



ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

February 13, 2018 | 6:00 pm

North Albany Branch | 616 North Pearl St.

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

Call to Order

Adoption of Agenda

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

Minutes – Discussion/Action

Treasurer's Report and Check Register – Discussion/Action

Committee and Liaison Reports – Discussion

- Executive Committee
- Finance Committee
- Policy & Governance Committee
- Strategic Plan Ad Hoc Committee

Review Policies and Procedures Grid – Discussion

Director's Report -- Discussion

Unfinished Business

- North Albany Branch Update – Discussion
- Strategic Plan Review – Discussion/Action
- Five-Year Financial Plan – Discussion/Action

New Business

- Proposed 2019 Budget – Discussion
- Policy Updates – Discussion/Action
 - Albany Made Creative Lab Policy
 - Hazardous Materials Policy
- Quarterly Evaluation of Board Meeting – Discussion

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

Executive Session (if necessary)

Adjournment

Next Meeting – March 13 (Tues) | Howe Branch | 6:00 pm

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library

January 9, 2018

Arbor Hill/West Hill Branch

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

ABSENT: Michael Neppl (vice president), Jenna Pitera

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Sarah Clark (head of Arbor Hill/West Hill, Washington Ave. branches)

CALL TO ORDER: Strong called the meeting to order at 6:06 pm.

ADOPTION OF AGENDA: The agenda was adopted as written.

PUBLIC COMMENT: No members of the public were present.

MINUTES: The draft minutes from the Dec. 5 regular board meeting were reviewed. Kane made a motion, seconded by Finn, to accept the minutes as written. The motion was approved unanimously.

The draft minutes from the Dec. 21 special meeting were reviewed. Bechard made a motion, seconded by Finn, 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 Nov. 30, 2017) was presented. Calacone made a motion, seconded by Finn, to approve the treasurer's report. The motion was approved unanimously and the report will be filed.

The updated check register (Dec. 23, 2017 through Jan. 10, 2018) was reviewed by the trustees. Kane made a motion, seconded by Robinson, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

NORTH ALBANY AD HOC COMMITTEE: Finn, who chaired the most recent committee meeting, reviewed the proceedings and the trustees had a discussion. Robinson is working with neighborhood leaders to convene a meeting of the community advisory group.

POLICIES AND PROCEDURES REVIEW: There are no updates. The Policy & Governance Committee is expected to meet in early February.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also fielded questions about the Social Justice Film Series, adult filmmaking workshops, and adult programming planning sessions.

UNFINISHED BUSINESS:

FIVE-YEAR FINANCIAL PLAN: Cullinan provided a brief overview of the five-year financial plan. The plan provides a starting point for development of the 2019 budget. Fund balance earmarks—for buildings, library operations, technology, vehicles, unrestricted—will be added to the plan. Calacone made a motion, seconded by Robinson, to table a vote on the five-year financial plan so the earmarks can be finalized. The motion was approved unanimously, and the five-year financial plan will be put on the February meeting agenda.

UPDATE ON NORTH ALBANY BRANCH: This item was discussed during the committee report section of the meeting.

UPDATE ON STRATEGIC PLAN: Strong handed out draft copies of the strategic plan that were prepared by consultant Nancy Meyers Preston. The trustees reviewed the document and had a discussion about its contents. Strong requested the trustees share comments with her within the next two weeks. The Strategic Plan Ad Hoc Committee will meet before the next full board meeting to review the comments and incorporate them into the document. The full board will vote on the final strategic plan at the February meeting.

REPORT ON QUARTERLY EVALUATION OF BOARD MEETINGS: Strong shared the evaluation results with the board. She noted that the Executive Committee will be reviewing and updating the survey instrument before the next evaluation period.

NEW BUSINESS:

UHLAN AGREEMENT EXTENSION: The board reviewed the Upper Hudson Library Access Network (UHLAN) agreement extension documents, which include adjustments to APL's fee for participation. Kane made a motion, seconded by Bechard, to approve the UHLAN agreement extension. The motion was approved unanimously.

SUSTAINABLE LIBRARIES INITIATIVE: Jarzombek proposed that APL apply for the New York Library Association (NYLA) Sustainable Library Certification Program that 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." Calacone made a motion, seconded by Shearer, to authorize Jarzombek to apply for the NYLS Sustainable Library Certificate Program. The motion was approved unanimously.

GASB 45 VALUATION: Cullinan presented the Government Accounting Standards Board Statement No. 45 (GASB 45) disclosure and 2017 annual OPEB (other postemployment

benefits) cost report for the library's post-retirement medical plan. She noted this report, which forecasts APL's health care liability, is prepared every three years.

CAPRI GRANT: Jarzombek discussed two APL projects that are applying for funding through the City of Albany Poverty Reduction Initiative (CAPRI) grant cycle. The library is a partner with New York Wired on an online resource for job seekers. APL is also pursuing funding for a page training program for adults.

2017 STAFF SURVEY RESULTS: Metzger presented results from the 2017 staff survey, which were discussed by the board.

PUBLIC COMMENT: Arlene Way, of Arbor Hill, expressed her pleasure with the library and its efforts on behalf of the community.

ADJOURNMENT: Robinson made a motion, seconded by Finn, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:13 pm.

NEXT MEETING: Tuesday, Feb. 13 – North Albany Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TWELVE MONTHS ENDED
DECEMBER 31, 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	6,652,452	100.00%	100.00%
Tax Levy- Branch Improvement Plan	1,852,438	1,650,594		1,635,542	88.29%	99.09%
Future Operations Income	42,104	42,104	3,509	42,108	100.01%	100.01%
NYS Grants & Aid	187,150	238,607		242,249	129.44%	101.53%
NYS Construction Grant	25,000	43,593		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	17,342	140,625	108.00%	102.47%
Book Sales	5,000	0	435	3,020	60.40%	0.00%
Interest Income	10,000	60,958	350	41,544	415.44%	68.15%
Foundation Contributions	20,000	26,135	-	-	0.00%	0.00%
Rental income	0	0	8,644	17,922	0.00%	0.00%
Copier Printers	1,500	0	-	-	0.00%	0.00%
Miscellaneous income & Aid	10,000	0	1,180	10,829	108.29%	0.00%
Fund Balance Used	340,745	0				
Total Support and Revenue	9,314,605	8,876,470	585,831	8,898,468	95.53%	100.25%
Expenditures						
Payroll and Related costs	5,294,167	5,127,336	381,426	5,095,178	96.24%	99.37%
Occupancy Costs	675,000	767,426	105,877	715,393	105.98%	93.22%
Materials and Services	655,000	667,435	44,213	632,177	96.52%	94.72%
Administration and Miscellaneous	453,000	425,830	51,429	400,788	88.47%	94.12%
Information Technology	385,000	287,265	19,464	350,020	90.91%	121.85%
Contingency	-			-		
Total Expenditures	7,462,167	7,275,292	602,409	7,193,556	96.40%	98.88%
Debt Service	1,852,438	1,650,594	-	1,635,542	88.29%	99.09%
Net Income (Loss)	-	(49,416)	(16,578)	69,370		

