



ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 9, 2018 | 6:00 pm
Arbor Hill/West Hill Branch | 148 Henry Johnson Blvd.

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

Call to Order – 6:00 pm

Adoption of Agenda – 6:01 to 6:02 pm

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

Minutes – 6:07 to 6:10 pm

- Regular Meeting on Dec. 5, 2017
- Special Meeting on Dec. 21, 2017

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

Committee and Liaison Reports – 6:15 to 6:20 pm

- North Albany Ad Hoc Committee

Review Policies and Procedures Grid – 6:20 to 6:22 pm

Director's Report – 6:22 to 6:40 pm

Unfinished Business

- Five-Year Financial Plan – Discussion/Action – 6:40 to 6:55 pm
- Update on North Albany Branch – Discussion/Action – 6:55 to 7:10 pm
- Update on Strategic Plan – Discussion/Action – 7:10 to 7:20 pm
- Results of Quarterly Board Meeting Evaluation – Discussion/Action – 7:20 to 7:25 pm

New Business

- UHLAN Agreement Extension – Discussion/Action – 7:25 to 7:35 pm
- Sustainable Libraries Initiative – Discussion/Action – 7:35 to 7:45 pm
- GASB 45 Valuation – Discussion/Action – 7:45 to 7:55 pm
- CAPRI (City of Albany Poverty Reduction Initiative Grant Cycle) – Discussion/Action – 7:55 to 8:05 pm
- 2017 Staff Survey Results – Discussion/Action – 8:05 to 8:15 pm

Public Comment (comments limited to no more than 5 minutes per person) – 8:15 to 8:20 pm

Executive Session (if necessary)

Adjournment – 8:20 pm

Next Meeting – Feb. 13 (Tues) | North Albany Branch | 6:00 pm

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library December 5, 2017 Pine Hills Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Alison Calacone (vice president for finance), Brenda Robinson (secretary), Matthew Finn, Elissa Kane, Michael Neppl, Sarah Shearer, Jenna Pitera

ABSENT: Andrew Bechard (vice president)

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

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

ADOPTION OF AGENDA: The agenda was adopted as written.

PUBLIC COMMENT: Mary McCarthy of Loudonville addressed the board regarding the North Albany Branch. She spoke at length in favor of keeping that location open as a resource for the neighborhood and wider community.

MINUTES: The draft minutes from the Nov. 14 regular board meeting were reviewed. Kane made a motion, seconded by Shearer, to accept the minutes as written. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from Jan. 1 through Oct. 31, 2017) was presented. Calacone made a motion, seconded by Shearer, to approve the treasurer's report. The motion was approved unanimously and the report will be filed.

The updated check register (Nov. 16 through Dec. 5, 2017) was reviewed by the trustees. Calacone made a motion, seconded by Robinson, to accept the check register and approve it for payment. The motion was approved unanimously.

PRESENTATION BY ALBANY PROMISE: Juliette Price, director of Albany Promise, presented a report of a recent project with APL. The organization collaborated with the library to study literacy outcomes of youngsters who participated in the 2017 Summer Reading Program. The goal was to conduct data-driven analysis to determine if participation in SRP resulted in a decrease in the summer slide (loss of academic skills and knowledge over summer vacation).

The study revealed no measurable loss or gain in standardized reading or math scores by this summer's SRP participants. Findings from the examination will drive procedural changes for the 2018 Summer Reading Program, including adjustments in the planning process, participant

retention, and partner recruitment. The library will continue the study with Albany Promise for the 2018 SRP program. The library's overall goal is to be part of a community-wide effort of many stakeholder organizations to reduce the summer slide in Albany students.

COMMITTEE REPORTS:

NORTH ALBANY AD HOC COMMITTEE: Calacone reported the group met recently and determined next steps to include creating a community advisory group; engaging the school district, YMCA, and city in conversations; and reaching out to the larger Albany community about the North Albany Branch.

FINANCE COMMITTEE: Calacone reported that the committee recently met to discuss the 5-year financial plan and budget modifications.

POLICIES AND PROCEDURES REVIEW: Metzger briefed the board on the current status of the library's policies and procedures.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also updated the trustees about public comment items from the November meeting.

UNFINISHED BUSINESS:

UPDATE ON NORTH ALBANY BRANCH: Jarzombek provided an update to the trustees. The North Albany Branch Ad Hoc Committee met Nov. 21, and Jarzombek had meetings with several school district, city, and elected officials. The trustees had a lengthy discussion about the issues surrounding the usage of the branch, its place in the APL system, and how to best engage users, stakeholders, and the community about its future. The North Albany Ad Hoc Committee will next meet in January.

REPORT ON QUARTERLY EVALUATION OF BOARD MEETINGS: This item was tabled until the January 2018 meeting.

NEW BUSINESS:

BUDGET MODIFICATIONS: Cullinan discussed the budget modifications, which were previously reviewed and accepted by the Finance Committee. Neppl made a motion, seconded by Robinson, to approve the 2017 budget modifications. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Neppl made a motion, seconded by Pitera, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:53 pm.

NEXT MEETINGS:

SPECIAL MEETING: Thursday, Dec. 21 – Washington Ave. Branch at 6:00 pm – Purpose to approve final check register of the year

REGULAR MEETING: Tuesday, Jan. 9 – Arbor Hill/West Hill Branch at 6:00 pm

DRAFT MINUTES

Special Meeting of the Board of Trustees of the Albany Public Library December 21, 2017 Washington Ave. Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Andrew Bechard (vice president), Matthew Finn, Michael Neppl, Sarah Shearer

ABSENT: Alison Calacone (vice president for finance), Brenda Robinson (secretary), Elissa Kane, Jenna Pitera

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

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

PUBLIC COMMENT: No members of the public were present.

NEW BUSINESS:

CHECK REGISTER: Cullinan presented the final check register of the year, covering Dec. 7 through Dec. 31, to the board. Bechard made a motion, seconded by Shearer, to approve the check register and authorize payment. The motion was approved unanimously.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Neppl made a motion, seconded by Bechard, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:11 pm.

NEXT MEETING: Tuesday, Jan. 9 – Arbor Hill/West Hill Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE ELEVEN MONTHS ENDED
NOVEMBER 30, 2017

	ANNUAL BUDGET	MODIFIED BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED	MODIFIED %BUDGET EXPENDED
Support and Revenue						
Tax Levy-Library Operations	6,652,455	6,652,455	554,371	6,098,081	91.67%	91.67%
Tax Levy- Branch Improvement Plan	1,852,438	1,650,594	1,635,542	1,635,542	88.29%	99.09%
Future Operations Income	42,104	42,104	3,509	38,599	91.68%	91.68%
NYS Grants & Aid	187,150	238,607		242,249	129.44%	101.53%
NYS Construction Grant	25,000	43,593	43,792	68,584	274.34%	157.33%
Federal Grants & Aid	38,000	24,792	-	43,593	114.72%	175.83%
Fines and Fees	130,213	137,232	10,089	120,402	92.47%	87.74%
Book Sales	5,000	0		2,586	51.72%	0.00%
Interest Income	10,000	60,958	(12,447)	41,194	411.94%	67.58%
Foundation Contributions	20,000	26,135	-	-	0.00%	0.00%
Rental income	0	0	1,623	9,278	0.00%	0.00%
Copier Printers	1,500	0	-	-	0.00%	0.00%
Miscellaneous income & Aid	10,000	0	163	9,570	95.70%	0.00%
Fund Balance Used	340,745	0				
Total Support and Revenue	9,314,605	8,876,470	2,236,642	8,309,678	89.21%	93.61%
Expenditures						
Payroll and Related costs	5,294,167	5,127,336	551,157	4,713,751	89.04%	91.93%
Occupancy Costs	675,000	767,426	95,419	608,782	90.19%	79.33%
Materials and Services	655,000	667,435	41,582	587,970	89.77%	88.09%
Administration and Miscellaneous	453,000	425,830	20,274	338,589	74.74%	79.51%
Information Technology	385,000	287,265	44,915	329,093	85.48%	114.56%
Contingency	-			-		
Total Expenditures	7,462,167	7,275,292	753,347	6,578,185	88.15%	90.42%
Debt Service	1,852,438	1,650,594	1,635,542	1,635,542	88.29%	99.09%
Net Income (Loss)	-	(49,416)	(152,247)	95,951		

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE ELEVEN MONHS ENDED
 NOVEMBER 30, 2017

	ANNUAL BUDGET	MODIFIED BUDGET	MONTH	YEAR TO DATE	% BUDGET EXPENDED	MODIFIED %BUDGET EXPENDED
PAYROLL AND RELATED COSTS						
Salaries	3,630,971	3,545,766	420,981	3,303,990	90.99%	93.18%
NYS Retirement System	496,709	426,317	35,536	390,781	78.67%	91.66%
Payroll Taxes	243,554	230,641	31,276	243,565	100.00%	105.60%
Hospital Insurance	867,433	870,612	61,922	756,202	87.18%	86.86%
Payroll processing Costs	54,000	54,000	1,442	18,749	34.72%	34.72%
Unemployment Insurance	1,500	0	-	464	30.93%	0.00%
TOTAL	5,294,167	5,127,336	551,157	4,713,751	89.04%	91.93%
OCCUPANCY COSTS						
Occupancy Costs	20,000		16,000	19,200	96.00%	0.00%
Utilities & Telephone	215,000	169,776	12,740	145,234	67.55%	85.54%
Maintenance & Repairs	286,000	338,015	24,341	283,922	99.27%	84.00%
Maintenance Supplies	64,000	64,000	10,038	53,401	83.44%	83.44%
Security	5,000	0	-	-	0.00%	0.00%
NYS Construction Grant	35,000	93,377	32,300	90,767	259.33%	97.20%
Furniture/Building Improvements	50,000	102,258		16,258	32.52%	15.90%
TOTAL	675,000	767,426	95,419	608,782	90.19%	79.33%
MATERIALS and SERVICES						
Books, etc.	401,054	471,158	38,233	385,392	96.09%	81.80%
Periodicals	45,000	45,000	(97)	42,961	95.47%	95.47%
Central Library Data Base	125,735	93,842	-	93,842	74.63%	100.00%
Central Library Book Aid	38,211	22,662	-	22,662	59.31%	100.00%
On Line Services	45,000	34,773	3,446	43,113	95.81%	123.98%
TOTAL	655,000	667,435	41,582	587,970	89.77%	88.09%
ADMINISTRATIVE and MISC.						
Office & Library Supplies	60,000	60,234	8,243	54,526	90.88%	90.52%
Postage	8,000	8,000	170	5,409	67.61%	67.61%
Publicity, Printing	45,000	45,000	686	36,432	80.96%	80.96%
Training and Travel	27,000	27,000	69	19,083	70.68%	70.68%
Community Activities	8,000	8,000	406	6,640	83.00%	83.00%
Professional Services	175,000	147,295	7,882	119,151	68.09%	80.89%
Misc Grant Expense	0	301	-	301	0.00%	100.00%
Programming Activities	60,000	60,000	2,818	45,614	76.02%	76.02%
Insurance	70,000	70,000	-	51,433	73.48%	73.48%
TOTAL	453,000	425,830	20,274	338,589	74.74%	79.51%
INFORMATION TECHNOLOGY						
Information Technology Services	240,000	186,867	18,233	200,714	83.63%	107.41%
Information Technology Software	15,000	18,714	2,232	21,747	144.98%	116.21%
Information Technology Hardware	130,000	81,684	24,450	106,632	82.02%	130.54%
TOTAL	385,000	287,265	44,915	329,093	85.48%	114.56%
CONTINGENCY	0		-	-	0.00%	0.00%
DEBT SERVICE PAYMENT	1,852,438	1,650,594	1,635,542	1,635,542	88.29%	99.09%
TOTAL EXPENDITURES	9,314,605	8,925,886	2,388,889	8,213,727	88.18%	92.02%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Dec 23, 2017 to Jan 10, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
7919	12/28/17	CSEA	1,891.23	Union Fees
7920	12/28/17	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
7921	12/28/17	MetLife-TSA Contribution	1,636.00	403b
7922	12/28/17	NYS Deferred Comp Plan	3,340.11	NYS Def. Comp. Plan
7923	12/28/17	Pearl Carroll & Associates LLC	12.01	Short Term Disability
7924	12/28/17	The Travelers	1,348.00	403b
7925	1/10/18	Accuprint	3,574.61	Publicity and Printing
7926	1/10/18	All U Inc.	196.53	Programming Howe
7927	1/10/18	Baker & Taylor	1,936.22	Books-Adult
7928	1/10/18	BJ's Wholesale Club, Inc.	54.00	Memberships
7929	1/10/18	Brad Rose Landscaping, Inc.	288.76	Maint. Service Contracts
7930	1/10/18	CDPHP	7,253.48	Insurance-Hospitalization
7931	1/10/18	Charles Slatterick	240.00	Contracted Services
7932	1/10/18	Clarity In Numbers, LLC	3,400.00	Contracted Services
7933	1/10/18	De Lage Landen Financial Services, Inc	956.12	Contracted Services
7934	1/10/18	DePaula Chevrolet	1,266.92	Van Maintenance
7935	1/10/18	Diane Estill	62.65	Exchange Account
7936	1/10/18	Eastern Managed Print Network	60.83	Contracted Services
7937	1/10/18	Gaylord Bros., Inc.	99.99	Books-Adult
7938	1/10/18	Hamilton News Co., Inc.	30,337.37	Periodicals
7939	1/10/18	Image Integrator, LLC	1,500.00	IT Services
7940	1/10/18	Ingram Library Services	265.83	Books-Adult
7941	1/10/18	MailFinance	119.95	Postage
7942	1/10/18	MicroMarketing LLC	573.83	Books-Audio
7943	1/10/18	Midwest Tape	1,905.89	Audio/Visual
7944	1/10/18	Movie Licensing USA	2,319.00	Programming
7945	1/10/18	News Bank, Inc.	9,947.60	Periodicals
7946	1/10/18	Nichole Rogers	100.00	Programming Howe
7947	1/10/18	Noho Pizza	300.00	Programming Howe
7948	1/10/18	OverDrive, Inc.	169.98	Central Library Materials
7949	1/10/18	SimplexGrinnell	282.10	Maint. Service Contracts
7950	1/10/18	Tor Loney	79.98	Programming Howe
7951	1/10/18	Times Union	52.00	Publicity and Printing
7952	1/10/18	Upper Hudson Library System	316.80	Periodicals
7953	1/10/18	U.S. Bank	1,250.00	Bank Fees
7954	1/10/18	W.B.Mason Co., Inc.	260.00	Furniture
7955	1/10/18	Youth FX	1,000.00	Programming Howe
Total			78,416.99	

Policy Master List

Updated 1/3/18

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SAFETY							
Safety Mission Statement	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
First Aid	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Hazard Communications Standard	X				Sept. 2015	Sept. 2017	Safety Cmt.
Emergency Action Plan for Each Building		X	X		Dec.2015	Dec. 2017	Safety Cmt.
Employee Safety	X		X		Nov. 2017	Nov. 2019	
Workplace Violence Prevention and Incident Reporting	X		X		Sept 2017	Sept 2019	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SERVICES TO PUBLIC							
Social Media	X		X		April 2016	April 2018	Web Devel. Cmt.
Website Privacy	X		X		April 2016	April 2018	Web Devel. Cmt.
Washington Library Closing		X	X		Dec. 2016	Dec. 2017	Public Serv. Cmt.
Fine Limit		X	X		May 2015	May 2017	Pub. Serv.
Library Card Registration		X			Oct. 2016	Oct. 2018	Pub. Serv.
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		Sept. 2017	Sept 2019	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2016	Oct. 2018	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		Oct. 2017	Oct. 2019	HR
Confidentiality of Records	X		X		Sept. 2017	Sept. 2019	Web Devel. Cmt.
Service to Children	X		X		Nov. 2017	Nov. 2019	Youth Services
Group Visit Policy	X		X		Oct. 2017	Oct. 2019	Youth Services
Public Access to Library Information and Records	X		X		Mar. 2017	Mar. 2019	Web Devel. Cmt.
Albany Made	X		X		Nov. 2014	Nov. 2016	Albany Made Cmt.

