

**ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

**October 11, 2016**

**Pine Hills 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 6:50 pm

- Facilities Committee Report
- Finance Committee Report
- Policy and Governance Committee Report and Action Items
  - WiFi Use Policy – Discussion/Action
  - Acquisition of Art Policy – Discussion/Action
  - Tutoring Policy – Discussion/Action
  - Service to Children Policy – Discussion/Action
  - Investment Policy – Discussion/Action

Review Policies and Procedures Grid – Discussion/Action – 6:50 to 6:55 pm

Director's Report – 6:55 to 7:10 pm

Unfinished Business

- PERB Action on Certain Staff Positions – Discussion – 7:10 to 7:20 pm

New Business

- Bond Refinance Project Update – Discussion/Action – 7:20 to 7:35 pm
- Five-Year Financial Plan – Discussion/Action – 7:35 to 7:50 pm
- 2017 UHLS Central Library Budget – Discussion/Action – 7:50 to 7:55 pm
- Update on New Strategic Plan – Discussion – 7:55 to 8:05 pm
- Close Arbor Hill/West Hill Branch at 3 pm on Oct. 22 for Foundation's Literary Legends Gala – Discussion/Action – 8:05 to 8:10 pm
- Sale of MakerBot – Discussion/Action – 8:10 to 8:15 pm

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

Executive Session (if necessary)

Adjournment – 8:20 pm

Next Meeting – November 8 at Delaware Branch

## **DRAFT MINUTES**

### **Meeting of the Board of Trustees of the Albany Public Library September 13, 2016 Washington Ave. Branch**

**TRUSTEES IN ATTENDANCE:** Mary-Ellen Piché (president), Alison Calacone (vice president for finance), Arlene Way (secretary), Brenda Robinson, Matthew Finn, Karen Strong

**LATE:** Andrew Bechard (6:02 pm), Michael Neppl (vice president) (6:09 pm)

**ABSENT:** Elissa Kane

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Chris Sagaas (head of branches for Arbor Hill/West Hill, Washington Ave.), Stephanie Anderson (youth services librarian), Robert Schofield (counsel), Timothy Burke (UHLS executive director)

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

**ADOPTION OF AGENDA:** Strong made a motion, seconded by Way, to adopt the agenda as written. The motion was approved unanimously.

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

**MINUTES:** The draft minutes from the Aug. 9 board meeting minutes were reviewed. Calacone made a motion, seconded by Robinson, to approve the minutes. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through July 31) will be filed. The updated check register (covering Aug. 11 through Sept. 14) was reviewed by the trustees. Way made a motion, seconded by Strong, to accept the updated check register and approve it for payment. The motion was approved unanimously.

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

**Executive Committee:** Piché gave a brief overview of the committee's Sept. 7 meeting. The committee recommended the full board approve the following two items.

**Legal Services:** After a brief discussion, Bechard made a motion, seconded by Calacone, to award a three-year contract for legal services to Whiteman Osterman & Hanna LLP in accordance with its Sept. 1 RFP response. The motion was approved unanimously.

**Auditing Services:** After a brief discussion, Strong made a motion, seconded by Way, to award a three-year contract to Marvin and Company CPAs for auditing services in accordance with its Aug. 31 RFP response. The motion was approved unanimously.

**Finance Committee:** Calacone provided a brief report of the committee's most recent meeting. The committee recommended approval of the following item.

**Financial Advisor for Bond Refinancing Project:** After a brief discussion, Bechard made a motion, seconded by Calacone, to award a contract to PFM Group for financial advisory services regarding potential bond refunding at a cost not to exceed \$45,000 and in accordance with the company's Aug. 31 RFP response. The motion was approved unanimously.

**UHLS REPORT & ACTION ITEM:** Burke provided the trustees with an overview of the proposed Upper Hudson Library System plan of service for 2017-2021. He noted that since APL serves as the central library for UHLS, the library plays a role in the plan of service, which will be submitted to New York State as required by law. After a brief discussion, Calacone made a motion, seconded by Way, to approve the 2017-2021 UHLS plan of service. The motion was approved unanimously.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He fielded questions about: North Albany facility, broadband expansion, and five-year financial plan.

**POLICY & PROCEDURES GRID:** Metzger reviewed the grid, which has not changed since the previous meeting.

**UNFINISHED BUSINESS:**

**Report on Quarterly Evaluation of Board of Trustees Meetings:** Piché gave a brief report on the evaluation results and noted that actionable items are being implemented at board meetings.

**NEW BUSINESS:**

**2017 Tax Cap Override Rescindment:** The trustees discussed formally rescinding the tax cap override for the 2017 budget. Even though this budget falls under the tax cap, the override was approved in an abundance of caution at a time when the final tax cap formula was unknown. Calacone made a motion, seconded by Strong, to approve the rescindment of the 2017 budget tax cap override. The motion was approved by a vote of 7-1, with Neppl opposing.

**2017 Library Schedule of Service:** After a brief discussion, Way made a motion, seconded by Finn, to approve the library's 2017 schedule of service. The motion was approved unanimously.

**Summer Reading Program Presentation:** Anderson gave a presentation about this year's Summer Reading Program, which provided 402 programs to 8,027 attendees across the seven branches. The library had 956 children and teens registered for the reading and activity portion of the eight-week program designed to prevent the summer slide in reading and cognitive skills.

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

**ADJOURNMENT:** Bechard made a motion, seconded by Finn, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:28 pm.

**NEXT MEETING:** Tuesday, Oct. 11 – Pine Hills Branch at 6:00 pm

DRAFT

ALBANY PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE EIGHT MONTHS ENDED  
AUGUST 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,567,373	547,281	4,378,248	66.67%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants & Aid	187,150	253,938	263,364	140.72%
NYS Construction Grant	25,000		-	0.00%
Federal Grants & Aid	38,000		-	0.00%
Fines and Fees	126,000	12,262	107,893	85.63%
Book Sales	5,000	904	3,863	77.26%
Interest Income	10,000	5,214	73,576	735.76%
Foundation Contributions	20,000		-	0.00%
DASNY Project Reimbursement	0	-	3,584	
Copier Printers	15,000	-	-	0.00%
Miscellaneous income & Aid	0	218	5,905	
Fund Balance Used	401,467		-	0.00%
Total Support and Revenue	9,248,303	819,817	4,836,433	52.30%
Expenditures				
Payroll and Related costs	5,152,657	361,883	3,288,861	63.83%
Occupancy Costs	761,333	39,370	421,920	55.42%
Materials and Services	655,000	45,872	453,027	69.16%
Administration and Miscellaneous	441,000	37,414	283,947	64.39%
Automation	385,000	13,284	185,555	48.20%
Contingency	-	-	-	
Total Expenditures	7,394,990	497,823	4,633,310	62.65%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	-	321,994	203,123	0.00%

