at least 60 days from the due date.

# UHLS Update

No meeting in August 2016

Next meeting: Wednesday, September 14 at Guilderland.

## **UHLS Committee Appointments:**

- Trustee, Arlene C Way- Administration
- Executive Director, Scott Jarzombek- Services

## **UHLS Plan of Service Forum**

2017-2021 UHLS Plan of Service, due October 1, 2016, is in development. *UHLS hosted a Plan of Service Forum* on Tuesday, August 16 to discuss the draft documents and the POS process. The forum was open to all UHLS member library directors, staff and trustees. This meeting was attended by APLS Executive Director, Scott Jarzombek.

Trustees have been asked to review the (1) Draft Service Goals and POS required elements which includes Goal Statements, Intended Results and Evaluation Methods for the new POS as required by New York State; and, (2) Draft Central Library Plan of Service. This document is based on discussions by the Central Library Advisory Committee (CLAC). This draft outlines the major goals for CL funds in the next POS period. This draft is still under discussion by CLAC and they will consider any input from this review process in their final draft plan

## **CORE Trustee Training**

Final 2016 session of the CORE Trustee Training program for new member Library Trustees and Library Directors is scheduled for **Wednesday October 5, 2016 at 6:30pm.** This program is also open to any member library Trustees or Library Directors that would like a refresher on the CORE training material. Everyone is welcome!

The CORE program covers the fundamentals of being a public library trustee, including roles and responsibilities, NYS minimum library standards, oaths of office, open meetings law, board/director roles, etc. The program also emphasizes the CORE values of Community, Openness, Respect, and Ethics as they relate to the work of a library trustee.

This program is valuable for all library trustees, but the real "value added proposition" comes from having ALL of a library's trustees share this knowledge base, which creates a common ground understanding of these fundamentals throughout each Library Board. UHLS also recommends that Library Directors attend this training to encourage that same common ground understanding between the Library Board and the Director.

The program typically takes about 90 minutes and will be held at UHLS (28 Essex St. Albany, NY 12206). *To Register - Please contact Heidi Fuge (437-9880 x221 [heidi@uhls.lib.ny.us](mailto:heidi@uhls.lib.ny.us)) at UHLS.*

### **CORE Library Leadership Training**

CORE Library Leadership Training – The next module of our CORE offerings is ready to roll out. The UHLS CORE Library Leadership Training will be offered to the member libraries in November of 2016. This program is designed for the library leadership team (the Board President and the Library Director) to participate together. It will focus on fundamental best practice and skill building in several critical areas of board leadership – building positive relationships, board/director collaboration, board structures and practices, board sustainability, etc. The program will include some interactive components for both the individual director/board president teams and for the teams from each library to share ideas and experiences with each other. The program will be held at UHLS, will run a full 3 hours.

# **DRAFT**

## **UHLS 2017-2021 Plan of Service**

### **Central Library Services**

#### **Upper Hudson Library System/Albany Public Library**

As the Central Library for the Upper Hudson Library System, the Albany Public Library will use NYS Central Library funds as directed by the UHLS Central Library Advisory Committee and the UHLS Board of Trustees, primarily in the form of an annual Central Library budget. The major areas of focus for Central Library services for the period of this plan of service will include:

1. Continued development of the Central Library Collections in accordance with NYS law and regulations. These collections will be available to all UHLS library users.
2. Professional staff support for collection development of the Central Library Collections.
3. Support for products and services that expand the depth and breadth of the library resources available to all UHLS library users.
4. Professional staff support for continuing education and training programs that are available to the staff of all member libraries.
5. Support for products and services that enhance access to the library resources available to all UHLS library users.
6. Support for piloting new services that are identified to be of benefit to all UHLS member libraries.

The plan for each of these services is discussed below and related to the appropriately numbered section from the UHLS 2017-2021 Plan of Service.

#### **4.2 Element 1 – RESOURCE SHARING**

##### **Cooperative Collection Development**

##### **1. Goal Statement**

***Central Library funds can be used to continue to build the Central Library Collections, in print and digital formats, which are available for use by all UHLS library users.***

- 2a. Year 1 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)
- 2b. Year 2 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)
- 2c. Year 3 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)
- 2d. Year 4 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)
- 2e. Year 5 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

##### **3. Intended Result(s)**

Central Library Development Aid supports the development of the Central Library Collections including, but not limited to print materials, e-content, and online databases, which are available to all UHLS library users.

