



ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 8, 2016
Delaware 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

- October 11 Regular Meeting
- October 24 Special Meeting

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

Committee Reports and Action Items – 6:20 to 6:25 pm

Review Policies and Procedures Grid – Discussion – 6:25 to 6:30 pm

Director's Report – 6:30 to 6:45 pm

Unfinished Business

- Bond Refinancing Project Update – Discussion – 6:45 to 6:55 pm
- Five-Year Financial Plan – Discussion/Action – 6:55 to 7:10 pm
- Strategic Plan Update – Discussion/Action – 7:10 to 7:20 pm

New Business

- Additional Space Usage – Discussion – 7:20 to 7:35 pm
- Budget Modifications for Current Year – Discussion – 7:35 to 7:40 pm
- Quarterly Evaluation of Board Meetings – Discussion – 7:40 to 7:45 pm

Public Comment (comments limited to no more than 5 minutes per person) – 7:45 to 7:55 pm

Executive Session – Discuss Negotiations Regarding Collective Bargaining Unit

Adjournment – After Conclusion of Executive Session

Next Meeting – December 13 at Arbor Hill/West Hill Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library October 11, 2016 Pine Hills Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Michael Neppl (vice president), Alison Calacone (vice president for finance), Elissa Kane, Karen Strong

LATE: Brenda Robinson (6:05 pm), Andrew Bechard (6:20 pm), Arlene Way (secretary) (7:22 pm)

ABSENT: Matthew Finn

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), Stephanie Preston (union)

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

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

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

MINUTES: The draft minutes from the Sept. 13 board meeting minutes were reviewed. Strong made a motion, seconded by Neppl, 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 Aug. 31) will be filed. The updated check register (covering Sept. 15 through Oct. 12) was reviewed by the trustees. Calacone made a motion, seconded by Neppl, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS & ACTION ITEMS:

Facilities Committee: Kane provided an oral report of the Facilities Committee's most recent meeting. That meeting involved discussions about: purchasing and installing sheds at the Delaware and Pine Hills branches (originally approved during the Branch Improvement Plan), the Washington Ave. Branch electrical panel replacement project, and a facilities capital plan that will be developed in the coming months.

Finance Committee: Calacone gave an oral report of the Finance Committee's most recent meeting. That meeting included discussions about: the upcoming 5-year financial plan and an adjustment to the Investment Policy.

Policy and Governance Committee: Metzger provided an overview of the committee's most recent meeting at which five current policies were considered as part of the biennial review process.

WiFi Use Policy: This policy was most recently reviewed and revised by the board in October 2014. The policy contains no change.

Acquisition of Art Policy: This policy was most recently reviewed and revised by the board in October 2014. The policy contains one change related to adding art to the library's art catalogue.

Tutoring Policy: This policy was most recently reviewed and revised by the board in October 2014. The policy contains one change, which requires a parent or guardian to be on the library premises at the beginning and end of tutoring sessions for children under the age of nine.

Service to Children Policy: This policy was approved by the board in July 2006. The policy contains changes regarding the age at which children can be in the library unaccompanied. In the recommended changes, children age 8 and under must be accompanied by an adult or responsible adolescent (age 14 and older) when in the library and children age 9 and older may use the library without a parent or guardian.

Investment Policy: This policy was approved by the board in October 2009. The updated policy removes one category of investments.

After recommendation by the Policy and Governance Committee and consideration by the full board, Strong made a motion, seconded by Richardson, to approve all of the above-named policies. The motion was approved unanimously.

POLICY & PROCEDURES GRID: Metzger gave a brief overview of the grid.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He fielded questions about: the NYS Division of Library Development Construction Grant and the Upper Hudson Library System.

UNFINISHED BUSINESS:

PERB Action on Certain Staff Positions: Schofield updated the board about a decision made by the New York Public Employment Relations Board (PERB) regarding classification of several administrative and leadership positions.

NEW BUSINESS:

Bond Refinance Project Update: Jarzombek and Schofield discussed with the trustees a project to refinance the Branch Improvement Plan (BIP) bonds. The project involves refinancing the nine-year-old bonds, which funded the five new/renovated branch libraries, to secure a lower interest rate on the current bonds, thereby decreasing the tax levy for the BIP libraries and reducing the cost to Albany taxpayers. The 30-year,

\$29.1 million bond was taken out in 2007, after voter approval, to fund the renovation of three library branches and construction of two new branches. Those libraries—Arbor Hill/West Hill, Bach, Delaware, Howe, and Pine Hills—opened between November 2009 and June 2010. The board will be required to hold a special meeting later in October to consider and approve bond documents.

Five-Year Financial Plan: Cullinan shared a draft update of the library's five-year financial plan with the board. The trustees asked questions and discussed the assumptions and forecasts in the plan, which will continue to be updated before being presented to the board for approval.