ALBANY PUBLIC LIBRARY  
 DETAIL OF EXPENDITURES  
 FOR THE EIGHT MONTHS ENDED  
 AUGUST 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
<b>PAYROLL AND RELATED COSTS</b>				
Salaries	3,440,678	253,510	2,215,899	64.40%
NYS Retirement System	529,714	21,183	330,184	62.33%
Payroll Taxes	261,966	19,819	164,239	62.69%
Hospital Insurance	898,799	65,724	561,997	62.53%
Payroll processing Costs	20,000	1,647	16,534	82.67%
Unemployment Insurance	1,500	-	8	0.53%
TOTAL	5,152,657	361,883	3,288,861	63.83%
<b>OCCUPANCY COSTS</b>				
Occupancy Costs	20,000	1,600	12,800	64.00%
Heat & Electric	245,000	12,291	98,649	40.26%
Telephone	13,000	1,081	6,615	50.88%
Maintenance/repairs/supplies	375,000	24,398	259,181	69.11%
Security	0	-	18,726	0.00%
NYS Construction Grant	33,333	-	0	0.00%
Furniture/Building Improvements	75,000	-	25,949	34.60%
TOTAL	761,333	39,370	421,920	55.42%
<b>MATERIALS and SERVICES</b>				
Books,etc.	570,000	42,410	392,512	68.86%
Serials/Magazines	45,000	-	44,062	97.92%
On-line Services	40,000	3,462	16,453	41.13%
TOTAL	655,000	45,872	453,027	69.16%
<b>ADMINISTRATIVE and MISC.</b>				
Office & Library Supplies	50,000	2,808	57,719	115.44%
Postage	6,000	120	3,445	57.42%
Publicity, Printing	50,000	5,360	25,054	50.11%
Training and Travel	22,000	2,718	19,881	90.37%
Community Activities	8,000	-	2,690	33.63%
Professional Services	175,000	2,425	75,783	43.30%
Misc Grant Expense	0	15,460	27,253	0.00%
Programming Activities	60,000	3,343	29,905	49.84%
Insurance	70,000	5,180	42,217	60.31%
TOTAL	441,000	37,414	283,947	64.39%
<b>AUTOMATION</b>				
Automation Services	240,000	6,473	142,872	59.53%
Automation Software	15,000	3,217	12,268	81.79%
Automation Hardware	130,000	3,594	30,415	23.40%
TOTAL	385,000	13,284	185,555	48.20%
<b>CONTINGENCY</b>				
	0	-	-	0.00%
<b>DEBT SERVICE PAYMENT</b>				
	1,853,313	-	-	0.00%
<b>TOTAL EXPENDITURES</b>				
	9,248,303	497,823	4,633,310	50.10%

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Sep 15, 2016 to Oct 12, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6117	9/22/16	CSEA	2,052.32	Union Fees
6118	9/22/16	MetLife-TSA Contribution	1,926.00	403b
6119	9/22/16	NYS Deferred Comp Plan	2,557.89	NYS Def Comp Plan
6120	9/22/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6121	9/22/16	The Travelers	1,348.00	403b
6122	10/12/16	Midwest Tape	4,136.82	Audio/Visual
6123	10/12/16	Baker & Taylor	11,095.30	Books-Adult
6124	10/12/16	OverDrive, Inc.	1,719.16	Central Library Materials
6125	10/12/16	OverDrive, Inc.	1,778.75	Central Library Materials
6126	10/12/16	Midwest Tape	1,231.66	Audio/Visual
6127	10/12/16	Ingram Library Services	219.38	Books-Adult
6128	10/12/16	Midwest Tape	1,177.75	Audio/Visual
6129	10/12/16	Baker & Taylor	2,967.94	Books-Adult
6130	10/12/16	Midwest Tape	1,779.41	Audio/Visual
6131	10/12/16	OverDrive, Inc.	4,660.77	Central Library Materials
6132	9/28/16	National Grid	7,703.67	Heat, Light and Power
6133	9/28/16	National Grid	4,586.76	Heat, Light and Power
6134	10/12/16	Baker & Taylor	7,849.51	Books-Adult
6135	10/12/16	Midwest Tape	1,926.24	Audio/Visual
6136	10/12/16	Midwest Tape	977.49	Audio/Visual
6137	10/12/16	Staples Advantage	818.88	Office Supplies
6138	10/12/16	OverDrive, Inc.	1,521.50	Central Library Materials
6139	10/12/16	Home Depot Credit Services	1,498.85	Building Repair/Maint. Supplies
6140V	VOID	VOID		VOID (MISPRINT)
6141V	VOID	VOID		VOID (MISPRINT)
6142	10/12/16	3N Document Destruction, Inc.	35.00	Contracted Services
6143	10/12/16	Accuprint	197.81	Publicity and Printing
6144	10/12/16	AC MOORE	69.79	Programming PH
6145	10/12/16	Admin Arsenal Corporation	160.20	Automation Software
6146	10/12/16	ADP, LLC	1,662.24	Payroll Services
6147	10/12/16	Alexandra Consler	42.68	Programming NA
6148	10/12/16	Republic Services #964	1,581.95	Maint. Service Contracts
6149	10/12/16	SYNCB/AMAZON	26.62	Insurance-Wellness Program
6150	10/12/16	Ambient Environmental, Inc.	3,600.00	Building Repair/Maint.
6151	10/12/16	ATSCO Products	518.52	Maint. Supplies
6152	10/12/16	Baker & Taylor	1,539.98	Books-Adult
6153	10/12/16	Barb Field	250.00	Programming Howe
6154	10/12/16	Bibliotheca, LLC	4,477.20	Automation Services
6155	10/12/16	Blick Art Materials	49.16	Programming Bach
6156	10/12/16	Brad Rose Landscaping, Inc.	884.78	Maint. Service Contracts
6157	10/12/16	Brooklyn Public Library	15.00	Fines and Fees
6158	10/12/16	CDPHP	44,324.27	Insurance-Hospitalization
6159	10/12/16	CDPHP Universal Benefits, Inc.	11,495.31	Insurance-Hospitalization
6160	10/12/16	CDW G	17,662.31	Automation Hardware
6161	10/12/16	Charles Slatterick	630.00	Contracted Services
6162	10/12/16	Chinasa Seyse	111.86	Programming Howe
6163	10/12/16	Chubb	1,120.00	Insurance-Liability
6164	10/12/16	Crisafulli Bros.	642.50	Building Repair/Maint.
6165	10/12/16	Dana Sela	70.00	Programming Bach
6166	10/12/16	De Lage Landen Financial Services, Inc.	956.12	Contracted Services
6167	10/12/16	Demco	767.44	Office Supplies
6168	10/12/16	Eastern Managed Print Network	95.61	Contracted Services
6169	10/12/16	Ehrlich Co., Inc.	171.00	Maint. Service Contracts
6170	10/12/16	Eye Med Vision Care	593.37	Insurance-Hospitalization
6171	10/12/16	Findaway World, LLC	438.69	Books-Audio
6172	10/12/16	Grainger	384.90	Maint. Supplies
6173	10/12/16	Home Depot Credit Services	914.27	Building Repair/Maint. Supplies
6174	10/12/16	James Davies	108.63	Programming Wash.
6175	10/12/16	Janway Company USA, Inc.	1,200.44	Programming Community