#### 4. Evaluation Method(s)

Evaluation of the intended results will be accomplished by the following:

- analysis of Central Library collection statistics
- annual administration and review of a plan of service satisfaction survey of member libraries
- feedback from the UHLS Director's Association, the UHLS Central Library Advisory Committee, and the UHLS advisory groups
- anecdotal reports and observations

#### 4.2 Element 1 – RESOURCE SHARING Cooperative Collection Development

##### 1. Goal Statement

***Central Library funds can be used to support professional staff at the central library to maintain and develop the central library collections.***

- 2a. Year 1 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)
- 2b. Year 2 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)
- 2c. Year 3 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)
- 2d. Year 4 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)
- 2e. Year 5 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

##### 3. Intended Result(s)

The Central Library collections, in print and digital formats, which are available to all UHLS library users continues to grow and reflect the informational needs and interests of the UHLS service population.

#### 4. Evaluation Method(s)

Evaluation of the intended results will be accomplished by the following:

- analysis of Central Library collection statistics
- annual administration and review of a plan of service satisfaction survey of member libraries
- feedback from the UHLS Director's Association, the UHLS Central Library Advisory Committee, and the UHLS advisory groups
- anecdotal reports and observations

#### 4.2 Element 1 – RESOURCE SHARING Cooperative Collection Development

1. Goal Statement

***Central Library funds can be used to support the purchase of products and services that expand the depth and breadth of the central library collections, which are available to all UHLS library users.***

2a. Year 1 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2b. Year 2 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2c. Year 3 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2d. Year 4 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2e. Year 5 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

3. Intended Result(s)

The Central Library funds are used to expand the Central library collections, in print and digital formats, which are available to all UHLS library users through the purchase of databases and other digital access products.

4. Evaluation Method(s)

Evaluation of the intended results will be accomplished by the following:

- analysis of system and member library use statistics
- annual administration and review of a plan of service satisfaction survey of member libraries
- feedback from the UHLS Director's Association, the UHLS Central Library Advisory Committee, and the UHLS advisory groups
- anecdotal reports and observations

4.14 Element 3 – PROFESSIONAL DEVELOPMENT AND TRAINING

1. Goal Statement

***Central Library funds can be used to provide support for the central library to provide continuing education and training programs that are available to the staff of all UHLS member libraries.***

2a. Year 1 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2b. Year 2 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2c. Year 3 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2d. Year 4 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2e. Year 5 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

3. Intended Result(s)

The Central Library provides resources to support continuing education and training programs for all member library staff that improve and enhance library service at all UHLS member libraries.

4. Evaluation Method(s)

Evaluation of the intended results will be accomplished by the following:

- analysis of system and member library use statistics
- annual administration and review of a plan of service satisfaction survey of member libraries
- feedback from the UHLS Director's Association, the UHLS Central Library Advisory Committee, and the UHLS advisory groups
- anecdotal reports and observations

#### 4.16 Element 5 – COORDINATED SERVICES FOR MEMBERS

##### 1. Goal Statement

***Central Library funds can be used to support the purchase of products or services that enhance access to library material for all UHLS library users.***

2a. Year 1 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2b. Year 2 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2c. Year 3 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2d. Year 4 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2e. Year 5 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

##### 3. Intended Result(s)

The Central Library funds are used to enhance access to library collections and services for all UHLS library users through the purchase of products that make library information more readily available and in a wider variety of information platforms.

##### 4. Evaluation Method(s)

Evaluation of the intended results will be accomplished by the following:

- analysis of system and member library use statistics
- annual administration and review of a plan of service satisfaction survey of member libraries
- feedback from the UHLS Director's Association, the UHLS Central Library Advisory Committee, and the UHLS advisory groups
- anecdotal reports and observations

#### 4.16 Element 5 – COORDINATED SERVICES FOR MEMBERS

##### 1. Goal Statement

***Central Library funds can be used to pilot new services that are identified to be of benefit to all UHLS member libraries, as determined by the UHLS Central Library Advisory Committee.***

2a. Year 1 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

2b. Year 2 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)



- 2c. Year 3 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)  
2d. Year 4 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)  
2e. Year 5 Ongoing (annual priorities to be determined by the UHLS Central Library Advisory Committee)

3. Intended Result(s)

The Central Library provides resources to support the evaluation and operational testing of new service tools that are of interest to the member libraries.

4. Evaluation Method(s)

Evaluation of the intended results will be accomplished by the following:

- analysis of Central Library collection statistics
- annual administration and review of a plan of service satisfaction survey of member libraries
- feedback from the UHLS Director's Association, the UHLS Central Library Advisory Committee, and the UHLS advisory groups
- anecdotal reports and observations

Approval by the UHLS Central Library Advisory Committee: 8/23/16

Approval by the Albany Public Library Board of Trustees:

Approval by the UHLS Board of Trustees:

## **EXECUTIVE SUMMARY**



The organization held its first quarterly all-staff meeting. Staff were polled about the format and agenda, which received a 90 percent favorability rate. Community engagement clerks and library administrators met to go over library policies and best practices. HR and administration have explored using a new payroll company, which would include new integrated scheduling software. The tablet-lending program has been discontinued and mobile wi-fi hotspots will be deployed for circulation in September.

