



**ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

**July 11, 2017 | North Albany Branch**

**6:00 pm | 616 North Pearl St.**

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

Call to Order – 6:00 pm

Swearing in of Brenda Robinson, Jenna Pitera, and Sarah Shearer – 6:00 to 6:05 pm

Adoption of Agenda – 6:05 to 6:06 pm

Public Comment (comments limited to no more than 5 minutes per person) – 6:06 to 6:11 pm

Minutes – 6:11 to 6:12 pm

- June 13 Regular Meeting
- June 27 Special Meeting

Treasurer's Report and Check Register – 6:12 to 6:17 pm

Committee and Liaison Reports – 6:17 to 6:27 pm

- Facilities Committee

Review Policies and Procedures Grid – Discussion/Action – 6:27 to 6:30 pm

Director's Report – 6:30 to 6:45 pm

Unfinished Business

- Strategic Plan Presentation – Discussion/Action – 6:45 to 7:00 pm

New Business

- Appointment of Board Treasurer – Discussion/Action – 7:00 to 7:02 pm
- Election of Board Officers – Discussion/Action – 7:02 to 7:20 pm
- Appointment of UHLS Liaison – Discussion/Action – 7:20 to 7:25 pm
- Board Committee Placements/Interest – Discussion/Action – 7:25 to 7:35 pm

Public Comment (comments limited to no more than 5 minutes per person) – 7:35 to 7:40 pm

Executive Session (if necessary)

Adjournment – 7:45 pm

Next Meeting – Aug. 8 at Howe Branch

## **DRAFT MINUTES**

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

**June 13, 2017**

#### **Arbor Hill/West Hill 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, Karen Strong

**TRUSTEES ABSENT:** Mary-Ellen Piché (president)

**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), Jenna Pitera (trustee-elect)

**CALL TO ORDER:** Neppl called the meeting to order at 6:01 pm.

**ADOPTION OF AGENDA:** Strong made a motion, seconded by Robinson, to adopt the amended agenda, which moved the "Contract Update" discussion item to executive session. The motion was approved unanimously.

**PUBLIC COMMENT:** No members of the public were present.

**MINUTES:** The draft minutes from the May 9 regular board meeting were reviewed. Bechard made a motion, seconded by Way, to approve the minutes with one correction. The motion was approved unanimously.

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through April 30, 2017) will be filed. The updated check register (May 11 through June 14, 2017) was reviewed by the trustees. Calacone made a motion, seconded by Bechard, to accept the updated check register and approve it for payment. The motion was approved unanimously.

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

**NORTH ALBANY BRANCH AD HOC COMMITTEE REPORT:** Jarzombek reported that the library administration has moved forward on two suggestions from the committee. Administration has formally asked the YMCA to defer the rent increase until next year, and has presented a funding request to the Albany County Legislature. The administration and committee will continue discussing these topics and present regular updates to the full board.

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

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed by Jarzombek. He fielded inquiries about the tutoring program, volunteer coordinator position, and facilities work at the Washington Ave. Branch

**UNFINISHED BUSINESS:**

**Update on Strategic Plan:** The structure of a draft strategic plan was shared with the trustees. The full plan will be presented at the July meeting for a thorough review and discussion by the board.

**Review Results from Quarterly Board Meeting Evaluation:** Jarzombek shared the results and noted that this review process will continue.

**NEW BUSINESS:**

**License Agreement with CDTA:** The trustees reviewed a tentative license agreement with the Capital District Transportation Authority (CDTA) that would allow CDPHP Cycle! to occupy 2,300-square-feet in the basement and 215-square-feet on the third floor of the library building at 161 Washington Ave. The basement area would provide space for the storage, repair, and maintenance of bicycles in the bike-share program, while the third floor area would serve as office space for CDPHP Cycle! staff. Both spaces are in non-public areas of the library building. The library would receive \$12,210 annually in this year-to-year agreement.

Kane made a motion, seconded by Calacone, to approve the license agreement concept as presented at the meeting and to authorize the executive director to negotiate the final agreement with CDTA. The motion was approved unanimously.

**License Agreement with ACAP:** The trustees reviewed a tentative license agreement with the Albany Community Action Partnership (ACAP) that would allow a pre-school Head Start class to occupy a 1,692-square-foot classroom and 135-square-foot bathroom on the third floor of the library building at 161 Washington Ave. Both spaces are in non-public areas of the library building. The library would receive \$18,270 annually in this three-year agreement.

Bechard made a motion, seconded by Way, to approve the license agreement concept as presented at the meeting and to authorize the executive director to negotiate the final agreement with ACAP. The motion was approved unanimously.