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Sep 15, 2016 to Oct 12, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6176	10/12/16	Julia Pinto-Martin	160.00	Travel and Staff Development
6177	10/12/16	Kevin Roberts	30.00	Fines and Fees
6178	10/12/16	Kristine Schultz	221.12	Programming Delaware
6179	10/12/16	Lee J. Ricci	159.11	Programming Bach
6180	10/12/16	Liberty University	161.00	Fines and Fees
6181	10/12/16	MailFinance	119.95	Postage
6182	10/12/16	Main-Care Energy	414.25	Van Operation
6183	10/12/16	Mary Beth Earley	9.14	Programming YS
6184	10/12/16	Margaret Maurer	145.12	Programming Wash.
6185	10/12/16	Marjorie K. Reinhart	486.96	Travel and Staff Development
6186	10/12/16	Martha Goldstein	28.44	Exchange Account
6187	10/12/16	Matthew Durfee	75.00	Programming Wash.
6188	10/12/16	Megan Prokorym	75.00	Programming Wash.
6189	10/12/16	Michael Eck	40.00	Audio/Visual
6190	10/12/16	National Business Equipment	807.58	Contracted Services
6191	10/12/16	Nolan Doroski	79.45	Programming Wash.
6192	10/12/16	P & J Computers, Inc.	750.00	Automation Services
6193	10/12/16	Phillips Hardware	72.84	VOID
6193V	10/12/16	Phillips Hardware	-72.84	VOID
6194	10/12/16	Promevo, LLC	1,050.00	Automation Services
6195	10/12/16	Recorded Books, INC	35.99	Books-Audio
6196	10/12/16	Richard Waugh	371.03	Insurance-Medicare Reimb.
6197	10/12/16	Robert Omer	65.70	Insurance-Medicare Reimb.
6198	10/12/16	Sentry Custom Security Inc.	162.75	Automation Services
6199	10/12/16	Shirley Sinsabaugh	131.40	Insurance-Medicare Reimb.
6200	10/12/16	SimplexGrinnell	4,930.16	Building Repair/Maint.
6201	10/12/16	Stone Industries, LLC	558.00	Building Repair/Maint.
6202	10/12/16	The Albany YMCA	1,600.00	Rent-NA
6203	10/12/16	The Egg Performing Arts Center	500.00	Programming Wash.
6204	10/12/16	T-Mobile	374.83	Automation Services
6205	10/12/16	UniFirst Corporation	86.80	Maint. Service Contracts
6206	10/12/16	Verizon Wireless	859.14	Automation Services
6207	10/12/16	Whiteman, Osterman & Hanna	6,407.22	Legal and Accounting Fees
6208	10/12/16	Wolberg Electrical Supply Company	457.55	Maint. Supplies
6209	10/12/16	Phillips Hardware	58.85	Equip. Repair/Maint. Supplies
6210	10/6/16	CSEA	2,004.61	Union Fees
6211	10/6/16	MetLife-TSA Contribution	1,826.00	403b
6212	10/6/16	NYS Deferred Comp Plan	2,555.10	NYS Def Comp Plan
6213	10/6/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6214	10/6/16	The Travelers	1,348.00	403b
Total			191,499.11	



# ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES:

## Policy & Governance Committee/MINUTES

**Meeting Date:** September 28, 2016 **Time:** 5:30 PM **Meeting Location:** Tompkins Lab  
Washington Avenue Branch

Attendees: Arlene C Way (Chair), Brenda Robinson, Scott Jarzombek, Executive Director,  
Melanie Meltzer

(Absent: Matthew Finn)

### **Agenda Topic: Policy Review: Investment; Art Acquisition; Services to Children; Tutoring**

Policy	Recommendation
<p><b>Investment Policy</b></p> <p>This investment policy applies to all moneys and other financial resources of the Albany Public Library ("Library") available for investment on its own behalf or on behalf of any other entity or individual.</p> <p>The primary objectives of the Library's investment activities are, in priority order,</p> <ul style="list-style-type: none"><li>• To conform with all applicable federal, state and other legal requirements (legal);</li><li>• To adequately safeguard principal (safety);</li><li>• To provide sufficient liquidity to meet all operating requirements (liquidity); and</li><li>• To obtain a reasonable rate of return (yield).</li></ul>	<p>The Policy and Governance Committee recommends adoption of the Investment Policy with the proposed amendment from staff to strike the following language on page 3:</p> <p>"Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments".</p> <p>Rationale: section not applicable to APLS</p>
<p><b>Acquisition of Art Policy</b> establishes that potential gifts are reviewed by the Executive Director and subject to approval by the Board of Directors and establishes protocol and standards for acceptance.</p>	<p>No change proposed to current policy. The Policy &amp; Governance Committee recommends the current Acquisition of Art Policy be continued as written.</p>
<p><b><u>Service to Children Policy</u></b></p>	<p>This policy is recommended for adoption with the change in age for unattended children.</p>

<p>This policy establishes standards for Unattended Children; suspected incidences of truancy; and, use of library resources.</p>	<p>Amendment: Children, Age 8 and under must be accompanied by an adult. Children Age 9 and older are welcomed to use the Library unaccompanied by a parent or guardian.</p> <p>Rationale: this policy will be consistent with the policy agreement between the Albany City School District and CDTA regarding the standard for unattended children traveling on busses.</p>
<p><b><u>Tutoring Policy:</u></b> This policy establishes the standards and protocols on use of Library resources. It also establishes age 11 as the standard for children to receive tutoring without a parent or guardian on the premise.</p>	<p>The Policy and Governance Committee recommends this policy continues as written but aligned to reflect the updated Service to Children Policy that establishes age 9 as the age children can receive tutoring without a parent or guardian on the premises of the Library.</p>
<p><b><u>Wi Fi Use Policy:</u></b> This policy informs patrons of responsibilities related to use of an unsecured network, limitations of staff and the Library's right to deny access for violations of policy regarding use and behavior.</p>	<p>No change in policy. The Policy and Governance Committee recommends that this policy continues as written with the understanding that APLS will establish a landing page to affirm all patrons have reviewed and agreed to the Wi Fi Use Policy.</p>

## WiFi Use Policy

### **PURPOSE:**

In support of the Albany Public Library's goal "to provide library services supported by the latest technologies," wireless access to the Internet and electronic databases is provided to our customers.