Administration met with the SUNY Office of Community Relations to work on a plan to have education students earn service credit hours by volunteering in our libraries. The application for DLD\* Construction Funds has been submitted to UHLS\*\*. Community leaders, including a representative from the library, met with Kasselman Electric Co. about property concerns in the South End. Kasselman owns and uses the building next to the John A. Howe Branch. The library shared concerns about the company's use of the library lot and the damage caused to sidewalks by trucks parking on it.

### *Friends and Foundation*

The Friends are exploring Pine Hills as a location for an author talk. The Foundation is considering issuing just one appeal letter annually, as opposed to the two that have been done for the past several years. The Foundation will soon do an author talk and a fundraiser at Blaze Pizza in Stuyvesant Plaza (Thursday, Sept. 22, at 4-9 pm). The Foundation's Finance Committee and key library staff met with the APLF\*\*\* auditor to address some of their concerns.

### *North Albany Branch*

For some time now, staff have been complaining of small bug bites around their ankles. This issue was reported to the staff at the YMCA. The problems continued, so members of the administration contacted the Capital District YMCA's administration. The library branch part of the YMCA was closed to the public and sprayed (Aug. 12). The Y staff then shampooed the carpet a few days later. The insects returned. The branch was closed for one day (Aug. 25) while library staff disassembled the service desk and took it outside to fully spray it down and clean it. The space was fumigated again. A temporary service station was set up for a several days. The desk was reassembled a few days later and staff returned to that desk. However, on Sept. 1, staff, and now patrons, complained of bites. The branch was closed again (Sept. 1-6, three days of which were holidays) and the YMCA sprayed again.

### *Strategic Plan Update*

Multiple focus groups were held to provide us with feedback that will help inform the creation of a strategic plan. Focus groups included teen users on Aug. 17, two sessions with APL front-line staff on Aug. 18, two sessions with the public on Aug. 22 and Aug. 25, and one session with the Friends and APLF on Aug. 29. Anne Ackerson, our strategic planning consultant, is now reaching out to libraries we have identified as industry leaders to discuss what they are doing and how they are measuring it. Please mark your calendars for the Board retreat on Saturday, Oct. 29, from 9 am to 4 pm at the Capital South Campus Center (20 Warren St. in Albany).

\* Department of Library Development

\*\* Upper Hudson Library System

\*\*\* Albany Public Library Foundation

## DIRECTOR'S CALENDAR

8/11: New York State Central Libraries (Syracuse)  
8/15: Community Forum: Healing Moments  
8/16: UHLS Forum  
8/23: UNLS Central Library Committee  
8/23: Phone meeting with Brooklyn Public Library  
8/24: City Hall Back to School Night  
8/29: Friends of the Albany Public Library  
8/30: County Representative/Kassleman Electric  
8/31: SUNY Community Relations

## APL TOTALS

	Number	YTD Change
Circulation	69293	-9%
eCirculation	5540	3%
Door Count	70812	-6%
Computer Use	15105	-3%
WiFi	46648	2%
Program Attend.	5355	22%
Meeting Room Usage	596	-21%

## DEPARTMENT REPORTS

### Central Service Area

#### WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	22172	-9%	1
Door Count	27732	-13%	1
Computer Use	4667	-15%	1
WiFi	21359	8%	1
Program Attend.	1388	225	1
Meeting Room Usage	251	-9	1

#### Adult Services

- Circulation staff worked all month to complete the shelving project on the first floor. The collection is now much easier to navigate, and the Technology Commons area is free from book shelves.
- Eight adults learned the basics of soldering and acoustics while attending the Contact Microphone class offered in the Albany Made Creative Lab. A volunteer from RPI led the class through wiring, soldering, sealing, and testing a piezo microphone.
- At the Aug. 19 Hip Hop Clothing Swap Garage Bands event, the Beat Shot Productions crew collected a truck load of gently used clothes to be donated to the Homeless Action Committee. Close to 90 adults, teens, and kids attended the concert, which featured many of Albany's best hip hop artists.

#### Youth Services

- On Aug. 1, NYS Assemblymembers Pat Fahy and John McDonald read to children in our new story time space, where "Storytime in the Park" was held due to rain. They were both terrific readers and helped create a festive, joyful event.