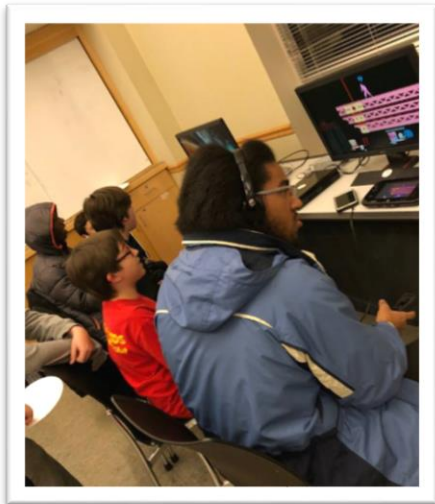
Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
INTERNAL							
Comp Time and Flex Policy for Admin Staff	X		X		Dec. 2015	Dec. 2017	HR
Travel Reimbursement (policy and form)	X		X		Sept. 2017	Sept. 2019	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2016	Dec. 2018	Admin
Purchasing	X		X		Nov. 2017	Nov. 2019	Legal - Finance
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		Nov. 2017	Nov. 2019	HR
Unrepresented Employee Evaluation	X		X		Oct. 2017	Oct. 2019	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 2016	Feb. 2018	Board
Fund Balance/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		Oct. 2017	Oct. 2019	Board
Evaluation of Board of Trustees Operational Procedures		X	X		Oct. 2017	Oct. 2019	Board
Community Relations Goals		X	X		Oct. 2017	Oct. 2019	Board
Evaluation of the Executive Director	X		X		Oct. 2017	Oct. 2019	Board

EXECUTIVE DIRECTOR'S REPORT JANUARY 2018

EXECUTIVE SUMMARY



Narrative

Library Links book delivery for homebound seniors has expanded to more branches, with all locations scheduled to be up and running in 2018. APL began doing public presentations to promote the service and will continue marketing efforts. Albany Made's latest podcast episode is out. Library staff worked on the transition to a new online events calendar and room reservation system, both of which launch in early January.

At Washington Ave., Albany City Historian Tony Opalka gave a presentation on how Albany's city line boundaries have changed over the past 300 years. Washington Ave. Youth Services saw increased attendance at the Daycare Storytimes. At Arbor Hill/West Hill, staff have been working on improving the signage and display spaces at the branch as well as improving lines of sight for the circulation staff. That branch hosted 35 children to decorate gingerbread and sugar cookies to take

home for the holidays.

Bach hosted a Mediterranean cooking class. At Pine Hills, patrons were entertained by a harpist and a new art exhibition. One of the branch's ongoing programs, Teen Time, had a really fun gaming tournament hosted by Claim to Fame Entertainment.

Delaware continues to host a popular Resume Workshop. The branch is also hosting a Dungeons and Dragons program for adults. RPI's Society of Women Engineers held an "Everyday Forces" activity where kids got to engage in hands-on activities, including making a hydraulic arm out of cardboard and other materials. Howe held its first of what we hope will become an annual Community Health Fair. More than 50 patrons participated, and staff hopes that participation will increase next time. Howe's guitar and keyboards are circulating actively. North Albany had a very successful Fluffy Pumpkin Pie Spice Slime program.

Operations

Human Resources is reporting a smooth transition to MVP Health Insurance. Collection Management Services is happy to report all Central Library Funds for eBooks has been spent. Public Information, along with members of the administration and Overit Media, began a website refresh. Facilities have taken over snow removal, and this past month was a good test. The crew passed with flying colors. Construction was started for Administration offices on the third floor of Washington Ave., and should be done in the new year.

Development

Foundation and Friends talk continue about a merger. Both groups are putting together items for negotiation. The Foundation's annual appeal has been sent out.

Executive Director's Report

- Worked on finalizing CYCLE! agreement.
- Worked on Assembly Testimony (moved to 1/11).
- Continued meetings with community members about the North Albany Branch.
- Continued to work with Board President and Nancy Meyers on Strategic Plan.

- Sent PEG chair (Public Education and Government/Channel Albany) a new user agreement.

Executive Director's Calendar

12/1: UHLS Directors Association
 12/1: Albany Recreation
 12/5: LEAN Debrief
 12/8: Art Opening
 12/11: A Conversation with Senator DeFrancisco and Syracuse Mayor Miner
 12/12: The Central Avenue BID Annual Meeting & Open House
 12/14: Increase Your Productivity with a Project Management Strategy (CE with Chamber)
 12/18: My Sisters and Brothers Keepers Graduation
 12/18: CDTA

APL TOTALS

	Monthly Total	YTD Change
Circulation	49755	-11%
eCirculation	4986	+15%
Door Count	59664	-2%
Computer Use	12339	-3%
Reference	10376	-5%
WiFi	4190	-83%
Program Attend.	3912	+3%
Meeting Room Usage	122	+11%

SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

	Number	YTD Change	Rank
Circulation	15591	-20%	1
Door Count	26359	-4%	1
Computer Use	3823	-8%	1
Reference	2746	-26%	1
WiFi	1485	-91%	1
Program Attend.	1026	+9%	1
Meeting Room Usage	54	-3%	1

Adult Services

- The Albany Made Creative Lab hosted two holiday-themed programs in December. Teens and adults had fun designing circuits to create holiday cards with light-up features at our LED Holiday Card program. We also hosted an ornament 3D design and printing workshop. Patrons were able to learn basic design principles, and in one case leave with a printed original ornament. Other patrons returned to open lab hours to complete their designs.
- In partnership with Historic Albany Foundation, Albany City Historian Tony Opalka gave a presentation on how Albany's city line boundaries have changed over the past 300 years.

Youth Services

- Our French Toast Day Celebration was a lot of fun. We donned aprons and taught a diverse group of children how to make French toast, a food some of them had never had before.
- This month Washington Ave. Youth Services saw an increased attendance at our Daycare Storytimes, including a week that had four daycare classes in attendance.
- Our Minecraft and United Geeks of Gaming programs are bringing in consistent attendance. We are considering adding additional laptops to allow more Minecraft participation.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	3241	-13%	6
Door Count	5597	+8%	4
Computer Use	1959	+14%	3
Reference	784	0%	6
WiFi	454	-74%	4
Program Attend.	346	+49%	7
Meeting Room Usage	10	+9%	4

Adult Services

- The Arbor Hill/West Hill staff have been working with the Public Information and Facilities to improve the signage and display spaces at the branch, while improving lines of sight for the circulation staff.

Youth Services

- A few days before Christmas, we hosted 35 children decorated gingerbread and sugar cookies to take home for the holidays.
- Branch staff participated in the Sheridan Hollow Drop-In Center Holiday Party for families. They distributed information about the branch, signed up families for the Raising a Reader program, and gave out backpacks and books to about 75 kids.

West Services Area

BACH BRANCH

	Number	YTD Change	Rank
Circulation	8058	-3%	3
Door Count	5004	-8%	6
Computer Use	911	-13%	6
Reference	1564	+50%	3
WiFi	490	-75%	3
Program Attend.	426	-9%	5
Meeting Room Usage	7	+56%	6

Adult Services

- Ten adults attended the Cornell Cooperative Extension Mediterranean cooking class. Since the cooking class was a success, we are planning stir-fry cooking in the spring.

- The latest OverDrive / Libby class was attended by five adults who came with a wide variety of devices.
- Computer Club in late December attracted five people., who displayed excellent sharing of skills with consequent socialization.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	11377	-8%	2
Door Count	8219	-5%	2
Computer Use	2369	-5%	2
Reference	2678	-4%	2
WiFi	658	-82%	2
Program Attend.	753	+11%	2
Meeting Room Usage	29	+19%	2

Adult Services

- The new art show, “Interwoven,” is up, to positive patron comments.
- The end of the school semester has seen an uptick in proctoring, as students come in for their final exams.
- The branch librarian received her Consumer Health Information Specialization from the Medical Library Association.
- The annual holiday harp music program was well-attended.
- The grant-funded session of tai chi has started, to great patron feedback and good attendance.

Youth Services

- The Youth Services librarians appeared on the Albany Made podcast to discuss the New York Times Best Illustrated books of 2017. They hope to make a return appearance to the podcast when the Caldecott and Newbery awards are announced.
- Teen Time had a really fun gaming tournament in December hosted by Claim to Fame Entertainment. Claim to Fame brought in additional gaming consoles and monitors so multiple groups could play simultaneously.

East Services Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	5650	-5%	4
Door Count	5088	+8%	5
Computer Use	1236	0%	5
Reference	1163	-6%	4
WiFi	396	-75%	6
Program Attend.	555	+18%	3
Meeting Room Usage	8	+11%	5

Adult Services

- Our Resume Workshop continues to be heavily attended. One more patron made a happy announcement to us that she got a job and that her new resume helped her get that job.
- The Dungeons & Dragons One-Shot sessions continue to be successful on Saturdays. So we introduced every-other-week one-shot campaigns that occur on the Thursdays of the weeks that the Saturday program is not meeting. The dungeon master (DM) of the Saturday program arranged for visiting DMs for these Thursday evening sessions. He also helped to arrange a volunteer DM for the Pine Hills Branch for a Saturday series heading into 2018.
- Attendance is growing for the BOCES Intermediate ESL class hosted at the library and the participant number is up to 11. The instructor is very excited for this opportunity to partner with the library.

Youth Services

- The tutoring program was a success for the fall semester and families are looking forward to the return of the pharmacy student tutors in January.
- In keeping with the busy holiday season, the programming at the branch relied heavily on our most popular programs for each age group. New programming is planned for the start of the year.
- Tween Crafternoons have been a hit with the kids at the branch. The youth have loved creating Kawaii mini books, edible holiday trees, candy sushi, paper flowers, and the ever popular perler beads.
- RPI's Society of Women Engineers held an "Everyday Forces" activity for our second program in our Science Saturday series. Kids got to engage in hands-on activities, including making a hydraulic arm out of cardboard and other materials.

HOWE BRANCH

	Number	YTD Change	Rank
Circulation	3883	-7%	5
Door Count	6475	0%	3
Computer Use	1533	+1%	4
Reference	983	+9%	5
WiFi	397	-68%	5
Program Attend.	432	-34%	4
Meeting Room Usage	14	+60%	3

Adult Services

- Howe held its first of what we hope will become an annual Community Health Fair, with over a dozen vendors and instructors taking part. We offered health information and screenings, free exercise classes, and a storytime and craft. More than 50 patrons participated, a number we hope will increase next time.
- We also offered our first Homebuyer 101 session in partnership with the Affordable Housing Partnership, with 34 community members attending. We hope to make this a quarterly event, pending AHP availability.
- With Pen in Hand held its annual holiday party with attendance pushing capacity. There is a recital planned for January, and other potential expansions being discussed.
- Our guitar and keyboard are circulating actively, and we just added another guitar.
- Many of the books for our program-themed collections have arrived. These are being stickered

and will be displayed in conjunction with many upcoming programs.

Youth Services

- Fly Write wrapped up a very successful program, culminating in an original song composed by kids and teens with a music video produced by Youth FX. The finished video is now on the library's YouTube page: <https://is.gd/HoweFlyWrite>
- Mic Drop has now produced nearly a full album's worth of tracks, which we will compile into an album for loan.
- Drum lessons were a huge success, and we will definitely offer these again. We are shifting to guitar lessons starting in January, and already have patrons signed up.
- We met with representatives from Giffen Memorial Elementary School, The Red Bookshelf, WMHT and the Alliance for Public Health to discuss an initiative we are calling Books to Beats, in which patrons will be recorded reading books along with music backing tracks.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	1955	-5%	7
Door Count	2922	-5%	7
Computer Use	508	-6%	7
Reference	458	+20%	7
WiFi	310	-76%	7
Program Attend.	374	-12%	6
Meeting Room Usage	n/a	n/a	n/a

Adult Services

- We have received several more comment cards this month, as well as daily questions from patrons about the status of the branch. The director held office hours at the branch in Dec. 14, but only one community member who attended. Several regular patrons, who routinely ask about the branch status, said that they had no interest in meeting with the director, but would rather like to know one way or the other, when the branch status will be decided.
- The Adult Book Club met this month and had a record turnout of five participants for the last meeting of the year.

Youth Services

- We coordinated with first, second, and third grade classrooms from North Albany Academy to have a second round of library visits. The first and second graders enjoyed a storytime. The third graders heard a brief book talk and students who brought their library cards were able to check out a book. The branch staff also coordinated with several classrooms from Albany International Center to arrange for students to check out books prior to the holiday break.
- Staff ordered a significant amount of Leveled Readers to supplement what we have on hand. These titles are popular with the classrooms that have been coming in, as well as with the students in the Albany International Center.
- Fluffy Pumpkin Pie Spice Slime was a huge success. Due to the high-level of interest from the young patrons who are in the branch every afternoon, we will make some form of slime over the holiday break week.

OPERATIONS

FINANCE

- Met with FEMA. APL should expect approximately \$4,000 to offset March 2017 snow removal.
- Issued all year-end checks and held special APL board meeting to get check register approval on Dec. 21.
- Finalized input on GASB 45.

HUMAN RESOURCES

- Smooth transition to MVP Health Insurance beginning Dec 1, 2017.
- Preparing year-end payroll reports.
- Preparing year-end ACA reports.
- Preparing year-end Civil Service RPC's and certified payroll report.

	Number	YTD Change
Full Time	53	
Part Time/Temp	67	
Hired	1	
Promotion	0	
Resignation	2	
Termination	0	
Vacancy	7	
Staff Size	120	
Training	6 staff / 19.3 hours	+24% staff / -38% hours

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	25 vol. / 134 hours	-10% vol. / -20% hours

- Library Links will have expanded to more locations, and all branches will be participating in 2018. APL began doing presentations to key neighborhood associations to promote the home delivery service.
- Training materials and new documentation for adult programming will be implemented in January 2018.
- APL participated in the Sheridan Hollow community event.

FACILITIES

	Number	YTD Change
Work Orders	91	

- Winter preparations and snow removal have become a priority.
- Washington Ave. third floor offices are being constructed for Administration.
- New third floor carpeting is being installed.
- New truck for facilities and snow removal has been ordered.

- New electrical panel project has been completed.
- Repair to Howe stairs and railings has begun.

COLLECTION MANAGEMENT SERVICES

- 2017 Central Library Funds allocated for Overdrive adult nonfiction have been spent. Also fully spent are APL and all member library monies collected by UHLS for Overdrive fiction holds.
- Newspaper renewals for 2018 have been submitted to Hamilton News. Staff have been working with them to improve the format of their annual bills, and reporting of credit balances. The assistant director has offered to work with the branch managers to develop a simple, shared file for indicating any shortages (undelivered papers) for which we should be credited.

INFORMATION TECHNOLOGY

- Resolved 55 Help Desk tickets.
- Moved several IT services to the Cloud, including the IT Help Desk.
- Finished IT networking expansion for Washington Ave. and Pine Hills Branch offices.
- Upgraded internal server networking infrastructure to 10-Gigabit from (1-Gigabit).
- Moved the “Telestory” video-conferencing equipment to Arbor Hill/West Hill Branch.
- Discovered and resolved faulty networking equipment at Bach Branch.