**Board Meeting Schedule for 2018:** The tentative Board of Trustees meeting schedule for 2018 was presented and briefly discussed. It was noted that the September meeting date may need to be moved as it falls on the second night of Rosh Hashanah. Kane made a motion, seconded by Strong, to approve the schedule as submitted. The motion was approved by a vote of 6-0-2, with Bechard and Calacone abstaining.

**Biannual Update on APL Foundation:** Jarzombek provided a brief overview on recent Foundation activities.

**Albany Promise Partnership in Summer Reading Program:** The library is working with Albany Promise, a community coalition of more than 60 organizations with a shared vision and accountability for the educational success of Albany's children, now on a study to determine the influence of participation in the Summer Reading Program on children's reading comprehension. In this first of its kind study, the library is seeking to prove that reading over the summer reduces the "summer slide" and prevents loss of learning during the 10-week break from school. Individual students will not be identified in this study and the data will be collected as an aggregate. Results will be reported to the board.

**PRESENTATION TO OUTGOING TRUSTEE:** Jarzombek and the trustees thanked Way for her five years of service as a member and officer of the board.

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

**EXECUTIVE SESSION:** Bechard made a motion, seconded by Robinson, to enter into executive session to discuss the public employee collective bargaining unit contract. The motion was approved unanimously. The board entered executive session at 7:26 pm.

Calacone made a motion, seconded by Kane, to end the executive session and return to open session. The motion was approved unanimously and executive session concluded at 8:05 pm.

**ADJOURNMENT:** The board re-entered open session and immediately adjourned the meeting.

**NEXT MEETING:** Tuesday, July 11 – North Albany Branch at 6:00 pm

## **DRAFT MINUTES**

### **SPECIAL MEETING of the Board of Trustees of the Albany Public Library June 27, 2017 Washington Ave. Branch**

**TRUSTEES IN ATTENDANCE:** Mary-Ellen Piche (president), Michael Neppl (vice president), Arlene Way (secretary), Andrew Bechard, Elissa Kane, Karen Strong, Matthew Finn

**TRUSTEES ABSENT:** Brenda Robinson, Alison Calacone

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant director), Robert Schofield (counsel)

**CALL TO ORDER:** Piche called the meeting to order at 6:00pm.

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

**PUBLIC COMMENT:** There were no comments.

#### **NEW BUSINESS:**

**Approve Bargaining Unit Contract:** The new bargaining unit contract, which was ratified by employee members of CSEA, Local 1000 AFSCME, AFL-CIO on June 26, was presented to the trustees. Strong made a motion, seconded by Way, to approve the contract. The motion was approved unanimously. The new contract goes into effect on July 1, 2017 and ends on                     .

**PUBLIC COMMENT:** There were no comments.

**ADJOURNMENT:** Kane made a motion, seconded by Neppl, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:02 pm.

ALBANY PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE FIVE MONTHS ENDED  
MAY 31, 2017

|                                   | ANNUAL<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | AMENDED<br>% BUDGET<br>EXPENDED |
|-----------------------------------|------------------|------------------|-----------------|---------------------------------|
| Support and Revenue               |                  |                  |                 |                                 |
| Tax Levy-Library Operations       | 6,652,455        | 554,371          | 2,771,855       | 41.67%                          |
| Tax Levy- Branch Improvement Plan | 1,852,438        | -                | -               | 0.00%                           |
| Future Operations Income          | 42,104           | 3,509            | 17,545          | 41.67%                          |
| 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          | 14,210           | 72,614          | 55.77%                          |
| Book Sales                        | 5,000            | -                | 1,079           | 21.58%                          |
| Interest Income                   | 10,000           | 10,453           | 51,044          | 510.44%                         |
| Foundation Contributions          | 20,000           | -                | -               | 0.00%                           |
| DASNY Project Reimbursement       | 0                | -                | -               | 0.00%                           |
| Copier Printers                   | 1,500            | -                | -               | 0.00%                           |
| Miscellaneous income & Aid        | 10,000           | 9                | 9,284           | 92.84%                          |
| Fund Balance Used                 | 340,745          |                  |                 |                                 |
| Total Support and Revenue         | 9,314,605        | 582,552          | 2,923,421       | 31.39%                          |
| Expenditures                      |                  |                  |                 |                                 |
| Payroll and Related costs         | 5,294,167        | 402,482          | 2,029,440       | 38.33%                          |
| Occupancy Costs                   | 675,000          | 32,431           | 317,199         | 46.99%                          |
| Materials and Services            | 655,000          | 44,772           | 332,387         | 50.75%                          |
| Administration and Miscellaneous  | 453,000          | 36,854           | 169,923         | 37.51%                          |
| Information Technology            | 385,000          | 4,643            | 160,954         | 41.81%                          |
| Contingency                       | -                | -                | -               |                                 |
| Total Expenditures                | 7,462,167        | 521,182          | 3,009,903       | 40.34%                          |
| Debt Service                      | 1,852,438        | -                | -               |                                 |
| Net Income (Loss)                 | -                | 61,370           | (86,482)        |                                 |