2017 UHLS Central Library Budget: Jarzombek presented the draft 2017 Upper Hudson Library System (UHLS) central library budget. This spending plan benefits APL, which provides some library functions and collections as the central library in the consortium of libraries in Albany and Rensselaer counties. Neppl made a motion, seconded by Bechard, to approve the 2017 UHLS Central Library budget as presented. The motion was approved unanimously.

Update on New Strategic Plan: Jarzombek said background work is continuing on the strategic plan, including an upcoming board retreat to discuss relevant topics.

Close Arbor Hill/West Hill Branch at 3 pm on Oct. 22 for Foundation Gala: Jarzombek requested that the Arbor Hill/West Hill Branch close two hours early, at 3 pm, on Saturday, Oct. 22, to allow staff and volunteers to prepare the building for that night's Literary Legends fundraiser hosted by the APL Foundation. Bechard made a motion, seconded by Richardson, to approve the early closure at the Arbor Hill/West Hill Branch on Oct. 22. The motion was approved unanimously.

Sale of MakerBot: Jarzombek requested permission to sell the library's original 3D printer to the Bethlehem Public Library for a sum of \$500. The printer is no longer needed as APL has a newer 3D printer in use at the Albany Made Creative Lab. Neppl made a motion, seconded by Strong, to approve the sale of the MakerBot 3D printer. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: The meeting was adjourned at 7:44 pm.

NEXT MEETING: Tuesday, Nov. 8 – Delaware Branch at 6:00 pm

DRAFT MINUTES

Special Meeting of the Board of Trustees of the Albany Public Library October 24, 2016 Washington Avenue Branch

TRUSTEES IN ATTENDANCE: Michael Neppl (vice president), Alison Calacone (vice president for finance), Arlene Way (secretary), Andrew Bechard, Elissa Kane, Matthew Finn, Brenda Robinson

ABSENT: Mary-Ellen Piché (president), Karen Strong

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel), Steve Reilly (counsel)

CALL TO ORDER: Neppl called the meeting to order at 6:03 pm.

ADOPTION OF AGENDA: Kane made a motion, seconded by Bechard, to approve the agenda as written. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

NEW BUSINESS

Approve Refinancing of Branch Improvement Plan Bonds: The trustees discussed and considered a project to refinance Branch Improvement Plan (BIP) bonds to get a better interest rate and reduce the cost to taxpayers. The 30-year, \$29.1 million BIP bond was taken out in 2007, after voter approval, to fund the renovation of three library branches and construction of two new branches. Those libraries—Arbor Hill/West Hill, Bach, Delaware, Howe, and Pine Hills—opened between November 2009 and June 2010. The goal of the refinancing project is to secure a lower interest rate on the current bonds, thereby decreasing the tax levy for the BIP libraries and reducing the cost to Albany taxpayers.

Library counsel led the board through the documents required for the bond refinancing, presented the project timeline and process, and answered trustee questions. Calacone made a motion, seconded by Bechard, to approve the library authorizing resolution to refinance the Branch Improvement Plan bonds. The motion was approved unanimously.

The library will move forward with the project and expects to close on the new bonds by the end of the year. The rate of savings to the taxpayers will be known after the bonds close.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Kane made a motion, seconded by Robinson, to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 6:59 pm.

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE NINE MONTHS ENDED
SEPTEMBER 30,2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,567,373	547,281	4,925,529	75.00%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants & Aid	187,150		263,364	140.72%
NYS Construction Grant	25,000		-	0.00%
Federal Grants & Aid	38,000		-	0.00%
Fines and Fees	126,000	13,037	120,929	95.98%
Book Sales	5,000	380	4,243	84.86%
Interest Income	10,000	(7,469)	66,106	661.06%
Foundation Contributions	20,000		-	0.00%
DASNY Project Reimbursement	0	-	3,584	
Copier Printers	15,000	-	-	0.00%
Miscellaneous income & Aid	0	533	6,438	
Fund Balance Used	401,467		-	0.00%
Total Support and Revenue	9,248,303	553,762	5,390,193	58.28%
Expenditures				
Payroll and Related costs	5,152,657	384,827	3,673,689	71.30%
Occupancy Costs	761,333	29,658	454,649	59.72%
Materials and Services	655,000	53,910	507,799	77.53%
Administration and Miscellaneous	441,000	18,331	302,327	68.55%
Automation	385,000	42,494	228,049	59.23%
Contingency	-	-	-	
Total Expenditures	7,394,990	529,220	5,166,513	69.87%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	-	24,542	223,680	0.00%