PUBLIC RELATIONS

	Number	YTD Change
Unique Pageviews	30929	+4%
Facebook Likes	3290	+15%
Twitter Followers	2905	+35%
Instagram Followers	3047	+27%
Online Contacts	36	+12%
Press Releases	1	0

- Content: Winter vacation activities, holiday hours changes, complete Jan/Feb program guide and start March/April, Albany Made podcast on illustrated children’s books (assist Albany Made creative team), individual programs (community health fair, film series, art exhibition, cooking class, etc.), eNotes (new program guide, winter vacation activities for kids, holiday hours, community health fair, Albany Made podcast episode, art exhibition opening)
- Projects: Began website refresh with Overit, assist with switchover to LibCal, graphic design class from St. Rose
- Notable Social Media: Facebook – Hiring senior clerk (661 reach, 9 reactions, 34 clicks). Twitter – #BookFaceFriday for “Not Now, Not Ever” (1364 impressions, 39 engagements). Instagram – Washington Ave. Branch snowfall video short (399 views, 2 comments).

PATRON CULTURE

	Number	YTD Change
Incidents	26	0%
Positive Comments	2	-29%
Neutral Comments	1	-22%
Negative Comments	1	-50%

Albany Public Library

Five Year Financial Plan, Fiscal Years

General Fund

		Est	Actual	Revised											
		Actual 2016	Budget 2016	Budget 2017	September 2017	September 2017	Oct to Dec 2017	Current Estimate	Current Estimate v. Budget	Estimate 2018	Estimate 2019	Estimate 2020	Estimate 2021	Estimate 2022	
Revenues															
Tax Levy	Tax Levy-Library Operations	\$6,567,372	\$6,567,373	\$6,652,455	\$4,989,339	\$4,989,339	\$1,663,116	\$6,652,455	\$0	\$6,981,873	\$6,981,873	\$7,051,692	\$7,122,209	\$7,193,431	Flat tax in 2019/1% Increase 2020 on
Tax Levy	Tax Levy-Branch Improvement Plan	\$1,851,313	1,853,313	1,852,438			1,650,594	\$1,650,594	(\$201,844)	1,650,594	1,649,144	1,652,094	1,656,694	1,654,894	
Tax Levy	Tax-Money Collected in Advance PY Adjustmt	42,103		42104	31581	31581	10523	\$42,104	\$0	164,709	0	34,909	35,258	35,611	
Tax Levy Total		\$8,460,788	\$8,420,686	\$8,546,997	\$5,020,920	\$5,020,920	\$3,324,233	\$8,345,153	(\$201,844)	\$8,551,815	\$8,617,784	\$8,685,448	\$8,753,788	\$8,753,788	
Grants	NYS Grants & Aid	\$313,478	\$187,150	\$187,150	\$238,607	\$238,607	\$0	\$238,607	\$51,457	238,600	238,600	238,600	238,600	238,600	
Grants	Federal Grants	\$0	38,000	38,000	43,593	43,593	0	\$43,593	\$5,593	38,000	38,000	38,000	38,000	38,000	
Grants	Other Grants/Construction	\$36,018	25,000	25,000	23,745	24,792	0	\$24,792	(\$208)	40,000	0	20,000	20,000	20,000	
Grants Total		\$349,496	\$250,150	\$250,150	\$305,945	\$306,992	\$0	\$306,992	\$56,842	316,600	276,600	296,600	296,600	296,600	
Fines and Fees	Fines and Fees	\$158,722	126,000	130,213	105,488	116,232	21,000	\$137,232	\$7,019	123,958	121,479	119,049	116,669	114,335	2% Decline/Year
Fines and Fees Total		\$158,722	\$126,000	\$130,213	\$105,488	\$116,232	\$21,000	\$137,232	\$7,019	123,958	121,479	119,049	116,669	114,335	
Interest Income	Interest Income	\$23,821	10,000	10,000	73,707	50,958	10,000	\$60,958	\$50,958	20,000	20,000	20,000	20,000	20,000	
Interest Income Total		\$23,821	\$10,000	\$10,000	\$73,707	\$50,958	\$10,000	\$60,958	\$50,958	20,000	20,000	20,000	20,000	20,000	
DASNY Project Reimbursement	DASNY Project Reimbursement	\$3,584	0	0	0	0	0	\$0	\$0	0		0	0	0	
DASNY Project Reimbursement Total		\$3,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	0	0	0	0	
Foundation Contributions	Foundation Contributions	\$20,000	\$20,000	\$20,000	\$0	\$0	\$0	\$0	(\$20,000)	20,000	20,000	20,000	20,000	20,000	
Foundation Contributions Total		\$20,000	\$20,000	\$20,000	\$0	\$0	\$0	\$0	(\$20,000)	20,000	20,000	20,000	20,000	20,000	
Other	Other	\$14,140	\$20,000	\$16,500	\$17,706	\$21,569	\$4,566	\$26,135	\$9,635	25,000	25,000	25,000	25,000	25,000	
Fund Balance Used Shown Below		\$14,140						\$0	\$0						
Other Total		14,140	20,000	16,500	17,706	21,569	4,566	\$26,135	\$9,635	25,000	25,000	25,000	25,000	25,000	
Total Revenues and Other Sources		\$9,030,551	\$8,846,836	\$8,973,860	\$5,523,766	\$5,516,671	\$3,359,799	\$8,876,470	(\$97,390)	\$9,079,772	\$9,138,343	\$9,198,978	\$9,260,642	\$9,260,642	
Expenditures															
Payroll and Related Costs	Salaries	\$3,453,179	3,440,678	3,630,971	2,597,751	2,597,640	948,126	\$3,545,766	(\$85,205)	3,864,484	3,954,620	4,056,747	4,161,518	4,269,002	
Payroll and Related Costs	NYS Retirement	\$425,362	529,714	496,709	319,824	319,709	106,608	\$426,317	(\$70,392)	464,748	475,588	487,870	500,470	513,396	Assumes 2017 Percentage
Payroll and Related Costs	Health Insurance	\$777,563	898,799	867,433	625,242	626,146	244,466	\$870,612	\$3,179	974,073	1,090,961	1,221,877	1,368,502	1,532,722	Assumes 12% Increase/Year
Payroll and Related Costs	Other Payroll	\$278,718	283,466	299,054	206,636	207,152	77,489	\$284,641	(\$14,414)	309,654	316,876	325,060	333,455	342,067	
Payroll and Related Costs Total		\$4,934,822	5,152,657	5,294,167	3,749,453	3,750,647	1,376,689	\$5,127,336	(\$166,831)	5,612,959	5,838,046	6,091,553	6,363,944	6,657,187	
Occupancy Costs	Heat & Electric	\$144,385	244,398	201,398	123,540	123,596	46,180	\$169,776	(\$31,622)	174,812	180,056	185,458	191,021	196,752	Assumes 3% Increase/Year
Occupancy Costs	Telephone		13,602	13,602				\$0	(\$13,602)	9,785	10,079	10,381	10,692	11,013	Assumes 3% Increase per year
Occupancy Costs	Maintenance/Repairs/Supplies	\$379,383	375,000	350,000	300,610	301,812	100,203	\$402,015	\$52,015	420,854	441,897	463,992	487,191	511,551	Assumes 5% Increase/Year
Occupancy Costs	Security		0	5,000				\$0	(\$5,000)	0	0	0	0	0	Assumes Bringing Security in House
	Truck/Van					0	40,000	\$40,000	\$40,000	0	30,000	30,000	0	0	Truck in 17, Van in 19 & 20
Occupancy Costs	Building Improvemts/Grant Exp. Construction	\$75,087	33,333	35,000	32,377	32,377	61,000	\$93,377	\$58,377	98,046	102,948	108,096	113,500	119,175	5% Increase/Year
Occupancy Costs	Other Building Costs	\$47,692	95,000	70,000	15,922	16,258	46,000	\$62,258	(\$7,742)	78,400	78,400	78,400	78,400	78,400	Extra Rent \$ North Albany
Occupancy Costs Total		\$646,547	761,333	675,000	472,449	474,043	293,383	\$767,426	\$92,426	781,896	843,379	876,326	880,805	916,891	
Materials	Books, Periodicals, Magazines	\$617,868	610,000	610,000	436,068	446,308	163,692	\$610,000	\$0	444,282	444,282	444,282	444,282	444,282	
Materials	Central Library	\$0			22,662	22,662		\$22,662	\$22,662	\$205,718	\$205,718	\$205,718	\$205,718	\$205,718	
Materials	On Line Services	\$27,529	45,000	45,000	22,964	34,773		\$34,773	(\$10,227)	65,000	65,000	65,000	65,000	65,000	
Materials Total		\$645,397	655,000	655,000	481,694	503,743	163,692	\$667,435	\$12,435	715,000	715,000	715,000	715,000	715,000	
Administration and Misc	Professional Services	124,102	175,000	185,000	84,022	101,288	46,007	\$147,295	(\$37,705)	136,531	150,627	144,200	158,526	152,982	Assumes 3% Increase per year, 10K in 19 & 21
Administration and Misc	Misc Grant Expense	27,253	0	0	301	301		\$301	\$301	0	0	0	0	0	
Administration and Misc	Construction Grant (Can Be in Building)		33,333	0				\$0	\$0	0	0	0	0	0	
Administration and Misc	Administrative and Misc	248,159	232,667	268,000	183,088	198,704	79,529	\$278,233	\$10,233	270,496	278,611	286,969	295,578	304,445	Assumes 3% Increase per year
Administration and Misc Total		399,514	441,000	453,000	267,494	300,293	125,537	\$425,830	(\$27,170)	407,027	429,237	431,169	454,104	457,427	
Automation	Automation Services	207,957	240,000	240,000	156,842	174,867	29,200	\$204,067	(\$35,933)	191,623	197,372	203,293	209,392	215,674	3% Increase/Yr
Automation	Automation Software	14,379	15,000	15,000	24,714	18,714	0	\$18,714	\$3,714	25,208	25,712	26,227	26,751	27,286	2% Increase/Yr
Automation	Automation Hardware	76,937	130,000	130,000	77,683	78,684	3,000	\$81,684	(\$48,316)	105,000	110,250	115,763	121,551	127,628	5% Increase/Yr
Automation Total		299,273	385,000	385,000	259,239	272,265	15,000	\$287,265	(\$97,735)	321,832	333,334	345,282	357,694	370,588	
Debt Service	Debt Service	1,851,313	1,853,313	1,852,438	0	0	1,650,594	\$1,650,594	(\$201,844)	1,650,594	1,649,144	1,652,094	1,656,694	1,654,894	
Debt Service Total		1,851,313	1,853,313	1,852,438	0	0	1,650,594	\$1,650,594	(\$201,844)	1,650,594	1,649,144	1,652,094	1,656,694	1,654,894	
Contingency			0	0				\$0	\$0	0	0	0	0	0	
Contingency Total			0	0				\$0	\$0	0	0	0	0	0	
Total Expenditures and Other Uses															
Grand Total		\$8,776,866	\$9,248,304	\$9,314,605	\$5,230,329	\$5,300,991	\$3,624,894	\$8,925,885	(\$388,720)	\$9,489,307	\$9,808,141	\$10,111,424	\$10,428,241	\$10,771,987	
Surplus (Deficit/Fund Balance Used)		\$253,685	(\$401,468)	(\$340,745)	\$293,437	\$215,680	(\$265,096)	(\$49,416)	\$291,329	(\$409,536)	(\$669,799)	(\$912,446)	(\$1,167,599)	(\$1,511,345)	
Budgetary Reserves															
	Fund Equity, Beg. of Year	3,674,249	3,674,247	3,927,934				\$3,927,934		3,878,518	3,468,983	2,799,184	1,886,738	719,139	
	Fund Equity, End of Year	3,927,934	3,272,779	3,587,189				3,878,518		3,468,983	2,799,184	1,886,738	719,139	(792,206)	
	Nonspendable and Restricted Fund Balance														
Unrestricted Fund Balance		3,927,934	\$3,272,779	\$3,587,189				\$3,878,518		3,468,983	2,799,184	1,886,738	719,139	(792,206)	
Unrestricted Fund Balance % of Expenditures															

Board of Trustees Meeting Evaluation Summary – November 2017

- 1) 6/7 strongly agreed that the board packet was useful, 1 agreed
- 2) 3/7 strongly agreed that all trustees came fully prepared for the meeting, 2 agreed, and 1 disagreed
- 3) 6/7 strongly agreed the agenda focused on important issues, 1 agreed
- 4) 7/7 strongly agreed trustees had ample time to ask questions and express opinions
- 5) 7/7 strongly agreed the meeting was efficient and effective

- 6) What did you like best about the meeting?
 - Ample time for trustee questions and input
 - Public comment
 - Love seeing all my peeps!
 - Business was moved quickly and efficiently
 - Efficient and effective, materials were very good

- 7) What did you like least about the meeting?
 - Hungry
 - The agenda seemed to indicate that there would be action on 5-year financial plan and budget modifications, but 5-year plan was handed out at the meeting and not in packet and budget modifications were not in packet so it was somewhat misleading.

- 8) What suggestions do you have for how the meeting could be improved?
 - I'd like the meeting to be more "board" focused in terms of running the meeting and even the tone. Less administrative and more board.
 - None, these are flowing wonderfully and cover all ground appropriately
 - Other than [2nd bullet] in #7, no suggestions, very good meeting.

EXTENSION AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 2018

The Upper Hudson Library System (hereinafter referred to as "UHLS") and the

(Library name)

(hereinafter referred to as the "Library") agree as follows:

The Library and UHLS will honor a one year extension of the 2015-2017 UHLAN Agreement to cover calendar year 2018 under all terms and conditions as outlined in that agreement, with the following exceptions:

- 1) A 2018 UHLAN Fee Chart will be created reflecting the current approved NYS Annual Report data for each member library.
With the exception of the per circulation transaction charge [see 2) below] the elements included in the chart and the fee formulas will remain unchanged from the 2015-2017 UHLAN Agreement.
- 2) In section 9 A. (Charges and Payments) the **Circulation Fee** will be based on a per circulation transaction charge of **\$.055** for 2018.
- 3) All references to the Automated Services Committee in the 2015-17 Agreement will be ignored. The UHLS Board dissolved the Automated Services Committee in March 2016 on the recommendation of UHLS and the UHLS Directors Association. UHLS will consult with the member libraries via the various advisory councils and committees and the UHLS Directors Association as appropriate to the specific issue being discussed.