ALBANY PUBLIC LIBRARY  
 DETAIL OF EXPENDITURES  
 FO THE FIVE MONTHS ENDED  
 MAY 31, 2017

|                                  | ANNUAL<br>BUDGET | CURRENT<br>MONTH | YEAR TO<br>DATE | % BUDGET<br>EXPENDED |
|----------------------------------|------------------|------------------|-----------------|----------------------|
| <b>PAYROLL AND RELATED COSTS</b> |                  |                  |                 |                      |
| Salaries                         | 3,630,971        | 272,483          | 1,353,542       | 37.28%               |
| NYS Retirement System            | 496,709          | 41,392           | 207,085         | 41.69%               |
| Payroll Taxes                    | 243,554          | 20,116           | 99,693          | 40.93%               |
| Hospital Insurance               | 867,433          | 67,397           | 358,007         | 41.27%               |
| Payroll processing Costs         | 54,000           | 1,094            | 11,113          | 20.58%               |
| Unemployment Insurance           | 1,500            | -                | -               | 0.00%                |
| TOTAL                            | 5,294,167        | 402,482          | 2,029,440       | 38.33%               |
| <b>OCCUPANCY COSTS</b>           |                  |                  |                 |                      |
| Occupancy Costs                  | 20,000           | -                | 3,200           | 16.00%               |
| Utilities & Telephone            | 215,000          | 11,841           | 71,065          | 33.05%               |
| Maintenance & Repairs            | 286,000          | 9,820            | 208,381         | 72.86%               |
| Maintenance Supplies             | 64,000           | 7,198            | 21,831          | 34.11%               |
| Security                         | 5,000            | -                | -               | 0.00%                |
| NYS Construction Grant           | 35,000           | -                | -               | 0.00%                |
| Furniture/Building Improvements  | 50,000           | 3,572            | 12,722          | 25.44%               |
| TOTAL                            | 675,000          | 32,431           | 317,199         | 46.99%               |
| <b>MATERIALS and SERVICES</b>    |                  |                  |                 |                      |
| Books, etc.                      | 401,054          | 39,213           | 190,478         | 47.49%               |
| Periodicals                      | 45,000           | -                | 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           | 5,559            | 4,968           | 11.04%               |
| TOTAL                            | 655,000          | 44,772           | 332,387         | 50.75%               |
| <b>ADMINISTRATIVE and MISC.</b>  |                  |                  |                 |                      |
| Office & Library Supplies        | 60,000           | 12,622           | 37,767          | 62.95%               |
| Postage                          | 8,000            | 167              | 2,412           | 30.15%               |
| Publicity, Printing              | 45,000           | 306              | 11,398          | 25.33%               |
| Training and Travel              | 27,000           | 5,571            | 16,434          | 60.87%               |
| Community Activities             | 8,000            | -                | 2,715           | 33.94%               |
| Professional Services            | 175,000          | 3,446            | 49,442          | 28.25%               |
| Misc Grant Expense               | 0                | 150              | 150             | 0.00%                |
| Programming Activities           | 60,000           | 9,079            | 22,038          | 36.73%               |
| Insurance                        | 70,000           | 5,513            | 27,567          | 39.38%               |
| TOTAL                            | 453,000          | 36,854           | 169,923         | 37.51%               |
| <b>INFORMATION TECHNOLOGY</b>    |                  |                  |                 |                      |
| Information Technology Services  | 240,000          | 7,860            | 94,604          | 39.42%               |
| Information Technology Software  | 15,000           | 599              | 8,235           | 54.90%               |
| Information Technology Hardware  | 130,000          | 5,357            | 58,115          | 44.70%               |
| TOTAL                            | 385,000          | 4,643            | 160,954         | 41.81%               |
| CONTINGENCY                      | 0                | -                | -               | 0.00%                |
| DEBT SERVICE PAYMENT             | 1,852,438        | -                | -               | 0.00%                |
| TOTAL EXPENDITURES               | 9,314,605        | 521,182          | 3,009,903       | 32.31%               |

## **Albany Public Library Facilities Committee Meeting June 22, 2017**

### **MEETING MINUTES:**

The Facilities Committee of the Albany Public Library (APL) Board of Trustees met Thursday, June 22, 2017 at 5:30 PM at the Washington Avenue Library in the Tompkins Computer Lab at 161 Washington Avenue, Albany, NY. The meeting was called to order at 5:30 PM. In attendance: Andrew Bechard, Elissa Kane, Matthew Finn of APL Board of Trustees; Scott Jarzombek – Executive Director APL.