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE TWELVE MONTHS ENDED
 DECEMBER 31, 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	258,848	3,562,837	98.12%	100.48%
NYS Retirement System	496,709	426,317	35,536	426,317	85.83%	100.00%
Payroll Taxes	243,554	230,641	20,732	264,296	108.52%	114.59%
Hospital Insurance	867,433	870,612	64,460	820,664	94.61%	94.26%
Payroll processing Costs	54,000	54,000	1,210	19,960	36.96%	36.96%
Unemployment Insurance	1,500	0	640	1,104	73.60%	0.00%
TOTAL	5,294,167	5,127,336	381,426	5,095,178	96.24%	99.37%
OCCUPANCY COSTS						
Occupancy Costs	20,000			19,200	96.00%	0.00%
Utilities & Telephone	215,000	169,776	24,796	170,032	79.08%	100.15%
Maintenance & Repairs	286,000	338,015	75,403	360,056	125.89%	106.52%
Maintenance Supplies	64,000	64,000	5,002	58,404	91.26%	91.26%
Security	5,000	0	-	-	0.00%	0.00%
NYS Construction Grant	35,000	93,377		90,767	259.33%	97.20%
Furniture/Building Improvements	50,000	102,258	676	16,934	33.87%	16.56%
TOTAL	675,000	767,426	105,877	715,393	105.98%	93.22%
MATERIALS and SERVICES						
Books, etc.	401,054	471,158	33,942	419,339	104.56%	89.00%
Periodicals	45,000	45,000		42,949	95.44%	95.44%
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	10,271	53,385	118.63%	153.52%
TOTAL	655,000	667,435	44,213	632,177	96.52%	94.72%
ADMINISTRATIVE and MISC.						
Office & Library Supplies	60,000	60,234	17,246	71,806	119.68%	119.21%
Postage	8,000	8,000	380	5,789	72.36%	72.36%
Publicity, Printing	45,000	45,000	12,622	49,054	109.01%	109.01%
Training and Travel	27,000	27,000		19,083	70.68%	70.68%
Community Activities	8,000	8,000	239	6,879	85.99%	85.99%
Professional Services	175,000	147,295	12,041	131,192	74.97%	89.07%
Misc Grant Expense	0	301	-	301	0.00%	100.00%
Programming Activities	60,000	60,000	3,533	49,146	81.91%	81.91%
Insurance	70,000	70,000	5,368	67,538	96.48%	96.48%
TOTAL	453,000	425,830	51,429	400,788	88.47%	94.12%
INFORMATION TECHNOLOGY						
Information Technology Services	240,000	186,867	8,966	209,679	87.37%	112.21%
Information Technology Software	15,000	18,714	311	22,057	147.05%	117.86%
Information Technology Hardware	130,000	81,684	10,187	118,284	90.99%	144.81%
TOTAL	385,000	287,265	19,464	350,020	90.91%	121.85%
CONTINGENCY	0		-	-	0.00%	0.00%
DEBT SERVICE PAYMENT	1,852,438	1,650,594	-	1,635,542	88.29%	99.09%
TOTAL EXPENDITURES	9,314,605	8,925,886	602,409	8,829,098	94.79%	98.92%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jan 11, 2018 to Feb 14, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
7993V	1/29/18	City of Albany Dept. of Gen. Serv.	-10.00	VOID
7995	1/11/18	CSEA	1,969.48	Union Fees
7996	1/11/18	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
7997	1/11/18	MetLife-TSA Contribution	1,636.00	403b
7998	1/11/18	NYS Deferred Comp Plan	3,358.04	NYS Def. Comp. Plan
7999	1/11/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8000	1/11/18	The Travelers	1,348.00	403b
8001	1/17/18	First Light Fiber	6,606.47	IT Services/Telephone Expense
8002	1/17/18	National Grid	11,615.33	Heat, Light and Power
8003V	VOID	VOID	VOID	VOID (Printing Error)
8004V	VOID	VOID	VOID	VOID (Printing Error)
8005	1/19/18	CITY OF ALBANY	241.50	Building Repair/Maint.
8006	2/14/18	Midwest Tape	1,595.93	Audio/Visual
8007	2/14/18	W.B.Mason Co., Inc.	793.34	Office Supplies
8008	2/14/18	Baker & Taylor	2,808.00	Books-Adult
8009	2/14/18	Midwest Tape	2,016.43	Audio/Visual
8010	2/14/18	OverDrive, Inc.	6,732.19	Central Library Materials
8011	1/24/18	National Grid	12,398.77	Heat, Light and Power
8012	2/14/18	Home Depot Credit Services	807.71	Building Repair/Supplies (Maint.)
8013	1/25/18	CSEA	2,017.76	Union Fees
8014	1/25/18	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
8015	1/25/18	MetLife-TSA Contribution	1,686.00	403b
8016	1/25/18	NYS Deferred Comp Plan	3,475.64	NYS Def. Comp. Plan
8017	1/25/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8018	1/25/18	The Travelers	1,348.00	403b
8019V	VOID	VOID	VOID	VOID (Printing Error)
8020V	VOID	VOID	VOID	VOID (Printing Error)
8021V	VOID	VOID	VOID	VOID (Printing Error)
8022V	VOID	VOID	VOID	VOID (Printing Error)
8023	2/14/18	CDW G	1,876.73	IT Hardware
8024	2/14/18	Midwest Tape	700.29	Audio/Visual
8025	2/14/18	Midwest Tape	685.37	Audio/Visual
8026	2/14/18	W.B.Mason Co., Inc.	1,689.62	Office Supplies
8027	2/14/18	W.B.Mason Co., Inc.	33.27	Office Supplies
8028	2/14/18	Baker & Taylor	3,560.86	Books-Adult
8029	2/14/18	Ingram Library Services	169.21	Books-Adult
8030	2/14/18	Baker & Taylor	5,152.95	Books-Adult
8031	2/14/18	Midwest Tape	2,643.80	Audio/Visual
8032	2/14/18	Accuprint	212.63	Publicity and Printing
8033	2/14/18	Albany Institute of History & Art	400.00	Books-Adult (Museum Passes)
8034	2/14/18	Ambient Environmental, Inc.	1,305.00	Building Repair/Maint.
8035	2/14/18	ATSCO Products	439.74	Supplies (Maint.)
8036	2/14/18	Barbara Kam.	80.00	Programming PH
8037	2/14/18	Blick Art Materials	551.52	Programming/Office Supplies
8038	2/14/18	Breakout, Inc.	150.00	Programming Bach
8039	2/14/18	Budget Library Supplies	1,344.00	Processing Supplies
8040	2/14/18	Capital District Elevator LLC	367.20	Maint. Service Contracts
8041	2/14/18	Capital Signs & Graphics	1,490.00	Building Repair/Maint.
8042	2/14/18	Carousel Industries of N. America, Inc.	3,223.68	IT Hardware/Services
8043	2/14/18	CDPHP	7,253.48	Insurance-Hospitalization
8044	2/14/18	CDW G	7,917.78	IT Hardware
8045	2/14/18	Christine Havens	139.00	Travel/Staff Development
8046	2/14/18	Constant Contact	1,890.00	Publicity and Printing
8047	2/14/18	Cornell Cooperative Extension	27.41	Programming Bach
8048	2/14/18	Corporate Payment Systems	34.48	Community Relations
8049	2/14/18	Dana Sela	53.00	Programming PH
8050	2/14/18	De Lage Landen Financial Services, Inc	956.12	Contracted Services
8051	2/14/18	Dell Marketing L.P.	1,438.63	IT Hardware
8052	2/14/18	Dow Electric Inc.	1,140.00	Building Repair/Maint.

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jan 11, 2018 to Feb 14, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
8053	2/14/18	Eastern Managed Print Network	61.46	Contracted Services
8054	2/14/18	Ehrlich Co., Inc.	184.00	Maint. Service Contracts
8055	2/14/18	Eye Med Vision Care	616.74	Insurance-Hospitalization
8056	2/14/18	Findaway World, LLC	153.72	Books-Audio
8057	2/14/18	First Unum	2,221.38	Insurance-NYS Disability
8058	2/14/18	Grainger	361.37	Supplies (Maint.)
8059	2/14/18	Hartford Steam Boiler	210.00	Building Repair/Maint.
8060	2/14/18	Home Depot Credit Services	88.78	Building Repair/Supplies (Maint.)
8061	2/14/18	Innovative Label Technology, Inc.	216.05	Processing Supplies
8062	2/14/18	Johnson Controls	48,361.00	Maint. Service Contracts
8063	2/14/18	Library Trustees Association of NYS	525.00	Memberships
8064	2/14/18	MailFinance	119.95	Postage
8065	2/14/18	Main-Care Energy	467.91	Van Operation
8066	2/14/18	Malwarebytes Corporation	1,188.38	IT Software
8067	2/14/18	MISCI	800.00	Books-Adult (Museum Passes)
8068	2/14/18	Movie Licensing USA	16.00	Programming NA
8069	2/14/18	MVP Health Care, Inc.	53,245.89	Insurance-Hospitalization
8070	2/14/18	MVP Select Care, Inc.	800.00	Insurance-Hospitalization
8071	2/14/18	National Business Technologies	2,746.54	IT Services/Contracted Services
8072	2/14/18	New York Marking Devices Corp	13.50	Processing Supplies
8073	2/14/18	Nichole Rogers	480.00	Programming AH
8074	2/14/18	New York Library Association	540.00	Community Relations
8075	2/14/18	NYS Unemployment Insurance	640.32	Unemployment Ins.
8076	2/14/18	Olana Partnership	400.00	Books-Adult (Museum Passes)
8077	2/14/18	Oriental Culture Enterprise Co, Inc.	1,174.15	Books-Adult
8078	2/14/18	P & J Computers, Inc.	35,726.00	IT Hardware/Services
8079	2/14/18	Richard Waugh	444.97	Insurance-Medicare Reimb.
8080	2/14/18	Ronco Communications	300.00	IT Services
8081	2/14/18	Sentry Custom Security Inc.	17,193.00	IT Services
8082	2/14/18	SimplexGrinnell	9,587.96	Maint. Service Contracts
8083	2/14/18	Televend Services, Inc.	2,949.85	Fines and Fees Expense
8084	2/14/18	Upper Hudson Library System	64.00	Travel/Staff Development
8085	2/14/18	ULINE	39.85	Publicity and Printing
8086	2/14/18	Underground Railroad History Project	300.00	Books-Adult (Museum Passes)
8087	2/14/18	The Wild Center	270.00	Books-Adult (Museum Passes)
8088	2/14/18	Wm. Biers, Inc.	385.00	Building Repair/Maint.
8089	2/14/18	CDTA	25,208.96	Fines and Fees Expense
8090	2/14/18	Monoprice, Inc.	123.31	IT Hardware
8091	2/14/18	Overit Multimedia, Inc.	125.00	IT Services
8092	2/14/18	P & J Computers, Inc.	3,272.00	IT Hardware/Services/Software
8093	2/14/18	Rebecca Andrews	125.00	Programming Delaware
8094	2/14/18	Sarah Read	100.00	Programming PH
8095	2/14/18	Turtle Dance Music LLC	325.00	Programming YS
8096	2/14/18	Verizon Wireless	1,293.12	IT Hardware/Services
Total			322,897.94	