- A total of 158 children and teens registered for SRP at Washington Ave., and 70 were regular weekly participants. These youngsters attend 45 different schools. We held 93 programs during SRP (almost one-quarter of all programs held APL-wide). 1766 patrons attended, which is 22% of APL-wide SRP attendance.
- Two Youth Services librarians performed a dramatic play of Eric Carle's "The Very Hungry Caterpillar" during our 1<sup>st</sup> Saturday for Families program on Aug. 6. Children were invited to participate in the story, and acted as the apples, oranges, pickle, Swiss cheese, chocolate cake and other foods the caterpillar ate. Later, children retold the story in their own pictures and words, creating books to take home. This program, aimed at young children (ages 0-7) and their families, remains popular month after month. It continually draws about 30 participants.

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

	Number	YTD Change	Rank
<b>Circulation</b>	5478	-18%	5
<b>Door Count</b>	6631	-4%	6
<b>Computer Use</b>	1932	11%	3
<b>WiFi</b>	3648	7%	5
<b>Program Attend.</b>	344	100%	6
<b>Meeting Room Usage</b>	57	-17%	5

##### Adult Services

- The branch was active in the community on several occasions during the month of August. Staff tabled at the "Carnival on the Hill" as well as the CDPHP "Healthy Neighborhood" events. Each gathering afforded the branch the opportunity to meet new faces and inform neighbors about the great services offered by APL.
- The branch donated free library materials to Skyline Gardens, a neighborhood housing complex, for their back-to-school ice cream social. Youth will have books, pencils, and information on how to get their very own MyCARD.

##### Youth Services

- A successful Summer Reading Program 2016 wrapped up in a very exciting way. A high-energy educational performer, "Turtle Dance Music", demonstrated a variety of musical instruments and included the audience in the program. Neighborhood youth were really energized and engaged, and it is likely the performer will return again this year.
- AH/WH honored to host NYS Assemblymember John McDonald III during SRP in August. McDonald provided reading certificates to youth participants and encouraged them to continue their hard work during the school year. This is the second year McDonald has come to the branch for SRP events, and further cements the positive relationship he has with the branch, its staff, and library users.

#### **West Service Area**

##### **JOHN J. BACH BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	10641	6%	3
<b>Door Count</b>	7068	11%	5
<b>Computer Use</b>	1285	16%	6
<b>WiFi</b>	3948	-5%	4
<b>Program Attend.</b>	674	-5%	4
<b>Meeting Room Usage</b>	57	28%	4

##### Adult Services

- Librarian has been tutoring two elderly patrons, one hour each per week.
- There have been over 20 book deliveries to Library Links patrons this month. Most receive two or more books per delivery. A few are voracious readers and all are very appreciative of the service. The volunteer couriers continue to enjoy the program, too.

- Adult Summer Reading Program (7 participants) was not as successful as the Winter Reading Program (49 participants) at the Bach Branch.

#### Youth Services

- Three pre-school classes from Temple Israel Nursery School visited the library on Aug. 3. YS librarian performed a story time about the circus, with 30 children and 9 adults in attendance.
- Bach hired Deb Cavanaugh of Helderberg Music Together as a guest performer for Toddler Story time and Play Group on four Mondays in August. Attendance was excellent.
- Successful SRP programs include: "Make a Hula Hoop" (16 children, 6 adults), "Zoom into Nano – Nano and You" with SUNY Poly's Children's Museum of Science and Technology (16 children, 11 adults), "On Your Mark, Get Set, Track Mammals" (16 children, 10 adults), and "Cupcake Decorating & Eating" (16 children, 7 adults).

### **PINE HILLS BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	15588	-9%	2
<b>Door Count</b>	11231	4%	2
<b>Computer Use</b>	3185	9%	2
<b>WiFi</b>	7759	8%	2
<b>Program Attend.</b>	1060	12%	3
<b>Meeting Room Usage</b>	119	-15%	2

#### Adult Services

- Outdoor Game Night, in cooperation with the Pine Hills Neighborhood Association, benefitted from the nicer weather in August with attendance increasing each week. The program has been extended through September.
- Pine Hills is hosting a trial period for the new library card registration process. So far it has been received well by both staff and patrons.

#### Youth Services

- SRP programs were very successful, especially the hip hop dance class for teens and the yo-yo workshop for all. Acrobat Scotty Nut entertained all with his acrobatic show during the wrap up party/ice cream social.
- Another popular SRP program was the Toddler Dance Party, which will be repeated. NYS Assemblymember Pat Fahy attended this program and danced to They Might be Giants and The Wiggles.
- Good Night Story time ended for the season and was well attended this summer. When the weather turns cold, the branch will offer a weekly Monday night playtime aimed parents who cannot attend other weekly programs scheduled during the day.

