



**ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**  
**May 9, 2017 | Pine Hills Branch**  
**6:00 pm | 517 Western Ave.**

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

Call to Order – 6:00 pm

Adoption of Agenda – 6:00 to 6:02 pm

Public Comment (comments limited to no more than 5 minutes per person) – 6:02 to 6:07 pm

Minutes – 6:08 to 6:10 pm

Treasurer's Report and Check Register – 6:10 to 6:15 pm

Committee and Liaison Reports/Action Items – 6:15 to 6:30 pm

- North Albany Branch Ad Hoc Committee
- UHLS Report

Policies and Procedures Review – 6:30 to 6:32 pm

Director's Report – 6:32 to 6:47 pm

Unfinished Business – None

New Business

- Representation on the UHLS Board – Discussion/Action – 6:47 to 6:52 pm
- Library Counsel Update on Contract Negotiations – Discussion/Action – 6:52 to 7:10 pm
- Report on April Patron Survey – Discussion – 7:10 to 7:20 pm
- Quarterly Evaluation of Board Meetings – Discussion – 7:20 to 7:25 pm

Public Comment (comments limited to no more than 5 minutes per person) – 7:25 to 7:30 pm

Executive Session (if necessary)

Adjournment – 7:30 pm

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

## **DRAFT MINUTES**

### **Meeting of the Board of Trustees of the Albany Public Library**

**April 4, 2017**

#### **Delaware Branch**

**TRUSTEES IN ATTENDANCE:** Alison Calacone (vice president for finance), Andrew Bechard, Elissa Kane, Matthew Finn, Karen Strong

**TRUSTEES LATE:** Michael Neppl (vice president) (6:11 pm)

**TRUSTEES ABSENT:** Mary-Ellen Piché (president), Arlene Way (secretary), Brenda Robinson

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

**CALL TO ORDER:** Calacone called the meeting to order at 6:02 pm.

**ADOPTION OF AGENDA:** Kane made a motion, seconded by Bechard, to add one item to new business and adopt the amended agenda. The motion was approved unanimously.

**PUBLIC COMMENT:** Aimee Allaud of Melrose Ave. discussed concerns about the Pine Hills Branch butterfly gardens. Allaud, who is a member of the Cornell Cooperative Extension master gardeners volunteer group that maintains the gardens, said the current placement of a shed and dumpster in the Pine Hills parking lot infringe upon the native plant garden at the rear of the property. Jarzombek indicated he would call Allaud the following day to develop a solution to move the shed and dumpster to spots that won't negatively impact the garden.

**AUDIT REPORT FROM MARVIN & CO.:** Carol Hausamann and Chris Healy from Marvin & Co. presented findings from the 2016 library audit during which the company reviewed APL's financial statements and provided an opinion about them. The firm gave the library an unqualified opinion, which is the highest statement an auditor can give for an audit, indicating the records and statements are accurate and fairly and appropriately presented according to generally accepted accounting principles.

**MINUTES:** The draft minutes from the March 15 regular board meeting were reviewed. Bechard 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 Feb. 28, 2017) will be filed. The updated check register (March 16 through April 12, 2017) was reviewed by the trustees. Bechard 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:**

**NOMINATING COMMITTEE REPORT:** Kane gave a short report about the recent candidate forum, during which five Albany residents received information about how to run for a seat on the board.

**FACILITIES COMMITTEE REPORT:** Bechard and Jarzombek discussed how the committee has been working on a project to improve the front of the Washington Ave. Branch building. The library plans to paint the front of the building, repair the sidewalk, and add a canopy and signage at the front entrance. Some of the work is dependent on the CDTA infrastructure project along Lark St. and Washington Ave., which is expected to start this summer. The committee will report back to the full board as plans are finalized.

**POLICIES AND PROCEDURES REVIEW:** There have been no changes since the March meeting.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on dual-language learners at Delaware, wireless printing, WiFi in the branches, and participation in Albany Promise, among other topics.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Strategic Plan Quarterly Update:** The Ad Hoc Strategic Plan Committee is working on a draft and will share that with the full board when it is ready.

**Request from Kingdom Children's Daycare:** This facility, located at 100 Southern Blvd., has asked that the Delaware Branch be designated an emergency evacuation location. In the event of an emergency at the daycare, children could be evacuated to the Delaware Branch for pickup by parents or guardians. Kane made a motion, seconded by Strong, to approve the Delaware Branch as an emergency evacuation location for the Kingdom Children's Daycare after a review by counsel and provision of insurance information to the library. The motion was approved by a vote of 5-0-1 with Finn abstaining.