APL Finance Committee

January 31, 2018

Washington Avenue Branch, Tompkins Room

Committee Members in Attendance: Alison Calacone (Chair), Mike Neppl, Sarah Shearer

Staff in Attendance: Scott Jarzombek (Executive Director), Mary Cullinan (Chief Financial Officer)

Public in Attendance: No public was in attendance.

Call to Order: Alison called the meeting to order at 6:15 pm.

Adoption of Agenda: The agenda was adopted as written

Public Comment: No members of the public were in attendance

Old Business

1. Five-Year Financial Plan

- a. Percent – Plan to show use from Fund Balance
 - i. The plan will show a 20% use of fund balance in this year's version of the 5-year plan.
 - ii. Sarah asked about focusing the money more into specific need.
 1. Right now, the Fund balance has the following earmarks: Buildings \$1 million, Library Operations \$1 million, Technology \$500,000, Vehicles \$100,000 and Unrestricted \$1 million
 2. In order to be more accurate, we need to forecast future spending needs. To do this, facilities is assessing and making plans for each building & vehicle in regards to maintenance/upgrades. Technology has been asked to come up with a similar plan.
 3. A discussion also took place on why we set up earmarks as well.
- b. Vote on plan to bring back to board
 - i. Shearer made a motion, seconded by Calacone, to bring the five-year plan back to the board with the restricted fund balance listed and accounted for the percentage used. Motion was approved unanimously.

2. Budget Options (Presentations)

- a. Mary distributed 8 options of the budget.
 - i. Option 1, 6, 7, 8 focused on the amount of tax increase (0%, 1 %, 1.5% and 2%) with an addition \$25,000 added in for salary changes

- ii. Option 2 focused on no tax increase, but added \$100,000 in staff changes (specifically a Social worker/Case Manager & Board Secretary)
- iii. Option 3 focused no tax increase and no additional money added in for salary changes
- iv. Option 4 focused on no tax increase, but added the layer of closing North Albany
- v. Option 5 focused on no tax increase or additional money for salary changes, but going fine free

3. Discussion/Possible vote on budget to bring to board

- a. A lengthy discussion happened about each of the options. At this time, the committee felt comfortable eliminating the following budgets for the reasons below:
 - i. Option 4- We need to have a decision from the North Albany Committee and the board at large about the future of this branch. Although the rent at this branch would help off-set the salary of a Social Worker/Case Manager, we need a decisive decision before choosing this option.
 - ii. Option 5- Although going fine free is an interesting option, it is cutting revenue from late fees. We would need to collect more information about how much revenue we would lose and make decisions on how to make up this revenue. According to studies, it may help to increase donations, but more time is needed to research this option.
- b. The committee felt a combination of budgets would be the best going forward, with some additional changes:
 - i. Revisions of the NYS Grant, since we will be receiving less money
 - ii. Adding \$60,000 to the salaries- to forecast some extra money for job changes as well as adding a Social worker/Case Manager
- c. Mary will bring budgets with these changes ranging from no increase up to 5% (the point in which we should not need to rely on the fund balance) for trustees to see and discuss at the February Board of Trustee meeting.

4. Public Comment: No members of the public were present.

Adjournment Shearer made a motion, seconded by Neppi, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:40 pm.

APL Policy and Governance Meeting Minutes

Date: 2/6/18

Time: 6pm-630pm

Place: Washington Ave Library Community Room

Present: Brenda Robinson-Chair, Sarah Shearer, Jenna Pitera , Melanie Metzger

Policies Reviewed:

1. Hazardous Material Policy: Approved

OSHA and PESH to be unabbreviated when initially used in text. Minor grammar corrections.

“Program” will be changed to “Policy” throughout the text.

The policy name will be changed on the policy grid from Hazard Communication Standard to Hazardous Material Policy.

MSDS Sheets will be uploaded to the APL Website this week for convenience, per Melanie

2. Albany Made Policy: Approved

The “Purpose” will be broken into two sentences instead of one long one.

**3. Work Schedule, Flex Time, and Overtime/Compensatory Time Policy for Administrative Staff
Obsolete: Elimination Approved**

The “Administrative Staff (M-C Designated Titles) Statement of Compensation, Benefits and Work Expectation” policy was created this summer and approved by the board. The new policy covers all the information included in this old policy, making the old policy obsolete.

Policy Grid Review:

1. **Hazard Communications Standard** changed to Hazardous Material Policy: Change Approved
2. **Washington Library closing:** Constantly reviewed, an internal process that should be removed from this policy grid: Removal Approved
3. **Fine Limit** to be postponed as this is part of a larger discussion about removing fines: Postponement Approved
4. **Overdue Fine structure** to be postponed, as this is part of a larger discussion: Postponement Approved
5. **Board Code Conduct:** To Discussed with and created by The Board Trustees and not appropriate to be on this grid. This has been sitting and not worked on by the board. Topic has been raised at the Executive Committee, work needed: Removal Approved

***Policies are up-to-date.**

Adjourned: 630pm

Next Meeting: March 6, 2018 6pm

Brenda Robinson: Recorder

STRATEGIC PLAN AD HOC MEETING AGENDA
Feb. 5, 2018 | Washington Ave Branch

Convened: 6:00

Attendance: Karen Strong (Chair), Sarah Shearer, Elissa Kane, Scott Jarzombek, Melanie Metzger, and Nancy Meyer Preston (consultant); **Absent:** Mike Neppl

Agenda

Review comments to the draft strategic plan

Nancy reviewed the comments on the plan to date and the committee members discussed them. We reordered and made minor edits to two goals and changed the language of six objectives. The most extensive edits were to simplify the executive summary and to clarify the values.

Actions

After edits, the committee recommended the strategic plan for adoption by the full Board of Trustees.

Meeting adjourned @ 8pm.

Policy Master List

Updated 1/31/18

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.
Hazardous Materials	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. (next Kaizan?)
Library Card Registration		X			Oct. 2016	Oct. 2018	Pub. Serv.
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv. (next Kaizan?)
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		Apr. 2016	Apr. 2018	Board
Fund Balance/Reserve Fund	X		X		Mar. 2017	Mar. 2019	Board

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 FEBRUARY 2018

EXECUTIVE SUMMARY



Narrative

Washington Avenue continued its successful partnership with the Albany Homeownership Center, The Legal Project, Capital Region BOCES, and Literacy New York. The Youth Services Department at that branch is doing preschool yoga. The Arbor Hill/West Hill Branch showed multiple documentaries for Martin Luther King Day, and also did a model car program for National Hobby Day.