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE NINE MONTHS ENDED
SEPTEMBER 30,2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,440,678	273,152	2,489,051	72.34%
NYS Retirement System	529,714	21,183	351,367	66.33%
Payroll Taxes	261,966	20,139	184,379	70.38%
Hospital Insurance	898,799	68,691	630,688	70.17%
Payroll processing Costs	20,000	1,662	18,196	90.98%
Unemployment Insurance	1,500	-	8	0.53%
TOTAL	5,152,657	384,827	3,673,689	71.30%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	14,400	72.00%
Heat & Electric	245,000	9,790	108,438	44.26%
Telephone	13,000	795	7,411	57.01%
Maintenance/repairs/supplies	375,000	17,473	279,725	74.59%
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	29,658	454,649	59.72%
MATERIALS and SERVICES				
Books,etc.	570,000	46,735	440,109	77.21%
Serials/Magazines	45,000	-	44,062	97.92%
On-line Services	40,000	7,175	23,628	59.07%
TOTAL	655,000	53,910	507,799	77.53%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	50,000	2,839	60,557	121.11%
Postage	6,000	120	3,565	59.42%
Publicity, Printing	50,000	704	25,759	51.52%
Training and Travel	22,000	802	20,683	94.01%
Community Activities	8,000	433	3,123	39.04%
Professional Services	175,000	8,922	84,707	48.40%
Misc Grant Expense	0	-	27,253	0.00%
Programming Activities	60,000	3,391	33,343	55.57%
Insurance	70,000	1,120	43,337	61.91%
TOTAL	441,000	18,331	302,327	68.55%
AUTOMATION				
Automation Services	240,000	21,865	164,737	68.64%
Automation Software	15,000	1,210	13,478	89.85%
Automation Hardware	130,000	19,419	49,834	38.33%
TOTAL	385,000	42,494	228,049	59.23%
CONTINGENCY				
	0	-	-	0.00%
DEBT SERVICE PAYMENT				
	1,853,313	-	-	0.00%
TOTAL EXPENDITURES				
	9,248,303	529,220	5,166,513	55.86%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Oct 13, 2016 to Nov 9, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6234	10/13/16	First Light Fiber	5,839.92	Telephone Expense/Automation Services
6235	10/20/16	Albany Water Board	293.70	Building Repair/Maint.
6236	10/20/16	CSEA	1,938.75	Union Fees
6237	10/20/16	MetLife-TSA Contribution	1,901.00	403b
6238	10/20/16	National Grid	6,248.76	Heat, Light and Power
6239	10/20/16	NYS Deferred Comp Plan	2,728.69	NYS Def. Comp Plan
6240	10/20/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6241	10/20/16	The Travelers	1,348.00	403b
6242	11/9/16	Baker & Taylor	5,564.59	Books-Adult
6243	11/9/16	Baker & Taylor	8,977.75	Books-Adult
6244	11/9/16	Midwest Tape	3,712.87	Audio/Visual
6245	11/9/16	Midwest Tape	1,263.03	Audio/Visual
6246	11/9/16	Midwest Tape	2,315.05	Audio/Visual
6247	10/25/16	National Grid	3,540.79	Heat, Light and Power
6248	11/9/16	Midwest Tape	1,587.80	Audio/Visual
6249	11/9/16	OverDrive, Inc.	1,762.52	Central Library Materials
6250	11/9/16	OverDrive, Inc.	2,409.86	Central Library Materials
6251	11/9/16	OverDrive, Inc.	5,677.13	Central Library Materials
6252	11/9/16	OverDrive, Inc.	1,042.36	Central Library Materials
6253	11/9/16	Midwest Tape	2,062.68	Audio/Visual
6254	11/9/16	Baker & Taylor	8,927.65	Books-Adult
6255	11/9/16	W.B.Mason Co., Inc.	1,684.03	Supplies (Maint.)
6256	11/9/16	Republic Services #964	1,585.78	Maint. Service Contracts
6257	11/9/16	ATSCO Products	139.65	Supplies (Maint.)
6258	11/9/16	Audio Visual Sales & Service Inc.	225.00	Automation Services
6259	11/9/16	Budget Library Supplies	1,224.00	Office Supplies
6260	11/9/16	CDPHP	44,203.66	Insurance-Hospitalization
6261	11/9/16	CDPHP Universal Benefits, Inc.	12,144.35	Insurance-Hospitalization
6262	11/9/16	CDW G	6,083.41	Automation Hardware
6263	11/9/16	Charles Slatterick	900.00	Contracted Services
6264	11/9/16	De Lage Landen Financial Services, Inc	956.12	Contracted Services
6265	11/9/16	Delta Dental of New York, Inc.	3,475.26	Insurance-Hospitalization
6266	11/9/16	Dell Marketing L.P.	5,240.14	Automation Hardware
6267	11/9/16	DePaula Chevrolet	184.55	Van Maintenance
6268	11/9/16	Eastern Managed Print Network	97.18	Contracted Services
6269	11/9/16	Evanced	1,693.00	Contracted Services
6270	11/9/16	Findaway World, LLC	573.64	Books-Audio
6271	11/9/16	Grainger	127.20	Building Repair/Maint.
6272	11/9/16	THE HARTFORD	66,160.50	Insurance-Workman Comp
6273	11/9/16	MailFinance	119.95	Postage
6274	11/9/16	Mary Clement	150.00	Programming PH
6275	11/9/16	Martha Goldstein	14.20	Exchange Account
6276	11/9/16	National Business Equipment	346.01	Contracted Services
6277	11/9/16	Oriental Culture Enterprise Co, Inc.	280.99	Books-Adult
6278	11/9/16	P & J Computers, Inc.	14,432.17	Automation Hardware/Services
6279	11/9/16	Patrick Stephenson	100.00	Programming Wash.
6280	11/9/16	Paul Lamar	125.00	Programming PH
6281	11/9/16	Phillips Hardware	85.97	Supplies (Maint.)
6282	11/9/16	Recorded Books, INC	26.99	Books-Audio
6283	11/9/16	Ronco Communications	288.50	Automation Services
6284	11/9/16	Televend Services, Inc.	6,691.77	Fines and Fees
6285	11/9/16	The Albany YMCA	1,600.00	Rent-NA
6286	11/9/16	The Research Foundation for SUNY	47.94	Books-Adult
6287	11/9/16	T-Mobile	346.46	Automation Services
6288	11/9/16	UniFirst Corporation	86.80	Maint. Service Contracts
6289	11/9/16	WMHT	50.00	Programming Delaware
6290	11/9/16	Alexandra Consler	274.36	Programming NA/Travel/Staff Dev.
6291	11/3/16	CSEA	1,918.87	Union Fees
6292	11/3/16	MetLife-TSA Contribution	1,901.00	403b