### East Service Area

#### **DELAWARE BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	8122	-11%	4
<b>Door Count</b>	7119	-8%	4
<b>Computer Use</b>	1865	-3%	4
<b>WiFi</b>	3600	-11%	6
<b>Program Attend.</b>	1254	50%	2
<b>Meeting Room Usage</b>	68	-63%	3

#### Adult Services

- Several orders were placed this month to satisfy patron requests for new and continuing DVD series, along with additional mystery titles that are perennial favorites at the Delaware Branch.

#### Youth Services

- The branch librarian had a wonderful and extensive interaction with a new teen immigrant from China. With the help of Google translate, she explained that the library 'loans' items for FREE. "He used

Translate to fill out his library card information and took home a picture dictionary and a first 100 words book. Every time this young man learned that he could have access to items without spending any money his eyes lit up and his face had such a happy expression! It was truly a great interaction.”

- And here’s an SRP success story shared by the librarians at Delaware;
  - Last month, a mother confided in staff that she never considered herself a reader. She was worried that her 9-year-old son would follow in her footsteps and not be a reader. So for the past 2 years, she had him participate in the Summer Reading Program. This year, she stepped it up a bit by simultaneously joining the APL Adult Summer Reading Club. She challenged herself to read alongside her son all summer long. She said APL librarians guided her to some books she found to be "fun and interesting." Long story short, she and her son are now reading for an hour every night - her with her new-found "awesome" books and he with his "funny" school stories (that's what he's discovered he likes to read). She is happy and relieved that she has turned into a "reader." She said, “My son has improved his reading tremendously and I’ve rediscovered reading due to the Adult Summer Reading Program. We sit together and read every night.”
- Librarians are in the process of refreshing the entire YA collection, weeding unused or out of date titles and ordering new titles more relevant to our current teens. This is a large project that will be ongoing, but a large order has gone out and initial weeding begun.

#### JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
<b>Circulation</b>	4779	-29%	6
<b>Door Count</b>	7215	-12%	3
<b>Computer Use</b>	1628	-11%	5
<b>WiFi</b>	4507	-1%	3
<b>Program Attend.</b>	283	6%	7
<b>Meeting Room Usage</b>	44	-7%	6

#### Adult Services

- This experience, as recounted by the branch librarian, shows how vital the library is to our community:
  - A volunteer tutor helped a young woman prepare to take the Armed Services Vocational Aptitude Battery exam for entry into military service. He committed the summer, 31 hours, to getting her ready. She returned to the library after her exam on Aug. 11 to let us know she passed. She will be moving to Memphis to take her physical exam and will enlist. She credits her tutor and the library for her success. I encouraged her to keep in touch and perhaps visit to speak to the youth about perseverance.

#### Youth Services

- The Howe librarian shared this story about a budding reader:
  - After completing 20 minutes of reading for a computer pass, a boy age 6, stated, “I didn’t know reading was so fun.” A library staff member asked, “What did you like about reading?” “The good parts,” he replied
- The Howe Branch was invited to table at the 2nd Annual South End Community Back-to-School Celebration hosted by the Mount Calvary Baptist Church. Over 600 students received bag packs at the event. We gave away library pencils, stickers, and leftover Summer Reading Program giveaways such as Bruegger's Bagel and Albany Sky Zone reading bookmarks, Back-to-School EXPO tickets and candy. A number of MyCARD and adult library card applications were also completed during the event.
- The first ever sewing camp for kids called, “See Howe Sew,” was offered during the first week of August. Seven girls were instructed by a fiber arts volunteer in the basics of hand and machine sewing. The girls made pillows,

pillow cases, and skirts and dresses that they designed. Volunteers from the regular “Sew! What?” program helped them complete projects for a fashion show on Aug. 17. The girls and their parents had a wonderful time. Another sewing camp has been scheduled for the December winter break.

## **NORTH ALBANY BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	2513	14%	7
<b>Door Count</b>	3816	23%	7
<b>Computer Use</b>	543	4%	7
<b>WiFi</b>	1827	-34%	7
<b>Program Attend.</b>	352	124%	5
<b>Meeting Room Usage</b>			

### Adult Services

- North Albany put together many different displays this month, including: New CDs, New York Times Best-Seller Books, Albany City School District Summer Reading Suggestions, Scholastic Ages 0 - Young Adult Suggested Summer Reading, Pokemon Go, Summer Reading Program Sports Theme, Roald Dahl, and Harry Potter.