The John J. Bach Branch celebrated National Soup Month with staff bringing in crockpots full of soup for patrons. Two fifth grade classes from New Scotland Elementary visited the branch to learn team-building skills. The Pine Hills Branch is hosting a Coffee and Culture meeting on the

second Friday of every month. The youth services librarians there are happy to report that the newly revitalized integrated playgroup is going well.

The Delaware Branch has started a mystery-themed book club for adults, as well as a Science Saturday program for youth. The John A. Howe Branch's Social Justice Film Series is a success and continues through April. This branch has started a youth program, in partnership with the Cornell Cooperative Extension, centered around health. The North Albany Branch has seen an increase in use from the Albany International Center.

Operations

The audit has begun, which has kept the Business Office and Human Resources Department busy. We are also in the middle of completing our annual report. Our Outreach Department will be at Kids Expo again this year, and we are looking for help from other system libraries. The offices on the third floor of Washington Ave. are finished. The majority of the facilities staff has moved to Pine Hills, an adjustment we hope alleviates some of the parking issues at Washington Ave.

The Collection Management Services Department has given all selectors their 2018 materials budget amounts, and the Sierra acquisitions module has been updated. A large drop in DVD circulation last year has started conversations about that budget, and how it can be reallocated. The Information Technology Department handled several emergency situations. Public Relations staff reports that the website refresh is on track and expected to launch mid-February. Incidents were down and positive comments were up.

Looking Forward

In February, the libraries are preparing for a busy income tax season. All branches will have forms for tax filers, and we are hosting in-person tax preparation services at the Washington Ave. and Delaware branches. Washington Ave. is hosting a screening of the documentary "Heroin in Amsterdam" on Feb. 5. Pine Hills is hosting *The History of Here* book launch reception and author talk by Akum Norder on Feb. 9. We are expecting a packed house with 75 registrations so far.

Development

The Literary Legends Gala Committee had its first meeting. The group is getting a start on sponsorships for the fundraiser, which is set for Oct. 20 at the Howe Branch. Honorees will be announced in March. The Foundation and Friends are working together on library advocacy this month. The Foundation applied for the CDPHP Charity of Choice and expects to have a response by the end of February.

Executive Director's Report

- Created memo for CDTA Universal Access
- Testified before the State Assembly Committee on Educational Technology and Libraries
- Finalized 2018 Schedule of Service
- Worked on 5-year budget projection with CFO
- Researched IDA payments in Albany
- Starting planning stages of Community Report
- Began meeting with management staff about Staff Survey

Executive Director's Calendar

1/05 -- Upper Hudson Library System Directors Association
1/10 -- NY State Assembly Committee on Education Technology and Libraries
1/11 -- Capital Region Urban League
1/12 -- Leadership Tech Valley Media Day
1/15 -- Focus on Albany Interview
1/19 -- Leadership Tech Valley Steering Committee
1/23 -- Albany Promise Leadership Council
1/26 -- SkillUp Capital Region Press Conference
1/29 -- Friends of the Albany Public Library
1/31 -- Leadership Tech Valley Library Experiential

APL TOTALS

	Monthly Total	YTD Change
Circulation	52492	-17%
eCirculation		
Door Count	67279	-2%
Computer Use	12947	+1%
Reference	10781	-11%
WiFi	4643	-83%
Program Attend.	3853	+3%
Meeting Room Usage	130	-18%

SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

	Number	YTD Change	Rank
Circulation	16494	-14%	1
Door Count	30049	+4%	1
Computer Use	4114	+3%	1
Reference	3065	+3%	1
WiFi	1543	-59%	1
Program Attend.	1279	+32%	1
Meeting Room Usage	42	-45%	1

Adult Services

- We have begun including “thank you” notes when returning interlibrary loans to other libraries. The Public Information Specialist designed them and the Reference Department will share them with other branch locations so we can implement this across the organization.
- The Reference Department is continuing its partnerships with Affordable Housing Partnership, The Legal Project, Literacy New York of the Greater Capital District, and BOCES (TASC/HSE preparation) to provide regular ongoing programs for adults and families.

Youth Services

- Our new Pre-School Yoga Explorers program is off to a great start with the classes being full every week.
- Despite the freezing temperatures, nearly 30 people attended our annual First Saturday for Families Sing-a-long Program.
- Tutoring has resumed and appointments are filling up fast.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	3489	-29%	6
Door Count	6268	+26%	4
Computer Use	1920	0%	3
Reference	913	-11%	5
WiFi	537	-86%	4
Program Attend.	268	+3%	6
Meeting Room Usage	19	+73%	3

Adult Services

- In January, the Arbor Hill/West Hill Branch celebrated Martin Luther King Day by featuring a day-long presentation of related documentaries. At their leisure, library patrons passed through the large meeting room to view the films.
- Also this month, the branch reorganized some of its book collections. New books were moved to a more convenient location, encouraging patrons to visit the entire library space.

Youth Services

- We celebrated National Hobby Month with a model car building program that introduced youth to this unique hands-on project offered a fun, new experience for all.
- Kindergarten Storytime has connected again with our neighboring day care. Each week, a group of eager children participate in our branch's stories and crafts.

West Services Area

BACH BRANCH

	Number	YTD Change	Rank
Circulation	8389	-6%	3
Door Count	5537	-14%	6
Computer Use	995	-12%	6
Reference	709	+13%	6
WiFi	556	-83%	3
Program Attend.	325	-47%	5
Meeting Room Usage	12	0%	5

Adult Services

- The Seniors' Computer Club met twice with 10-12 attendees each session. Folks ask for help in getting and using the Libby app, learning Windows 10, android phone messaging, managing a laptop, and using Facebook.
- January is National Soup month, so Bach staff brought in four large crockpots of soup for patrons, a yearly tradition at the branch.
- In honor of Martin Luther King Jr Day, the staff designed a display to pay tribute to Dr. King and the Civil Rights Movement.

Youth Services

- Inclement weather delayed the start date of Girls Who Code. The first session met Jan. 24 and was led by a computer science student from the University at Albany. She is teaching the girls how to write computer code using the JavaScript language.
- Two fifth grade classes from New Scotland Elementary School visited the library on Jan. 11. Youth services librarian taught the students how to play the team-building game Tarp Hole.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	11634	-20%	2
Door Count	9116	-10%	2
Computer Use	2660	+13%	2
Reference	2977	+10%	2
WiFi	744	-87%	2
Program Attend.	740	-13%	2
Meeting Room Usage	32	+23%	2

Adult Services

- We launched Coffee and Culture discussion program on the second Friday the month. The volunteer coordinator has arranged for speakers to lead the discussions each month.
- We've launched a session of Dungeons and Dragons to see whether it will be as popular at Pine Hills as it is at Delaware.

Youth Services

- The re-launch of our integrated playgroup for children with special needs has been going well so far. We've had families travel from Columbia and Schenectady counties for the playgroup. The librarian hosting the program reports that the families are very thankful we're offering something for kids with special needs.
- We've seen an increase in attendance for Music Makers, a music program for kids under five-years-old that takes place on Friday mornings.

East Services Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	6621	-9%	4
Door Count	5977	-5%	5
Computer Use	1202	-8%	5
Reference	1395	-5%	3
WiFi	460	-87%	5
Program Attend.	579	+30%	3
Meeting Room Usage	12	-20%	6

Adult Services

- Writer Paul Lamar returns to the Delaware Branch with a new With Pen in Hand series, this time regarding family life in plays. This program will reach into February, and has a dedicated group coming each Thursday.
- Both the Dungeons & Dragons ongoing Saturday sessions, and the one-off campaigns on Thursdays, continue to be very popular. Adults and some teens have loved diving into the adventure world created by the dungeon masters.
- No. 331 Delaware Detectives Book Club has picked up steam, with a steady group coming to every monthly session

Youth Services

- Science Saturdays are also continuing into the new year. To go along with the "wellness" theme of the month, we hosted a Learning the Benefits of Herbs class.
- Tweens saw the start of a new hit program: Teen Chef. Cornell Cooperative Extension joined us as we made soup (for National Soup Month) and salad. Fifteen teens and tweens loved cooking alongside each other, and enjoyed eating their hard earned efforts. They have asked for more cooking classes, and we hope to offer at least one class each month.
- Lightsaber Sensory Bottles involved tweens putting lots and lots of glitter into empty water bottles, adding glow sticks, and then duct taping lightsaber handles on. They loved turning off the lights and seeing the glowing, sparkling bottles in the dark.