Agreement commencement date: January 1, 2018

Executed on (date): _____

For the (Library name): _____

By (name): _____

Title: _____

For the Upper Hudson Library System:

By (name): _____

Title: UHLS Board President

2018 UHLAN Fee Chart												
prepared 11/02/17	Service Fee		Circulation Fee			Adjustments			UHLAN Fee	Previous fee comparison		Libraries
Libraries	Total Local Support	Service Fee	2016 circulation	% of total circ.	(circ # x \$.055)	Service+Circ (not adjusted)	Adj. applied	Adj. \$ result	2018 UHLAN Fee Service fee + Circ fee (adjusted)	2017 UHLAN Fee	% Change Old to New**	
Albany	\$6,609,475	\$ 10,000	911,149	22.92%	\$50,113	\$60,113	1, 3	-\$2,183	\$57,930	\$60,979	-5.00%	Albany
Altamont	\$98,785	\$ 1,750	31,137	0.78%	\$1,713	\$3,463	1	\$14	\$3,477	\$3,477	0.00%	Altamont
Berlin	\$10,350	\$ 1,300	9,450	0.24%	\$520	\$1,820	3	-\$91	\$1,729	\$1,760	-1.76%	Berlin
Berne	\$42,030	\$ 1,300	18,641	0.47%	\$1,025	\$2,325	n/a	\$0	\$2,325	\$2,182	6.55%	Berne
Bethlehem	\$3,906,500	\$ 8,500	670,393	16.87%	\$36,872	\$45,372	n/a	\$0	\$45,372	\$44,796	1.29%	Bethlehem
Brunswick	\$134,714	\$ 2,000	38,407	0.97%	\$2,112	\$4,112	1	\$149	\$4,261	\$4,261	0.00%	Brunswick
Castleton	\$119,325	\$ 2,000	23,185	0.58%	\$1,275	\$3,275	n/a	\$0	\$3,275	\$3,068	6.75%	Castleton
Cohoes	\$181,570	\$ 2,000	37,936	0.95%	\$2,086	\$4,086	n/a	\$0	\$4,086	\$4,046	0.99%	Cohoes
East Greenbush	\$1,547,282	\$ 5,000	404,136	10.17%	\$22,227	\$27,227	n/a	\$0	\$27,227	\$26,135	4.18%	East Greenbush
Grafton	\$31,600	\$ 1,300	10,649	0.27%	\$586	\$1,886	1	\$522	\$2,408	\$2,408	0.00%	Grafton
Guilderland	\$3,531,819	\$ 8,500	494,105	12.43%	\$27,176	\$35,676	3	-\$1,784	\$33,892	\$33,337	1.67%	Guilderland
Hoosick Falls	\$49,940	\$ 1,300	22,557	0.57%	\$1,241	\$2,541	1	\$86	\$2,627	\$2,627	0.00%	Hoosick Falls
Menands	\$129,006	\$ 2,000	27,727	0.70%	\$1,525	\$3,525	3	-\$176	\$3,349	\$3,295	1.63%	Menands
Nassau	\$108,870	\$ 2,000	20,237	0.51%	\$1,113	\$3,113	1	\$102	\$3,215	\$3,215	0.00%	Nassau
North Greenbush	\$304,341	\$ 2,000	100,435	2.53%	\$5,524	\$7,524	n/a	\$0	\$7,524	\$7,387	1.85%	North Greenbush
Petersburgh	\$58,137	\$ 1,750	19,320	0.49%	\$1,063	\$2,813	3	-\$140	\$2,672	\$2,628	1.69%	Petersburgh
Poestenkill	\$64,984	\$ 1,750	17,449	0.44%	\$960	\$2,710	3	-\$135	\$2,575	\$2,566	0.33%	Poestenkill
RCS	\$548,870	\$ 5,000	63,930	1.61%	\$3,516	\$8,516	2	-\$2,245	\$6,271	\$5,453	15.00%	RCS
Rensselaer	\$97,695	\$ 1,750	22,475	0.57%	\$1,236	\$2,986	1,3	\$560	\$3,546	\$3,733	-5.00%	Rensselaer
Rensselaerville	\$47,296	\$ 1,300	12,878	0.32%	\$708	\$2,008	3	-\$101	\$1,908	\$1,859	2.61%	Rensselaerville
Sand Lake	\$134,342	\$ 2,000	38,380	0.97%	\$2,111	\$4,111	1	\$146	\$4,257	\$4,257	0.00%	Sand Lake
Schaghticoke	\$36,515	\$ 1,300	8,841	0.22%	\$486	\$1,786	1	\$214	\$2,000	\$2,000	0.00%	Schaghticoke
Stephentown	\$47,722	\$ 1,300	21,726	0.55%	\$1,195	\$2,495	n/a	\$0	\$2,495	\$2,393	4.26%	Stephentown
Troy	\$971,783	\$ 5,000	166,946	4.20%	\$9,182	\$14,182	1	\$2,660	\$16,842	\$16,842	0.00%	Troy
Valley Falls	\$34,432	\$ 1,300	8,563	0.22%	\$471	\$1,771	n/a	\$0	\$1,771	\$1,649	7.40%	Valley Falls
Voorheesville	\$1,115,716	\$ 5,000	107,504	2.70%	\$5,913	\$10,913	3	-\$545	\$10,367	\$9,837	5.39%	Voorheesville
Watervliet	\$41,000	\$ 1,300	20,556	0.52%	\$1,131	\$2,431	1	\$570	\$3,001	\$3,001	0.00%	Watervliet
Westerlo	\$76,234	\$ 1,750	17,908	0.45%	\$985	\$2,735	n/a	\$0	\$2,735	\$2,632	3.91%	Westerlo
W.K. Sanford	\$2,523,044	\$ 8,500	628,042	15.80%	\$34,542	\$43,042	n/a	\$0	\$43,042	\$42,827	0.50%	W.K. Sanford
Total	\$22,603,377	\$ 89,950	3,974,662	100.00%	\$218,606	\$308,556			\$306,179	\$304,650	0.50%	

Service Fee - Budget tiers	
Local Support less total debt service (from latest NYS Annual Report)	
\$5,000,000 and over	\$10,000
\$2,000,001 - \$5,000,000	\$8,500
\$500,001 - \$2 million	\$5,000
\$100,001 - \$500,000	\$2,000
\$50,001 - \$100,000	\$1,750
up to \$50,000	\$1,300

Adjustments
1) Minimum fee decrease of 0% from previous year's fee (exception - net lender discount)
2) Maximum fee increase of 15% from previous year's fee
3) Net lender 5% discount on total fee AFTER ALL OTHER ADJUSTMENTS (info from latest NYS annual report)

**Average member library fee Increase = 1.87%

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AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 2015-2017

The Upper Hudson Library System (hereinafter referred to as “UHLS”) and the

(hereinafter referred to as the “Library”) agree as follows:

1. **TERM OF AGREEMENT** - The Agreement is effective on the 1st day of January 2015, and continues in force for a period of up to three (3) years, but not extending beyond December 31, 2017. It may be terminated by either party upon one hundred eighty (180) days written notice to the other.

2. **PURPOSE** - UHLS maintains an online library automation network under the working name of the Upper Hudson Library Access Network (hereinafter referred to as “UHLAN”) and makes services through UHLAN available to its member libraries. The purpose of this Agreement is to define the scope of services to be provided by UHLS to the Library and the responsibilities of both parties.

3. **STATEMENT OF GENERAL RESPONSIBILITIES** - UHLS will be responsible for providing fully licensed use of an integrated library system (hereinafter referred to as the “System”) for UHLS and its member libraries. UHLS and the Library mutually agree to communicate with each other on matters related to the System to ensure the highest level of service to the member libraries and to library users. The Library agrees that UHLS is the primary contact with the Vendor or System Support Consultant and that communications between the Library and the Vendor or the System Support Consultant should be mediated or arranged by UHLS.

4. **UHLAN SERVICES**- At the date of this agreement, the following services are generally available to the Library through UHLAN.

- A. Online public access catalog;
- B. Circulation control;
- C. Acquisitions control;
- D. Serials control;

- E. Cataloging;
- F. Access to remote bibliographic databases;
- G. Web Site hosting and support;
- H. Electronic mail hosting and support;
- I. Access to online full-text periodicals and other remote databases;
- J. Statistical reports relating to a library's use of the System;
- K. Access to the patron database for authentication purposes for third party applications.

5. **RESPONSIBILITIES OF THE PARTIES**

A. **Responsibilities of UHLS**

- 1. Maintain the servers, peripherals, and telecommunications equipment that support the System;
- 2. Provide trained staff to maintain, oversee, and develop the System and to provide support to the Library for their automation activities such as e-mail, web hosting, etc.;
- 3. House the central site hardware required for all supported automation services;
- 4. Assume the costs of electric power, heating, and cooling for central site hardware;
- 5. Purchase, install, and maintain at its facility telecommunications equipment necessary to connect the Library to the UHLS computer system;
- 6. Purchase, install, and maintain at its facility a printer to generate printed notices for the Library;
- 7. Perform regular maintenance tasks and enter into such maintenance contracts as needed for hardware and software to assure a reasonable level of reliability and responsiveness of the central site computer system;
- 8. Enforce all System performance warranties available to it under its contract with the Vendor;
- 9. Provide Library with overdue, hold, and billing notices as requested;
- 10. Hold the final authority for issuance of policies for use of the System, following appropriate consultation with the UHLAN Automated Services Committee (hereinafter referred to as "ASC", see Appendix 1 for Operation Guidelines/Rules for the UHLAN Automated Services Committee);
- 11. Provide training to the Library staff, both initially and on an on-going basis, sufficient to allow them to make full use of the System;
- 12. Maintain daily, monthly and quarterly back-up tapes of all UHLAN transactions and archive these tapes indefinitely at a site other than the UHLS building;
- 13. Provide statistical reports on the Library's use of the System as requested by the Library;
- 14. Provide registration forms and UHLAN borrowers' cards for use by the Library;
- 15. Purchase, as requested by the Library, barcode labels. The Library will reimburse UHLS for the cost, including shipping, of these labels;
- 16. Send bills for UHLAN Access fees at the beginning of the quarter for that quarter on a calendar year basis.

B. **Responsibilities of the Library**

- 1. Purchase, install, and maintain at its own expense the equipment used in the Library, including but not limited to necessary telecommunications equipment, workstations, barcode readers, and printers;

2. After consultation with the appropriate UHLS staff, negotiate and contract with an Internet Service Provider (ISP) for Internet access to the System, and work with the ISP to maintain and troubleshoot any equipment or services provided by the ISP;
3. Be responsible for payment of all telecommunications charges associated with its use of the System;
4. Purchase all supplies necessary for the Library's use of the System, including but not limited to borrowers' cards, multi-part forms, paper, etc.;
5. Consult with the appropriate UHLS staff before purchasing or entering into any agreement for the use of hardware, software, or supplies intended to interface with the System (e.g. barcode labels, SIP licenses, scanners, etc.), to ensure compatibility with the System;
6. Provide reasonable access to the premises of the Library to allow UHLS staff or persons acting on behalf of UHLS to assist the Library in the maintenance of the System as necessary;
7. Make appropriate members of its staff available for training in the proper and efficient use of the System;
8. Take reasonable steps to prevent improper use of the System. What conduct or use of the System will be considered improper shall be determined by the ASC;
9. Add, delete, and maintain bibliographic item and patron records according to established procedures and standards;
10. Be responsible for all costs of mailing any notices to its borrowers as part of its use of UHLAN;
11. Provide schedule and policy changes to UHLS upon adoption of those changes by the Library;
12. Abide by the rules and procedures for the use of the System as recommended by the ASC and approved by the UHLS Board of Trustees;
13. Pay all bills sent by UHLS for the use of the System within sixty (60) days of receipt. If there is a discrepancy regarding the payment of a bill, the parties agree that the dispute shall be first referred to the ASC and then to the UHLS Board of Trustees for resolution.

6. **AUTOMATED SERVICES COMMITTEE** - The Library agrees to designate one representative to the ASC and to abide by the Operation Guidelines/Rules for the UHLAN Automated Services Committee, which is appended to the Agreement as Appendix I. The purpose of the ASC is to advise the UHLS Directors Association and the UHLS Board of Trustees on policies and procedures that affect member libraries' use of the System, and to serve as a Users' Group for the libraries participating in UHLAN.

7. **WARRANTIES, ASSURANCES AND DISCLAIMERS** - UHLS represents and warrants to the Library that the System and its related functions will be available for use by the Library except during maintenance. UHLS will make every reasonable effort to ensure the reliability and responsiveness of the System and its associated telecommunications network and to enforce all System performance warranties available under its contracts with vendors. At any time when UHLS is closed and the Library may be open, support will be available on an on-call

basis. When scheduled maintenance will make the System unavailable, UHLS will notify the Library not less than three (3) work days in advance. The parties agree that neither the Library nor UHLS will be held liable for any inconvenience or loss of service, materials, or revenues caused by failures or irregularities of any part of the System or the telecommunications network, whatever the cause.

8. OWNERSHIP AND TITLE TO SYSTEM COMPONENTS

- A. UHLS has full ownership and title to all central site components, including but not limited to the CPU, disk drives, tape drives, backup units, and telecommunications equipment.
- B. UHLS will be responsible for providing fully licensed use of an integrated library system for UHLS and its member libraries. If the System is based on proprietary software, the vendor retains ownership of the System and the System is licensed by UHLS for use by UHLS and the Library.
- C. UHLS retains full ownership and title to the UHLAN MARC database. The Library has the right to request and receive from UHLS a machine-readable copy of its own holdings in the UHLAN MARC database, including full MARC records.
- D. UHLS retains full ownership and title to the patron database. The Library has the right to request and receive from UHLS a machine-readable copy of the patron records for which it is the home Library.
- E. The Library retains full ownership and title to equipment purchased by the Library for use with the System.

9. CHARGES AND PAYMENTS

- A. The annual UHLAN Access Fee assessed to the Library for the term of this Agreement is comprised of a **Service Fee** and a **Circulation Fee** for each Library. All information used to determine the Library's fee is taken from the previous calendar year's *NYS Annual Report for Public and Association Libraries*. The **Service Fee** is based on the

Total Local Public Funds (less Total Debt Service) as reported by the Library, which is used to determine the Service Fee on a six-tier scale that is included on the UHLAN Access Fee rate chart. The **Circulation Fee** is based on a per circulation transaction charge of \$.047 for 2015, \$.050 for 2016, and \$.053 for 2017. The Grand Total Circulation Transactions as reported by the Library will be used to calculate the Circulation Fee. In each year of the Agreement, the UHLAN Access Fee will be recalculated using the figures from the previous calendar year's *NYS Annual Report for Public and Association Libraries*. All member libraries will be notified of their assessed fees for the next calendar year as soon as the annual report information is available. The UHLAN Access Fee rate chart for the current year will be posted on the UHLS website.

- B. UHLS will bill the Library on a quarterly calendar year basis and the Library agrees to pay all bills sent by UHLS within sixty (60) days of receipt.
- C. Charges for future Agreement periods will be established by recommendation of the ASC and approval of the UHLS Board of Trustees.

10. DEFENSE AND INDEMNIFICATION:

- A. UHLS agrees to defend, indemnify, and hold harmless the Library from all suits, claims, and proceedings arising out of the activities carried on by UHLS in connection with this Agreement, to the extent of UHLS's responsibility for such claims, damages, and losses, except for those claims, suits or proceedings arising solely out of the negligence of the Library.
- B. The Library hereby agrees to defend, indemnify, and hold harmless UHLS from all suits, claims, and proceedings arising out of the activities carried on by the Library in connection with this Agreement, to the extent of the Library's responsibility for such claims, damages, and losses, except for those claims, suits, or proceedings arising solely out of the negligence of UHLS.

11. **NONAPPROPRIATION** - Notwithstanding anything in this Agreement to the contrary, the Library shall not be deemed in default under this Agreement in the event no funds or insufficient funds are appropriated and budgeted for or otherwise unavailable by any means whatsoever in any fiscal period for the implementation of this Agreement. THE LIBRARY SHALL IMMEDIATELY NOTIFY UHLS OF SUCH OCCURRENCE AND THIS AGREEMENT SHALL TERMINATE ON THE LAST DAY OF THE FISCAL PERIOD FOR WHICH APPROPRIATIONS WERE RECEIVED.

12. **MODIFICATIONS** - This Agreement may not be modified except in writing.

13. **SEVERABILITY** - If any provision of this Agreement is held invalid, such invalidity will not affect any other provision of this Agreement which can be considered valid without the invalid provision and to this end, the provisions of this Agreement are severable.

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Agreement commencement date: January 1, 2015

Executed on _____

For the _____ Library

By: _____

Title: _____

For the Upper Hudson Library System:

By: _____

Title: UHLS Board President

APPENDIX I

Operation Guidelines/Rules for the UHLAN Automated Services Committee

NAME: The name of this Committee is UHLAN Automated Services Committee (ASC).

PURPOSE: The purpose of the ASC is to consider automation related issues of the Upper Hudson Library Access Network (UHLAN) and make recommendations on policies and decisions to the UHLS Directors Association and the UHLS Board of Trustees.