### Youth Services

- Branch had a very successful second half of the Summer Reading Program, with 119 kids and teens registered. We had a great time highlighting a weekly sport and playing that sport in Wii and Inflatable Sports on Thursdays and watching sports-themed movie in our always popular Summer Movie Club. SRP concluded with a trail mix buffet where the kids could make their own (semi) healthy trail mix baggies to take home.
- North Albany’s Olympic Cookies program made the news when the NewsChannel 13 crew came down to the branch to film the edible crafting program, where sugar cookies were turned into Olympic Rings with the help of colored frosting and sprinkles. Reporter Dan Levy joined the crew in making his own NEWS13 cookies.

## **OPERATIONS**

### AUTOMATION

	Number	YTD Change
<b>Help Desk Tickets</b>	72 opened / 89 resolved	

- Upgraded site-to-site network bandwidth at all branches (from 30 to 50 Mbps)
- Reorganized tech at North Albany Branch
- Terminated tablet loaning program in favor of wireless hotspot loaning program
- Fixed errors with wireless printing, enabling launch of service next month

### COMMUNITY ENGAGEMENT

	Number	YTD Change
<b>Outreach</b>		
<b>Volunteers</b>	13 hours / 74.15 hours	

- Stories and Art in the Parks concluded for the second year. This is a story time program based on a collaboration with City of Albany Department of Recreation, WHMT, and Albany Barn. About 200 people came over the course of the six events.
- APL participated in the City of Albany’s Back-to-School resource event.
- The grant with the Children’s Museum of Science and Technology came to an end, with six family science nights hosted during the course of the summer. About 20 people attended each event.
- APL attended several community events in the Arbor Hill/ Sheridan Hollow community.



## **COLLECTION MANAGEMENT**

- Several department members, along with one from PR, hand-delivered the new Harry Potter book to all branches on the morning of Aug. 1.
- Department manager is planning to co-present a “Managing Across Generations” session at NYLA in November.
- Department manager worked with executive director, automation and UHLS to make 30 mobile wi-fi hotspot devices circulation-ready.

## **FACILITIES**

	Number	YTD Change	Rank
Work Orders	133 requests/124 fulfilled		

- Currently Facilities has finished the new side entrance for the Washington Avenue Branch.
- Also at Washington Ave: Working on a new office for APL Foundation on the third floor, began restroom work on Sept. 6, and completed relocation of shelving on first floor.
- North Albany has been sprayed and treated for mites several times. We have to work with the YMCA, building owner, on this.
- Branches were earmarked as official cooling stations for the city during the early August hot spell.

## **FINANCE**

- RFP responses for hiring of financial advisors, accountants, and legal services are coming in. Finance Committee met Sept. 6 to review the financial advisor proposals.
- Developed first pass of the five-year plan.
- Received NYS Retirement 2017 estimate of the employer contribution payment, which will be made in December 2016. The estimate is \$414,914, which is a \$114,800 savings over the budgeted amount of \$529,714.
- Met with members of the APL Foundation Board to review financial audit and made recommendations on Foundation's administrative role going forward.

## **HUMAN RESOURCES**

	Number	YTD Change	
Full Time			
Part Time/Temp			
Promotion			
Resignation			
Termination			
Staff Size			
Training	10 staff / 128.5 hours	-11 % staff / +120 % hours	

Personnel Changes:

- Hired one PT Library Clerk
- Two Librarian Assistant Temp positioned ended (summer)

Benefits & Human Resources Services: Began set up with new benefit software called “Employee Navigator” through JFA  
Payroll: Facilitated demonstrations and presentations from Paylocity payroll company and Mypayrollhr payroll company. Decided to switch to Paylocity in the beginning of the 4<sup>th</sup> quarter.

Branch Visits: Howe, Bach, North Albany

Wellness: Conducted guided meditation sessions/yoga nidra at Washington Avenue, began sign-ups for annual staff step challenge, began promoting biometric screening and flu shot to take place in early November.

Training: Attended multiple in-person and online trainings in August on topics including learning culture, HR functions and roles, business strategies, and communication.