HOWE BRANCH

	Number	YTD Change	Rank
Circulation	3965	-28%	5
Door Count	6995	-7%	3
Computer Use	1539	-5%	4
Reference	1297	-56%	4
WiFi	448	-93%	6
Program Attend.	539	+61%	4
Meeting Room Usage	12	-28%	4

Adult Services

- We kicked off the year with our new *Social Justice* film series, in which we screen a social justice-themed film and then hold a facilitated community discussion. For January, we showed *I Am Not Your Negro* to a packed and lively house.
- Our first-ever Youth FX Filmmaking for Adults series has been a massive success, with registration numbers forcing us to expand the program size. We have also received numerous requests to offer this again, and are in the process of determining how to best do this.
- With Pen in Hand held another recital, which was very well attended as always. Group members expressed appreciation at the new themed collection, and have offered several suggestions for titles to add.
- Sew! What? continues to be a steady draw, and we are hoping the new collection and additional promotion going forward will increase this.

Youth Services

- Our Butterfly Party program was a joyous success, with local author Shameka Andrews reading her book about not being held back by prejudice or disability. Young patrons created butterfly artworks and made their own “butterfly with wheels” edible craft.
- We are very happy to now be working with the Cornell Cooperative Extension on a nutrition and food prep program, which commenced this month. Kids and teens created healthy dips and took home snacks and bags of food and water bottles. This program occurs monthly, with the plan to increase and tie into community gardens when the weather improves.
- We have revamped our collections and signage, highlighting new genres and augmenting key programs by creating paired collections with dedicated shelving.
- Our guitar lessons are going wonderfully, with patrons of all ages taking part.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	1900	-31%	7
Door Count	3337	-21%	7
Computer Use	517	+5%	7
Reference	425	+5%	7
WiFi	355	-34%	7

Program Attend.	128	-53%	7
Meeting Room Usage	n/a	n/a	n/a

Adult Services

- The book club met this month and added one new member.
- January has been a quiet month at the branch. Extreme temperatures and weather have kept us steady, but not terribly busy. Several patrons have expressed concern about the status of the branch.

Youth Services

- It was a slow month for crafts, but there has been an increase in the number of children using the collection of board games.
- The movies are a nice new addition to Friday afternoons. We are screening new releases, as well as some “throwback” movies like the original “Jumanji” from 1995.
- Albany International Center has been using the branch regularly. On a weekly basis, we have 1-2 classes coming in to exchange books for the students. The librarian is working with the teachers to start incorporate smaller classroom visits for next month. The goal would be that small groups of students visit the library for more targeted library skill instruction.

OPERATIONS

FINANCE

- Prepared detailed annual documents for annual audit. Marvin & Co. met with APL finance staff in January and performed the audit the week of Feb. 5 at Washington Ave.
- Ensured that all invoices are booked for 2017 and worked with accountant to close 2017.
- Met with Executive Director on multiple options for 2019 budget.
- Presented the Finance Committee with the 5-Year Plan and multiple 2019 budget options. Consolidated options and prepared tax chart to be presented to the Board of Trustees at the February board meeting.

HUMAN RESOURCES

- Met with Capital EAP to review and renew annual contract.
- Met with Staff Appreciation Committee to plan a Staff Appreciation Night in the spring.
- Met with Paylocity to discuss options for adding staff reviews to payroll system.
- Met with Marshall & Sterling to review open enrollment, new health plans and ways to improve.
- Prepared reports for annual financial audit.
- Formed new Staff Wellness Committee.

	Number	YTD Change
Full Time	53	
Part Time/Temp	67	
Hired	0	
Promotion	3	
Resignation	0	
Termination	0	
Vacancy	5	
Staff Size	120	
Training	13 staff / 45.5 hours	-35% staff / -22% hours

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	24 vol./ 112.25 hours	+60% vol. / +35% hours

- Committed to hosting a space at OGS Kids Expo in March.
- Completed adult programming kaizen activities.
- Expanded Library Links to East branches.
- Held first adult programming meeting.
- Began talks with City of Albany Special Events and Department of Recreation for 2018 partnerships.
- Began scheduling community reports for 2018.

FACILITIES

	Number	YTD Change
Work Orders	127	

- Facilities has been very busy with work orders this month. A lot of repairs have been needed and requests for department assistance has taken up much time.
- We have finished moving everyone into their new offices at Washington Ave. on the third floor.
- The majority of the Facilities Department has also been relocated to the basement of Pine Hills. The facility foreman and head maintenance staffer will be working out of that location for maintenance needs.
- We had a busy month with snow and ice. However, doing the work in house is definitely showing a savings in the cost of snow removal, just from the standpoint of saltings alone.
- Howe Branch railings are in manufacturing and should be done during February, depending on the weather.

COLLECTION MANAGEMENT SERVICES

- All selectors have been given their 2018 materials budget amounts, and Sierra acquisitions module has been updated.
- Branch staff can now enter any shortages in newspapers deliveries on a shared document, enabling the Head of CMS to update “credit balances” each month with Hamilton News.
- Due to the nationwide delay in availability of *Fire and Fury: Inside the Trump White House*, a few copies were purchased locally before Baker & Taylor was able to fill our orders.
- Due to some confusion about how Sierra reports charges for overdue and lost items, and the understanding between member libraries about reimbursements, UHLS will look into developing a centralized report.
- The IT Manager made DVD and BluRay copies of a locally produced video about the Albany Fire Department (originally an unprotected MP4 on a flash drive) and printed the discs with cover art, using the new CD printer in the AlbanyMade Lab. Copies are now in circulation.

INFORMATION TECHNOLOGY

- Resolved 73 Help Desk tickets.
- IT responded to several disaster-recovery situations. In one instance, the power cable and battery to the main server rack overheated and some power equipment was lost. In another, the main server hard drive array failed; however, no data was lost due to backups.

- IT purchased and installed safer, redundant and more modern power devices. This includes new safety power plugs (some of which got burned during the incident) and HP Enterprise class, networked-managed uninterruptible power supplies.
- IT purchased and installed HP Enterprise “Nimble Storage” flash-based hybrid hard drive array to replace to failed hard drive array from the incident, with a 5-year maintenance plan.
- IT migrated secondary backups from tape storage to Cloud (Microsoft Azure-based).
- IT recovered from a worldwide Malwarebytes (Corporate Edition) failure and upgraded software to the newer (and more stable) Malwarebytes Cloud product.

PUBLIC RELATIONS

	Number	YTD Change
Unique Pageviews	37167	+0.5%
Facebook Likes	3334	+14%
Twitter Followers	2924	+14%
Instagram Followers	3050	+14%
Online Contacts	31	-24%
Press Releases	4	-42%

- Content: Print and digital promotional materials for programs including Take Your Child to the Library Day, Akum Norder author reception, Social Justice Film Series, and new online events calendar and room reservation system. Weekly eNotes stories include: income tax services, Social Justice Film Series, new online calendar and room reservation system, video tutorials, Literary Legends nominations, and North Albany Branch update.
- Projects: Website refresh on track and expected to launch mid-February. Beginning to roll out new logos for several ongoing library programs created by Sage graphic design students. Continuing branch-specific collection signage.
- Notable Social Media: Facebook -- Open for MLK Day with special activities (2147 reach, 29 reactions, 47 clicks). Twitter -- Coffee & Culture at Pine Hills (3828 impressions, 48 engagements). Instagram -- #StarWars #BookFaceFriday with APL director (85 likes, 3 comments).

PATRON CULTURE

	Number	YTD Change
Incidents	26	-32%
Positive Comments	3	+50%
Neutral Comments	4	-60%
Negative Comments	0	0%

Albany Public Library

Strategic Plan

January 2018 through December 2020

Prepared by Nancy Meyers Preston
Strategic Advancement Solutions for Nonprofits

EXECUTIVE SUMMARY

This 2018-2020 Strategic Plan provides a roadmap for the Albany Public Library (APL) for the next three years. It is a living document that gives the organization the ability to adjust to the needs of the community and library trends. The plan aims to serve the community through investment in staff and our award-winning facilities, while protecting our financial future. The plan outlines the Library's approach to delivering high-quality outreach and services through investment in our staff and facilities to best serve residents of the City of Albany, and users throughout the Upper Hudson Library System.

Over the course of a year, a consultant helped us gather information from user and staff surveys; analysis of similar libraries; focus group discussions with users, staff, and the Friends of Albany Public Library and the Albany Public Library Foundation; aspirational model library visits and interviews; and regular public input. After synthesis of our experience the Board of Trustees recommended a three-year focus on four strategic goal areas.