MEMBERSHIP VOTING: All libraries that have signed an Agreement with UHLS for automated services shall be entitled to one voting representative as determined by the library. The UHLS Director or designee shall have one vote. A majority of those present for a duly called meeting will be required for the making and approving of motions.

MEETINGS: The Committee will meet as often as necessary to conduct its required business. Agenda items may be submitted by member libraries, the UHLS Board of Trustees or by UHLS staff.

CHAIRPERSON: The UHLS Board President will appoint the Chairperson for a term of one year.

SECRETARY: A Secretary will be chosen by the Committee. This Secretary may be a UHLS staff person.

Procedures not covered above will be governed by the UHLS Board of Trustees By-Laws and by *Robert's Rules of Order, Newly Revised*.



Albany Public Library

Jarzombek, Scott <jarzombeks@albanypubliclibrary.org>

[NYLINE] Sustainable Library Certification: Enroll Before Year's End for Reduced 2017 Pricing!

Kelsey Dorado <Marketing@nyla.org>
Reply-To: Kelsey Dorado <Marketing@nyla.org>
To: NYLINE@listserv.nysed.gov

Tue, Dec 19, 2017 at 11:55 AM

NYLA Council Approves Sustainable Library Certification Program; Historic Decision Launches First Benchmarking Initiative of Its Kind

Take advantage of reduced 2017 registration pricing [by enrolling before December 31, 2017!](#)

The New York Library Association (NYLA) is proud to announce a one-of-a-kind opportunity for New York's public libraries to step up as sustainability leaders in their communities: The Sustainable Library Certification Program.

The Council of NYLA approved the program at their August 10, 2017 meeting, on the recommendation of the NYLA Sustainability Initiative Committee (NYLA-SI), to help realize the goals of the Council's own Resolution on the Importance of Sustainable Libraries. That resolution, passed February 6, 2014, articulated the commitment by NYLA to *"...enthusiastically encourage activities by its membership – and itself - to be proactive in their application of sustainable thinking in the areas of their facilities, operations, policy, technology, programming and partnerships."*

The Sustainable Library Certification Program's cutting-edge benchmarking system is designed to help libraries improve their "triple bottom line" as environmental stewards, economically feasible institutions and as community leaders that place great stock in social equity.

"This initiative exemplifies the commitment of NYLA and our member libraries to community leadership," said Barbara Stripling, President of the New York Library Association. *"It is our willingness to take on important*

issues, and help our communities find solutions, that ensures that libraries will always be an integral part of our communities.”

Organizations that achieve Certification through this program will:

- reinforce their roles as leaders in their communities
- ensure that sustainability remains part of their library's process and practice in the future and
- receive recognition for their commitment to making their communities more resilient, while making their communities stronger

“NYLA is thrilled to serve as a conduit for this important work, bringing together the efforts and passions of the dedicated members of the Sustainability Initiative,” said Jeremy Johannessen, NYLA Executive Director. *“This certification program serves as an important step in ensuring the long-term vitality of the libraries in our state.”*

The Committee has worked to create and assess a custom process modeled on what has proven successful in other industries - from the business world (e.g. B Corporation certification), to the world of construction (e.g. Leadership in Energy & Environmental Design certification), to academia (e.g. The Association for the Advancement of Sustainability in Higher Education Sustainability Tracking, Assessment & Rating System). This tool fills the void in the library field.

The Sustainable Libraries Certification Program will be the first of its kind in the nation, if not the world. The program is designed to lead a library's administration, board, and staff through a series of questions and activities that ultimately lead to creating a more sustainable, resilient, and regenerative library that is well positioned to help its community thrive.

Work a library will undertake to strengthen their organizational culture of sustainability through this program will include a variety of activities including an employee survey; policy development; data collection to benchmark resource usage; program design; and outreach efforts in your community. Technical assistance in completing the certification path will be provided.

Interested libraries can:

1. take advantage of reduced 2017 registration pricing by enrolling before **12/31/2017**.

2. view the [introductory webinar](#) to learn more about the program.

This program is open to all public libraries in New York. Versions for the academic and school library community are currently in development. To learn more, visit www.nyla.org/sustainability.

NYLINE: since 1985! [Archives of NYLINE](#) || To ensure you continue to get NYLINE messages, please add NYLINE@listserv.nysed.gov to your "trusted contacts"! || Has your e-mail address changed? You might continue to receive messages, but you will not be able to post to the list. [Contact the Listowner](#) with your old and new e-mail addresses, and we'll make the change for you! || PLEASE EDIT YOUR REPLIES! || Too much e-mail? Send a "SET NYLINE HTML DIGEST" (without the quotation marks) command in the body of your message to LISTSERV@LISTSERV.NYSED.GOV to receive a daily digest. || Need to leave this list? Send a "SIGNOFF NYLINE" (without the quotation marks) command in the body of your message to LISTSERV@LISTSERV.NYSED.GOV. || Need help? [Contact the Listowner](#)

NYLA Sustainability Initiative White Paper

Introduction

In February 2014 the Council of the New York Library Association passed the *Resolution on the Importance of Sustainable Libraries*¹ in recognition of the essential nature of libraries and the need for libraries to be proactively planning for a vibrant future both for themselves and for their communities. In order to be sustainable, libraries need to partner in community conversations about resiliency and climate change. The resolution included the stabilization and reduction of long-term energy costs, an increase in the support for the library in the community and new sources of funding as components of *sustainable thinking*:

"... Resolved, that the New York Library Association enthusiastically encourages activities by its membership – and itself - to be proactive in their application of sustainable thinking in the areas of their facilities, operations, policy, technology, programming and partnerships."

But what does *sustainable thinking* look like? What activities would a library engage in to achieve this ideal? How would a library know if they were successful in this endeavor?

Sustainable, Resilient, Regenerative: A Strategy for the Future of New York's Libraries

NYLA Sustainability Initiative Retreat

To help find the answers to these questions and define a potential path a retreat was planned. Five sponsors stepped forward to underwrite an event at which library leaders from around the state could convene to discuss what it would look like for NYLA to move forward in a way that was true to the 2014 resolution:

- Leadership & Management Section of the New York Library Association (LAMS)
- Public Library Section of the New York Library Association (PLS)
- Public Library Systems Directors Organization (PULISDO)
- Suffolk Cooperative Library System
- Suffolk County Library Association

Retreat conveners envisioned an event in which those in attendance would be "co-creators" in defining *sustainable thinking* for the New York library community. A call for applicants was issued for the retreat in the spring of 2015:

Announcement of the retreat:

Libraries are increasingly faced with economic challenges, environmental uncertainty and disruptive obstacles to fulfilling our mission to provide equitable access to library services. How will New York Libraries respond?

In 2014, the NYLA Council passed their Resolution on the Importance of Sustainable Libraries - recognizing the need to promote the important role libraries can play in larger community conversations about resiliency, climate change and a sustainable future for the communities that we serve. But what does this actually look like? What does it look like when libraries make "sustainable decisions"? What activities will promote "sustainable thinking" in libraries?

NYLA will be providing a select group of New York's library leaders with the time and space to articulate the way libraries will adapt to our changing world through our "Sustainability Initiative Retreat" where we will become

¹ http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=1031&MenuKey=news

co-creators in shaping strategies that ensure our libraries remain vital, are able to rebound from disruption and provide on-going value to the communities they serve.

More than 30 leaders applied. However, funding for the retreat, at that time, only allowed for 20 participants. As more donations were received the group grew to 24. Applicants were chosen for their articulation of the tenets of sustainability, their previous sustainability-related project experience and to ensure as many types of libraries were represented as possible. A list of the retreat co-creators is available in the Appendices.

Prior to the event co-creators prepared by reading a selection of resources² provided by the conveners and watching the Sustainable Thinking Mini-course, a recorded, condensed version of a workshop offered around the state over the past year. The co-creators also engaged in two activities: one, to personally define how libraries are already sustainable and two, to research examples of how libraries behave in sustainable, resilient and regenerative ways (their examples are provided in the appendices).

At the retreat, held at the Carey Institute for Global Good in Rensselaerville, NY, September 21-22, 2015, co-creators confirmed the purpose of the retreat:

*To provide the **time and space** to articulate the **alignment** of core values with the potential role for libraries to play as **sustainability leaders** in their communities;*

*In a way that invites each participant as a **co-creator**;*

*So that our institutions **remain vital, rebound from disruption and provide ongoing value** to the communities they serve.*

The group then worked to come to consensus on:

- **Our shared goal:** "vital, visible and viable libraries"
- **Core Values:**
 - Access
 - Democracy
 - Education & Literacy
 - Community
 - Intellectual Freedom
 - Stewardship
 - Adaptability

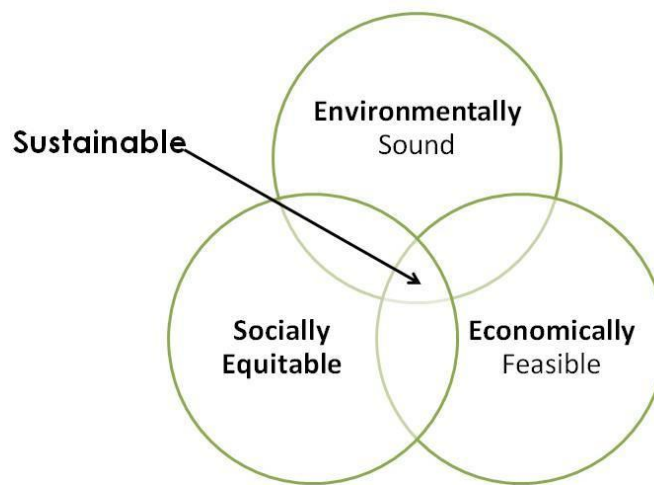
Conceptual Hierarchy (used to define both a library's and a community's desired state):

- Sustainable: to endure
- Resilient: to bounce back after disruption
- Regenerative: to bring new, energetic life; revive
- Whole Systems Thinking: a process of understanding how things/parts/systems behave, interact with their environments and influence each other.

Definition and understanding of the Triple Bottom Line and how it applies to a library and a community:

² http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=1564&MenuKey=career

Triple Bottom Line



Discussing the Triple Bottom Line assisted the group's understanding as to why we would focus particular attention on the environmental "leg" of this **"three-legged" stool** that defines sustainability. In order for something (a product, policy, institution or community) to be truly sustainable it must address all three "legs" of the stool (the environment, economics and social equity.) The group's discussion encompassed an acknowledgement that the philosophy of the American public library, well articulated in the Library Bill of Rights, speaks inherently to a library's role to ensure community members are treated in socially equitable ways. However, it was noted that the concept of **"justice"** needs to be added to this leg as it is not enough to offer something equitably, it also needs to be suited to the individual's needs. (The metaphor provided by co-creator Erica Freudenberger to explain the difference: it would be equitable if we all had shoes, it would be justice if we all had shoes that fit.) The group then discussed the variety of ways libraries speak to the economic feasibility of a community: shared access to entertainment, education and culture; facilitation of a local sharing economy - providing opportunities for communities to pool their resources so that all may have access to more than anyone could have individually; as well as workforce development efforts. The group came to the consensus that there is weakness in a library's ability to holistically approach the environmental aspect of sustainability - noting lags in library facility operations, construction approaches, programs and partnerships as well as community engagement to ensure a library is truly aligning their resources with community aspirations and priorities.

Defining "Sustainable Thinking"

Through the consensus conversations related to our core beliefs, the Triple Bottom Line and the conceptual hierarchy for libraries and communities the group began to seek a brief description of what "sustainable thinking" means for libraries.

To this end, we propose the following definition of "sustainable thinking":

Sustainable thinking aligns a library's core values and resources with the local and global community's right to endure, bounce back from disruption and to thrive by bringing new and energetic life to fruition through choices made in all areas of library operations and outreach.

Recommendations

To support and enhance the New York library community's ability to think sustainably the co-creators have agreed the NYLA Sustainability Initiative should continue and provide the following purpose statement and strategies to bring "sustainable thinking" to life through NYLA for the libraries of New York:

Initiative Purpose Statement [draft]:

To create leadership and provide tools to mobilize libraries to think sustainably.

In a way that builds awareness and consensus, inspiring action in the library community to own their role as sustainability leaders

So that communities thrive, bounce back from disruption and are infused with new and better life for everyone.

To fulfill this purpose the following recommendations are made:

1. **Formation of a NYLA Sustainable Thinking Committee** to oversee and carry out the work identified by the co-creators at the retreat (see second recommendation) as well as serve an advisory role to NYLA on their own operational decision making to think more sustainably (see third recommendation).
2. **Authorization and support of the five recommended Project Teams** (full descriptions and anticipated outcomes for each can be found in the appendices) which are devoted to the following strategies:
 - *An Environmental Scan* to inform initiative activities
 - *Tools for Making the Case for Sustainable Thinking*
 - *A Benchmarking* program to incentivize and measure sustainability efforts in libraries
 - Creation of a *Roadmap* resource to help libraries get started on a path to sustainability and continue on
 - Development of an *Empowering Agents of Change* program to inspire sustainability leadership in New York's libraries

We envision a three-year phased approach to the work defined by the project teams:

- Phase 1: Research and Development with a target launch of developed resources at the 2016 NYLA Conference
 - Phase 2: Implementation of initiatives and tools
 - Phase 3: Refinement and Evaluation
 - Next Steps: Escalation/Elevation of work products
3. **While outside of the scope of the retreat's work, we feel it makes sense to recommend the consideration of NYLA's own role in fulfilling the intent of the resolution (operationally, at conference, etc.) in order to best serve as a model to NYLA members.**

Conclusion

"NYLA leads, educates, and advocates for the advancement of the New York library community."

-NYLA Mission Statement

NYLA has an opportunity to fulfill its mission in a unique way through the NYLA Sustainability Initiative, deepening a commitment made in 2014 with the passage of the NYLA Resolution on the Importance of Sustainable Libraries. A bold step into the future that can empower the library community in new and interesting ways that will truly pay dividends for years to come. As we seek ways in which a library can engage more fully with the community it serves, so should NYLA seek stronger ties with its membership. Providing value, improving library leaders' capacity and generating good things for the people of New York is a wonderful legacy for NYLA Council to pursue through this initiative.

We respectfully provide you with this white paper to assist in the advancement of New York's libraries.

Appendix

1. New York Library Association *Resolution on the Importance of Sustainable Libraries*
2. NYLA Sustainability Initiative Retreat Co-Creators
3. Examples of library actions in the categories of sustainable, resilient, regenerative and whole systems thinking generated by retreat co-creators
4. Project Team Initial Proposals
 - a. Environmental Scan
 - b. Making the Case for Sustainable Thinking
 - c. Benchmarking
 - d. Roadmap
 - e. Empowering Agents of Change

Appendix 1**New York Library Association's Resolution on the Importance of Sustainable Libraries**

Whereas, libraries are essential to the communities they serve; and

Whereas, library leaders have a mandate to ensure future access to economical library services; and

Whereas, libraries that demonstrate good stewardship of the resources entrusted to them can build their base of support in their communities which leads to sustainable funding; and

Whereas, the scientific community has clearly communicated that current trends in climate change are of great concern to all; and

Whereas, the people who work in our libraries and access services in our facilities deserve a healthy environment in which to do so; and

Whereas, libraries who demonstrate leadership in making sustainable decisions that help to positively address climate change, respect natural resources and create healthy indoor and outdoor environments will stabilize and reduce their long-term energy costs, increase the support for the library in their community; and reveal new sources of funding; therefore be it

Resolved, that the New York Library Association, on behalf of its members, recognizes the important role libraries can play in larger community conversations about resiliency, climate change, and a sustainable future; and be it further

Resolved, that the New York Library Association enthusiastically encourages activities by its membership – and itself - to be proactive in their application of sustainable thinking in the areas of their facilities, operations, policy, technology, programming and partnerships.