## **PUBLIC RELATIONS**

	Number	YTD Change	Rank
Unique Page Views	37084	-21%	
Facebook Likes	2753	NA	
Twitter Followers	2435	NA	
Instagram Followers	2302	NA	
Online Contacts	40	-35%	
Press Releases	3	+300%	

- **Notable Media Coverage:** Albany History Running Tour touted as top thing to do for the weekend in Times Union. Executive director interviewed (AH/WH, Washington Ave. branches featured) in News10 stories about places to keep cool in extreme heat. Reading Music event with Michael Eck featured in Spotlight News. Story about Olympic cookie craft activity at North Albany on NewsChannel 13 during station's Olympics coverage. APL initiatives to support alternatives to driving featured in Library Journal editorial and NYLA piece.
- **Marketing & Publications:** Distributed September/October program guide and working on November/December issue. Getting ready to launch a pilot test of display monitor system with one at the Washington Ave. Branch. Monitor will be wall-mounted near the circulation desk and display info about library programs and services.
- **eNotes:** Distributed weekly to 13,000+ emails on topics including: Friends book talks, SRP activities (several stories), Albany History Race, Garage Bands hip hop show, Pine Hills butterfly garden, Reading Music program, SRP survey, Foundation gala, Success with Finance workshop series, and new program guide.
- **Notable Social Media Engagements:** Facebook post about "drive-in movie at the library" reached 1,751 people, with 121 reactions/comments/shares and 256 clicks. Twitter photo for #NationalDogDay and #BookFaceFriday had 568 impressions and 25 engagements. Instagram video of "shower of ping pong balls" SRP prize at Pine Hills had 89 views. Good author engagement (comments/sharing) of our #BookoftheWeek posts on all platforms.

## **PATRON CULTURE**

	Number	YTD Change		
Incidents	20	-25%		
Positive Comments	8	80%		
Neutral Comments	21	-13%		
Negative Comments	1	-47%		

## Implementation and Status of ED Performance Goals 2016

Self Identified Goals		
Strategic Plan process	Start	Status
<b>Select Consultant</b>		
Contacted potential consulting firms	May	Completed
Draft RFP	May	Completed
Reviewed proposals	June	Completed
Met with Executive Committee and selected consultant	June	Completed
<b>Planning</b>		
Provided pertinent information to consultant for pre planning research	July	Completed
Meet with consultant to outline expectation	June	Ongoing
Scheduled events	August	Completed
<b>Post</b>		
Analyzed findings with consultant		Identified
Drafted a plan for BOT approval		Identified
RFP Process for Legal and Auditing Services	Start	Status
Identify potential consulting firms	April	Completed
Approve draft RFP's	May	Completed
Review proposals	August	Completed
Met with Executive Committee and select firms	Sept	Completed
Refinance Bonds	Start	Status
<b>Exploration</b>		
Research the process	June	Completed
Present findings to finance comitee	July	Completed
<b>Process</b>		
Draft RFP for Finance consultant	July	Completed
Review proposals	August	Completed
Select firm	Sept	Completed
Contract	Start	Status
<b>Pre Negotiation</b>		
Create negoation team from members of administration	January	Completed
Identify key changes to contract	April	Completed

<b>Negotiations</b>		
Participate in negotiation meetings	Sept	Ongoing
Meet with administration representatives to discuss union demands	Sept	Ongoing
<b>Embedded Services to the Community</b>	<b>Start</b>	<b>Status</b>
<b>Wireless in the community</b>		
Meet with key community stake holders to identify possible hotspot location	June	Ongoing
<b>Explore Mobile Library Service</b>		
Identify possible funding sources	June	Ongoing
<b>Assigned by BOT At Hire</b>		
<b>Develop an integrated approach to civility and safety in the workplace.</b>		
<b>Civility Among Staff: Facilities</b>		
Re initiate weekly department meetings		Identified
Ongoing training in communication for all facilities staff		Identified
Explore gender diversification in the department		Identified
Ongoing training for facilities maintenance		Identified
<b>Security Engagement Model</b>		
Develop written procedure for incident reports	14-Dec	Completed
Change security staff to community engagent staff	15-Dec	Completed
Keep a record on filed incident reports to report to the BOT	Aug-14	Completed
<b>Develop a comprehensive plan for fund raising and provide regular updates to the Board on Foundation activity.</b>		
<b>Foundation</b>	<b>Start</b>	<b>Status</b>
Establish annual budget for Foundation.	February	Completed
Identify additional programmatic participation to raise profile of Foundation	January	Completed
<b>Friends</b>		
<b>Develop a process to monitor and evaluate staff morale to include satisfaction surveys, exit interviews and regular reporting of turnover rates and key staff</b>		
<b>Develop Staff Survey</b>	<b>Start</b>	<b>Status</b>
<b>Report to Board turnover rates and key staff changes</b>		
<b>Off Boarding Process For Staff</b>		
Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey.	May	Ongoing
Explore County Civil Service	July	Completed