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

DISCUSSION: *Painting work for front of APL Washington Avenue Branch:* Three paint colors were suggested by Envision Architects for the center sections of the façade and the Committee chose a sandstone color. There may be a delay in the 75% grant from New York State through the Upper Hudson Library System intended for the façade work at Washington Avenue branch (total cost estimated at approximately \$30,000). This delay was due to an administrative error. Two alternatives for funding for the façade paint work are 1) the Furniture/Building Improvements - APL Budget line which is budgeted for \$50,000, but as of April 30, 2017, has only been spent down by \$9100 or about 18% of the total line; or 2) the APL Fund Balance which is currently approximately \$3.5M of which \$1.5M is set aside for capital improvements. To spend any portion of the capital improvements portion of the Fund Balance the entire APL Board of Trustees would have to vote to spend the funds (as per the APL Fund Balance Policy). The Committee suggested work continue to paint the facade as the Executive Director identified funding in the existing budget to cover the work expenses.

DISCUSSION: *Planned walk-thru of Howe Branch to inform the Draft Facilities Plan:* The staff walk-through of Howe Branch has been postponed until July which will be followed shortly thereafter by a board members and staff walk-through. Staff did a walk-through of the Pine Hills Branch on 1/31/17 with a checklist for facilities issues/problems/condition ratings. Committee members did a follow-up walk-through of Pine Hills Branch on 4/18/17. Future walk-throughs will likely go in the following order/time frame:

- Howe - July @ a date TBD;
- Arbor Hill/West Hill - August @ a date TBD;
- Delaware - September @ a date TBD;
- Bach - October @ a date TBD;
- Washington – November @ a date TBD.

The Facilities Plan will inform the APL Five-Year Financial Plan to show timing and planning for needed capital investments.

ADJOURNED: Meeting adjourned at approximately 6:15 PM.

Respectfully submitted on June 28, 2017, by Andrew Bechard, Chair



## Policy Master List

Updated 7/5/17

## 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<br>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 |

## EXECUTIVE DIRECTOR REPORT

### July 2017

## EXECUTIVE SUMMARY



Our first Summer Reading “Super Reader” finished 15 hours of reading in just the 1<sup>st</sup> week of the program!

### Narrative

June was a busy and exciting month for APL. We have done a significant amount of outreach to local schools to promote the Summer Reading Program. Bleecker visited several schools—Arbor Hill, Giffen, Delaware Community and Eagle Point—and we held Summer Reading kickoff events at all 7 of our branches.

Adults at Delaware enjoyed several programs, including Paint ‘n’ Sip, Dungeons and Dragons, and a writing program. Delaware staff engaged in significant outreach, including to Delaware Community School and Myers Middle School. Howe has a new branch librarian, Tor Loney. His name may be a familiar one, as he is a past recipient of the UHLS Youth Services award and has worked at several APL branches. Howe has also started a new program where they leave instruments in study rooms for patrons to use during their visits to that branch.

The Pride Month book display in the teen section of Bach was very popular. The space has also been rearranged. Bach has seen steady growth of its Library Links book delivery program in partnership with NNORC and steady participation in its book clubs. Pine Hills YS staff have been doing a considerable amount of outreach, including working closely with Baby Institute. Pine Hills also hosted a successful art opening, and this year's show has received a lot of positive feedback.

Washington Ave branch is piloting a bike lock lending program. Locks may be borrowed by any non-temporary card holder for three days with one renewal. USCRI is using Tompkins lab for citizenship classes. Youth Services hosted two community partner events this month with the Honest Weight Food Co-op and YouthFX. Arbor Hill/West Hill has seen a resurgence in both Chess and the Friends Poetry Slam, and youth at the branch are excited for the Summer Reading Program.

The third floor at Washington Ave has seen some shuffling of offices in anticipation of ACCAP and CYCLE! moving into the building. Administration has been moved next to the business office. We have also concluded our negotiations with CSEA.

“Libraries are the best. Now lending out experiences AND books.”

-- Lisa Barone

@LisaBarone via Twitter in response to a recent TU article

### Development

Literary Libations was a great success with both nights being sold out. The event raised more than \$1,100. The first Literary Legends Junior Gala is set for Aug. 27. This is a family event to be held at the Bach Branch. Our first Bike the Branches fundraising bike ride has been confirmed for Saturday, Sept. 16. The Friends of APL are planning their fall book and author programs.