- 1) Meeting Community Needs
- 2) Community Learning Platform
- 3) Cultivating Leadership
- 4) Long-Term Sustainability

Each goal carries with it several objectives. These are **SMART**: **S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic, and **T**ime-defined.

This strategic plan, by necessity, will impact the culture of the organization. Leadership recognizes this plan will guide activities, performance and evaluation. It will ensure that decision-making is consistent with priorities established in the plan. However, through implementation, it also requires the Albany Public Library to identify the changes that need to take place to support the plan. A committed and diverse leadership team of board and staff members will take ownership of the strategic plan to support the agreed-upon goals and objectives.

While this document has been created, the strategic planning process is not complete. There needs to be a way to ensure that the plan is implemented, and that Board and staff leadership are held accountable for the plan's success. Every member of the organization shares responsibility for the success of the plan. It is essential that annual operating plans are developed for each goal. These provide details for the upcoming year in the language of objectives, action steps, timelines, progress-against-goals, and responsibilities.

MISSION STATEMENT

**ALBANY PUBLIC LIBRARY EDUCATES, ENTERTAINS,
AND EMPOWERS OUR COMMUNITY.**

VALUES STATEMENT

The following values will inform our decision making:

- **COLLABORATION:** Actively engage with community partners to address social and educational issues.
- **DISCOVERY:** Help members of the community learn, grow, and achieve their dreams by expanding minds and opening new worlds.
- **DIVERSITY:** Commitment to human rights, free thought and free expression.
- **EMPATHY:** Treat everyone with understanding and compassion.
- **INTEGRITY:** Committed to transparency in operations and governance.
- **LITERACY:** Introduce the community to a wide variety of materials, programs, and resources that increase their knowledge, understanding, and enjoyment.
- **PRIVACY:** Committed to protecting the privacy of library users.
- **SERVICE:** Provide resources for the interest, information, and enlightenment of all people of the community.

STRATEGIC GOALS

In support of our mission – *to educate, entertain, and empower our community* – the following four (4) overarching priorities will inform the decision-making of the Albany Public Library for the next three years:

MEET COMMUNITY NEEDS

We intend to align services with community needs by providing exceptional programs, material, outreach, and public interactions that promote literacy, lifelong learning and civic participation.

COMMUNITY LEARNING PLATFORM

We intend to enhance the library's space, tools, and resources as a platform for community learning, creativity, and engagement.

CULTIVATING LEADERSHIP

We intend to develop and empower strong, capable, flexible, and vocal users, staff, volunteers and board members who embody the values of the organization.

LONG-TERM SUSTAINABILITY

We intend to ensure the public's investment is maximized through efficient, creative, and intelligent management of resources.

PROGRAM GOALS AND OBJECTIVES

MEETING COMMUNITY NEEDS
Goal Statement: We intend to align services with community needs by providing exceptional programs, material, outreach, and public interactions that promote literacy, lifelong learning and civic participation.
The following objective will help us achieve our goal:
1. Develop multiple types of literacy in the community, including digital literacy, early literacy, cultural literacy, and life skills.
2. Regularly assess the needs of users and non-users by using varying forms of engagement.
3. Evaluate and strengthen programs and services to best meet community needs, and work within organizational capacity.
4. Build broad awareness about the diverse services we provide and promote the impact of our quality programming.

COMMUNITY LEARNING PLATFORM
Goal Statement: We intend to enhance the library's space, tools, and resources as a platform for community learning, creativity, and engagement.
The following objectives will help us achieve our goal:
1. Develop physical resources to support emerging trends in library use and expand services outside of library buildings.
2. Promote the idea of the library as a platform for innovation, dialogue, and social interaction.
3. Expand our leading role in bridging the digital divide in the City of Albany.

CULTIVATING LEADERSHIP
Goal Statement: We intend to develop and empower strong, capable, flexible, and vocal users, staff, volunteers and board members who embody the values of the organization.
The following objectives will help us achieve our goal:
1. Ensure that APL has adequate staffing and staff expertise to address current and emerging trends in public libraries.
2. Create and implement engagement strategies that elevate the user to a patron and develop community champions.
3. Board of Trustees are engaged advocates and regularly assess their effectiveness.

LONG TERM SUSTAINABILITY
Goal Statement: We intend to ensure the public's investment is maximized through efficient, creative, and intelligent management of resources.
The following objectives will help us achieve our goal:
1. Ensure that physical spaces are inspiring, environmentally responsible, and maintained cost-effectively.
2. Strengthen and align formal partnerships to build our capacity to meet community needs.
3. Create a coordinated development approach with the Friends and the Foundation that incorporate diversified revenue streams.
4. Reduce dependence on fund balance in budget projections.

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
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		\$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
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		\$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		\$3,584	0	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		\$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		\$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	(Estimates 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
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
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
Occupancy Costs	Telephone		13,602	13,602				\$0	(\$13,602)	9,785	10,079	10,381	10,692	11,013
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
Occupancy Costs	Security		0	5,000				\$0	(\$5,000)	0	0	0	0	0
Occupancy Costs	Truck/Van					0	40,000	\$40,000	\$40,000	0	30,000	30,000	0	0
Occupancy Costs	Building Improvmnts/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
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
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
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
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
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		\$204,067	(\$35,933)	191,623	197,372	203,293	209,392	215,674
Automation	Automation Software	14,379	15,000	15,000	24,714	18,714		\$18,714	\$3,714	25,208	25,712	26,227	26,751	27,286
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
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	Budget Revote in 2011		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	2,948,983	2,279,184	1,366,738	199,139
	Fund Equity, End of Year	3,927,934	3,272,779	3,587,189				3,878,518		3,468,983	2,279,184	1,366,738	199,139	(1,312,206)
	Restricted Fund Balance Used (Assumes 20% Earmarked Used/Yr)									(520,000)	(520,000)	(520,000)	(520,000)	(520,000)
Fund Balance at End of Year		3,927,934	\$3,272,779	\$3,587,189				\$3,878,518		2,948,983	2,279,184	1,366,738	199,139	(1,312,206)

Proposed Fund Balance Earmarks

Buildings	1,000,000
Library Operations	1,000,000
Technology	500,000
Vehicles	100,000
Total 2014 Earmarks	2,600,000
Unrestricted	1,000,000

2019 Budget Options

	% Total Tax Increase	Total Tax Levy	Other Revenue	Total Revenue	Total Expenditures Library Operations	Total Expenditures Debt Service	Total Expenditures	Fund Balance (Used)
Option 1	0.0%	8,632,466	434,270	9,066,736	7,941,407	1,652,094	9,593,500	(526,764)
Option 2	1.0%	8,718,791	434,270	9,153,061	7,941,407	1,652,094	9,593,500	(440,439)
Option 3	1.5%	8,761,953	434,270	9,196,223	7,941,407	1,652,094	9,593,500	(397,277)
Option 4	2.0%	8,805,116	434,270	9,239,386	7,941,407	1,652,094	9,593,500	(354,115)
Option 5	3.0%	8,891,440	434,270	9,325,710	7,941,407	1,652,094	9,593,500	(267,790)
Option 6	4.0%	8,977,765	434,270	9,412,035	7,941,407	1,652,094	9,593,500	(181,465)
Option 7	5.0%	9,064,090	434,270	9,498,360	7,941,407	1,652,094	9,593,500	(95,141)

[illegible]