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

**ADJOURNMENT:** Neppl made a motion, seconded by Kane to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 7:11 pm

**NEXT MEETING:** Tuesday, May 9 – Pine Hills Branch at 6:00 pm

ALBANY PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE THREE MONTHS ENDED  
MARCH 31, 2017

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	AMENDED % BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,652,455	554,371	1,663,113	25.00%
Tax Levy- Branch Improvement Plan	1,852,438	-	-	0.00%
Future Operations Income	42,104	3,509	10,527	25.00%
NYS Grants & Aid	187,150	-	-	0.00%
NYS Construction Grant	25,000	-	-	0.00%
Federal Grants & Aid	38,000	-	-	0.00%
Fines and Fees	130,213	18,496	43,890	33.71%
Book Sales	5,000	-	1,079	21.58%
Interest Income	10,000	1,917	30,743	307.43%
Foundation Contributions	20,000	-	-	0.00%
DASNY Project Reimbursement	0	-	-	0.00%
Copier Printers	1,500	-	-	0.00%
Miscellaneous income & Aid	10,000	34	8,656	86.56%
Fund Balance Used	340,745			
Total Support and Revenue	9,314,605	578,327	1,758,008	18.87%
Expenditures				
Payroll and Related costs	5,294,167	400,788	1,220,284	23.05%
Occupancy Costs	675,000	79,992	244,645	36.24%
Materials and Services	655,000	41,413	262,728	40.11%
Administration and Miscellaneous	453,000	42,193	99,021	21.86%
Information Technology	385,000	15,059	101,966	26.48%
Contingency	-	-	-	
Total Expenditures	7,462,167	579,445	1,928,644	25.85%
Debt Service	1,852,438	-	-	
Net Income (Loss)	-	(1,118)	(170,636)	

ALBANY PUBLIC LIBRARY  
DETAIL OF EXPENDITURES  
FOR THE THREE MONTHS ENDED  
MARCH 31, 2017

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
<b>PAYROLL AND RELATED COSTS</b>				
Salaries	3,630,971	268,603	810,391	22.32%
NYS Retirement System	496,709	41,392	124,301	25.02%
Payroll Taxes	243,554	19,761	59,638	24.49%
Hospital Insurance	867,433	69,957	217,028	25.02%
Payroll processing Costs	54,000	1,075	8,926	16.53%
Unemployment Insurance	1,500	-	-	0.00%
TOTAL	5,294,167	400,788	1,220,284	23.05%
<b>OCCUPANCY COSTS</b>				
Occupancy Costs	20,000	-	3,200	16.00%
Utilities & Telephone	215,000	15,257	46,792	21.76%
Maintenance & Repairs	286,000	64,585	178,068	62.26%
Maintenancew Supplies	64,000	150	7,435	11.62%
Security	5,000	-	-	0.00%
NYS Construction Grant	35,000	-	-	0.00%
Furniture/Building Improvements	50,000	-	9,150	18.30%
TOTAL	675,000	79,992	244,645	36.24%
<b>MATERIALS and SERVICES</b>				
Books, etc.	401,054	42,252	116,534	29.06%
Periodicals	45,000	(58)	43,099	95.78%
Central Library Data Base	125,735	-	93,842	74.63%
Central Library Book Aid	38,211	-	-	0.00%
On Line Services	45,000	(781)	9,253	20.56%
TOTAL	655,000	41,413	262,728	40.11%
<b>ADMINISTRATIVE and MISC.</b>				
Office & Library Supplies	60,000	5,167	17,837	29.73%
Postage	8,000	120	2,101	26.26%
Publicity, Printing	45,000	1,186	4,983	11.07%
Training and Travel	27,000	2,490	9,026	33.43%
Community Activities	8,000	85	85	1.06%
Professional Services	175,000	23,612	38,323	21.90%
Misc Grant Expense	0	-	-	0.00%
Programming Activities	60,000	4,020	10,126	16.88%
Insurance	70,000	5,513	16,540	23.63%
TOTAL	453,000	42,193	99,021	21.86%
<b>INFORMATION TECHNOLOGY</b>				
Information Technology Services	240,000	7,408	62,811	26.17%
Information Technology Software	15,000	3,015	3,015	20.10%
Information Technology Hardware	130,000	4,636	36,140	27.80%
TOTAL	385,000	15,059	101,966	26.48%
CONTINGENCY	0	-	-	0.00%
DEBT SERVICE PAYMENT	1,852,438	-	-	0.00%
TOTAL EXPENDITURES	9,314,605	579,445	1,928,644	20.71%