## UHLS

UHLS has done a soft launch of their system-wide mobile app. APL is planning on slowly moving patrons over to the UHLS app from our own over the next few months. The DLD portal has been opened for next year's construction grants.

### Executive Director's Report

- Worked with HR and Legal on finalizing the contract
- Facilitated "New Trustee" orientation
- Continued to work with staff and board on a plan for North Albany; the Y has agreed not to raise rent until 2018
- Continued work on Strategic Plan
- Continued to work with Facilities and CDTA to prepare for work on entrance
- Continued to explore having the Foundation and Friends work together

### Executive Director's Calendar

|   |                                      |
|---|--------------------------------------|
| 6/7: New Trustee Orientation                    | 6/21: Skate Park Field Meeting       |
| 6/8: North Albany ADHOC Committee               | 6/21: Strategic Plan ADHOC Committee |
| 6/9: Leadership Tech Valley Graduation          | 6/22: Foundation Board Meeting       |
| 6/11: Pride Parade (Outreach)                   | 6/22: Facilities Committee Meeting   |
| 6/12: Visit from Onondaga County Public Library | 6/27: Friends Board Meeting          |
| 6/14: UHLS Annual Dinner                        | 6/29: Palace Theatre                 |

### APL TOTALS

|                    | Number | YTD Change |
|--------------------|--------|------------|
| Circulation        | 56859  | -7%        |
| eCirculation       | 31049  | -2%        |
| Door Count         | 64873  | -4%        |
| Computer Use       | 12534  | -5%        |
| WiFi               | 4676   | -77%       |
| Program Attend.    | 4430   | -12%       |
| Meeting Room Usage | 145    | +10%       |

# SERVICES

## Central Services Area

### WASHINGTON AVE. BRANCH

|                    | Number | YTD Change | Rank |
|--------------------|--------|------------|------|
| Circulation        | 17206  | -20%       | 1    |
| Door Count         | 25796  | -4%        | 1    |
| Computer Use       | 3878   | -9%        | 1    |
| WiFi               | 1483   | -90%       | 1    |
| Program Attend.    | 1284   | -7%        | 1    |
| Meeting Room Usage | 76     | -5%        | 1    |

#### Adult Services

- To coincide with our new relationship with CYCLE!, Washington Ave is now circulating bike locks. Bike locks may be borrowed by any non-temporary card holder for three days with one renewal.
- USCRI is using Tompkins Lab for citizenship classes.
- Reporter Lynda J. Edwards wrote a piece on Albany's history of alternative newspapers which appeared in the Sunday, June 11th Times Union.

#### Youth Services

- The staff worked hard on coordinating the deliverables for our youth summer reading program. We've made spreadsheets to track summer reading participation; distributed posters, prizes, and reading records; attended PTA events to talk to parents; and coordinated Bleecker's fun school dismissal visits. We kicked off the program with an Ice Cream Social for over 75 kids and parents.
- Communicated with our Assembly Members' staff about the Assembly Summer Reading Challenge and their ability to attend some of our summer youth events at the libraries in their districts.
- We also hosted two community partner events for youth this month. Honest Weight Food Co-op came and taught the kids and teens how to make healthy hip delicious dips and YouthFX delivered another of their popular film making workshops. The kids could be seen all over the library having a good time filming on Tuesday afternoons.

### ARBOR HILL/WEST HILL BRANCH

|                    | Number | YTD Change | Rank |
|--------------------|--------|------------|------|
| Circulation        | 3683   | +5%        | 6    |
| Door Count         | 5555   | +5%        | 6    |
| Computer Use       | 1988   | +20%       | 3    |
| WiFi               | 526    | -61%       | 4    |
| Program Attend.    | 416    | +58%       | 5    |
| Meeting Room Usage | 5      | +14%       | 6    |

#### Adult Services

- The month of June has seen an increase interest in chess playing at the Arbor Hill/West Hill Branch. The program has been steadily picking up steam, with players on a daily basis.
- Also in June, the Friends of the Library Poetry Slam program has seen good attendance. Program goers enjoy using the poetry books from the branch's collection for inspiration.

### Youth Services

- Summer Reading officially began this month at the branch. Sign-ups have been recorded and the first program is being highly anticipated by neighborhood youth.
- It was decided in June that the Arbor Hill/West Hill Branch will have a healthy snack vending machine on site provided by Capital Roots. Community youth will have healthy snacking alternatives at their local library.