### **POLICY:**

The Library's wireless network is not secure, and the Library cannot guarantee the safety of your traffic across its wireless network. The Library assumes no responsibility for the configurations, security or files on your personal device resulting from connection to the Library's network. Information sent out to or from your device can be captured by anyone else with a wireless device and appropriate software.

The Library is not able to provide technical assistance other than the instruction on how to connect to our WiFi network. If you need assistance, contact the manufacturers of your laptop, device, or software. The Library is not responsible for any changes you make to your device's settings.

All Library rules and policies apply to WiFi access from our facilities. The Library reserves the right to deny WiFi access to customers who violate our policies. Please view our Internet Use and Behavior Policies for more information.

### **RESPONSIBILITY:**

It is the responsibility of all Albany Public Library staff to enforce this policy.

### **PROCEDURE:**

As stated above

### **APPROVED ON:**

October 14, 2014

### **REVIEW DATE:**

October 2016

## Acquisition of Art Policy

### **PURPOSE:**

The Albany Public Library occasionally accepts gifts of artwork of local interest to the community that enhance the collections of the Library.

### **POLICY:**

All artwork gifted to the library will be considered for exhibition based on the merits set forth in the Art Exhibition Policy.

1. All potential gifts to the Library will be reviewed by the Executive Director, and are subject to approval by the Board of Trustees of the Library.
2. For each piece of artwork, the donor must submit a completed Deed of Gift form that includes the following information: artist's name, donor's name, title of the artwork, how the art was acquired. Visual documentation and a letter of authenticity may be required.
3. All gifts will be accepted only with the donor's full agreement that the Library has the right to handle, display, store or dispose of the gift in the best interest of the Library.
4. The Library will not provide appraisals of gifts it accepts for income tax or other purposes.
5. Gifts placed on display will be identified by label which states the artist's name, title of the work, date executed, medium and a donor credit line (if desired) which may be worded, "Gift of (name of donor)".
6. No gifts will be accepted which would pose a danger or threat to patrons.
7. The artwork must be constructed so that the Library can reasonably maintain it. Donors of gifts requiring extensive special care, preparation of display site, servicing or conservation may be required to provide a maintenance plan and/or endowment as a condition of acceptance.

### **RESPONSIBILITY:**

The Responsibility of adhering to this policy lies with the Executive Director and Board of Trustees.

### **APPROVED ON:**

October 14, 2014

### **REVIEW DATE:**

October 2016

## Tutoring Policy - Draft

### **PURPOSE:**

In support of the Albany Public Library's mission "to educate" the members of our community, the Library offers use of our facilities for tutoring sessions between educators and area youth.

### **POLICY:**

We ask that all, non-library sponsored tutoring adhere to the following policies:

- Study rooms are available on a first-come, first-served basis. The Library reserves the right to book study rooms for library sponsored tutoring at any time.
- Tutors are responsible for the behavior of their students during their agreed upon tutoring session.
- Both tutors and their students must abide by all other Library policies including, but not limited to, Behavior, Internet Use, and Service to Children.
- A Parent or Guardian must be on the premises at the beginning and end of a tutoring session for any child under the age of 9.

### **RESPONSIBILITY:**

It is the responsibility of all Albany Public Library staff to enforce this policy.

### **PROCEDURE:**

As stated above

### **APPROVED ON:**

October 14, 2014 (Revised on October 2016)

### **REVIEW DATE:**

October 2018

## SERVICE TO CHILDREN POLICY - DRAFT

### **PURPOSE:**

The Albany Public Library welcomes and encourages children to visit the Library, to use Library resources and services, and to attend Library programs. Library staff members are available to help and support children and to make their library experience a rewarding and positive one.

### **POLICY:**

#### **Unattended Children**

The Library does not provide care or supervision of children, except to the extent needed to uphold Library rules of conduct and use. The Library does not accept responsibility for care or supervision of children who are not accompanied by an adult or designated caregiver. The Library is not able to provide short- or long-term childcare and is not a substitute for supervised after-school or daycare programs. Parents or designated caregivers are solely responsible for their children's supervision and behavior while using the Library.

The Albany Public Library has developed the following guidelines for the safety and protection of children using the Library:

**Children Age 8 or younger must be accompanied by an adult or responsible adolescent (age 14 and older).** The designated caregiver must stay with children at all times. If children are participating in a story time or other Library program, the designated caregiver must remain on Library premises and be in visual and/or voice contact with the children. If a child age 8 or under is found to be unattended in the library they may be allowed to use the library phone to contact their parent or guardian to arrange to be picked up. If contact with a parent or guardian cannot be made, Library staff will contact the Albany Police Department. In cases where children age 8 or younger are left unattended in the Library on more than one occasion, Library staff may refer the matter to the Albany Police Department or other appropriate social service authorities.

**Children Age 9 or older are welcome to use the Library without a parent or guardian.** All Library users must adhere to the Library's Customer Behavior Policy. Parents are advised that if their child misbehaves, the child may be asked to leave the Library and the Library premises. Parents must realize that, even when not present, they are legally responsible for their child's behavior

#### **Truancy**

In consideration of the many home-schooled children and those who attend alternative education programs, the Library cannot monitor the status of all school-aged children using the Library throughout its hours of operation. If there is a suspected case of truancy, the Library staff will make every effort to determine whether the child has a legitimate reason to be out of

school. The Library staff will contact the appropriate authorities to deal with a suspected truant.

### **Children and Use of Library Resources**

Albany Public Library offers materials that reflect the diversity of its user population. It is not the responsibility of the Library or its staff to exercise a supervisory or restrictive role in determining which Library resources young people may use or access. It is the responsibility of a child's parents and/or designated caregiver to monitor the child's selection and use of all Library resources. This includes the monitoring of the child's access to the Internet. The Library encourages parents to set their own family rules, in consultation with their child, regarding use of Library resources and services. Library users may consult the Library's youth services and reference staff for information regarding developing such family rules.