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Apr 6, 2017 to May 10, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6931	4/6/17	CSEA	1,990.81	Union Fees
6932	4/6/17	CSEA Employee Benefit Fund	18.83	Insurance-Hospitalization
6933	4/6/17	MetLife-TSA Contribution	1,561.00	403b
6934	4/6/17	NYS Deferred Comp Plan	957.92	NYS Def Comp Plan
6935	4/6/17	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6936	4/6/17	The Travelers	1,348.00	403b
6937	4/11/17	First Light Fiber	5,852.16	IT Services/Telephone Expense
6938	5/10/17	Midwest Tape	830.20	Audio/Visual
6939	5/10/17	Baker & Taylor	6,101.42	Books-Adult
6940	5/10/17	Midwest Tape	2,152.97	Audio/Visual
6941	5/10/17	Midwest Tape	908.00	Audio/Visual
6942	5/10/17	OverDrive, Inc.	4,135.23	Central Library Materials
6943	4/18/17	Albany Water Board	613.76	Building Repair/Maint.
6944	4/18/17	National Grid	9,215.71	Heat, Light and Power
6945	4/20/17	CSEA	1,977.37	Union Fees
6946	4/20/17	CSEA Employee Benefit Fund	18.83	Insurance-Hospitalization
6947	4/20/17	MetLife-TSA Contribution	1,652.91	403b
6948	4/20/17	NYS Deferred Comp Plan	1,007.83	NYS Def Comp Plan
6949	4/20/17	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6950	4/20/17	The Travelers	1,348.00	403b
6951	5/10/17	Midwest Tape	1,056.62	Audio/Visual
6952	5/10/17	Midwest Tape	1,203.95	Audio/Visual
6953	5/10/17	Midwest Tape	640.10	Audio/Visual
6954	5/10/17	MicroMarketing LLC	798.29	Books-Audio
6955	5/10/17	OverDrive, Inc.	3,951.93	Central Library Materials
6956	5/10/17	Baker & Taylor	6,737.73	Books-Adult
6957	5/10/17	Baker & Taylor	6,596.06	Books-Adult
6958	5/10/17	Ingram Library Services	170.59	Books-Adult
6959	5/10/17	Midwest Tape	1,486.69	Audio/Visual
6960	5/3/17	Albany Water Board	814.58	Building Repair/Maint.
6961	5/3/17	National Grid	5,259.74	Heat, Light and Power
6962	5/10/17	Midwest Tape	1,625.73	Audio/Visual
6963	5/10/17	Midwest Tape	1,244.47	Audio/Visual
6964	5/10/17	Midwest Tape	819.46	Audio/Visual
6965	5/10/17	Grainger	1,404.70	Building Repair/Maint.
6966	5/10/17	Adirondack Experience	150.00	Books-Adult
6967	5/10/17	Allied Administrators for Delta Dental	4,113.39	Insurance-Hospitalization
6968	5/10/17	Republic Services #964	1,771.11	Maint. Service Contracts
6969	5/10/17	Ashley Kinsey	85.00	Programming Delaware
6970	5/10/17	ATSCO Products	345.68	Supplies (Maint.)
6971	5/10/17	Audio Visual Sales & Service Inc.	3,475.00	IT Hardware/Services
6972	5/10/17	BlueShield of Northeastern New York	43,894.67	Insurance-Hospitalization
6973	5/10/17	Brad Rose Landscaping, Inc.	1,250.66	Maint. Service Contracts
6974	5/10/17	HMRRC	648.00	Insurance-Wellness
6975	5/10/17	CDTA	7,978.67	Fines and Fees Expense
6976	5/10/17	Charles Slatterick	690.00	Contracted Services
6977	5/10/17	Charles Sullivan	60.60	Exchange Account
6978	5/10/17	Classic Sheds & Gazebos	250.00	Building Repair/Maint.
6979	5/10/17	Comprise Technologies, Inc.	66.00	IT Hardware
6980	5/10/17	Dana Sela	70.00	Programming PH
6981	5/10/17	De Lage Landen Financial Services, Inc	939.92	Contracted Services
6982	5/10/17	Dell Marketing L.P.	1,231.28	IT Hardware
6983	5/10/17	Dickman Directories Inc.	365.15	Books-Adult
6984	5/10/17	Dwayne Lewis	66.18	Exchange Account
6985	5/10/17	Eastern Managed Print Network	104.18	Contracted Services
6986	5/10/17	Ehrlich Co., Inc.	177.00	Maint. Service Contracts
6987	5/10/17	ELM USA	69.95	Processing Supplies
6988	5/10/17	Eye Med Vision Care	593.01	Insurance-Hospitalization
6989	5/10/17	Federal Express	23.58	Postage

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Apr 6, 2017 to May 10, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6990	5/10/17	Fire Security & Sound Systems, Inc.	325.00	Building Repair/Maint.
6991	5/10/17	First Unum	2,038.77	Insurance-NYS Disability
6992	5/10/17	Genuine Parts Company-Albany	24.66	Van Maintenance
6993	5/10/17	Grainger	590.70	Building Repair/Maint.
6994	5/10/17	James Davidson	60.00	Programming Howe
6995	5/10/17	Fish's Majestic Enterprises, Inc.	499.58	Building Repair/Maint.
6996	5/10/17	Kevin Childs	63.49	Exchange Account
6997	5/10/17	LaCorte Companies, Inc.	1,170.00	Building Repair/Maint.
6998	5/10/17	MailFinance	119.95	Postage
6999	5/10/17	Main-Care Energy	293.77	Van Operations
7000	5/10/17	Malwarebytes Corporation	4,621.62	IT Software
7001	5/10/17	Marvin and Company, P.C.	2,900.00	Legal and Accounting Fees
7002	5/10/17	Movie Licensing USA	150.00	Programming AH/PH
7003	5/10/17	Nadine Sheldon	35.00	Programming Howe
7004	5/10/17	National Business Equipment	651.58	Contracted Services
7005	5/10/17	Nichole Rogers	200.00	Programming Howe
7006	5/10/17	Oriental Trading Company, Inc.	133.23	Programming YS/Howe
7007	5/10/17	P & J Computers, Inc.	195.00	IT Services
7008	5/10/17	Patricia Cuminsky	24.00	Fines and Fees Expense
7009	5/10/17	Richard Waugh	405.20	Insurance-Medicare Reimb.
7010	5/10/17	Scholastic Inc.	500.00	Programming YS
7011	5/10/17	The Children's Museum at Saratoga	625.00	Books-Adult
7012	5/10/17	Tim Reidy Productions	120.00	Programming YS
7013	5/10/17	Tor Loney	164.78	Travel/Staff Development
7014	5/10/17	UniFirst Corporation	44.90	Maint. Service Contracts
7015	5/10/17	Wolberg Electrical Supply Company	1,250.45	Building Repair/Maint.
Total			161,149.46	

# UHLS

April 12, 2017 Meeting

**Annual Report to NYSED for 2016** was approved and will be presented at UHLS Annual Meeting- June 14, 2017 at the Albany Country Club.