Adopted by NYLA Council, February 6, 2014

Appendix 2**NYLA Sustainability Initiative Retreat Co-Creators**

September 21-22, 2015 | Carey Center for Global Good, Rensselaerville, NY

Conveners

- **Rebekkah Smith Aldrich**, Coordinator for Library Sustainability, Mid-Hudson Library System
- **Matthew Bollerman**, Director, Hauppauge Public Library and Past NYLA President
- **Jeremy Johannesen**, Executive Director, New York Library Association

Co-Creators

- **David Bradford**, Potsdam Public Library, Potsdam, NY
- **Victor Canseco**, Sandpebble Builders, Southampton, NY
- **Mary Lou Carolan**, Wallkill Public Library, Wallkill, NY
- **Megan Coder**, SUNY New Paltz - New Paltz, NY
- **Casey Conlin**, Pawling Free Library - Pawling, NY
- **Susan Currie**, Tompkins County Public Library, Ithaca, NY
- **Jill Davis**, Hendrick Hudson Free Library, Montrose, NY
- **Claudia Depkin**, Haverstraw King's Daughters Public Library, Garnerville, NY
- **Deborah Emerson**, Central NY Library Resources Council, Syracuse, NY
- **Jesse Feiler**, Plattsburgh Public Library, Plattsburgh, NY
- **Erica Freudenberger**, Red Hook Public Library, Red Hook, NY
- **Margo Gustina**, Southern Tier Library System, Painted Post, NY
- **Geoffrey Kirkpatrick**, Bethlehem Public Library, Delmar, NY
- **Stephen Maher**, New York University School of Medicine, New York, NY
- **Lisa Matte**, Jervis Public Library, Rome, NY
- **Kate McCaffrey**, Northern Onondaga Public Library, Cicero, NY
- **Rebecca Miller**, Library Journal and Floyd Memorial Library, Greenport, NY
- **Richard Naylor**, Leadership & Management Section, New York Library Association
- **Sarah Potwin**, Lagrange Association Library, Poughkeepsie, NY
- **Roger Reyes**, Suffolk Cooperative Library System, Bellport, NY
- **Todd Schlitt**, West Islip Library, West Islip, NY
- **Tim Wiles**, Guilderland Public Library, Guilderland, NY
- **Dana Lee Willbanks**, New York Library Association, Guilderland, NY
- **Judith Wines**, RCS Community Library, Ravena, NY

Appendix 3

Examples of sustainable, resilient, regenerative actions by libraries as well as what whole systems thinking can look like. [Source: Retreat Co-Creators]

Sustainable to endure	Resilient to bounce back	Regenerative to bring new energetic life	Whole System Thinking
<ul style="list-style-type: none"> Placemaking: Library is a place that people want to be; that people value and care for Leadership development Affordable facility operations (energy conservation, maintenance); LEED Recycling; waste management Programming examples: <ul style="list-style-type: none"> Recycling Day CSA pick up Health Literacy Job Seeker assistance Public vote on the library's tax levy Staff wellness Affordable access to ebooks/epub Non-traditional collections/sharing <ul style="list-style-type: none"> The Library Farm (NOPL) Tool Lending Equal access to information, education and entertainment, in all its many forms, for all people of the community that the library serve Community Engagement - a visible library; "Turning Outwards" Physical accessibility of the library Go where people already are Transliteracy 	<ul style="list-style-type: none"> Business Continuity planning (aka disaster planning) Library as convener to develop/discover community-based solutions Solar power; net-zero energy; micro-grids Whole building generators Native landscaping; rooftop gardens Community gardening Strategic, collaborative planning Organizational / change management Flexible space/floor plan Hire for flexibility and openness to learning; cross-trained staff Trend spotting Continuous improvement cycle; responsive to changing community needs/priorities Civic Engagement Strategic Partnerships with municipal leaders and first responders Programming examples: <ul style="list-style-type: none"> DIY Repair Financial literacy Cultural inclusivity 	<ul style="list-style-type: none"> Facility meets Living Building Challenge Programming / Partnership examples: <ul style="list-style-type: none"> STEM; Makerspace; fab lab Human Library/Teacher for a skill Outside the Lines Week; out-of-the ordinary programming Open Government Data Books to Action Pop-Up Libraries Business and innovation incubation Entrepreneurial activities by the library Responsive collection development (and weeding) policy Part of the tourism and economic development conversation "Participatory community experience(s)" (ex Idea Box) Pedal powered charging stations "Make the community feel good about itself" 	<ul style="list-style-type: none"> Sustainability infused within library's strategic plan Policy, for example <ul style="list-style-type: none"> HHFL Environmental Policy Green Building Operations Climate Smart Pledge Environmentally Preferable Purchasing Commitment to sustainability built-in to job descriptions and evaluation Collaborate rather than compete with other libraries To make our goal not just a thriving library but a thriving community using the Triple Bottom Line

Appendix 4

Project Team Initial Proposals

- a. Environmental Scan
- b. Making the Case for Sustainable Thinking
- c. Benchmarking
- d. Roadmap
- e. Empowering Agents of Change

a. Environmental Scan to support the NYLA Sustainability Initiative

Statement of Purpose:

Increase the capacity of the Sustainability Initiative co-creators by doing and sharing research on the state of Sustainability, Resiliency, and Regenerative policies, practices, and plans on a local, statewide, nationwide and global scale.

Outputs:

- Provide an informed overview of the research to the Sustainability Initiative
- Feed information, tools, exemplars, as well as potential threats to other Sustainability Initiative sub-committees
- Generate a curated directory of individuals for partnership/alliance/information

Next steps:

Look everywhere for work that we (co-creators) can adapt and adopt (ie. the research).

- Use this form as a collection tool: <https://docs.google.com/forms/d/1p-b9YjXK7RZcTWKPryTTyAECNAhO-BiNAow3EvzPybl/viewform>
- Identify the work of others in this sphere
- Identify connections with alliance organizations and corporations

Longevity:

Further steps

- Gap analysis of the environmental scan identifying missing resource areas by type of resource, type of target audience, or type of organization engaged in the work
- Schedule for updates, as well as link and contact checks
- Recommendations for outreach based on the research for sharing with co-creators with diverse priorities

Subcommittee research priorities distribution

All participants will investigate their own localities for exemplars and trends. Additionally:

Hyperlocal scan – Todd

State – Richard

Federal/Global NGO/ Foundations – Rebecca

Corporations – Margo

Academia (k-12 & higher ed) – David

Additional roles

Task & timeline management – Richard

Sharing/Pathfinder tool construct - Margo

b. Making the Case for Sustainable Thinking

Statement of Work

- Develop a resources that will help library leaders make the case to their various stakeholders that sustainable libraries are essential to the vitality of the communities they serve.

Potential Output

- Drawing on the Roadmap and Environmental Scan resources, develop:
 - Written documents in cooperation with the Sustainability Initiative's Train the Trainer which include:
 - Talking points and short scripts to help library leaders communicate the importance of sustainable libraries to different stakeholders (trustees, staff, friends, library users, non-users, and municipal leaders)
 - An ongoing conversation about sustainable thinking in libraries including:
 - Short examples drawn from the Roadmap and Environmental Scan resources which highlight exciting examples of sustainable thinking and lead people to these resources

Logical Next Steps

- Identify the audience of library leaders to which the Talking Points are directed using tools from the Train the Trainer work
 - Identify the audiences to which these library leaders will be making the case
- Draw case studies from the Roadmap and Environmental Scan resources
- Develop Talking Points to communicate the essential work of the Sustainability Initiative to members of NYLA

Longevity Plan

- Keep the conversation going and increase visibility and awareness for sustainable thinking by sharing information and examples in NYLA's *News You Can Use!* and other outlets
- Co-chairs: Casey Conlin and Claudia Depkin
- Members: Megan Coder and Susan Currie

c. Benchmarking Work Group

Group Members: Geoff Kirkpatrick, Jill Davis, Sarah Potwin, Roger Reyes, Judith Wines, Debby Emerson

Statement of Work: Create a framework to incentivize and measure library sustainability.

Anticipated Outcomes/Outputs:

- Resolution – committee will come up with proposed wording; libraries will be asked to adopt or opt-in
- List of benchmarks
- Certification program

Next Steps:

- Environmental scan of existing benchmarks from other libraries and other types of organizations
- Environmental scan of existing resolutions that we might use as a model for ours
- Environmental scan to identify any existing certification programs
- Develop our list of benchmarks
- Develop language for a sample resolution
- Develop list of benchmarks

Longevity Plan:

- Geoff Kirkpatrick to serve as Chair during first year
- Jill Davis to serve as Vice-Chair and take over as Chair in second year
- Roger Reyes to serve as Chair in third year
- Each group member will do research on existing benchmarks, policy statements and certification programs and will submit their top choice in each category to Geoff by October 15.
- Group will communicate via conference call.

Other Discussion:

We need to see what benchmarks have already been set by other institutions.

Our certification program would be run through the NYLA office. It could include both “must do” items and optional items that would lead to a higher certification level. Libraries could select one item from the list of benchmarks to work on each year. The first step would be for the library to pass a sustainability resolution based on the language our group creates (or they could develop their own language). Next, the library would get the list of benchmarks or actions they could take. We noted that many libraries may already be doing many of the things on the list – it will vary from library to library. We weren’t sure how we would take this into account when developing the certification program.

d. Sustainability Roadmap Working Group

Statement of work: To answer the question, *How Do I Start?*

Potential Outcomes / Outputs:

- Develop Toolkits consisting of,
 - Self-Assessment Questionnaires
 - In concept a self-identified member of the library community (staff, librarian, director, trustee, board member) would complete a self-assessment and, based on their answers, receive a road map and suggested resource material. For example,
 - Dear Staff at ABC Library,
- Based on your assessment you are interested in environmental sustainability projects. Consider the following case studies, programming, and contacts from libraries and other organizations who have accomplished similar projects.

Example of a Sustainability Assessment Tool:

<https://sustaintool.org/>

(this tool is registered under a Creative-Commons License and is free to adapt)

- Attached PDF version to [Roadmap Group](#)

Road maps

Collections of resource material

Case Studies,

samples of Policies, Programming

Identified experts (w/n the library community & beyond)

Logical Next Steps:

- Collect what we have
 - Case Studies,
 - samples of Policies, Programming
 - Identified experts
 - Self-Assessment Questionnaires
- And fill in the gaps

Project "Longevity Plan"

- Keep the Toolkits up to date
- Create a reporting mechanism to share results with other libraries and the community

e. Empowering Agents of Change Working Group

Statement of Work:

- Identify and empower like-minded leaders through training & education.

Potential outcomes:

- More leaders
- Thinking more systemically; understanding the library as part of a larger ecosystem/community
- Leaders will learn active listening skills
- Embrace dissent
- Learn to facilitate community discussions
- Pattern recognition in community discussions
- Teach concept of triple bottom line and relation to patterns
- Partner w NYLA to offer more training opportunities.

Logical Next Steps:

- Encourage NYLA sections to incorporate sustainability into mission statements
- Add sustainability class to NYLA Leadership Academy (turns out, this may already be happening)
- Leaders interested in sustainability issues could convene at NYLA (10 a.m. Friday @ NYLA conference)
- Recruit potential leaders at NYLA conference
- Hold decentralized training opportunities throughout the state
- Develop training concepts
- Creation of Facebook page for Sustainability Initiative retreaters to continue conversation, deepen work

Longevity Plan:

- NYLA meetups
- Facebook group
- Regional interactions
- NYLA conference sessions & CE

Chair & co-chair: Not determined; Tim Wiles (allegedly) not available. Erica and Mary Lou could be talked into it (will involve promises of risotto...). And Victor should be involved.



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Ms. Mary Cullinan
Chief Financial Officer
Albany Public Library
161 Washington Avenue
Albany, NY 12210

December 29, 2017

RE: Albany Public Library January 1, 2017 GASB 45 Valuation

Dear Mary:

Attached is the January 1, 2017 Government Accounting Standards Board Statement No. 45 (GASB No. 45) Disclosure and 2017 Annual OPEB Cost report for the Albany Public Library Postretirement Medical Plan based on a January 1, 2017 data collection date.

Summary of Key Results

We have provided results based on discount rate of 4.00%. As shown in the enclosed report, the Annual OPEB Cost (AOC) for fiscal 2017 under GASB No. 45 is \$446,170.

The accumulated Net OPEB Obligation (NOO) as of January 1, 2017 is \$2,213,362, and the estimated Net OPEB Obligation (NOO) as of December 31, 2017 is \$2,532,482. The 2017 AOC and NOO are based upon the correct development of the fiscal 2015 and fiscal 2016 calculation of the AOC and NOO as shown in the report. We were unable to compare the calculated fiscal 2015 and 2016 results to the CAFRs for those years as the CAFRs were not provided.

The Actuarial Accrued Liability (AAL) as of January 1, 2017 is \$4,465,539. The AAL by status breakdown is shown below:

Actives:	\$ 2,203,720
Retirees, Dependents and Surviving Spouses:	<u>2,261,819</u>
Total	\$ 4,465,539

Actuarial Assumptions

The following key assumptions were utilized and need to be approved by Albany Public Library and its auditors.

- Discount Rate: 4.00%.

Ms. Mary Cullinan
December 29, 2017
Page 2



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- Mortality Table: RP-2014 Combined Healthy Mortality Table for Males and Females backed off to 2006 and projected generationally with Scale MP-2017. This is the most current mortality and projection scale available.
- Medical Claim and Premium Trend Rates (Pre/Post-65): 7.50% for fiscal 2017 reduced linearly to 4.50% by fiscal 2037, and remaining at 4.50% for fiscal 2037 and thereafter.
- Dental Claim and Premium Trend Rates (Pre/Post-65): 5.20% for fiscal 2017 reduced linearly to 5.00% by fiscal 2019, and remaining at 5.00% for fiscal 2019 and thereafter.
- Vision Claim and Premium Trend Rates (Pre/Post-65): 3.00% for fiscal 2017, and remaining at 3.00% thereafter.

Plan Provisions

Provisions were provided by Albany Public Library via e-mails and telephone conversations. We have provided the enclosed results based on our understanding of the provisions provided. ***Please review the provisions as presented in Section 6 of the enclosed report and verify them by signing Page 9 of the report and returning it to our attention.***

Please feel free to contact me at 312.893.5447 (lynne.pasi@clarity-llc.com) if you have any questions.

Sincerely,

Clarity in Numbers, LLC

Lynne B. Pasi, FSA, EA, MAAA
Consulting Actuary

Enclosures



CLARITY IN NUMBERS, LLC

Actuaries | Consultants

**GASB 45 January 1, 2017 Liability Information
and 2017 Annual OPEB Cost**

Albany Public Library
Postretirement Medical Plan

December 29, 2017





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Actuarial Certification

This report documents the results of an actuarial valuation and contains financial reporting information for the 2017 fiscal year and the fiscal 2017 Annual OPEB Cost for the Albany Public Library Postretirement Medical Plan as set forth in GASB Statement of Accounting Standard No. 45 ("GASB 45") and No. 43 ("GASB 43").

The calculations are based on census, plan information, and health care related information provided by Albany Public Library as of January 1, 2017. We reviewed this information for reasonability but did not formally audit the data and do not attest to the accuracy of this information.

Actuarial computations under GASB 45 and GASB 43 are for purposes of fulfilling employer financial accounting requirements. Determinations for purposes other than meeting employer financial accounting requirements may be significantly different from the results reported here (e.g., the report does not address the funding adequacy of benefits related to this Plan). These calculations have been made on a basis consistent with our understanding of GASB 45 and GASB 43. Actuarial assumptions and methods used are described in the "Actuarial Assumptions and Methods" section.