### **APPROVED ON:**

July 2006 (Revised on October 2016)

### **REVIEW DATE:**

October 2017

## INVESTMENT POLICY

### I. SCOPE

This investment policy applies to all moneys and other financial resources of the Albany Public Library (“Library”) available for investment on its own behalf or on behalf of any other entity or individual.

### II. OBJECTIVES

The primary objectives of the Library’s investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and
- To obtain a reasonable rate of return (yield).

### III. DELEGATION OF AUTHORITY

The Board of Trustees’ (“Board”) responsibility for administration of the investment program is delegated to the Library Treasurer (“Treasurer”) and the Finance Committee who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees.

### IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. For purposes of this policy, “personal business



activity” shall mean any involvement whatsoever in any business, including but not limited to banking, investment sales or management, brokerages, or referral activities.

## V. DIVERSIFICATION

Subject to the limitations placed on the Library by law and the Board’s fiduciary obligation to adequately safeguard principal, the diversification of investments and deposits by type and location is encouraged.

## VI. INTERNAL CONTROLS

It is the policy of the Board for all moneys collected by any officer or employee of the Library to transfer those funds to the Treasurer within two (2) business days of collection, or within the time period specified by law, whichever is shorter.

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly and are managed in compliance with applicable laws and regulations.

## VII. DESIGNATION OF DEPOSITORIES

Funds received by the Library shall be deposited in one or more depository banks duly designated by the Board. Said designation shall be made at the Board’s organizational meeting, but may be changed by subsequent vote of the Board. Said depository or depositories shall be located and authorized to do business in New York. Any such depository so designated shall fully collateralize all deposits as provided by law and by this policy.

## VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law §10, all deposits of the Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, shall be secured by one or more of the following:

1. By a pledge of “eligible securities” with an aggregate “market value” as provided by General Municipal Law §10, at least equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the Library for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying

ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Library to exercise its rights against pledged securities. In the event that the securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agency of and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Library a perfected interest in the securities.

## X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, the Board authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to General Municipal Law §109-b.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or

notes, shall be payable or redeemable at the option of the Library within two years of the date of purchase.

## XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Library shall maintain a list of financial institutions and dealers approved for investment purposes. All financial institutions with which the Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians and the Treasurer shall evaluate this list at least annually.

## XII. PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for the purchase of investments:

- a. Directly, including through a repurchase agreement, from an authorized trading partner.
- b. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5-G of the General Municipal Law where such program meets all requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board.
- c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company, only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Library by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Library of a perfected interest in the securities.

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

Adopted: October 13, 2009  
Reviewed: October \_\_, 2016

APPENDIX A  
Schedule of Eligible Securities

- XX (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- (ii) Obligations issued or fully insured or guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- XX (iv) Obligations insured or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- (v) Obligations insured by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- (ix) Any mortgage related securities, as defined in the securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- XX (xi) Zero coupon obligations of the United States government marketed as "Treasury strips".

# Policy Master List

Updated 10/4/16

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. 2016	Oct. 2017	Public Serv. Cmt
Tutoring	X		X		Oct. 2016	Oct. 2017	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		Oct. 2016	Oct. 2017	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. 2016	Oct. 2018	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



# ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES REPORT OCTOBER 2016

## EXECUTIVE SUMMARY



Little ones enjoyed making apple suncatchers at recent apple-themed “First Saturdays for Families” program at the Washington Ave. Branch.

### *HR/Personnel*

The library is now using Paylocity as its payroll provider. The move reduced costs and gives us a more vibrant back end to manage health care and communication with staff. The system also integrates staff scheduling with time and attendance reporting. The library had its first negotiation session with CSEA<sup>1</sup>. We have agreed to set a schedule for such meetings. We are happy to announce we have hired a new head of Youth Services at the Washington Ave. Branch. Lisa Neumann is currently the branch librarian at our Delaware Branch, and is scheduled to start her new role in mid-October.

### *Fiscal*

UHLS<sup>2</sup> has awarded full funding for our proposed building project for this year’s round of DLD<sup>3</sup> funding. The grant will cover 75 percent of the project, and we hope to have it started in January. Administration and the business office continue to work on refinancing the BIP<sup>4</sup> bonds.

### *Community*

The library director is participating in CDTC’s<sup>5</sup> Bike Share Committee, and the library plans to be a partner in the program. The administration also attended the first seasonal meeting for Albany’s Code Blue Committee. While not a designated Code Blue location, APL is a recognized partner. The library was proud to partner with the local NYCLU<sup>6</sup> and host the annual

Banned Books Read-Out event at the Washington Ave. Branch. Administration attended a meeting with the Literacy Zone to see the impact of that program on new Americans and individuals working on their TASC<sup>7</sup>.

### *Strategic Plan*

We have launched our biannual patron survey, which is designed to elicit remarks that will help guide our strategic plan. This survey will be available in print and online for two weeks (Sept. 29-Oct. 10).

### *Friends/Foundation*

The Friends are looking at new software for their membership database. They have also lost some board members, and the volunteers who regularly film the book discussions. The Foundation held a successful fundraiser with Blaze Pizza that raised \$215, with an estimate that over 50 people participated. The Foundation’s Literary Legends Gala is Oct. 22 at the Arbor Hill/West Hill Branch, and we hope to see the Board of Trustees represented there.

<sup>1</sup> Civil Service Employees Association,

<sup>2</sup> Upper Hudson Library System

<sup>3</sup> NYS Department of Library Development

<sup>4</sup> Branch Improvement Project

<sup>5</sup> Capital District Transportation Committee

<sup>6</sup> New York Civil Liberties Union Capital Region Chapter

<sup>7</sup> Test Assessing Secondary Completion

## DIRECTOR’S CALENDAR

9/8: ACAP

9/6: Albany Public Library Foundation

9/9: CDTA

9/14: UHLS Services Committee

9/15-16: Leadership Tech Valley

09/19: Albany Promise

9/20: UHLS Central Library Committee

9/20: South End Improvement Corporation

9/23: CSEA Negotiations

9/23: Literacy Zone Meeting

9/23: Trinity Alliance Fundraiser  
9/26: Capital District Transportation Committee, Bike  
Share