**NYS State Budget:** The State budget includes flat funding for State aid to library systems. The UHLS 2017 budget will have to be amended to reflect the decrease. The amended budget will be presented at the May 10, 2017 Finance and Board meetings.

## Excerpts from April 2017 Reports

### **Finance Committee**

The Committee reviewed the March Purchase Journal which had been sent out to the Board members prior to the meeting. Noted that there are frequently items in the Purchase Journal that are purchases made for the member libraries and then billed to them. These are often bulk purchases allowing for better pricing. Sometimes these purchases are made on a library's behalf because complicated payment procedures (especially for municipal libraries) make it easier for them to pay a bill to UHLS then to a new vendor. It was noted that the purchases made using the Jail Grant funds are being spread out over the year in order to provide the Jails with new materials on a regular basis as would be done in a public library.

### **TRUSTEE REPORTS**

- S. Keitel: Westerlo Library is partway through a construction project to create a Community Room in the area formerly occupied by the Historical Society.
- H. Hennings: Guilderland Board is starting a discussion about a By-Laws change in relation to Board attendance (or non-attendance).
- L. Lundgren: Poestenkill's annual Market Day will be held on Saturday, May 6<sup>th</sup>.
- Y. Terplak: Altamont will be holding a Book Sale on Saturday, May 6<sup>th</sup>.

## **NYS Regents Advisory Council for Libraries:**

Established 1894 by NYS Board of Regents, the RAC was formed to advise the Regents regarding Library policy and work with the officers of the State Education Department in developing comprehensive statewide library and information policy and makes recommendations to the Regents concerning the implementation of the program. The Regents Advisory Council serve as an advocate for libraries, library staff, and library trustees. On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law by President Obama. This bipartisan measure reauthorized the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law. The New York State Education Department has established an ESSA Think Tank that will assist the New York State Education Department (NYSED or "the Department") with development of



New York's ESSA state plan, which we anticipate that the Department will be required to submit to the United States Department of Education (USDE) in early 2017. The RAC was asked to review and contribute to NYS ESSA state plan. Original ESSA State Plan High Concept Ideas 10/14/2016 is located here:

<http://www.regents.nysed.gov/common/regents/files/FB%20Monday%20-%20ESSA%20State%20Plan%20High%20Concept%20Ideas.pdf>

# Modifications Suggested by RAC:

Submitted to NYSED March 31, 2017

10. To ensure that all schools value student proficiency, student growth, and improving student outcomes, we will hold schools accountable for percentages of students who are proficient and partially proficient in ELA and math; progress in increasing the percentage of proficient students over time; and growth of students in ELA and math from year to year. We support statewide requirements for a certified school librarian in all schools, k-12. This requirement is supported by a substantial body of research which has shown a strong correlation between a school librarian and higher student achievement.

18. To ensure that all students have equitable access to the most effective educators, regardless of their physical location, the Department will support school districts, BOCES and Institutes of Higher Education to develop comprehensive systems of educator support that address five common challenge areas: 1) preparation; 2) recruitment and hiring; 3) professional development and growth; 4) retention of effective teachers; and 5) extending the reach of the most effective educators to the most high-need students; and family and community engagement. To ensure that students fully understand and incorporate information literacy and critical thinking, we promote statewide support of a certified librarian in all schools, k-12.

28. To ensure that all students benefit from strong home-school partnerships, we will promote state, district, and school-level strategies for effectively engaging parents and other family members in their student's education. We will encourage flexible communication and collaboration through school and community libraries which connect children, teachers, and families within the broader educational community.

29. To ensure that schools are meeting the diverse academic and non-academic needs of all

students, we will support districts in strengthening early intervention strategies for English Learners; Students with Disabilities; Migrant Youth; Youth in Foster Care; Homeless Youth; Youth in Temporary Housing; Neglected, Delinquent, and At-Risk Students as defined in Title I, Part D; and other at-risk/underserved groups such as girls and LGBTQ Youth. Research shows that access to a certified school librarian leads to higher achievement and mastery of the standards by assisting in locating and implementing interventions. In addition, the school librarian fosters a love for reading while providing a safe space for all students to pursue their interests.

34. To ensure that plans are driving improvement, schools identified as low-performing will conduct an annual review and develop annual plans in collaboration with the families and school community. School and public libraries will collaborate to support student learning.