ALBANY PUBLIC LIBRARY I

Check Register

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Filter Criteria includes: Report order is by Date.

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6293	11/3/16	NYS Deferred Comp Plan	2,621.56	NYS Def. Comp Plan
6294	11/3/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6295	11/3/16	The Travelers	1,348.00	403b
6296	11/9/16	The Shopper, Inc.	1,163.40	Publicity and Printing
6297	11/9/16	All Type Professional Doors	282.25	Building Repair/Maint.
6298	11/9/16	Republic Services #964	511.41	Building Repair/Maint.
6299	11/9/16	Brad Rose Landscaping, Inc.	2,265.75	Maint. Service Contracts
6300	11/9/16	Charles Slatterick	300.00	Contracted Services
6301	11/9/16	Ehrlich Co., Inc.	171.00	Maint. Service Contracts
6302	11/9/16	Grainger	981.40	Supplies (Maint.)
6303	11/9/16	Kamco Supply Corp of NE	195.66	Building Repair/Maint.
6304	11/9/16	Main-Care Energy	252.82	Van Operation
6305	11/9/16	Phillips Hardware	75.00	Equipment Repair
6306	11/9/16	SimplexGrinnell	1,571.55	Maint. Service Contracts
6307	11/9/16	Superior Printing, Inc.	93.89	Office Supplies
Total			256,583.20	

Policy Master List

Updated 11/2/16

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SAFETY							
Safety Mission Statement	X		X		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
SERVICES TO PUBLIC							
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. 2018	Public Serv. Cmt
Tutoring	X		X		Oct. 2016	Oct. 2018	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	Youth Services
Group Visit Policy	X		X		June 2015	July 2017	Youth Services
Public Access to Library Information and Records	X		X		Mar. 2015	Mar. 2017	Web Devel. Cmt.
Albany Made	X		X		Nov. 2014		Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
INTERNAL							
Comp Time and Flex Policy for Admin Staff	X		X		Dec. 2015	Dec. 2017	HR
Travel Reimbursement (policy and form)	X		X		May 2015	May 2017	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2014	Dec. 2016	Admin
Purchasing	X		X		May 2015	May 2017	Finance Office
Whistle Blower	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Conflict of Interest	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Investment	X		X		Oct. 2016	Oct. 2018	Legal – Finance
EEO / Anti-Discrimination / Anti-Harassment	X		X		June 2015	June 2017	HR
Unrepresented Employee Evaluation	X		X		June 2015	June 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 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
NOVEMBER 2016**

EXECUTIVE SUMMARY



Pumpkin painting was part of the Halloween fun at several branches.

The last quarterly staff meeting of the year was well attended. The largest concern expressed by the staff is the change in the Service to Children Policy. The new simplified and streamlined library card registration process has been working well at Pine Hills and Bach, and will be implemented system wide on Dec. 1. The union and administration have met three times to negotiate the contract, so far. There has been a significant discussion around healthcare.