<b>Improve communication up and down the organization</b>		
Establish a "Directors Monthly Newsletter for staff and library governance	June	Ongoing
Quarterly "all staff" meetings.	January	Completed
Bi Annual attendance of department meetings by member of administration.	January	Completed
Extended "satellite" office hours for key administrators.	January	Completed
Change in format, date and location for "Staff Development Day"	April	Completed
Implementation of Intranet	January	Completed
<b>Complete an assessment of staff diversity and implement a plan to fill gaps.</b>		
Explore opportunities to promote open positions in community	June	Ongoing
<b>Execute the Strategic Plan while developing a strong process to measure outcomes.</b>		
<b>Reporting</b>	<b>Start</b>	<b>Status</b>
Explore online dashboards	January	Ongoing
<b>Create Customer Service Survey</b>		
Analysis data and report finding to trustees	April	Completed

## Policy Master List

Updated 9/7/16

## Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
<b>SAFETY</b>							
Safety Mission Statement	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
First Aid	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		Aug. 2016	Aug. 2018	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
<b>SERVICES TO PUBLIC</b>							
Social Media	X		X		April 2016	April 2018	Web Devel. Cmt.
Website Privacy	X		X		April 2016	April 2018	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			Aug. 2016	Jan 2017	LEAN committee wrkg. on
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv.
Children's Card		X	X		June 2014	June 2016	Public Serv. Cmt.
Banning Re-Entry		X	X		June 2016	June 2018	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		May 2016	May2018	Public Serv. Cmt
Internet Use	X		X		April 2016	April 2018	IT Dept.
Meeting Room Use	X		X		June 2016	June 2018	Public Serv. Cmt. – Discussing Registration Form
Materials Selection	X		X		Mar. 2015	Mar. 2017	CMS

Behavior	X		X		April 2016	April 2018	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2015	Mar. 2017	Board
Tobacco Use	X		X		June 2016	June 2018	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
<b>INTERNAL</b>							
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
<b>BOARD</b>							
Board Member Excused/Absent	X		X		Feb. 2016	Feb. 2018	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

**BOARD OF TRUSTEES MEETING EVALUATION: Aug 09, 2016**

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The board packet contained useful information in a form that helped trustees understand the issues.	5	3			
2. All trustees came to the meeting fully prepared.	3	5			
3. The agenda focused on important issues.	7	1			
4. Trustees had ample opportunity to ask questions and express their opinions.	6	1	1		
5. The board meeting was efficient and effective.	5	3			

6. What did you like best about the meeting?

- **Followed the agenda X2, agenda format, leadership**
- **Efficiency X2**
- **Opportunity to ask questions X2**
- **Great presentations X3, hearing about work to improve library access**
- **Public comment**

7. What did you like least about the meeting?

- **Confusing to discuss committee reports and vote on committee issues later.**
- **Not following the agenda**



8. What suggestions do you have for how the meeting could be improved?

- **Vote on committee issues during the committee report.**
- **Explain acronyms and processes for new Trustees and the public X2**
- **Expand time when BOT needs to discuss and ask questions; critical to understand fully the topics before voting.**
- **Ensure new trustees feel welcome to ask questions; slow down the meeting to make sure all get needed information.**
- **Pitcher of water**

**DRAFT 2017 Schedule of Service for Albany Public Library**

**The Library will be OPEN for normal hours of service on the following holidays:**

Monday, January 16  
Monday, February 20  
Monday, October 9  
Tuesday, November 7  
Saturday, November 11

Martin Luther King Jr. Day  
Presidents' Day  
Columbus Day  
Election Day  
Veteran's Day

**The Library will be CLOSED on the following holidays:**

Sunday/Monday, January 1-2  
Sunday, April 16  
Saturday/Sunday/Monday, May 27-29  
Tuesday, July 4  
Saturday/Sunday/Monday, September 2-4  
Thursday November 23  
Sunday/Monday, December 24-25  
Sunday, December 31

New Year's Day 2017  
Easter  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day Eve 2017

**The Library will be CLOSED on the following day for Staff Development Day (all staff to report):**

Thursday, April 20

**The Library will close at 3:00 pm on the following days:**

Wednesday, November 23

**Arbor Hill, North Albany, Bach and Howe will be CLOSED on Saturday July 8<sup>th</sup> to facilitate the SummerFest event.**

**The Washington Avenue Library and Bach Library will be closed on Sundays during July and August.**

September 7, 2016

Trustees,

Albany Public Library currently has an overstock (3.69 lbs.) of partially used spools of PLA filament for use with MakerBot 3D printer. The Bethlehem Public Library has offered us \$300 for this filament. The administration would like the board's permission to sell this filament at that price.

Bethlehem Public Library is also interested in purchasing our MakerBot (Model Replicator 2). The administration would like the board's permission to sell this at a competitive price.

Best regards,

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