## Policy Master List

Updated 5/3/17

## 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. (Reviewing it with 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. 2016	Dec. 2017	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. 2017	Mar. 2019	CMS

Behavior	X		X		April 2016	April 2018	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2017	Mar. 2019	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. 2016	Oct. 2018	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. 2017	Mar. 2019	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. 2016	Dec. 2018	Admin
Purchasing	X		X		May 2015	May 2017	Finance Office
Whistle Blower	X		X		Mar. 2017	Mar. 2019	Admin – P&G
Conflict of Interest	X		X		Mar. 2017	Mar. 2019	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
<b>BOARD</b>							
Board Member Excused/Absent	X		X		Feb. 2016	Feb. 2018	Board
Fund Balance/Reserve Fund	X		X		Mar. 2017	Mar. 2019	Re-working
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  
MAY 2017**

## **EXECUTIVE SUMMARY**



*"We had many interactions with library staff members that were positive and helpful - from every clerk who processed new library cards for our clients, to reference librarians who toured them and answered questions, to Melanie Metzger and Meg Maurer who helped us locate the appropriate space, to the cleaning crew who kept the space spotless, and finally, to Samuel and the children's room librarians who opened the classroom doors for us. Thanks so much to all of them!"*

*When I discuss taxes in class to teach the new Americans about their responsibilities in that area, I always point to the libraries as a perfect example of our taxes at work in a positive way.*

*I'm personally proud to be an Albany resident - library supporter!"*

*-- Message to ED from staffer at US Committee on Refugees & Immigrants*

### **Services:**

Bach Branch staff are doing outreach storytimes to Temple Israel Early Childhood Center. In April, staff hosted several programs aimed at students on school vacation. The garden at Bach is now open, much to patrons' enjoyment. At the Pine Hills Branch, the Youth FX April program at Pine Hills was very popular. CMS has agreed to shift some funds into the Pine Hills nonfiction collection budget line. Adult programs have become so popular there are now waiting lists. The library also launched wireless printing, while there are some glitches to the system it has been popular with members of the public.

At the Delaware Branch, Tween Club has replaced LEGO Club, and Teen Zone has been gaining participation. The branch librarian has also been working on shifting the collection to make it more appealing. The Howe Branch is hosting BOCES-instructed TASC (Test Assessing Secondary Completion) prep classes. The branch hosted a successful Green Eggs and Ham hunt in the park area. The North Albany Branch is now offering a robotics class.

The Arbor Hill/West Hill Branch has started a book club with the Senior Neighbors Aging in Place in West Hill group. The branch also hosted youth from Parson's Child and Family Center utilized the branch's laptop lab by performing job seeking instruction with their clients. The Washington Ave. Branch hosted the annual Capital Region Homebuyer Fair, sponsored by The Affordable Housing Partnership (AHP), for the 11<sup>th</sup> year with attendance estimated at 300 members of the public. Youth Services held the yearly Raising a Reader baby shower early literacy event, which attracted 130 children and families.

### **Operations:**

HR and the Onboarding Committee has developed a draft onboard checklist for library clerk, librarian I and library assistant for the six-week through six-month period. The HR Department is regularly doing site visits at all of our locations. The Business Office has received the final audit and is working with HR on proposals for healthcare. The dumpster and facilities shed have been moved at Pine Hills. IT staff are working on outdoor WiFi hotspots.

### **Development:**

The Friends have discovered they do not have a nonprofit rate bulk postage account, and continues to struggle with membership renewals. The group has assigned three members to meet with the APL Foundation about a possible

merger. The Foundation is working on a small bike-the-branches event in September, and a larger one for the 10th BIP anniversary in two years. The group is also working on a pub crawl in June, and the Pine Hills art show will open June 2.

#### UHLS:

UHLS will host a Construction Grant 101 program on May 25th 10 am and 6:30 pm. The system is working with Public Library System Directors group (PULISDO) on the possible revision of minimum standards for the state. The UHLS-wide Boopsie app is launching sometime soon, and APL will be moving our patrons to it when our Boopsie contract is up at the end of the year. Please save the date: June 14th for the UHLS annual celebration.

#### ED Report:

- So far, we have visited 14 neighborhood associations to present the budget; feedback has been favorable.
- The community report is online in PDF and video format
- The Administration has been working with CDTA and its vendors to prep for the work being done in front of Washington Ave.
- The shed has been moved at Pine Hills.
- The Ad Hoc Strategic Plan Committee continues to meet about the draft plan.
- APL had the annual Staff Development Day at Pine Hills this year.
- The library will be participating in CDLC's (Capital District Library Council) Direct Access Program again, which gives borrowing privileges to university faculty and card holders access to University Library Services.
- Bleecker, our owl logo costume, made his debut at the Raising a Reader Baby Shower, and plans to appear in our tent at Tulip Fest next.