The library is in the process of recording its first podcast. The plan for the show is to provide entertaining Albany-related content while promoting library services. The Facilities Committee continues to meet to explore changes to the front of Washington Ave. Branch connected to the sidewalk project and CDTA (Capital District Transportation Authority) bus station.

The library director presented to the University at Albany Committee on University & Community Relations about how the library serves the student population in the community and to promote volunteer opportunities. Some of

the UAlbany representatives were surprised about how much the local library already works with students. Facilities staff started the first of four trainings with Capital EAP (Employee Assistance Program). The response was very positive and it has already had an impact on interpersonal and professional relationships in the department.

Administration has been meeting with ACAP (Albany Community Action Project) to explore the possibility of using some of our space at Washington Ave. for a Head Start classroom. Youth FX has moved into the small auditorium at Washington Ave. as a temporary work space. A recent Times Union blog post started a discussion about using the APL mobile app as a library card, which generated positive social media interaction.

Administration has been working diligently on refinancing the bond. This has taken a considerable amount of time and effort for legal, administration, and the business office. A user survey was sent out with a focus on strategic planning. The new payroll system is in place.

The Friends are working on membership software and hosting some programs at the Pine Hills Branch. The Foundation had its third annual Literary Legends gala, with 150 attendees. The Foundation is also in the process of hiring a part time executive director.

“So often in a community the library is underfunded, dreary, out-of-date, kind of anachronistic. Not so with APL. All the branches are terrific places to visit, they're modern and useful, the buildings are terrific, and the library is a great asset to the community.” – APL patron

DIRECTOR'S CALENDAR

- 10/4: Leadership Tech Valley (LTV) Breathing Lights Presentation
- 10/6: Brooklyn Public Library Telestory Outreach
- 10/7: Carrow Real Estate and Albany Police Department
- 10/11: LTV Poverty Simulation
- 10/12 UHLS (Upper Hudson Library System) Services Committee
- 10/12: University at Albany Committee on University & Community Relations
- 10/14: LTV Economic Development Session

10/17: SEIC (South End Improvement Corp.)

10/20: Legal Project Fundraiser

10/31: Albany Promise

APL TOTALS

	Number	YTD Change
Circulation	64431	-9%
eCirculation	4870	+4%
Door Count	67243	-7%
Computer Use	13414	-2%
WiFi	42246	-6%
Program Attend.	4746	+21%
Meeting Room Usage	143	+11%

DEPARTMENT REPORTS

Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	21125	-11%	1
Door Count	28954	-13%	1
Computer Use	4489	-13%	1
WiFi	19975	0%	1
Program Attend.	1241	+20%	2
Meeting Room Usage	78	+17%	1

Adult Services

- Launched Price Chopper job application pilot program Oct. 26 through Albany Made Digital Lab. Two representatives from the Price Chopper human resources department assisted eight applicants with the web-based application. Every person who participated was granted an interview with the store. We hope to expand the program by partnering with other large regional employers.
- After assessing the needs of the community, the Albany Made Creative Lab purchased a second, larger-scale 3D printer. The Lulzbot Taz 6 is a powerful desktop printer that can print an object as large as a basketball.
- The 2017 Tax Assistance Program was finalized. An additional evening of the program will be added in the upcoming season.

Youth Services

- The new head of youth services started on Oct. 17. She has already held a Washington Avenue Youth Services Department meeting and an all-APL youth services staff collaboration meeting. Additional meetings have been set up to start working on the 2017 Summer Reading Program.
- Community partners from Trinity Alliance brought children and parents to a model story time and received information on early literacy programs and how to get library cards.
- Our "Raising a Reader Harvest Fest" event brought in over 50 people for a celebration of our early literacy program.
- On Halloween we saw 70 kids in costume who all received a book to take home.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	5227	-13%	5
Door Count	5466	-4%	6
Computer Use	1632	+12%	4

WiFi	3476	+2%	4
Program Attend.	301	+91%	5
Meeting Room Usage	10	-24%	4

Adult Services

- “Yoga for Beginners” program at the Arbor Hill/West Hill Branch continues to be a well-attended program. There is a regular crowd of six or seven people each week.
- The annual library Foundation gala was held Oct. 22 at this location and was a great success. The branch closed early at 3 pm to set up for the event.