### West Services Area

#### PINE HILLS BRANCH

|                    | Number | YTD Change | Rank |
|--------------------|--------|------------|------|
| Circulation        | 13345  | -4%        | 2    |
| Door Count         | 9718   | -8%        | 2    |
| Computer Use       | 2269   | -7%        | 2    |
| WiFi               | 814    | -76%       | 2    |
| Program Attend.    | 865    | +11%       | 3    |
| Meeting Room Usage | 27     | +23%       | 2    |

#### Adult Services

- The First Friday art show opening was well-attended, and we've gotten many positive comments about the show itself.
- Reference staff has been working hard getting our adult summer reading program all set up. This year, there will be an online component through Goodreads, as well as paper materials available at the branches. We are hoping for a good response!

### Youth Services

- The Youth Services Department has been busy with outreach and promoting the Summer Reading Program. A Youth Services librarian visited Pine Hills Elementary and All Saints Academy, and attended Albany High School's last book club discussion with the Howe Branch Librarian.
- Youth Services librarians brought storytimes to the Marillac Family Shelter and some of the Marillac kids are also signed up for SRP. We will be bringing them reading prizes during our storytimes.
- Youth Services librarians continue work with Baby Institute on early literacy for families. In addition to weekly storytimes we will work with Baby Institute on a pre-k readiness program facilitated by Baby Institute founder, Noelene Smith.
- Youth Services is hosting Girls Who Code in the fall along with the Bach, Delaware and Washington Ave branches. Our next step is to find a facilitator who is willing to commit their time to the coding course on Wednesday afternoons.
- Our Summer Reading library assistant started last week and we're happy to have her back for another summer. She is dividing her time between Bach and Pine Hills. She will help with preparing for summer programs and tracking summer reading statistics.

#### BACH BRANCH

|              | Number | YTD Change | Rank |
|--------------|--------|------------|------|
| Circulation  | 10129  | -2%        | 3    |
| Door Count   | 6164   | -13%       | 5    |
| Computer Use | 1012   | -16%       | 6    |
| WiFi         | 576    | -67%       | 3    |

|                           |     |      |   |
|---------------------------|-----|------|---|
| <b>Program Attend.</b>    | 441 | -11% | 4 |
| <b>Meeting Room Usage</b> | 8   | +81% | 5 |

#### **Adult Services**

- The creative writing group led by Paul Lamar has finished its first five weeks. Everyone involved is very pleased with the outcome.
- Both book discussion groups continue to bring much satisfaction for all attendees.
- Library Links continues to grow, both in participants and volunteers. Our newest members are a couple; the husband is over 100 and the wife is 90-something.
- One-on-one eHelp weekly sessions continue to be popular.
- Bach and NNORC continue to collaborate on program planning. NNORC monthly mailed newsletters spread word of Bach programs to those who do not have access to our online calendar nor are regular visitors to our branch.

#### **Youth Services**

- APLB hosted an Usborne Publishing book sale, sponsored by the Albany Public Library Foundation, on Friday, 6/2, and Saturday, 6/3. Children's books, audiobooks and read-along books were sold.
- The librarians and full time clerks rearranged the bookshelves and furniture in the teen area at APLB on Friday, 6/9. The new arrangement allows for more open floor space and more privacy behind the bookshelves. The Youth Services Librarian put up a book display to celebrate Pride Month. More than half the books from the display have been checked out. No books were checked out from a similar display in June 2016, when the teen area was more exposed to the rest of the library.
- APLB held its SRP 2017 registration day on Friday, 6/23. Children and teens who registered for the program received a reading record, a color-changing pencil, a brochure of programs at APLB, a bookmark, as well as cookies and milk.
- The Youth Services Librarian and the Library Assistant presented a program called "Food Chain Dioramas" on Wednesday, 6/28.

#### **East Services Area**

##### **DELAWARE BRANCH**

|                           | Number | YTD Change | Rank |
|---------------------------|--------|------------|------|
| <b>Circulation</b>        | 6287   | -3%        | 4    |
| <b>Door Count</b>         | 7892   | +2%        | 3    |
| <b>Computer Use</b>       | 1556   | -3%        | 4    |
| <b>WiFi</b>               | 488    | -66%       | 5    |
| <b>Program Attend.</b>    | 952    | 0%         | 2    |
| <b>Meeting Room Usage</b> | 12     | -3%        | 4    |

#### **Adult Services**

- The two Dungeons and Dragons sessions concluded the first part of their adventure on July 18. All participants were quite happy and enjoyed a suspenseful yet satisfying conclusion to the end of their saga. Participants in the class will be continuing the group at other locations during the summer hiatus.
- The "With Pen in Hand" program ended on a positive note that left participants clamoring for more sessions. Paul will be returning in the fall to run a part two of the fixed forms poetry session.



- Paint ‘n’ Sip was well received, as it always is, and we hope to offer these programs on a more frequent basis going into 2018.