Option 1

No Tax Incease

	<u>2018</u>	<u>2019</u>	
SUPPORT AND REVENUE			
Tax Levy - Library Operations	6,981,873	6,981,873	
Tax Levy - Branch Improvement Plan	<u>1,650,594</u>	<u>1,652,094</u>	
TOTAL TAX LEVY	8,632,466	8,632,466	
OTHER REVENUE			
Future Operations Income			
NYS Grants	214,000	214,000	
Federal Grants	38,000	32,000	
Other Grants /Construction Grant	0	0	
Fines	85,000	75,000	
Fees	55,000	45,000	
Interest Income	20,000	20,000	
Foundation Contribution	25,000	25,000	
Rent Income		18,270	
Miscellaneous	<u>5,000</u>	<u>5,000</u>	
Subtotal Other Revenue	442,000	434,270	
Total Fund Balance Used	<u>288,990</u>	<u>526,764</u>	
TOTAL Other Revenue	730,990	961,034	
TOTAL SUPPORT AND REVENUE	9,363,456	9,593,500	0
EXPENDITURES			
PAYROLL AND RELATED COSTS			
Salaries	3,945,995	4,014,621	
NYS Retirement System	486,067	478,480	
Payroll Processing & Unemployment Insurance	318,494	319,469	
Health Insurance	<u>956,306</u>	<u>1,051,937</u>	
TOTAL	5,706,862	5,864,507	
OCCUPANCY COSTS			
Rent	20,000	38,400	North Albany Rent Increased
Utilities & Telephone	180,000	180,000	
Maintenance/repairs/supplies	310,000	400,000	
Security	20,000	0	
Miscellaneous/ Grant Expense (Construction)	17,500	0	
Furniture/Building Improvements.	<u>50,000</u>	<u>50,000</u>	
TOTAL	597,500	668,400	
MATERIALS and SERVICES			
Books, Periodicals, Magazines	610,000	610,000	
On-line Services	<u>45,000</u>	<u>45,000</u>	
TOTAL	655,000	655,000	
ADMINISTRATIVE and MISC.			
Office & Library Supplies	60,000	60,000	
Postage	5,000	5,000	
Publicity, Printing	35,000	35,000	
Training and Travel & Community Activites	25,500	25,500	
Professional Services	185,000	185,000	
Programming Activities	68,000	68,000	
Insurance	<u>65,000</u>	<u>65,000</u>	
TOTAL	443,500	443,500	
AUTOMATION			
Automation Services	195,000	195,000	
Automation Software	15,000	15,000	
Automation Hardware	<u>100,000</u>	<u>100,000</u>	
TOTAL	310,000	310,000	
TOTAL EXPENDITURES - LIBRARY OPERATIONS	7,712,862	7,941,407	
DEBT SERVICE			
Total Debt Service Payment on Branch Improvement Plan	1,650,594	1,652,094	
TOTAL EXPENDITURES	9,363,456	9,593,500	



'ALBANY MADE' POLICY

PURPOSE:

The Albany Made Creative Lab at APL provides a dynamic opportunity for our community to educate, entertain, and empower themselves artistically and economically. Albany Made Creative Lab provides access to arts materials and digital technology for exploration, learning, and creation.

POLICY:

Those wishing to utilize the equipment and/or resources of Albany Made, must do so for lawful purposes. Users must abide by all applicable laws and library policies while respecting the health and safety of the library community.

The library will offer several classes and programs using the resources and equipment of the Albany Made creative labs as well as hosting open lab times where patrons can come in to tinker on their own.

In order to utilize the equipment and resources of Albany Made during the open labs, customers must:

- Be certified by the library to use equipment. Information including schedule of certification classes can be found here ([link to events page](#))
- Have a valid UHLS library card in good standing
- Be 18 years old
- If under 18 years of age, be able to provide a parent/guardian waiver and adhere to our Service to Children Policy
- Sign the Albany Made agreement

Albany Public Library reserves the right to refuse scanning and/or production of any content at any time at the discretion of the Library staff. Examples of specific content that will not be scanned or produced include, but are not limited to:

- Content or objects that are illegal or harmful.
- Content or objects that may be construed as having the potential to harm.
- Content or objects that may infringe upon the intellectual property rights of a third party.
- Content or objects that may be obscene, indecent, violent, or otherwise inappropriate for the public library environment.

Should you wish to appeal a decision made by library staff in regards to the denial of content created in the Albany Made Creative Lab, you may do so by submitting a Request for Reconsideration form.

RESPONSIBILITY:

Library staff working the Albany Made area and/or their designee will be responsible for enforcing this policy

PROCEDURE:

As stated above

APPROVED ON:

November 11, 2014 – Revised on February 2018

REVIEW DATE:

February 2020



Albany Public Library

Hazardous Materials Policy

PURPOSE:

The purpose of this program is to inform interested persons, including employees, that Albany Public Library is complying with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 C.F.R. 1200, et seq., by: compiling a hazardous chemicals list, using material safety data sheets (MSDSs), ensuring that containers are labeled, and providing its employees with training and information availability.

POLICY:

Hazard Communication Policy

This policy applies to all work operations in the Library and grounds where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The safety and health manager, who is the Facilities Manager, is the program coordinator who has overall responsibility for the program. The Facilities Manager will review and update the policy, as necessary. Copies of the written policy may be obtained from the Albany Public Library Public Service Desks, and/or each facility's store room in their respective Hazard Communications Binders, as well as the Facilities Manager's Office on the 3rd floor of 161 Washington Avenue, Albany, NY 12210.

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from the Albany Public Library Public Service Desks, and/or each facility's store room in their respective Hazard Communications Binders, as well as the Facilities Manager's Office on the 3rd floor of 161 Washington Avenue, Albany, NY 12210. Under this program, employees will be informed of the contents of the Hazard Communication Policy, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Our employees will also be informed of the hazards associated with non-routine tasks.

If after reading this policy, you find that improvements can be made, please contact the Facilities Manager. The Library encourages all suggestions because it is committed to the success of its written hazard communication policy. The Library strives for clear understanding, safe behavior, and involvement in the policy from every employee.

Hazard Evaluation Procedures

The Library's chemical inventory is a list of hazardous chemicals known to be present in its workplace. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals

are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists. Sometimes hazardous chemicals can be identified using purchase orders. Identification of others requires an actual inventory of the facility. After each chemical arrives, a safety sheet will be attached to each Hazardous Communications Binder by the Facilities Manager or someone designated by him. All chemicals introduced into each facility will have to be approved by the Facilities Manager or someone designated by him/her.

The Facilities Manager or someone designated by him/her updates the inventory as necessary.

The Facilities Manager keeps the chemical inventory list, along with related work practices used in the Library, at each branch's public service desk and custodial store room(s), where it is accessible during work hours.

The Library does not manufacture any chemicals and, therefore, does not make any hazard determinations.

After the chemical inventory is compiled, it serves as a list of every chemical for which an MSDS must be maintained.

Material Safety Data Sheets (MSDSs)

The MSDSs the Library uses are fact sheets for chemicals which pose a physical or health hazard in the workplace. MSDSs provide Library employees with specific information on the chemicals they use.

The Facilities Manager is responsible for obtaining/maintaining the MSDSs at the Library. He/she will contact the chemical manufacturer or vendor if additional research is necessary. All new procurements for the Library must be cleared by the Facilities Manager.

The material safety data sheets are kept at each branch at the public service desk and custodial storage room(s). Employees can obtain access to them by referring to each Hazardous Communication Binder or by contacting the Facilities Manager.

If the MSDS is not received at time of first shipment, the Facilities Manager or someone designated by him/her, will contact the chemical vendor and request a sheet be provided.

The Library maintains MSDSs for chemicals that pose a threat or physical harm to guests and employees, whether liquid, gas, solids, etc., and will update these MSDSs when new and significant health information is found. In such cases, the Facilities Manager or someone designated by him/her, will remove any or all old data sheets from the Hazardous Communications Binders and replace them with new data sheets that pertain to the chemicals.

The MSDS format used for the MSDSs that the Library generates is based on the new current sheets provided by the Hazardous Communication Standard as outlined by Public Employee Safety and Health (PESH) under Hazard Communication Standard (HCS) §1910.1200. (A sample of which is in the Hazardous Communications Binder)

Alternatives to MSDSs used in the workplace include: Labels and or printed online sheets from the chemical manufacturer themselves.

Labels and Other Forms of Warning

Labels must list, at a minimum, the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The chemical identity is found on the label, the MSDS, and the chemical inventory. Therefore, the chemical identity links these three sources of information. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., "flammable," or "causes lung damage"). Labels frequently contain other information, such as precautionary measures (i.e., "do not use near open flame"), but this information is provided voluntarily by the Library and is not required by the rule. The Library's labels must be legible and prominently displayed, though their sizes and colors can vary.

The Facilities Manager or someone designated by him/her is responsible for ensuring that all hazardous chemicals in the Library are stored containers which are properly labeled and updated, as necessary. The Facilities Manager or someone designated by him/her also must ensure that newly purchased materials are checked for labels prior to use.

The Facilities Manager or someone designated by him/her is responsible for ensuring the proper labeling of any shipped containers.