Youth Services

- “Real Talk,” a program hosted by the Alliance for Positive Health, is a popular program among teens. A journalism student from the College of St. Rose discovered the program and has contacted the library to get more information in order to write about it for the Pine Hills blog.
- Minecraft Mayhem continues to be a popular program among our young patrons and is consistently attended each week, averaging six or seven patrons.
- Pop-up crafts on Wednesday afternoons has been a successful passive program. Participants painted small pumpkins that were later used to decorate the library.
- Halloween event attracted more than 30 kids (most in costume) to decorate and eat cupcakes and trick-or-treat for candy in the library.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	9229	+7%	3
Door Count	6576	+8%	4
Computer Use	1310	+16%	6
WiFi	3376	-18%	5
Program Attend.	786	-1%	3
Meeting Room Usage	9	+50%	5

Adult Services

- Both adult book groups continue to do very well. Scrabble and knitting groups continue to draw people.
- Friday by-appointment eDevice instruction is still successful. An expansion of “electronic” programs for seniors is being considered.
- Any program revolving around food has been popular. October’s popcorn flavor tasting program was well-attended. The months of December through February will feature similar activities.
- Most adult programs are primarily attended by seniors, except for adult coloring and movie night. Artist-led programs are popular with seniors.

Youth Services

- Tuesday after-school art program has drawn very few participants, and New Scotland Elementary School parents have told us they are choosing the school programs over Bach Branch programs during after-school hours.
- Interestingly, this change in attendance has had positive effects at Bach Branch in that the building is much quieter after school. Adults using the building in the late afternoon seem happier. There have been no behavior issues.
- Hosted a film-making workshop by Youth FX where teens made a short film on Oct. 1. Also hosted a four-week filmmaking workshop for teens with 12 attendees.
- Youth services librarian visited Temple Israel Early Childhood twice in October to do story times for several classes on themes of “saying sorry” in celebration of Yom Kippur and “harvest time” in celebration of Sukkot.
- Two 5th grade classes from New Scotland Elementary School (369 New Scotland Avenue, Albany) visited on Oct. 6 to get a tour of the branch, learn how a library card works, and hear about the book collection for kids.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	14066	-8%	2
Door Count	9421	+1%	2
Computer Use	2482	+7%	2
WiFi	6530	-2%	2
Program Attend.	675	+9%	4
Meeting Room Usage	27	+17%	2

Adult Services

- Our paper mache class for adults, taught by a local Pine Hills artist and patron, has started with full registration and a waiting list. Feedback so far has been very good.
- The staff has been trained on wireless printing.
- Hotspots and Chromebooks are in the building to lend out, and the hotspots have proved very popular so far.

Youth Services

- This month found the Youth Services Department busy with outreach visits, Halloween-related fun, and lots of gaming
- Youth services librarian did outreach visits to area elementary schools, Albany High School, and day care centers. She also did the first Pop-Up Library visit to the Police Athletic League center.
- The afterschool school year programming is in full swing. Teens have been having gaming tournaments and making Halloween costumes. The kids have been doing creepy Halloween related activities each week. Lego Club has been steady, but expected to grow as the weather gets worse.
- Saturday activities related to Halloween went well this month. The “Scary Storytelling” was intended to be scary stories for school kids, but toddlers showed up. The youth services librarian was reminded that you have to be ready for anything when you work in a public library.

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	6889	-12%	4
Door Count	5924	-11%	5
Computer Use	1349	-6%	5
WiFi	2799	-15%	6
Program Attend.	1242	+78%	1
Meeting Room Usage	8	+38%	6

Adult Services

- New full-time branch librarian started Oct. 31. She will focus on ordering books that will bolster the adult fiction, namely mystery, collections. She also has plans to fill in recent TV shows and replace any recently popular, but currently missing, DVD movies.
- The CD collection has been streamlined and simplified, reducing the amount of genres by half and allotting more shelf space to previously under-supported collections. A large weeding occurred, with orders placed to refresh and deepen our overall collection. Several patrons have commented appreciatively regarding the new layout and new titles.
- “Beading with Danielle” continues to be a popular program and more craft programs will be added for adults, starting in January.

Youth Services

- “Girls Who Code” is off to a great start with three meetings so far. Kids are still asking about joining, so we expect to expand the number of kids who can attend.

- “Raising a Reader” program continues to go well, with the branch doing giveaway bags and presents for parents as their children reach the 1,000-book goal.
- Our newly added weekly “Teen Zone” is a success, with 8-10 teens coming each week to play games and use laptops. It will be expanded to include Minecraft and general coding options over the next several weeks, with the idea that these can grow into standalone programs.
- Monthly “Mic Drop” for teens is also a success, with regulars coming to make beats, play guitar and keyboard, sing, and rap. We have had teens coming in with their own prerecorded beats and raps written out, that we’ve then recorded together and to which we’ve added music.

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	5034	-25%	6
Door Count	6916	-11%	3
Computer Use	1649	-7%	3
WiFi	4441	-9%	3
Program Attend.	218	-7%	7
Meeting Room Usage	11	-11%	3

Adult Services

- A movie matinee series has been added to the adult program offerings.
- Historic Cherry Hill presented a sneak peek talk on their “Murder at Cherry Hill Tour,” which took place the weekend before Halloween.
- “With Pen in Hand” held an off-site writing exercise and tour at the Schuyler Mansion. The group was interested in getting inspired in Alexander Hamilton’s old house. They will present the mansion-inspired writings at a spring reading session.