#### ED Calendar:\*

4/4 – Focus on Albany Podcast	4/20 – Community Report: Pine Hills NA
4/5 – Code Blue Subcommittee	4/21 – Copyright for Librarian CDLA
4/6 – Leadership Tech Valley Project	4/23 – Raising a Reader Baby Shower
4/6 – Community Report: Delaware Area NA and New Scotland NA	4/24 – Friends of the Albany Public Library
4/7 – Urban Libraries Conference	4/24 – Ad Hoc North Albany Branch Committee
4/10 – Community Report: Sheridan Hollow NA	4/25 – Community Report: North Albany NA
4/11 – Ad Hoc Strategic Plan Committee	4/26 – Planning and Conducting Effective Focus Groups
4/11 – Community Report: Beverwyk NA	4/26 – Community Report: Upper Washington Ave NA
4/12 – AARP Conference	4/27 – Hotspot Presentation: CDLC
4/18 – Facilities Committee Building Tour: Pine Hills	4/30 – First Church Albany Outreach

*\*Calendar includes outreach, committee, dealings with the press and community partner meetings, as well as the director's professional development*

#### APL TOTALS

	Number	YTD Change
Circulation	57210	-7%
eCirculation		
Door Count	66794	-5%
Computer Use	11865	-5%
WiFi	4824	-70%
Program Attend.	4553	-12%
Meeting Room Usage	171	+14%

*\*eCirculation number is without Flipster (magazines) numbers, as product is reports out 1 month behind.*

*\*\*\*Program numbers do not include tax help, as organization has not reported them yet.*

## DEPARTMENT REPORTS

### Central Service Area

#### WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	18167	-18%	1
Door Count	28684	-4%	1
Computer Use	3741	-11%	1
WiFi	1621	-89%	1
Program Attend.	1522	-3%	1
Meeting Room Usage	69	-6%	1

#### Adult Services

- For the eleventh year, APL hosted the annual Capital Region Homebuyer Fair, sponsored by The Affordable Housing Partnership (AHP) on April 29. Several rooms at the Washington Avenue Branch were used to accommodate 21 exhibitors, as well as seminars, credit report retrieval, and pre-qualification counseling for mortgages. Mayor Sheehan, Assemblymember Fahy, and other community leaders came by to greet people and show support for AHP, affordable housing, and the library. More than 300 people attended the fair, of which 120 received free credit reports.
- Two employees from the Reference Department participated in a training on "What Happens at the One Stops," on April 11. For years, we have directed patrons to 175 Central Ave to the One Stop Career Central (Department of Labor) for resume help, job help, and assistance with unemployment insurance without having any insider knowledge of their intake process and services. Staff attendees provided detailed information to the rest of the department so we can provide our patrons with better information about what to expect when they walk in for the first time.

#### Youth Services

- We offered a technology or science program every day over April break week, delivered by our own librarians or partners from Youth FX. Our attendees made a podcast, built cat castles, and crafted recycled planters!
- We also held our annual Raising a Reader baby shower early literacy event. The event attracted 130 youngsters and parents inside on a sunny Sunday afternoon. Attendees got information about local family support services, our library services, and the importance of early literacy for children, all in a fun atmosphere.

#### ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	4086	+11%	6
Door Count	5087	+3%	6
Computer Use	1584	+24%	3
WiFi	486	-48%	5
Program Attend.	249	+44%	7
Meeting Room Usage	19	+19%	4

#### Adult Services

- The Arbor Hill/West Hill Branch has started a book club with the Senior Neighbors Aging in Place in West Hill group. The group is excited to have library service that is so convenient.
- Also in April, the branch offered a Plant and Garden program in preparation for spring. Community patrons were offered a variety of seeds to get their gardens started along with related reading materials.

#### Youth Services

- UALbany's STEP team volunteered some of their time during the Albany School District's Spring Break Week. Youth who visited the Arbor Hill/West Hill Branch were able to participate on three separate days, learning the basics of STEP.



- Parson's Child and Family Center utilized the branch's laptop lab by performing job-seeking instruction with their clients. Youth were able to obtain valuable employment related skills.

## West Service Area

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

	Number	YTD Change	Rank
<b>Circulation</b>	8673	-3%	3
<b>Door Count</b>	5760	-15%	5
<b>Computer Use</b>	1012	-16%	6
<b>WiFi</b>	628	-57%	3
<b>Program Attend.</b>	439	-13%	5
<b>Meeting Room Usage</b>	17	+68%	5

#### Adult Services

- The Bach garden opened for the season on April 12 and has been popular with patrons of all ages.
- The bicycle tool station has been widely used this month.
- A volunteer from the library school has enabled us to schedule a second “one-on-one eHelp” afternoon per week thanks to our volunteer coordinator who has been canvassing the academic community for volunteers. Youth Service
- Two 5th grade classes from New Scotland Elementary School visited. They watched a short video about how toilets work and toilet paper is made, then did an experiment to see how different types of toilet paper disintegrated in plain water. Most students brought library cards and checked out books.
- Youth librarian visited Temple Israel Early Childhood Center to perform storytime for three classrooms. The theme was “an imaginary trip through Israel.”
- Hosted several programs during the April school vacation, including make-your-own kites, meet NewsChannel 13 meteorologist, and art workshop with the Tang Teaching Museum.

### **PINE HILLS BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	12765	-4%	2
<b>Door Count</b>	9679	-9%	2
<b>Computer Use</b>	2371	-8%	2
<b>WiFi</b>	837	-69%	2
<b>Program Attend.</b>	905	+15%	2
<b>Meeting Room Usage</b>	34	+38%	2

#### Adult Services

- Two of our regular programs, Pilates and the monthly art class, were both filled and had a waiting list.
- We took advantage of the New York State Library’s Adult Literacy Library Services Program grant that UHLS coordinated and scheduled a job help program here with Dr. Tom Denham. We had 13 attendees, and great reviews from both patrons and staff.
- PrinterOn has been implemented at Pine Hills, and is proving very popular so far. We are still having a glitch with certain pages not printing, which IT is looking into.