The valuation complies with the generally accepted accounting principles including the Actuarial Standards Board Actuarial Standards of Practices ("ASOPs") relating to Other Post-Employment Benefits ("OPEBs").

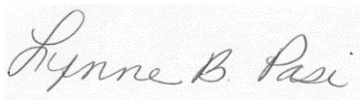
The American Academy of Actuaries (AAA) maintains Qualification Standards for actuaries issuing Statements of Actuarial Opinion. The standard (effective January 1, 2008) increased its continuing education requirements and expands the applicability of the Qualification Standards to all actuaries issuing Statements of Actuarial Opinion in the United States.

The undersigned have satisfied the basic education, experience, and continuing education requirements and are qualified to issue a Statement of Actuarial Opinion for this project in accordance with the Qualification Standards in the AAA's Code of Professional Conduct.

Clarity in Numbers, LLC ("Clarity") has no relationships with Albany Public Library or its personnel (other than this project) that would impair our independence in performing these calculations.

We welcome any questions and will provide further explanations on this material as requested.

Clarity in Numbers, LLC



Lynne B. Pasi, FSA, EA, MAAA
Consulting Actuary
December 29, 2017



Dmitriy Sherman, ASA, MAAA
Consulting Actuary
December 29, 2017



Section 1 – Summary

Summary	Fiscal 2014	Fiscal 2017
GASB 45 Information on PAYG Basis (No Funding)		
Fiscal Year	January 1 - December 31	January 1 - December 31
Valuation Date	January 1, 2014	January 1, 2017
Method	Full	Full
Actuarial Accrued Liability (AAL)		
Actives	\$ 1,735,536	\$ 2,203,720
Retirees and Dependents	2,112,439	2,261,819
Total	<u>\$ 3,847,975</u>	<u>\$ 4,465,539</u>
Normal Cost	\$ 181,770	\$ 255,356
Impact on Statement of Activities (Income Statement)		
Annual OPEB Cost (AOC)	\$ 344,240	\$ 446,170
Impact on Statement of Net Assets (Balance Sheet)		
Assumed Contributions	\$ 134,409	\$ 127,050
Net OPEB Obligation (NOO) at end of fiscal year (estimated)	\$ 1,817,152	\$ 2,532,482
Participant Information		
Actives	49	59
Retirees and Dependents	28	27
Total	<u>77</u>	<u>86</u>



Section 2 – Liability Information and Annual OPEB Cost (“Expense”) for 2017

The following table develops the Annual OPEB Cost (“Expense”) for 2017 assuming Albany Public Library funds the obligation on a “PAYG” basis (no funding of the obligation).

Table 2.1 – Liability Information and Expense (PAYG/No Funding)

Annual OPEB Cost (GASB 45)	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
Discount rate	4.00%	4.00%	4.00%	4.00%
Salary scale	3.00%	3.00%	3.00%	3.00%
(1) Normal Cost (cost of upcoming year benefit accruals for actives)	\$ 181,770	N/A	N/A	\$ 255,356
(2) Amortization of Unfunded Actuarial Accrued Liability				
(a) Actuarial Accrued Liability (AAL)	\$3,847,975	N/A	N/A	\$4,465,539
(b) Actuarial Value of Assets	0	0	0	0
(c) Unfunded Actuarial Accrued Liability (UAAL): (a) - (b)	\$3,847,975	N/A	N/A	\$4,465,539
(d) Outstanding Balance of Existing Amortization Bases	0	N/A	N/A	0
(e) New Amortization Base: (c) - (d)	\$3,847,975	N/A	N/A	\$4,465,539
(f) New Amortization period ¹	30 years	30 years	30 years	30 years
(g) New Amortization Amount	147,041	N/A	N/A	170,639
(h) Total of All Amortization Amounts	\$ 147,041	N/A	N/A	\$ 170,639
(3) Interest Adjustment (to end of year)	13,152	N/A	N/A	17,040
(4) Annual Required Contribution (ARC): {(1) + (2(h)) + (3)}	\$ 341,963	\$ 341,963	\$ 341,963	\$ 443,035
(5) Interest on Net OPEB Obligation (NOO)	64,293	72,686	80,745	88,534
(6) Adjustment to the ARC	(62,016)	(70,112)	(77,885)	(85,399)
(7) Annual OPEB Cost (AOC): {(4) + (5) + (6)}	\$ 344,240	\$ 344,537	\$ 344,823	\$ 446,170

¹ Maximum permissible amortization period. Other methods for amortizing can be selected.



Section 3 – Net OPEB Obligation (NOO)

The following table develops the Net OPEB Obligation (NOO) which directly impacts Plan Sponsor's Statement of Net Assets (balance sheet).

Determination of the Net OPEB Obligation	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017
(1) Annual OPEB Cost (Expense)	\$ 344,240	\$ 344,537	\$ 344,823	\$ 446,170
(2) Assumed Contributions	<u>134,409</u>	<u>143,069</u>	<u>150,081</u>	<u>127,050</u>
(3) Increase in Net OPEB Obligation (NOO): (1) - (2)	\$ 209,831	\$ 201,468	\$ 194,742	\$ 319,120
(4) Net OPEB Obligation (NOO) at beginning of year	<u>1,607,321</u>	<u>1,817,152</u>	<u>2,018,620</u>	<u>2,213,362</u>
(5) Estimated Net OPEB Obligation (NOO) at end of year: (3) + (4)	<u>\$ 1,817,152</u>	<u>\$ 2,018,620</u>	<u>\$ 2,213,362</u>	<u>\$ 2,532,482</u>



Section 4 – Expected Cash Flow Projection

Expected Cash Flow Projection (\$)		
30-Year Cash Flow Projection of Benefit Payouts (period beginning January 1)	Gross Payments	Net Payments
Year 1 (2017)	\$ 132,078	\$ 127,050
Year 5 (2021)	203,331	194,472
Year 10 (2026)	234,717	220,857
Year 15 (2031)	375,940	347,663
Year 20 (2036)	517,622	471,092
Year 25 (2041)	598,390	539,215
Year 30 (2046)	615,758	548,911



Section 5 – Plan Participants

A high-level summary of the census data provided by Albany Public Library is summarized below.

Participants as of January 1, 2017			
	Number	Average Age	Average Service
Actives	59	41.3	7.1
Retirees	26	72.4	
Dependents	<u>1</u>		
Total	86		



Section 6 – Plan Provisions

This summary of plan provisions, as of the measurement date, has been prepared for valuation purposes only. It outlines the major plan provisions used to determine the Actuarial Accrued Liability.

Retiree Medical Plan	
Eligibility and Coverage:	<p><u>Participants hired before January 1, 1983 who retired before January 1, 2009:</u> Eligible upon retirement for employee and spouse benefits for life. The Library pays 100% of the medical premium for both the participant and their covered spouse.</p> <p><u>Participants hired after January 1, 1983 who retired before January 1, 2009:</u> Eligible upon retirement for employee and spouse benefits for life. The Library pays 100% of the medical premium for the participant. Covered spouses must pay 100% of the difference between individual and individual + spouse coverage for active participants.</p> <p><u>Participants who retired after January 1, 2009:</u> Eligible upon retirement for employees and spouses if retiring with at least 15 years of service with the Albany Public Library. The participant must pay for coverage; participants hired prior to 2012 pay 10% of the applicable premium for their coverage election, while participants hired after 2011 pay 20% of the applicable premium.</p>
Benefits:	<p>Includes medical, dental, vision and prescription drug coverage. Retirees and spouses are eligible to continue coverage for life. Surviving spouses are covered at the same rate as spouses when the</p> <p><u>Medical:</u> Upon retirement, eligible participants and spouses may continue coverage in the CDPHP EPO Plan, BSNENY Silver Standard Plan or BSNENY Silver EPO 6300 Plan prior to Medicare eligibility and are enrolled in the CDPHP Medicare Advantage Plan once Medicare eligible.</p> <p><u>Dental:</u> Upon retirement, eligible participants and spouses may continue coverage in the Delta Dental plan.</p> <p><u>Vision:</u> Upon retirement, eligible participants and spouses may continue coverage in the Vision plan.</p> <p><u>Reimbursement:</u> Three current retirees are eligible for a Medicare reimbursement. The current benefit amount is paid quarterly and will not increase. No future retirees are eligible to receive this benefit.</p>
Changes Since Last Valuation:	There have been no significant changes since the last full valuation.



Section 6 – Plan Provisions (continued)

2017 Monthly Medical, Dental and Vision Premium Rates					
Tier	CDPHP EPO	BSNENY Silver Standard	BSNENY Silver EPO 6300	Dental	Vision
Pre-65 Rates					
Employee	\$ 600.48	\$ 441.55	\$ 496.91	\$ 35.26	\$ 5.93
Employee + 1	N/A	\$ 883.10	\$ 993.82	\$ 75.11	\$ 11.28
Family	\$ 1,711.35	\$ 1,258.42	\$ 1,416.20	\$ 104.72	\$ 17.44
Post-65 Rates CDPHP Medicare Advantage Plan					
Employee	\$ 286.70				
Employee + 1	N/A				
Family	N/A				





Section 6 – Plan Provisions (continued)

Statement by Albany Public Library to ensure accuracy of provisions

The above plan provisions represent an accurate assessment of the Other Post-Employment Benefit Plan (OPEB) benefits, offered by Albany Public Library.

Printed Name

Signature

Date



Section 7 – Actuarial Assumptions and Methods

Actuarial Standards of Practice

Actuarial Standards of Practice No. 6 (“ASOP 6”) provides guidance on measuring retiree group benefits obligations and determining retiree group benefits periodic costs or actuarially determined contributions.

Actuarial Standards of Practice No. 35 (“ASOP 35”) requires that each demographic and other noneconomic assumption should be reasonable individually and in conjunction with one another. At each measurement date, the actuary should consider whether the selected assumptions continue to be reasonable. If the actuary determines that one or more of the previously selected assumptions are no longer reasonable, the actuary will perform an experience study to determine the best estimate for the Plan’s population.

Actuarial Standards of Practice No. 27 Revised (“ASOP 27”) requires that each economic assumption be reasonable based on the following characteristics: (a) appropriate for the purpose of the measurement; (b) reflects the actuary's professional judgement; (c) takes into account historical and current economic data that is relevant as of the measurement date; (d) reflects the actuary's estimate of future experience, observation of the estimates inherent in market data, or a combination thereof; and (e) has no significant bias. Given the uncertain nature of the items for which assumptions are selected, different actuaries will apply different professional judgement and may choose different reasonable assumptions. As a result, a range of reasonable assumptions may develop both for an individual actuary and across actuarial practice.

This section summarizes the economic, demographic and noneconomic actuarial assumptions and the actuarial cost method used to determine plan liabilities and expense.



Section 7 – Actuarial Assumptions and Methods (continued)

Actuarial Methods	
Valuation/Measurement Date:	January 1, 2017
Data Collection Date:	January 1, 2017
Fiscal Year:	January 1, 2017 - December 31, 2017
Insurance Year:	January 1 - December 31
Actuarial Cost Method:	<p><u>Projected Unit Credit</u> (“PUC”) – Costs attributable to past service and the current year’s service determined by prorating Present Value of Benefits (“PVB”) over all years of service that benefits are expected to be paid from the plan.</p> <p><u>Normal Cost</u> (“NC”) – The portion of the Present Value which is allocated to the valuation year by the actuarial cost method. Under PUC, the current year’s portion is equal to the PVB divided by the total credited service at the anticipated retirement date.</p> <p><u>Actuarial Accrued Liability</u> (“AAL”) – Present value of the past service liability of the employee’s total PVB. Under PUC, $AAL = PVB \times \text{ratio of the participant's credited service to the total credited service at the anticipated retirement date}$.</p>
Asset Valuation Method:	N/A
Amortization of the UAAL:	Open, level percent of pay amortization over maximum allowable period of 30 years
Interest on ARC:	End of year
Changes Since Last Valuation:	None.



Section 7 – Actuarial Assumptions and Methods (continued)

Actuarial Assumptions				
Discount Rate:	4.00% per year (based on 2.50% long-term inflation and 1.50% real rate of return).			
Salary Increase Rate:	3.00% increases per year			
Health Care Premium and Contribution Trend Rate:	<u>Year (1/1)</u>	<u>Medical</u>	<u>Dental</u>	<u>Vision</u>
	2017	7.50%	5.20%	3.00%
	2018	7.35%	5.10%	3.00%
	2019	7.20%	5.00%	3.00%
	2020	7.05%	5.00%	3.00%
	2021	6.90%	5.00%	3.00%
	2022	6.75%	5.00%	3.00%
	2023	6.60%	5.00%	3.00%
	2024	6.45%	5.00%	3.00%
	2025	6.30%	5.00%	3.00%
	2026	6.15%	5.00%	3.00%
	2027	6.00%	5.00%	3.00%
	2028	5.85%	5.00%	3.00%
	2029	5.70%	5.00%	3.00%
	2030	5.55%	5.00%	3.00%
	2031	5.40%	5.00%	3.00%
	2032	5.25%	5.00%	3.00%
	2033	5.10%	5.00%	3.00%
	2034	4.95%	5.00%	3.00%
	2035	4.80%	5.00%	3.00%
	2036	4.65%	5.00%	3.00%
	2037+	4.50%	5.00%	3.00%
Mortality Table:	RP-2014 Combined Healthy Mortality Table for Males and Females backed off to 2006 and projected generationally with Scale MP-2017.			
	Rationale: Most current mortality table and projection scale as issued by the Society of Actuaries in 2014 and 2017, respectively.			
Disability Rates:	None assumed (based on actual experience and anticipated experience).			

¹ Healthcare trend rates developed by Clarity in Numbers, LLC. healthcare actuary. Ultimate trend rate is based on 2.50% long-term inflation, 1.00% real GDP growth and 1.00% medical technology.



Section 7 – Actuarial Assumptions and Methods (continued)

Actuarial Assumptions		
ACA Excise Tax: ¹	Results include an estimate of future ACA Excise Tax costs based upon loading health care trend rates by 0.023% in fiscal years 2032 and beyond. In estimating the ACA Excise Tax, the tax payer (i.e., health plan) is assumed to be non-taxable.	
Medicare Eligibility:	All participants are assumed to be Medicare eligible upon attainment of age 65.	
Full Attribution Age:	Age at which retirement rate is 100%.	
Withdrawal Rates:	2003 SOA Pension Plan Turnover Study (Small Plan with < 1,000 lives)	
	<u>Age</u>	<u>Rate</u>
	20	24.3%
	25	19.5%
	30	15.5%
	35	12.1%
	40	9.4%
	45	7.3%
	50	5.6%
	55	4.2%
	60+	3.0%
Retirement Rates: Apply once a participant reaches retirement eligibility	<u>Age</u>	<u>Rate</u>
	55	10%
	56 - 59	5%
	60 - 61	20%
	62 - 64	25%
	65 - 69	40%
	70+	100%

¹ Methodology for developing ACA impact reviewed by Clarity in Numbers, LLC. healthcare actuary.