The Facilities Manager or someone designated by him/her will refer to the corresponding MSDS to assist employees in verifying label information.

The labeling system used on stored and shipped containers will be consistent with the requirements under the Hazardous Communications Standard HCS §1910.1200.

No alternatives to labeling are used by the Library. All chemicals must be stored in labeled containers. However, if employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use, no labels are required on the portable container.

The Library will review and update label information when necessary, and will ensure that labels that fall off or become unreadable are immediately replaced. The Facilities Manager or someone designated by him/her will be responsible for reviewing all items and labels to ensure they are up-to-date and accurate.

Training

Everyone who works with or is potentially "exposed" to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Facilities Manager or someone designated by him/her. "Exposure" means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure." Whenever a new hazard is introduced or an old hazard changes, additional training will be provided.

Information and training is a critical part of the hazard communication policy. The Library trains our employees to read and understand the information on labels and MSDSs, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas, as well as the ways to protect themselves.

The Library's goal is to ensure employee comprehension and understanding, including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and MSDSs, and appropriately following the protective measures that have been established. Employees are required to ask the Facilities Manager or someone designated by him/her if they have any questions. As part of the assessment of the training program, the Facilities Manager or someone designated by him/her will regularly ask for input from employees regarding the training they have received, and their suggestions for improving it. In this way, the Library hopes to reduce any incidence of chemical source illnesses and injuries.

All employees receive training for hazard communication.

Training Content

Training will be provided through classroom instruction.

The training plan emphasizes these elements:

- Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to MSDS information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

New employees will be trained through their immediate supervisor at the time of hire and at the time of their initial assignment in which they may be exposed to a new chemical. The Library also trains employees when a new hazard is introduced by a notification of updated information in the Hazardous Communications Binders and classroom instruction. Annual training is provided for all employees.

Multi-Employer Facility

When contractors or any other employers' workers (i.e., painters, electricians, or plumbers) will be working at this workplace, the Facilities Manager will:

- Provide the other employer(s) with MSDSs for any of our chemicals to which their employees may be exposed by giving access to the Hazardous Communications Information Binders as they request it, and
- Relay necessary label and/or emergency precautionary information to the other employer(s) in writing or through electronic communication as requested.

Each contractor bringing chemicals on-site must provide the Facilities Manager with the appropriate hazard information on these substances, including the MSDSs, the labels used, and the precautionary measures to be taken in working with these chemicals.

RESPONSIBILITY:

The Facilities Manager is responsible for compliance with this policy. All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from the Facilities Manager at 161 Washington Avenue, Albany, NY 12210.

APPROVED ON:

September 2015 – Revised February 2018

REVIEW DATE:

February 2020

Testimony by Albany Public Library Executive Director Scott C. Jarzombek, MLS – Jan. 10, 2018
NYS Assembly Committee on Libraries and Education Technology

I would like to thank Assemblymember Didi Barret, and the Committee on Libraries and Education Technology, for the opportunity to speak to you today. I am here as the director of this capital city's public library district, as well as Albany County's "central reference library." Albany Public Library is proud to serve as the central reference library for the 300,000 people who live in the state's capital county. My staff also prides itself on going above and beyond the mandatory requirements that every central reference library in New York State must provide.

I would like to take this time to talk about three important issues that this body and the state impact: the funding provided to fulfill our role as the central reference library, the funding we receive in the form of construction grants, and the growing role of the public library as a civic space. This last notion is vital in our communities today, making library funding just as important now as when the law was written.

Our building on Washington Avenue has many roles: the friendly "neighborhood branch" for the people of the Center Square, Washington Park, and Sheridan Hollow communities; the "main branch" of the Albany Public Library system; and the "central reference library" for all of Albany County.

Every morning, I have the pleasure of walking through our Washington Ave. Branch to my office. As I travel through the building, I pass busy meeting rooms and public areas. In the first floor auditorium we could be having a well-attended book talk, financial literacy class, agency training, or civic meeting. In the space next door, Youth FX, a nationally recognized nonprofit, is using our small auditorium for a temporary headquarters.

I pass through a busy adult services section, full of adults using our computers for job searches, research, or as their main means of communication with family members far and wide. We are also a safe and warm space for those in the community that may be in need. If I am lucky the Albany Made Creative Lab, our small makerspace, is in action with staff editing our library podcast or giving tutorials to the public on using our 3D printers.

As I walk through the second floor, I pass busy study rooms. They are being used by small business owners meeting with clients, outside agencies working together on projects, and educators developing lesson plans and tutoring students. These are true coworking spaces. Then there is the Literacy New

York space, full of instructors and volunteers who are teaching English to new Americans in a packed classroom. Our large community room, right next door, is full of BOCES students studying for their TASC exam and on the path to expanding their job choices. Down the hall is a raucous story time, with librarians singing, reading, and teaching early literacy skills to both preschool-age children and their parents.

As I continue onto the third floor, where most of our administration, information technology, and processing staff work, I pass by a group of energetic three-year-olds learning their ABCs from teachers in the Head Start classroom. I run into the coordinator of the regional bikeshare program, which uses space in the building to store and repair bikes that are rented out to customers across a four-county area. And a quick elevator ride to the basement brings me to the city's public access television station, which we have housed, at no cost, for many years.

All of these spaces, programs, and services welcome individuals from across the region. While the library proudly serves the city of Albany, we assist many more people beyond our chartered boundaries.

The Washington Ave. Branch sits next to the third busiest bus stop in the region, making us by far the area's most accessible library via public transportation. The building is just one mile from multiple city, state, and county offices, and just up the hill from Albany City Hall and the NYS Capitol. If you stand at our circulation desk any weekday between noon and 2 pm, you will see government workers returning and borrowing books, DVDS, and other material. Citizens who live in multiple bordering municipalities use our Albany libraries -- all seven of them -- due to their locations, quality of services, and hours.

I focus on the Washington Ave. Branch because it is the designated central reference library for all of Albany County. To keep this designation, this building must stay open 55 hours per week. Open hours means we need staff, and that is the single largest piece of our budget. In 2016, the library lent 143,611 books and material to the surrounding area libraries, and the bulk of those items came from the Washington Ave. Branch. Pulling material for requests is labor intensive and requires hours of employee time every day. We also do a significant portion of the selection and purchasing of the eBooks for the entire two-county Upper Hudson Library System.

For these services, **Total Central Library Development Aid** is \$208,829. \$161,163 of that funding is designated by the system to purchase eMaterial and online apps. This leaves the Albany Public Library with \$47,666 -- the salary of a single librarian -- to provide all these services to the region. We receive no county funding, nor do we charge libraries to which we provide these services. This is truly a bargain for the region.

While not all of the services I mentioned that we do at Albany Public Library fall under the duties of a "central library," you will find many other central libraries across the state providing services that are

above and beyond. For many public libraries, central library aid is crucial, not just for the operation costs of the designated library, but for providing services to citizens across their regions. I would also claim that many central libraries are often the R & D testbeds of their library systems, developing future services, programs, and best practices.

Another form of aid that my library relies on is construction grants. These funds allow us to maintain seven branches across the city. Over the years we have used these funds to maintain our central library, which gets the most use by far of any library in the system. The \$397,648 dollars received over the last 5 years has helped us improve services and create efficiency in energy usage that will save the taxpayers thousands of dollars over the coming years. In 2018, the Albany Public Library will receive 0 dollars in construction grants. Changes in the requirements have made the program so popular that there are more asks from member libraries than there are funds to provide.

The last point I would like to make is about where libraries are going in the future.

I often talk about the library as a civic space. A place where individuals and organizations can come together to discuss relevant topics on both a local and international level. Since joining APL as the executive director, I have seen the library used as a venue by our police, city government, and even our governor to engage with the public. At a regional event with Gov. Andrew Cuomo in our Washington Ave. Branch, Albany Mayor Kathy Sheehan recognized the library as a “neutral” space. This role in the community is something in which I have a great deal of pride.

Libraries are more than buildings. More than just books and DVDs and computers. We are a collection of individuals, professionals, and volunteers, dedicated to the mission of promoting literacy on all fronts, from the written word to the digital landscape. We promote a mission of empowering ourselves and our fellow citizens. Many of us recognize the public library as one of the last bastions of truth and civic space.

As the library’s mission grows in importance we need the appropriate funding to not just provide the best services and staffing, but also to the maintain buildings worthy of such an important endeavor.

Thank you for your time.