#### Youth Services

- Youth FX has been running during April and it's been a great success. Children who never participate in any programming have joined the filmmaking workshop and we're excited to be giving them the experience of learning a new skill at the library.
- Two Special Education classes from Albany High School came for a library visit. Of the 45 students who visited, staff issued 23 new library cards as the other 22 already had cards. We did a scavenger hunt activity to familiarize the students with the library collection.

## East Service Area

### **DELAWARE BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	6636	-2%	4
<b>Door Count</b>	622	-4%	4
<b>Computer Use</b>	1244	0%	5
<b>WiFi</b>	418	-66%	6
<b>Program Attend.</b>	452	-10%	4
<b>Meeting Room Usage</b>	11	0%	6

#### Adult Services

- Collection development for the adult collection continues to remain on course, including a shift of the adult fiction collection to make room for the romance novel collection and providing more space for the books and face-outs.
- The area immediately in front of the door has returned to display space and will be decorated and adorned accordingly.

#### Youth Services

- The tutors at this branch are wrapping up their work study hours. Families have been very happy with this offering and look forward to its return in the fall.
- A revamped tween club, "Tween Time," will replace the LEGO Club on Wednesday afternoons and feature video games, laptops, and LEGOs for kids 12.
- Teen Zone hit a new stride this month, with teens playing guitar, making videos, and gaming. We also added new games, expanding the number of patrons taking part and bringing in some new ones.
- This month's Mic Drop program had a poetry theme, with books of poetry being used for song ideas and lyrics. Additionally, teens were invited to recite rhyming children's books as rap lyrics.
- A third child and her mom, reached the 1,000-book goal of our Raising a Reader program. As the caregivers at storytime see other parents reaching this goal, it seems to spur them on to participate. Several children are now on track to reach the goal within a couple of months. They each receive a large owl with their name on it that we proudly showcase on our lobby wall.

### **JOHN A. HOWE BRANCH**

	Number	YTD Change	Rank
<b>Circulation</b>	4348	+3%	5
<b>Door Count</b>	7207	-6%	3
<b>Computer Use</b>	1304	+2%	4
<b>WiFi</b>	493	-16%	4
<b>Program Attend.</b>	628	-55%	3
<b>Meeting Room Usage</b>	21	+64%	3

#### Adult Services

- Branch Librarian Chinasa Seyse is moving on to the Schenectady County Public Library.
- Monday Yoga series attracted core group of seven regular patrons, who hope the program will continue after the new branch librarian is hired.
- The BOCES TASC prep classes are off to a great start. Each Tuesday and Thursday offering brings in about 22 students.

#### Youth Services

- The 6<sup>th</sup> Annual Green Eggs and Ham hunt was a success, bringing out 18 children and their families. The new Howe Park was the setting for the hunt, which was perfect for the younger kids that attended.

## NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2535	+2%	7
Door Count	4152	+6%	7
Computer Use	609	-16%	7
WiFi	341	-64%	7
Program Attend.	358	+1%	6
Meeting Room Usage	n/a	n/a	n/a

### Adult Services

### Youth Services

- Hosted second annual Bunny Hop Storytime and Egg Hunt on April 15 with almost 30 families in attendance.
- Teen Robotics Club participants completed initial construction of their robots and tested them out.
- Celebrated Arbor Day and Earth Day with Gnome and Fairy Gardens craft activity with kids and teens.

## OPERATIONS

### INFORMATION TECHNOLOGY

	Number	YTD Change
Help Desk Tickets	68 completed	

- Resolved issue with PrinterOn regarding multiple copies
- Repaired projector and screen at Pine Hills
- Budget and purchased equipment for outdoor WiFi project
- Upgrades to server and database infrastructure (multi-month project)
- Review of 2017 Q1 IT budget and projections for remainder of year

### COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	36 volunteers / 176.5 hours	-51% Vol. / -58% hours

- Met with city school district staff to discuss our participation in the future "New Arrivals Academy" to be housed in North Albany Academy school.
- Begun recruiting additional volunteers for the Library Links home delivery program.
- Hosted a table at the city's Healthy Aging Fair.
- Participating in parent night activities at ACSD locations.
- The City of Albany Summer Youth Employment Program hosted application assistance clinics at multiple library branches.

### COLLECTION MANAGEMENT

- New Release Tuesdays: 55 books were checked out from the cart in April. "Today one of our regulars told me he pushed back a meeting at work just so he could go to the library and see the new release cart. He was very excited when there was a copy of the new John Sandford novel!"
- Added adult Blu-Ray nonfiction location codes for the rest of our branches. As early adopters, only Washington and Pine Hills needed them until now.
- APL has received, through UHLS, \$24,000 from member libraries for purchasing Overdrive adult fiction holds. We expect about \$11,000 more later in the year. So far, we have purchased \$5,357 worth of eBooks. The eContent Advisory Council expects the holds wait time to go down.
- At Staff Development Day CMS staff gave presentations on the life cycle for books, AV, and other materials at APL, and our materials ordering platforms.