9/26: Friends of the Albany Public Library  
9/27: Albany Code Blue Committee

## APL TOTALS

	Number	YTD Change
Circulation	59814	-9%
eCirculation	4742	3%
Door Count	63003	-6%
Computer Use	12703	-3%
WiFi	40008	-5%
Program Attend.	4158	23%
Meeting Room Usage	667	-21%

## DEPARTMENT REPORTS

### Central Service Area

#### WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	19598	-11%	1
Door Count	25601	-13%	1
Computer Use	3940	-15%	1
WiFi	18770	0%	1
Program Attend.	1205	23%	2
Meeting Room Usage	217	-12%	1

#### Adult Services

- The branch teamed up with the NYCLU to present "A Zany Look at Banned Kids' Books," on Sept. 28th. Readers from the community, as well as several current and former library employees, shared excerpts, or in some cases entire books, that have been banned or challenged in the United States.
- The \$UCCE\$\$ WITH FINANCE \$ERIES kicked off with "Maximize Your Social Security Retirement Benefit," the first of five financial literacy workshops. These workshops are coordinated by the Adult Services Department, and are led by experts from various consumer advocacy agencies from the community. The series wraps up in October with a workshop on credit reports.

#### Youth Services

- The ongoing First Saturday for Families "Amazing Apples" program drew in a crowd of over 30 patrons. Participants enjoyed an apple-themed story time, made apple sun catchers, and taste-tested various apple varieties.
- Washington Ave Youth Services participated in the ALA initiative *Library Card Sign-up Month*. 57 new youth patrons received cards, and staff also helped children get replacement cards. Everyone who signed up was given a free book to keep.
- Youth Services staff held their first STEM Story Time, which will be part of an ongoing attempt to provide "after work hours" story times to our patrons who are unable to attend the morning sessions. Attendees learned about primary and secondary colors and used those concepts to sort and mix their favorite colors.
- "Talk Like a Pirate Day!" was Sept 19 and we had 20 tweens/ teens stop by to create their own pirate hats, eye patches, and treasure maps. Participants heartily drank pirate "grog" and ate cookies. The biggest take-away from this program, which was a surprise, is that we mostly had teen participants and of those teens, several of them left the building wearing their pirate hats. It was pretty awesome.

## ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	4483	-16%	6
Door Count	5707	-4%	6
Computer Use	1738	11%	3
WiFi	3117	2%	6
Program Attend.	281	103%	5
Meeting Room Usage	82	-20%	4

### Adult Services

- September marks the return of the ever popular "Yoga for Beginners" program. The community has been very pleased with the program thanks to our excellent volunteer instructor.
- The entire DVD collection was reorganized to include genres. This change allows patrons greater access to the collection as well as improving the browsing experience for our users.

### Youth Services

- During the month of September, the Arbor Hill/West Hill Branch was once again out in the local community. Staff attended the "Schuyler Achievement Academy Back-to-School Fair" as well as the "Sheridan Prep. Academy Back-to-School Blast." Parents and students alike were given library-related information, stickers, pencils, and received answers to their questions
- The "Minecraft Mayhem" program was introduced this month by way of our Xbox gaming system. The popularity of the game, which incorporates STEM concepts, remains strong among our youth patrons.

## West Service Area

### JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	8671	6%	3
Door Count	6571	9%	3
Computer Use	1149	15%	6
WiFi	3675	-16%	4
Program Attend.	542	-4%	4
Meeting Room Usage	41	15%	6

### Adult Services

- Neighborhood beekeeper Linda Houlihan brought a frame of honeybees with their queen in an enclosed observation box along with many bee/honey products, some for tasting, on Sept. 13.
- U@Albany Assistant Professor of Literature Derik Smith and his students will facilitate a discussion of the new bestselling novel Underground Railroad by Colson Whitehead at the Nov. 17 evening book group.
- Adult services librarian has begun a "by-appointment" eDevice help program Friday afternoons, 2 to 4 pm. We are also looking for a qualified university student volunteer to provide additional one-on-one instruction to meet patron requests.

### Youth Services

- With the start of the school year, the Lego Club (Wednesdays) and 4:00 Lab (Thursdays) have started. The 4:00 Lab features a variety of STEM experiments for children.
- The one-on-one tutoring with students from Albany College of Pharmacy and Albany Medical College is a popular service. In September, 76 children and teens received 38 hours of tutoring.
- The Bach youth services librarian is a mentor for the BELLS Grant (Benchmarking Early Literacy Library Services) a three-year literacy grant that overlaps and continues the work started with the ProPeL grant.

## PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	14176	-8%	2
Door Count	10160	3%	2
Computer Use	2579	9%	2
WiFi	6450	-2%	2
Program Attend.	593	13%	3
Meeting Room Usage	142	-15%	2

### Adult Services

- We are having a great response to our fall adult programs. Both Pilates and “Read the Play, See the Play” have full registration, and we are getting good feedback from the attendees.
- The branch participated in the Upper Madison Street Fair on Sept. 18 with a booth, used book sale and a special appearance by the Beat Bots. Although the weather was not as good as in past years, we still made \$380, and connected with many community members. The Pine Hills librarian and a clerk from CMS spent between 20 and 30 hours preparing the books and planning for the sale.
- Chromebooks and mobile WiFi devices are in the building and loaning will begin Oct. 3.

### Youth Services

- With school starting, new patrons have been coming in for tutoring, which has started off slow, and signing up for library cards.
- Youth services is working with community engagement to schedule pop-up libraries at locations across the city, including a visit with the Ontario St. Head Start and the Police Athletic League center.
- After school programming started the third week in September: Kids Club on Tuesdays, LEGO Club on Wednesdays, and Teen Time on Fridays. We also have Family Fun Fitness, which has been ongoing on Thursdays as well as an additional Magic: The Gathering Club on Tuesdays that is run by one of our tween patrons. Teen Time is starting off with an Injustice Tournament Friday, September 30. Pizza and prizes have been provided by a generous donation from Warner & Warner Law.
- Our Raising a Reader program continues with strong participation. We already have one baby that has read 800 books with his parents and two that have reached 700!

## East Service Area

### DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	6517	-11%	4
Door Count	6199	-8%	5
Computer Use	1428	-4%	5
WiFi	2941	-14%	5
Program Attend.	1206	69%	1
Meeting Room Usage	81	-60%	5

### Adult Services

- Orders for adult fiction, nonfiction and DVDs were placed and received, including many items that were specifically requested by patrons.
- Weeding of the CD collection is underway, with a significant reorganization of the collection. The number of genres is being cut making the collection easier to browse and items easier to find.
- We’ve offered several popular, and fully subscribed, adult programs this month, including a jewelry beading workshop, extraterrestrial life discussion, and a RADD self-defense training series with our partners at the Albany County District Attorney’s Office.