Youth Services

- “Price Chopper’s Kids Cooking Club” led our celebration of National Taco Day on Oct. 4. More than 30 kids chopped, sliced, and sautéed the fixings for some delicious tacos.
- The South End Fire department helped us celebrate Fire Prevention Week on Oct. 14. A personnel member came in with stickers, equipment, and tips to get us all thinking about our escape plans in an emergency.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2861	+11%	7
Door Count	3986	+15%	7
Computer Use	5037	+3%	7
WiFi	1649	-31%	7
Program Attend.	283	+79%	6
Meeting Room Usage	n/a	n/a	n/a

Adult Services

- Put together many different displays this month, including: New York Times best-sellers, mixed collection of picture books and juvenile non-fiction for fall, Harry Potter, Halloween, and election day.

Youth Services

- Hosted a “Pumpkin Painting Contest” for youth and teens in October. Forty youngsters painted pumpkins and submitted them for the contest. Five pumpkins were awarded the “winners” (by patron votes) and received a small basket of goodies. All participants received a Stewart’s Ice Cream Coupon and a small baggie of goodies. The pumpkins were donated by Honest Weight Food Co-op, and the youths were allowed to work on the pumpkins in the branch or at home.

- “Edible Crafternoon” series in October: For Columbus Day, we created edible ships, and for Fire Safety Week, we made edible fire trucks.

OPERATIONS

AUTOMATION

	Number	YTD Change
Help Desk Tickets	57 opened / 64 resolved	

- Launched MineCraft and Xbox One teen programs
- Upgraded branch laptop carts to Windows 10
- Installed new Citrix servers for public PCs

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers		

- Presented a pop up library at Police Athletic League during an after-school session to issue and replace MyCARDS and check out items.
- Collaborating with the University at Albany student volunteer programs.
- Tabled at the Capital Mommas trunk-or-treat event.

COLLECTION MANAGEMENT

- Have identified some improvements to make in ordering procedures.
- Working on simplifying and improving Overdrive (eBook) selection process, for both Central and APL budgets.

FACILITIES

	Number	YTD Change	Rank
Work Orders			

- Playing catch up on work orders and preparing for winter.
- All boilers and heating systems have been serviced and are up and running.
- New restroom and nursing mothers’ room at Washington Ave. Branch is completed.
- Two more bike repair stations have been installed (Howe, Pine Hills).
- Most of our department effort was spent on regular repairs and preparation for the Oct. 22 gala.

FINANCE

- Bond refinance project: Held weekly conference call to keep entire team on track for November bond sale, which is on schedule. Held multiple calls with library counsel, PFM, and underwriter getting information together for the bond refinancing. Worked with public information officer, executive director, and PFM (Public Financial Management) to develop the Moody's rating agency presentation and the public offering statement for the 2007 bond refinancing. Presented library finances in Moody's presentation Nov. 2.
- Worked on gathering actual union member deduction usage data on medical plans for the contract negotiations.
- Working with APL team and Paylocity in transition to new payroll system.
- Held preliminary phone calls and have scheduled meetings to transition to new accounting firm, Marvin & Co.
- Presented the budget process, the budget modification process, and the five-year plan to the APL Board of Trustees at the board retreat.

HUMAN RESOURCES

	Number	YTD Change	
Full Time			
Part Time/Temp			
Promotion			
Resignation			
Termination			
Staff Size			
Training	20 staff / 100 hours	-36% staff / +42% hours	

- Personnel Changes: Hired one full-time custodial worker, promoted one part-time librarian I to full-time, promoted one part-time library assistant to part-time librarian, and one custodial worker resigned.
- Negotiations: Presented various health insurance benefit options to the union for consideration
- Payroll: Moved to Paylocity as our full payroll service company
- Wellness: Completed the annual step challenge. Presented “Mindful Eating” workshop with Capital District Physicians Health Plan to staff.
- Training: Attended training sessions with JFA on “Employee Navigator” for employee benefits.