Section 7 – Actuarial Assumptions and Methods (continued)

Actuarial Assumptions					
Health Care Per Capita Costs: ¹	Age	CDPHP EPO	BSNENY Silver Standard	BSNENY Silver EPO 6300	CDPHP Medicare Advantage
	55	\$ 10,863	\$ 7,362	\$ 8,285	N/A
	60	\$ 13,310	\$ 9,021	\$ 10,152	N/A
	64	\$ 15,925	\$ 10,793	\$ 12,146	N/A
	65	N/A	N/A	N/A	\$ 3,160
	70	N/A	N/A	N/A	\$ 3,242
	80	N/A	N/A	N/A	\$ 3,696
	90	N/A	N/A	N/A	\$ 4,125
Participation:	It is assumed that 100% of eligible actives will elect to continue health coverage upon retirement. If an employee has waived active medical coverage they are assumed not to participate in the retiree medical plan.				
Lapse Rate:	No participants are assumed to lapse coverage.				
Marriage Assumption:	90% of eligible male actives and 60% of eligible female actives that are participating are assumed to be married and elect spouse coverage at retirement. Husbands are assumed to be three years older than their wives. Actual spouse data used for current retirees.				
Changes Since Last Valuation:	<ul style="list-style-type: none"> - Health care claims were changed to the rates shown above based on updated premium information and census data (as it relates to the development of the age weighting factors). - Mortality updated from RP-2000 Healthy Mortality Table, Projected Generationally with Scale AA to RP-2014 Combined Healthy Mortality Table for Males and Females backed off to 2006 and projected generationally with Scale MP-2017. - Medical trend rates updated from 8.16% in 2014 down to 5.00% in 2021 and beyond to 7.50% in 2017 down to 4.50% in 2037 and beyond. - The impact of the ACA excise tax on high-cost healthcare plans was estimated and reflected. 				

¹ Methodology for developing per capita costs reviewed by Clarity in Numbers, LLC. healthcare actuary.



Section 8 – Health Care Claims Development

Health Care Claims Development	
General Description:	Benefits provided are medical, dental, vision and prescription drug coverage to eligible retirees and their dependents.
Plan Options:	Retirees and their eligible dependents participate in the CDPHP Gold Embrace, BSNENY Silver Standard or BSNENY Silver EPO 6300 plans prior to Medicare eligibility and the CDPHP Medicare Advantage plan upon Medicare eligibility, as well as the Dental plan and Vision plan.
How Insured:	The Postretirement Medical Plan is fully-insured.
Information Provided for Study:	2017 premium rates were provided for the medical, dental and vision plans.
Analysis of Data:	Average ages and average costs were calculated for the group. The average costs that were calculated reflect the expected cost for the average plan design within the group and also reflect the average age.



Section 8 – Health Care Claims Development (continued)

Health Care Claims Development	
Determination of Starting Per Capita Medical Costs:	<p>As represented to us, the same premium rates are charged to the active and pre-65 retiree groups for the medical plans. As such, the premium rates are viewed as composite rates for the combined groups. According to GASB Statement No. 45 (“GASB 45”), when an employer provides benefits to both active employees and retirees through the same plan, the benefits to retirees should be segregated and measured independently for actuarial measurement purposes. The projection of future retiree benefits should be based on claims costs, or age-adjusted premiums approximating claims costs, for retirees, in accordance with actuarial standards issued by the Actuarial Standards Board. The resulting “implicit rate subsidy”, as defined in GASB 45, is the difference between the calculated claims cost and the cost upon which retiree contributions are determined (in this case, the premium rates). Retiree premiums were estimated for the retiree group as if they were rated on a stand-alone basis. The premium rates being charged were adjusted to reflect a premium for a retiree group only. The results were then disaggregated into age-specific starting costs based on average ages and assumptions on the relationships of costs and increasing age.</p> <p>Medical premium rates for post-65 retirees were provided and utilized for calculating the costs for this retiree population. It was assumed that the premium rates were representative of the average cost of benefits for post-65 retirees. The results were then disaggregated into age-specific starting costs based on average ages and assumptions on the relationships of costs and increasing age.</p> <p>Dental benefits are fully-insured. Since costs typically remain stable as a participant gets older, the dental premium was assumed to be representative of the cost of benefits.</p> <p>Vision benefits are fully-insured. Since costs typically remain stable as a participant gets older, the vision premium was assumed to be representative of the cost of benefits.</p>



Section 9 – Required Supplementary Information (RSI)

Table 9.1 – Annual OPEB Cost

The Annual OPEB Cost, the percentage of Annual OPEB Cost contributed to the plan, and the Net OPEB Obligation for 2017 and the two preceding years were as follows:

Annual OPEB Cost				
Retiree Medical Plan	Year Ended	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Obligation
	12/31/2015	\$ 344,537	41.53%	\$ 2,018,620
	12/31/2016	\$ 344,823	43.52%	\$ 2,213,362
	12/31/2017	\$ 446,170	28.48%	\$ 2,532,482

Table 9.2 – Funded Status

The funded status of the plan was as follows:

Funded Status	1/1/2017
(a) Actuarial Accrued Liability	\$ 4,465,539
(b) Actuarial value of plan assets	0
Unfunded Actuarial Accrued Liability (funding excess) [(a) – (b)]	\$ 4,465,539
Funded ratio (b) / (a)	0.0%
(c) Covered Payroll	Not Available
Unfunded Actuarial Accrued Liability (funding excess) as a percentage of covered payroll ((a) – (b)) / (c)	N/A



Section 9 – Required Supplementary Information (RSI) (Continued)

Table 9.3 – Schedule of Funding Progress

Schedule of Funding Progress							
Fiscal Year Ended	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b – a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b – a) / c)
2014	1/1/2014	\$0	\$3,847,975	\$3,847,975	0.0%	\$ 2,995,820	128.4%
2015	1/1/2015	\$0	\$3,847,975	\$3,847,975	0.0%	Not Available	N/A
2016	1/1/2016	\$0	\$3,847,975	\$3,847,975	0.0%	Not Available	N/A
2017	1/1/2017	\$0	\$4,465,539	\$4,465,539	0.0%	Not Available	N/A



Section 10 – Governmental Accounting Standards Board Statement No. 45 and No. 43

Background: Other Post-Employment Benefits (OPEB)s for public sector plans were previously reported on a pay-as-you-go (“pay-go”) basis prior to the issuance of GASB 43 and GASB 45.

Purpose: Public sector plans are now required to recognize costs for OPEBs on an accrual basis.

The Governmental Accounting Standards Board (GASB) issued Statement No. 45 (“GASB 45”), “Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions” and Statement No. 43 (“GASB 43”), “Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans”.

All public sector employers with OPEBs will be required to report the cost of these plans on their balance sheets (GASB 45). All public sector plans with OPEB benefits that are pre-funded or administered through a separate trust will be required to report the cost on their balance sheets (GASB 43).

Effective Date: The effective date for implementation is based on the annual revenues of the largest participating employer, for the following effective dates.¹

Revenues (for Fiscal Year ending after 6/15/1999)	GASB 45 - Employer	GASB 43 – Plan Required if Funding
	Fiscal Year Beginning After	
\$100 million +	December 15, 2006	December 15, 2007
\$10 million - \$100 million	December 15, 2007	December 15, 2008
Less than \$10 million	December 15, 2008	December 15, 2009

¹ GASB encourages earlier implementation.

Key Terminology:

Present Value of Benefits (“PVB”) – Past service liability plus future service liability to be earned under the plan.

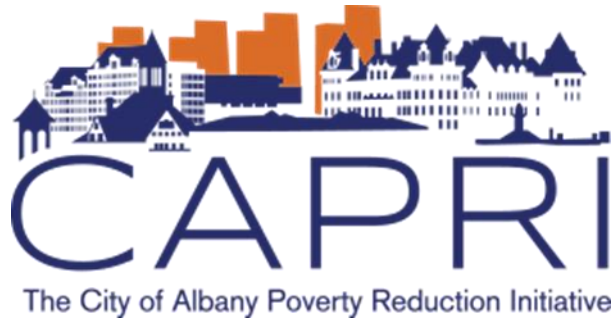
Normal Cost (“NC”) – Present value of benefits attributed to service in the current year.

Annual OPEB Cost (“AOC”) – Annual cost of OPEB (approximately the NC plus an amortization of unfunded liability).

Net OPEB Obligation (“NOO”) – Balance sheet liability accrued to date. Each year the Net OPEB Obligation increases by the AOC, and decreases by employer contributions (or net benefit payments in the case of an unfunded plan).

Required Supplementary Information (“RSI”) – Historical information about plan assumptions; three year schedule of unfunded liability. Plans with benefits that are pre-funded also report additional items such as a statement of plan net assets, changes in net assets, and a three year schedule of funding progress and employer contributions.





The City of Albany Poverty Reduction Initiative (CAPRI)

Request for Proposal

Issued by CARES, Inc. in correspondence with the City of Albany
Website for more information: <https://www.reducingalbanypoverty.org/>

Release Date: Friday, December 15th, 2017
Bidder's Conference: 2:30 pm, Tuesday December 19th, 2018
At 200 Henry Johnson Blvd, Suite 4 Albany NY 12210
Letter of Intent Due Date: Monday, January 8th, 2018
Proposal Due Date: 12:00 pm, Wednesday, January 24th, 2018

Please submit to: caprisubmission@caresny.org. All questions and submissions must be electronic.

Purpose of the Request for Proposal

Background

The Empire State Poverty Reduction Initiative (ESPRI), led by Governor Andrew Cuomo, is a \$25 million initiative geared toward high-risk communities in New York State that will assist impoverished individuals in the community with the goal to ultimately lift them out of poverty. Sixteen cities in New York State were chosen to receive ESPRI funds. Albany was given \$1.5 million in aid from this initiative to help our local citizens.

CARES, Inc. was designated as the ESPRI lead agency by Albany Mayor Kathy Sheehan. CARES, Inc. is avidly working with the community to meet the goals of ESPRI, referred to as The City of Albany Poverty Reduction Initiative (CAPRI), and currently serves as a non-profit agency in Albany, NY that is geared toward mitigating poverty while creating a system of care to prevent and end homelessness.

Workforce development was identified by our community as a priority. CAPRI held a series of town hall meetings, focus group discussions, and forums. These meetings allowed individuals to voice concerns, challenges, and brainstorm potential solutions regarding the reduction of poverty. Among the many items discussed, workforce development was considered one of the most urgent matters.

CAPRI defines workforce development as the systemic removal of barriers to obtaining and retaining employment. For those navigating poverty, the barriers to full employment are even more pronounced. Some major obstacles to employment identified by City of Albany residents include lack of child-care, lack of literacy and/or basic education, lack of soft skills, transportation issues, and stigma surrounding those returning from incarceration. These barriers can cause the unemployed to lose their sense of empowerment and agency; thus, contributing to generational poverty.

CAPRI looks to improve the skills and long-term earning potential for those navigating poverty in the City of Albany. For this initiative, the target population is the City of Albany's most vulnerable workers defined as out of school youth, low-income adults, and formerly incarcerated individuals attempting to reintegrate back into their communities. This includes workers who are unemployed, underemployed, and unstably employed. Our goal is to get people jobs and to create a work force system among community partners that meets the ongoing needs of our most vulnerable workers.

Purpose of Funding

The CAPRI Steering Committee is looking to fund non-profit and for-profit entities and collaborative partnerships to provide support to participants through specific workforce development that will result in employment and help stabilize employment. Funding may be used to support training, workforce development, and support services for participants while enrolled in a training program or on the job. We recognize many financial barriers exist that prevent persons from enrolling in or completing training and work force development programs; barriers such as the cost of childcare, transportation, loss of income, and others. Therefore, funding for these necessary employment supports is eligible under this RFP if the supports are tied to the proposed job training and job retention program.

Our targeted population is of out of school youth, low-income adults, and formerly incarcerated individuals attempting to reintegrate back into their communities. Employment status for participants may include unemployed, underemployed, or unstably employed.

Ideal applicants will provide access to or a wrap-around-support network for their participants and have partnered with an employer or trade union to ensure that viable jobs are awaiting the trainees graduating from their programs.

The ideal applicant will understand the trauma of poverty. It is vital that they utilize the provided funds to expand an already existing program or create an innovative new program; one that will provide job development, job placement, and job retention.

Applicants do not have to provide all services, but rather are encouraged to develop partnerships among different organizations that bring their expertise to the program. Moreover, organizations with proven workforce development programs or an employer or trade union commitment to train and hire are encouraged to apply.

With the goal in mind of creating sustainable positive change within our community for both applicants and participants, it will be expected that each awarded applicant attends eight quarterly meetings, four during the contract terms and four after the conclusion of the contract. These meetings will serve as a progress report and data collection point. Awarded applicants will share their program's progress, difficulties, and successes and be able to get advice from and give advice to other funded programs as well.

Once funding concludes, ideally a workforce system will be in place that is more responsive to the ongoing needs of the community and provide programs that benefit the quality of life of the residents.

Important Information

Timeline

Friday, December 15 th	RFP Available for Applicants– accessible via website
Tuesday, December 19 th	Bidder's Conference: CAPRI RFP Launch
Tuesday, January 2 nd – Friday, January 5 th	Questions Submitted from Applicants
Monday, January 8 th	Letter of Intent Deadline
Wednesday, January 24 th	Application Due
Monday, January 29 th - Friday, February 2 nd	Review Committee evaluates applications
Friday, February 9 th	Interviews with selected applicants with a final scoring discussion
Wednesday, February 14 th	Award decisions made and applicants notified
Monday, March 5 th	Contracts Administered

Eligible Applicants

- Employers, Trade Unions, Schools, For Profit Entities, and Community Based Organizations may apply
- No government entities may apply
- Applicants must serve City of Albany residents identified in the target population

Submission Information

Letters of Intent must be submitted via email by 5:00 pm EST Monday, January 8, 2017 to caprisubmission@caresny.org.

Proposals must be submitted via email no later than 12:00pm EST Wednesday, January 24th, 2018 to caprisubmission@caresny.org. No proposals will be accepted after the deadline.

Any questions about this RFP must be submitted to the above email address no later than close of business on Friday, January 5th, 2018. Questions will be answered and posted to [our website](#) the following week. Accompanying your questions, please also provide your name, organization, and mailing address. Identifying information will not be posted to the website.

Submission Process

All applications will be reviewed by community stakeholders. Following the review of applications, other steps may take place to further evaluate proposals. These steps may include: a telephone interview with the designated contact person in the organization, a request for additional information or documentation, a site visit and/or face-to-face meeting with agency representatives, and/or communication with designated employer.

Contract Terms

ESPRI anticipates funding grant agreements will be effective March 2018 to February 2019. All funding is contingent upon New York State's approval of CAPRI's Phase II plan and will require a minimum 25% cash or in-kind match from other funding sources. In other words, CAPRI funds may not cover more than 75% of the total costs of the project being funded.

Being awarded CAPRI funding also entails attending eight total meetings with other awarded organizations and CAPRI's steering committee. Meetings will be quarterly beginning in March 2018.

The goal of each meeting is to report your program's progress, difficulties, and successes. Meetings will extend past the conclusion of the contract to support meaningful action in reducing poverty and enhancing data collection. Ideally, this will perpetuate the spirit of ongoing positive change within the community.

Budget

Up to \$900,000 is anticipated to be awarded. We make no commitment to fund any specific project or any number of awards.

2018 Board of Trustees Meeting Schedule

All meetings are held on Tuesday evenings at 6 pm, unless otherwise noted.

DATE	LIBRARY BRANCH
January 9	Arbor Hill/West Hill Branch 148 Henry Johnson Blvd.
February 13	North Albany Branch 616 North Pearl St.
March 13	Howe Branch 105 Schuyler St.
April 10	Bach Branch 455 New Scotland Ave.
May 8	Washington Ave. Branch 161 Washington Ave.
June 12	Delaware Branch 331 Delaware Ave.
July 10	Pine Hills Branch 517 Western Ave.
August 14	Arbor Hill/West Hill Branch 148 Henry Johnson Blvd.
September 11	North Albany Branch 616 North Pearl St.
October 9	Howe Branch 105 Schuyler St.
November 13	Bach Branch 455 New Scotland Ave.
December 11	Washington Ave. Branch 161 Washington Ave.