#### Youth Services

- Our summer reading party was from 1 to 3 p.m. Saturday, 6/24. Educator Barbara Lukas from WMHT PBS Kids led fun dice, domino and estimation games for all ages. Kids made patterned necklaces. We also served Stewart’s make-your-own sundaes. All in all, 70 people attended the party (26 adults, 37 kids, 7 teens).
- Our first Summer Reading activities during the last week of June are filled. They are Make-Your-Own-Paper for Kids and Fun with the Little Gym. 15 kids signed up for the paper workshop and 12 kids signed up for the Little Gym.
- Youth services librarian made a number of school visits at Albany School of Humanities and Delaware Community School.

#### HOWE BRANCH

|                           | Number | YTD Change | Rank |
|---------------------------|--------|------------|------|
| <b>Circulation</b>        | 3907   | +2%        | 5    |
| <b>Door Count</b>         | 6551   | -7%        | 4    |
| <b>Computer Use</b>       | 1312   | -1%        | 5    |
| <b>WiFi</b>               | 445    | -45%       | 6    |
| <b>Program Attend.</b>    | 298    | -57%       | 6    |
| <b>Meeting Room Usage</b> | 17     | +47%       | 3    |

#### Adult Services

- In his new role as Branch Librarian, Tor Loney has begun working along three lines of action: organizing and inventorying the branch, improving patron access and staff ease of service, and increasing community engagement. Toward this, several small changes have been made to increase patron access to services and materials, and ease staff workflows.
- New signs have been placed on the restrooms, communicating that they’re gender neutral.
- The Career/Job Postings and Community Events displays have been moved and expanded to a different area of the branch.

#### Youth Services

- SRP Kick Off Party: Howe celebrated the beginning of Summer Reading Programming by bringing out the awesome Giant Jenga and signing up kids for a better summer - by reading.
- Environmental Mural Making: The NY State Department of Environmental Conservation visited the library for a special mural making project with the community teens and kids
- We put our ARC juvenile and teen books into displays to promote kids and teens to take the free books home, and more than half have gone out.
- Branch guitar in study rooms, and we will be adding keyboard next month. Children and teens have been encouraged by staff to use the guitar. They have the opportunity to practice quietly while using headphones.

#### NORTH ALBANY BRANCH

|                        | Number | YTD Change | Rank |
|------------------------|--------|------------|------|
| <b>Circulation</b>     | 2506   | +3%        | 7    |
| <b>Door Count</b>      | 3197   | +2%        | 7    |
| <b>Computer Use</b>    | 519    | -12%       | 7    |
| <b>WiFi</b>            | 344    | -66%       | 7    |
| <b>Program Attend.</b> | 174    | -18%       | 7    |

|                    |     |  |  |
|--------------------|-----|--|--|
| Meeting Room Usage | n/a |  |  |
|--------------------|-----|--|--|

Adult Services:

Youth Services:

## OPERATIONS

### FINANCE

- Continued finance review and confirmation of salary tables on final union contract.
- Worked with Marshall and Sterling, APL's insurance brokers to attain a new Workman's Comp policy under the company MEMIC. This will be at a slightly reduced rate over current policy.
- Worked with HR on plans to implement new contract once it is ratified.
- Worked with L3s on Programming spending.

### HUMAN RESOURCES

|                | Number | YTD Change |
|----------------|--------|------------|
| Full Time      | 57     |            |
| Part Time/Temp | 67     |            |
| Promotion      | 2      |            |
| Resignation    | 1      |            |
| Termination    | 0      |            |
| Vacancy        | 5      |            |
| Staff Size     | 126    |            |
| Training       |        |            |

#### Personnel Changes

- One FT Library Assistant resigned & transferred as a FT Librarian I
- One Temp/Sub Librarian I resigned
- Hired three Temp (Summer) Library Assistants
- Hired one Temp/Sub Library Assistant

#### Contract Negotiations/Administration of Changes & Planning

- Prepared spreadsheets for salary increases
- Prepared spreadsheets for changes in union and agency shop rates based on new wages
- Preparing for benefit contribution changes and necessary notices under ACA

#### Health Insurance

- Working with Marshall & Sterling on the transitions to a new broker of record

#### Training

- Department head attended "one on one" leadership training session

#### Customer Service

- HR visited staff at Bach, North Albany, Delaware, Pine Hills, Howe and AH/WH

### COMMUNITY ENGAGEMENT

|            | Number                       | YTD Change                    |
|------------|------------------------------|-------------------------------|
| Outreach   |                              |                               |
| Volunteers | 24 volunteers<br>115.6 hours | +20% volunteers<br>+14% hours |

- APL staff and Bleecker, the library owl mascot, participated in the annual Capital Pride Parade. Library staff handed out APL logo promotional materials. We were received enthusiastically throughout the parade route.
- Admin, outreach and youth services staff from several branches brought Bleecker to several Albany City School District elementary schools at dismissal the last week of school to invite the children to join Summer Reading.
- APL co-hosted a screening of Rogue One as a partner in the Movie Under the Stars film program with Pine Hills Neighborhood Association, Helderberg Neighborhood Association and Christ's Church of Albany.
- With the start of Summer Reading, our special project with Albany Promise began. We will be collecting data to study if participation on summer reading help stall the effects of summer slide for children entering third grade.