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	29523	-24%	
Facebook Likes	2817	+25%	
Twitter Followers	2477	+18%	
Instagram Followers	2453	+87%	
Online Contacts	39	-74%	
Press Releases	5	+20%	

- Notable Media Coverage: Girls Who Code feature article in Times Union, Literary Legends feature article in Times Union, bond refinance project on Local Politics blog in Times Union (twice), Price Chopper job application clinic blurb in Times Union, Silent Film Spectacular story in All Over Albany, several photo spreads from APL collection in AOA.
- Marketing & Publications: Working on January/February program guide and distributed November/December edition. Creating materials to promote youth collections, library card, and “best of the year” book lists.
- eNotes: Distributed weekly to 25,000+ email addresses covering following topics: Literary Legends, patron survey, Silent Film Spectacular, visit by children’s author, Price Chopper job application workshop, Halloween activities.
- Notable Social Media Engagements: Facebook post about youth services librarians and Banned Books Week (895 people reached, 57 reactions, 72 clicks). Twitter photo from local history collection (677 impressions, 40 engagements). Instagram Book Face Friday photo of Bob Dylan book (90 likes).

PATRON CULTURE

	Number	YTD Change		
Incidents	26	-22%		
Positive Comments	4	+67%		
Neutral Comments	6	-26%		
Negative Comments	1	-44%		

Implementation and Status of ED Performance Goals 2016

Self Identified Goals		
Strategic Plan process	Start	Status
Select Consultant		
Contacted potential consulting firms	May	Completed
Draft RFP	May	Completed
Reviewed proposals	June	Completed
Met with Executive Committee and selected consultant	June	Completed
Planning		
Provided pertinent information to consultant for pre planning research	July	Completed
Meet with consultant to outline expectation	June	Completed
Scheduled events	August	Completed
Post		
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
Exploration		
Research the process	June	Completed
Present findings to finance comitee	July	Completed
Process		
Draft RFP for Finance consultant	July	Completed
Review proposals	August	Completed
Select firm	Sept	Completed
Close	Oct	Ongoing
Contract	Start	Status
Pre Negotiation		

Create negoation team from members of administration	January	Completed
Identify key changes to contract	April	Completed
Negotiations		
Participate in negotiation meetings	Sept	Ongoing
Meet with administration representatives to discuss union demands	Sept	Ongoing
Embedded Services to the Community	Start	Status
Wireless in the community		
Meet with key community stake holders to identify possible hotspot location	June	Ongoing
Lean Managment	Start	Status
Identify key members of Staff for launch	June	Completed
Coordinate meetings	July	Completed
Evaluate Findings	August	Completed
Impliment project	Nov	Ongoing
Explore Mobile Library Service		
Identify possible funding sources	June	Ongoing
Assigned by BOT At Hire		
Develop an integrated approach to civility and safety in the workplace.		
Civility Among Staff: Facilitites		
Re initiate weekly department meetings	Oct	Completed
Ongoing training in communication for all faciltities staff	Oct	Implimented
Explore gender diversification in the department	Oct	Ongoing
Ongoing training for facilities mainaentance	Oct	Ongoing
Security Engagement Model		
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
Develop a comprehensive plan for fund raising and provide regular updates to the Board on Foundation activity.		
Foundation	Start	Status
Establish annual budget for Foundation.	February	Completed
Identify additional programmatic participation to raise profile of Foundation	January	Completed
Friends		

Develop a process to monitor and evaluate staff morale to include satisfaction surveys, exit interviews and regular reporting of turnover rates and key staff		
Develop Staff Survey	Start	Status
Report to Board turnover rates and key staff changes		
Off Boarding Process For Staff		
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

Improve communication up and down the organization		
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
Complete an assessment of staff diversity and implement a plan to fill gaps.		
Explore opportunities to promote open positions in community	June	Ongoing
Execute the Strategic Plan while developing a strong process to measure outcomes.		
Reporting	Start	Status
Explore online dashboards	January	Ongoing
Create Customer Service Survey		
Analysis data and report finding to trustees	April	Completed

MEMORANDUM

To: APL Board of Trustees

From: Scott Jarzombek, Executive Director

Date: November 4, 2016

Re: Update on BIP Bond Refinancing Project

GENERAL

- The bond refinancing project is on schedule
- PFM (Public Financial Management), the library's financial advisor, has been holding weekly conference calls with entire project team, including:
 - Underwriter (Piper Jaffray)
 - Underwriter counsel (Bond, Schoeneck & King)
 - Bond counsel (Harris Beach)
 - Bond issuer (DASNY—Dormitory Authority of the State of New York)
 - Library general counsel (Whiteman Osterman Hanna)

IMPORTANT ACTIONS

- APL held bond rating call with Moody's on Nov. 2
- City School District of Albany (CSDA) Board of Education approved Tax Pledge and Collection Agreement on Nov. 3

SCHEDULE FOR BOND CLOSURE

- Nov. 7 – Finalize bond documents and POS (preliminary official statement)
- Nov. 8 – Receive bond rating from Moody's
- Nov. 9 – DASNY board meeting in NYC
- Nov. 10 – Mail POS
- Nov. 16 – Price bonds
- Nov. 21 – Mail OS (official statement)
- Dec. 6 – Pre-closing in Albany
- Dec. 7 – Closing

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)