## **FACILITIES**

	Number	YTD Change	Rank
Work Orders	92 requests/ 93 completed/ 14 in progress		

- At Pine Hills, we have replaced the old rotten window sills on the first floor with new oak sills and have also installed new chair rails in the meeting rooms to help care for the walls.
- At Arbor Hill, we have finished repainting the study rooms and small meeting room to help with the wear that has occurred over the last 7 years there.
- We have begun to open the outdoor gardens at Bach and Howe for the summer.
- We have begun refinishing the floors at some of our Branches. Delaware was concentrated on first and more work will follow at Bach and Pine Hills.
- We also conducted fire drills at all Branch locations except North Albany.

## **FINANCE**

- Received final report of 2016 audit performed by Marvin & Co.
- Worked on RFP for healthcare.
- Working on bond reporting of financial results.

## **HUMAN RESOURCES**

	Number	YTD Change	
Full Time	60		
Part Time/Temp	65		
Promotion	0		
Resignation	1		
Termination	0		
Vacancy	1		
Staff Size	125		
Training	111 Staff / 757.5 hours	-6% staff / +3% hours	

- Personnel Changes: Hired two part time community engagement clerks and two temporary librarian I.
- Planning: Onboarding committee met and we have developed a draft onboard checklist for library clerk, librarian I and library assistant for the six week through six-month period. HR Manager & HR Technician continue to make changes to the first day onboarding checklist. HR Manager & HR Technician assisted with RFP for insurance brokers.
- Training: Human Resources & Finance Manager attended two “one-on-one” leadership training session. HR Department attended and assisted in the planning and presentation of the annual staff development day.
- Customer Service: HR visited staff at Bach, N. Albany, Delaware, Pine Hills, Howe and AH/WH.
- Wellness: Twenty-nine staff members have signed up for the May “CDPHP Workforce Challenge.” Nineteen staff members have signed up for the May “Bike to Work Day.”

## **PUBLIC RELATIONS**

	Number	YTD Change	Rank
Unique Page Views	33053	-11%	
Facebook Likes	2953	+14%	
Twitter Followers	2686	+16%	
Instagram Followers	2889	+54%	
Online Contacts	23	-66%	

<b>Press Releases</b>	4	+33%	
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- Marketing: Major items promoted (across all print and digital channels): Raising a Reader Baby Shower, Capital Region Homebuyer Fair, library budget, trustee election, spring break activities, Albany Made podcast, and patron survey.
- Content: Distributed May/June program guide; working on July/August issue. Weekly email newsletter highlighted spring break activities, run for library trustee, schedule changes, community report, candidates for trustee, Raising a Reader Baby Shower, patron survey, newest podcast, candidate forums, Capital Region Homebuyer Fair, and May the 4<sup>th</sup> activities. Developed “did you know” video series for use on social media.
- News Coverage: Library budget and candidate forums: Times Union (two stories). Capital Region Homebuyer Fair: Times Union and All Over Albany. Display at Delaware Branch: The (Oneonta) Daily Star. Albany Made makerspace: The (Schenectady) Daily Gazette. Fishing poles and other “surprising things libraries are lending now”: Atlas Obscura.
- Social Media: April Fool’s Day post about “live chicken lending” on Facebook reached 8,313 people with 294 reactions/comments/shares. Podcasting workshop for teens on Twitter had 1,232 impressions and 14 engagements. #BookFaceFriday about Alan Ginsberg on Instagram had 122 likes and 704 impressions.

## **PATRON CULTURE**

	Number	YTD Change		
<b>Incidents</b>	29	+29%		
<b>Positive Comments</b>	7	-24%		
<b>Neutral Comments</b>	10	-3%		
<b>Negative Comments</b>	0	-75%		

## Implementation and Status of ED Performance Goals April

2017		
Customer Service & Community Relations	Start	Status
<b>Outreach Plan</b>		
Delivery service to senior living facilities.	3/17	Completed
2017 Annual Report	4/17	Completed
<b>Marketing Plan</b>		
Launch Library Podcast	12/16	Completed
Create marketing plan for to attract college students to the library	2/17	Planned
<b>Organizational Growth</b>		
<b>3-year strategic plan.</b>		
Creation of Ad Hoc Board Committee	2/17	Completed
Creation of Ad Hoc Board Committee	3/17	Completed
Draft Document	4/3	Ongoing
<b>Develop 5 Year Facilities Plan</b>		
Developed process for building assessment.	1/17	Completed
Began assessment for Pine Hills	2/17	Ongoing
<b>Develop 5 Year IT Plan</b>		
<b>Administration &amp; HR Management</b>		
<b>Develop Robust Volunteer Service plan</b>		
<b>Expand efforts to improve civility and respect across the organization</b>		
<b>Financial Management /Legal Compliance/Fundraising</b>		
<b>Work with Foundation to establish donor relationships and increase funding.</b>		
Friends and Foundation Merger proposal	3/17	Completed
Foundation and Friends facilitatied meeting	4/17	Ongoing
<b>Establish Fund Balance Policy to create Capital Fund</b>		
Policy written	1/17	Completed
Vetted in committee	2/17	Completed
Adopted by Organization	3/15	Completed
<b>Continue Lean Management</b>		
Planning Meeting	2/17	Completed
Kiazen Event: Room Usage	3/9	Completed