## Youth Services

- One of the librarians is creating a “Library Cart of Fun” to be stationed in front of the reference desk. We'll put coloring sheets, crayons, worksheets and games on the cart. We have plenty of games for the older kids, but this cart is geared toward the younger kids who are looking for something to do in the library.
- Staff are to put a focus on our Raising a Reader, so that we continue to establish it as a vital program. Book bundles are being used during story time, utilizing some of our Raising a Reader collection books.
- A great anecdote from a Delaware staffer: “After closing the library, staff members encountered one of our regular teens riding a bike with loose handlebars. They informed him that he could fix it with our bike fix-it station, which we hadn't known about and was glad to learn of – just then one of our community engagement officers arrived on his bike. The officer then went with the teen and assisted him in repairing his bike. Yay!”

## **JOHN A. HOWE BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	4652	-27%	5
<b>Door Count</b>	6332	-11%	4
<b>Computer Use</b>	1553	-9%	4
<b>WiFi</b>	3753	-9%	3
<b>Program Attend.</b>	248	3%	6
<b>Meeting Room Usage</b>	104	4%	3

## Adult Services

- *Sew! What?* resumed after the summer break to a full class. Four adults attended, and four children met with the instructor to practice their sewing skills in preparation of the *See Howe Sew* camp in December.

## Youth Services

- The Teen Dance program received funding from the APL Foundation to extend the program. A documentary of the dance sessions and short performance will be presented at the Literary Legends Gala on Oct. 22.
- A new program called *Howe Be-YOU-tiful* started off strong this month. About 20 boys and girls attended and learned about taking care of their skin and nails. Healthy snacks were provided. This program will run every Monday until the end of the year.
- Another new recurring program, The Mic Drop, started this month, with 12 teens making live music using microphones, guitar, and a loop pedal to overlap their voices. Teens made beats, rapped, sang, and played guitar for the first time. This will be a monthly program, and the response was very positive.
- Jiu Jitsu returned after taking the summer off. Eight girls attended the program. We are looking to purchase an additional tumbling mat for this popular program. The professor is an Albany Med student who has also offered to provide free services to youth and adults, including self-defense instruction, SAT/GED tutoring/tutoring in any subject, ESL teaching/tutoring, health/fitness/nutrition/wellness classes, youth book club, and black male mentorship.

## **NORTH ALBANY BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	1717	10%	7
<b>Door Count</b>	2433	16%	7
<b>Computer Use</b>	316	1%	7
<b>WiFi</b>	1302	-35%	7
<b>Program Attend.</b>	83	94%	7
<b>Meeting Room Usage</b>	n/a	n/a	n/a

\*Please Note: North Albany was closed 7 days this month due to spraying for bugs

## Adult Services

- The North Albany branch was closed to the public Sept. 1-2 and also Sept. 6-10 due to ongoing bug issues. This canceled many scheduled programs, so only five programs and no story times occurred in September.

- Displays included: New York Times best-sellers, back to school, fall, Harry Potter, and Banned Books Week.
- Youth Services

## OPERATIONS

### AUTOMATION

	Number	YTD Change	
<b>Help Desk Tickets</b>	68 resolved	n/a	

- Launched Wireless Print service
- Launched at all branches: Mobile HotSpot loaning program, new network-based receipt printers, Chromebook in-house loaning. Also Minecraft program at Washington Ave. and Arbor Hill/West Hill branches.
- Ended Tablet loaning program (all branches) and finalized IT five-year plan
- ILS (Sierra) migration to Syracuse site, Business Office Server (Sage 50 / PeachTree) renewed and upgraded
- Deployed HDTV to Community Room (Washington Ave.) and new ChromeOS-based Catalog PCs (all branches)

### COMMUNITY ENGAGEMENT

	Number	YTD Change	
<b>Outreach</b>			
<b>Volunteers</b>			

- Tabled at the CDPHP event in Sheridan Hollow
- Participated in the Upper Madison Street Fair with a book sale and robotics display
- Collaborating with the University at Albany student volunteer programs
- Hosted College of St. Rose students for a voter registration drive

### COLLECTION MANAGEMENT

- Since two CMS staff started the “New Release Tuesdays” program at Washington Ave. Branch at the end of March, they have “hand sold” 239 books, with 45 in September alone.
- Added 35 more Chromebooks to Sierra in preparation for in-house circulation. There are now 10 Chromebooks at Washington Ave., and five at each of the other branches.
- Spoke to a University at Albany library school collection development class
- Based on branch needs and requests, made final 4<sup>th</sup> quarter book & AV budget adjustments.
- Worked with others at UHLS member libraries to help plan an October session at UHLS which we hope will introduce members to some useful reports in Decision Center.

### FACILITIES

	Number	YTD Change	Rank
<b>Work Orders</b>	126 requested/ 122 completed		

- New restroom and nursing mothers room on 1<sup>st</sup> floor at Washington Ave. is just about complete.
- Mostly routine maintenance work and requests this month.

### FINANCE

- Completed the five-year plan. Reviewed the plan at the Finance Committee meeting. Will present the plan at the full board meeting.
- Reviewed the Investment Policy at the Finance Committee meeting. A minor modification will be made to the policy.
- Worked with PFM to deliver information to DASNY. The refinancing of APL bonds will be on the agenda of the Oct. 5 DASNY board meeting. DASNY requires libraries to have a two-step process, i.e. the refinancing will be

presented at two DASNY board meetings. PFM, DASNY, and APL are working toward completing the refinancing in November or December of 2016.

## **HUMAN RESOURCES**

	Number	YTD Change	
Full Time			
Part Time/Temp			
Promotion			
Resignation			
Termination			
Staff Size			
Training	18 Staff / 77 Hours	-33% staff / 82% hours	

- Personnel Changes: Hired one PT Library Assistant; hired one FT Custodial Worker I; two Librarian Assistant Temp positioned ended (summer); one FT Librarian II resigned; one FT Librarian I was promoted to Librarian II
- Onboard Committee: Committee formed and met to begin evaluating current onboarding process, and to make changes and improvements including training sessions for new staff.
- Payroll: Training sessions conducted for supervisors and all staff with the new payroll company Paylocity. Ongoing behind scenes work to make the switch from ADP to Paylocity.
- Wellness: Conducted guided meditation sessions/yoga nidra at Washington Ave. Signed up staff for biometric screening and flu shot to take place in early November.
- Training: HR manager attended NY SHRM conference in Lake Placid, which included a dozen topics.