## FACILITIES

|                    | Number      | YTD Change |
|--------------------|-------------|------------|
| <b>Work Orders</b> | 66 resolved |            |

- Annual building inspection by code enforcement inspectors. All branches passed without any violations. We had our elevator inspections, boiler inspections, NYS Inspections for the future ACAP space at Washington Ave.
- We cleaned out the basement, painted and cleaned an entire area being provided to CYCLE!. Bicycles arrived and were stored in the new space on June 20.
- CMS has moved to its new location on the third floor, as well as Administration, reference department staff, facilities manager's office and a new office provided for CYCLE!. Also all storage closets on the third floor were redone to match the location of each new department. Work has begun on the facade of Washington Ave. Patching, painting and repairs have begun. Landscaping work is beginning.
- Delaware Ave has a new ADA access ramp along the side of the building. Currently, some work orders were held off while major projects were being completed.

## COLLECTION MANAGEMENT SERVICES

- With the expert help of the Facilities department staff, CMS moved from one corner of the building to another, and settled in very quickly.
- Catalogue Bike Locks and made them available for circulation at the Washington Avenue branch. Guitars will be added soon.
- One LA attended the New York State Library Assistants Association Conference in Syracuse. Her report to all APL staff was useful and well received. She plans to run for a board position next year.
- New Release Tuesdays – We circulated 41 books in the month of June, making the total for the year 261!

## INFORMATION TECHNOLOGY

|                          | Number      | YTD Change |
|--------------------------|-------------|------------|
| <b>Help Desk Tickets</b> | 78 resolved |            |

- Started work on parks Wi-Fi project (dog/skate/other)
- Assisted in the renovation and reconfiguration of Washington Ave Branch 3rd floor staff areas, and began implementation of external wired network for Washington Ave Branch guests
- Assisted with tech requirements for summer programs

- Began project to upgrade existing staff workstations rather than buying new PCs
- Resolved phone PBX issues with 10-digit dialing in anticipation of 518 area code 10-digit ruling changeover in August 2017

## PUBLIC RELATIONS

|                     | Number | YTD Change |
|---------------------|--------|------------|
| Unique Page Views   | 31969  | -16%       |
| Facebook Likes      | 3131   | +17%       |
| Twitter Followers   | 2744   | +15%       |
| Instagram Followers | 2964   | +42%       |
| Online Contacts     | 35     | -83%       |
| Press Releases      | 3      | +50%       |

- Marketing: Include Summer Reading Program (SRP) as a whole plus individual activities, Pride parade and float, other branch programs and services.
- Content: SRP posters, fliers, social media; July/August program guide distributed, weekly eNewsletter (art exhibition, Foundation pub crawl, APL in the City outdoor events, UHLS award, Bleecker mascot at schools, SRP for kids and teens, plus adults).
- News Coverage: APL participation in Albany Pride parade (Times Union), weekly alternative newspapers Local History collection (Times Union).
- Social Media: Notable engagements—Facebook: Lit AF Reading Group at AH/WH (2,700 reach, 91 reactions, 57 clicks). Twitter: Sunday hours in summer (2,755 impressions, 25 engagements). Instagram: Pride Parade photo of APL staff (77 likes).

## PATRON CULTURE

|                   | Number | YTD Change |
|-------------------|--------|------------|
| Incidents         | 18     | +22%       |
| Positive Comments |        |            |
| Neutral Comments  |        |            |
| Negative Comments |        |            |

## Implementation and Status of ED Performance Goals June

| 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 |
| Change SRP promotion  | 2/17  | Ongoing   |
| <b>Marketing Plan</b>   |       |           |
| Launch Library Podcast  | 12/16 | Completed |
| Create marketing plan for to attract college students to the library          | 2/17  | Planned   |
| Library Mascot  | 6/17  | Completed |
| SRP Bus Advertisements  | 6/17  | 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 |
| Begin assessment for Pine Hills   | 2/17  | Completed |
| Begin assesement of Howe  | 6/17  | Planned   |
| <b>Develop 5 Year IT Plan</b>   |       |           |
| Research best practices for library IT plans                                  | 6/17  | Ongoing   |
|   |       |           |
| <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 |