## **PUBLIC RELATIONS**

	Number	YTD Change	Rank
Unique Page Views	31259	-28.6%	
Facebook Likes	2781	+25%	
Twitter Followers	2460	+19%	
Instagram Followers	2382	+96%	
Online Contacts	31	-97%	
Press Releases	3	No change	

- Notable Media Coverage: Albany History Race (TWC news story and video, pre-event coverage on All Over Albany, Discover Albany) and Girls Who Code (Times Union article and photo)
- Marketing & Publications: Completed November/December program guide, updating “get a library card” and “new cardholder” marketing materials, developing new “staff picks” bookmarks
- eNotes: Distributed weekly to 13,000+ emails on topics including: back-to-school programs, Lincoln lecture series, Garage Bands concert, Albany History Race, Girls Who Code club, financial workshops, Banned Books Week, and Youth FX filmmaking workshops
- Notable Social Media Engagements: Facebook – APL ED at Banned Books readout (1,266 reached, 497 video views, 85 reactions/comments/shares). Twitter – Lincoln Civil War lecture (4,317 impressions, 34 engagements). Instagram – Albany History Race video (116 views).

## **PATRON CULTURE**

	Number	YTD Change		
Incidents	17	-25%		
Positive Comments	0	64%		
Neutral Comments	4	-18%		
Negative Comments	0	-50%		



## 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>Lean Managment</b>	<b>Start</b>	<b>Status</b>
Identify key members of Staff for launch	June	Completed
Coordinate meetings	July	Completed
Evaluate Findings	August	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: Facilitites</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 mainaentance		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

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

		Actual July YTD 16	Forecast 2H 2016	Forecast 2016 2016	Budget 2016	Budget 2017	Estimate 2017	Estimate 2018	Estimate 2019	Estimate 2020	Estimate 2021
Revenues											
Tax Levy Total		\$3,830,967	\$4,589,718	\$8,420,685	\$8,420,686	\$8,504,893	\$8,485,485	\$8,551,815	\$8,617,784	\$8,685,448	\$8,753,788
Grants Total		\$9,426	\$315,594	\$325,020	\$250,150	\$250,150	\$305,000	\$305,000	\$305,000	\$305,000	\$305,000
Fines and Fees Total		\$95,632	\$68,309	\$163,941	\$126,000	\$130,213	\$155,744	\$147,956	\$140,559	\$133,531	\$126,854
Interest Income Total		\$68,361	\$0	\$68,361	\$10,000	\$10,000	\$20,000	\$40,000	\$40,000	\$40,000	\$40,000
DASNY Project Reimbursement Total		\$3,584	\$2,560	\$6,144	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Foundation Contributions Total		\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Other Total		8,645	10,708	\$19,353	20,000	16,500	15,000	15,000	15,000	15,000	15,000
Total Revenues and Other Sources		\$4,016,615	\$4,986,889	\$9,003,504	\$8,846,836	\$8,931,756	\$9,001,228	\$9,079,772	\$9,138,343	\$9,198,978	\$9,260,642
Expenditures											
Payroll and Related Costs Total		2,926,980	1,986,711	\$4,913,691	5,152,657	5,294,167	5,226,882	5,435,362	5,659,438	5,900,769	6,161,209
Occupancy Costs Total		381,408	312,726	\$694,134	761,333	675,000	721,353	771,909	814,182	869,294	915,667
Materials Total		407,096	290,783	\$697,879	655,000	655,000	715,000	715,000	715,000	715,000	715,000
Administration and Misc Total		245,697	225,498	\$471,195	441,000	453,000	482,279	516,019	552,410	591,679	634,076
Automation Total		172,271	146,261	\$318,532	385,000	385,000	326,027	344,381	364,203	385,611	408,732
Debt Service Total		0	1,853,313	\$1,853,313	1,853,313	1,852,438	1,852,438	1,852,438	1,851,413	1,851,413	1,851,413
Contingency Total	Budget Revote in 2011	0	0	\$0	0	0	0	0	0	0	0
Total Expenditures and Other Uses				\$0							
Grand Total		\$4,133,452	\$4,815,291	\$8,948,743	\$9,248,304	\$9,314,605	\$9,323,978	\$9,635,109	\$9,956,646	\$10,313,766	\$10,686,097
Surplus (Deficit/Fund Balance Used)		(\$116,837)	\$171,598	\$54,761	(\$401,468)	(\$382,849)	(\$322,750)	(\$555,337)	(\$818,304)	(\$1,114,788)	(\$1,425,455)
Budgetary Reserves											
	Fund Equity, Beg. of Year			3,297,380	3,297,380	2,895,913	3,352,141	3,029,391	2,474,054	1,655,750	540,962
	Fund Equity, End of Year			3,352,141	2,895,913	2,513,064	3,029,391	2,474,054	1,655,750	540,962	(884,493)
	Nonspendable and Restricted Fund Balance										
Unrestricted Fund Balance				\$3,352,141	\$2,895,913	\$2,513,064	\$3,029,391	\$2,474,054	\$1,655,750	\$540,962	(\$884,493)

# **2017 Proposed UHLS Central Library Development Aid Budget**

## **DRAFT**

### **Central Book Aid**

Adult, Non-fiction e-content (e-books, audio books, magazines, video)	\$38,211
Overdrive Platform Subscription	\$12,000
Gale Virtual Reference Library (platform+\$800 in content)	\$ 2,000
Mango Foreign Languages Database	<u>\$17,365</u>

**Total CBA (\$66,900 2016 + 4% estimated NYS increase) \$69,576\***

### **Central Library Development Grant**

Ancestry.com Database	\$25,172
Flipster (EBSCO) emagazines (no platform fee, only content)	\$40,198
Boopsie mobile app for UHLS (1 <sup>st</sup> year cost + start up fee)	\$29,000
Staffing - Collection Development Support (1 FTE Libn 1)	<u>\$50,000</u>

**Total CLDG (\$138,818 2016 = 4% estimated NYS increase) \$144,370\***

**Total Central Library Development Aid \$213,946\***

\* Total aid based on 2016 CLDA with an estimated 4% NYS aid increase for 2017 factored in. Note that additional CLDA funding that is the result of a larger increase in annual State aid will be applied to additional e-content and emagazine purchases.

**Recommended by UHLS Central Library Advisory Council: 9/20/16**

**Albany Public Library Board of Trustees Review:**

**UHLS Board of Trustees Services Committee Review:**

**Approved by the UHLS Board of Trustees:**

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