

**ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

**February 26, 2019 | 6:00 pm  
Howe Branch | 105 Schuyler St.**

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

Call to Order

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

Minutes

Treasurer's Report and Check Register

Unfinished Business

- Nomination Committee Recommendation Regarding Vacant Trustee Seat | Discussion/Action

New Business

- Review Proposed 2020 Budget Options | Discussion
- Board Annual Retreat Proposal with Facilitator Nancy Myers Preston | Discussion/Action

Committee and Liaison Reports

- Executive Committee (Jan. 10)
- Nominating Committee (Jan. 22)
- Finance Committee (Feb. 11)
- Policy & Governance Committee (Feb. 15)
- Personnel Committee (Feb. 25)

Director's Report

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

Executive Session

Swearing-In Ceremony for Interim Trustee

Adjournment

Next Meetings:

- March 5 (Tues) | Nomination Committee Meeting | Howe Branch | 6:00pm
- March 12 (Tues) | Full Board Meeting | Arbor Hill/West Hill Branch | 6:00 pm
- April 9 (Tues) | Full Board Meeting | Bach Branch | 6:00 pm
- April 29 (Mon) | Personnel Committee Meeting | Washington Ave Branch | 6:00 pm

## **DRAFT MINUTES**

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

**January 8, 2019**

#### **Washington Avenue Branch**

**TRUSTEES IN ATTENDANCE:** Karen Strong (President), Andrew Bechard (Vice President), Alison Calacone (Vice President for Finance), Brenda Robinson (Secretary), Elissa Kane, Matthew Finn, Sarah Shearer, Jenna Pitera

**ABSENT:** Michael Neppl (submitted resignation at 6:11 pm)

**ALSO IN ATTENDANCE:** Scott Jarzombek (Executive Director), Melanie Metzger (Assistant Director), Stephanie Simon (Public Information Officer), Mary Coon (Head of Central Branches), Rebecca Del Gaizo (Administrative Assistant), Adam Stump (Budget Manager), Jerry Schmidt (Senior Technology Support Specialist), Charles Slatterick (Treasurer), Robert Schofield (Counsel)

**CALL TO ORDER:** Strong called the meeting to order at 6:04 pm.

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

#### **PRESENTATION:**

**STAFF REPORT ON APL TECHNOLOGY:** Metzger and Schmidt presented an overview of the Information Technology Department at APL. The presentation included discussion of services provided both internally and externally, as well as projects completed in 2018 and projects planned for 2019.

**MINUTES:** The draft minutes from the Dec. 11 regular board meeting were reviewed. Kane made a motion, seconded by Pitera, 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) was presented and will be filed.

The updated check register (Dec. 13, 2018 through Jan. 9, 2019) was reviewed by the trustees. Calacone made a motion, seconded by Shearer, to accept the check register and approve it for payment. The motion was approved unanimously.

#### **COMMITTEE REPORTS:**

**FINANCE COMMITTEE:** Calacone provided a brief recap of the Jan. 7 Finance Committee meeting, which included discussions of PILOT payments, modifications to 2019 budget lines, and potentially changing the fiscal year.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He fielded questions about branch and collection usage statistics.

**UNFINISHED BUSINESS:**

**RESULTS FROM QUARTERLY EVALUATION OF BOARD MEETING:** Strong reviewed the results from the Quarterly Evaluation of Board Meeting. The results indicate positive feedback including some comments regarding presentations during meetings.

**NEW BUSINESS:**

**RESIGNATION OF TRUSTEE NEPLL:** At this point in the meeting, Strong announced that Nepll had just resigned from the board effective immediately. The trustees engaged in a substantive discussion about the options available to them to fill the remainder of Nepll's term, which ends June 30, 2020.

Schofield reported that the board is allowed to appoint an interim trustee who would serve only until the next election, which is May 21, 2019. Whomever wins that seat in the election would then serve the remaining year of Nepll's unexpired term.

Kane made a motion, seconded by Robinson, to charge the Nominating Committee with reviewing former board members who might serve as interim appointed trustee through May 21, and bringing those names to the Feb. 12 full board meeting. The motion was approved unanimously.

**WINTER PATRON SURVEY RESULTS:** Simon presented the results of the Winter Patron Survey. Of the 612 responses, 94% were satisfied or very satisfied in library service. There were many comments praising the library and also opportunities for improvement, including more hours and resolving parking concerns.

**PUBLIC COMMENT:** Gary Shannon of Albany made a public comment about APL branch events, staffing, and maintenance.

**EXECUTIVE SESSION:** Calacone made a motion, seconded by Shearer, to go into executive session to discuss a real estate matter that could affect its value. The motion was approved unanimously and the board entered executive session at 7:23 pm

\_\_\_\_\_ made a motion, seconded by \_\_\_\_\_, to end executive session. The motion was approved \_\_\_\_\_ and executive session concluded at \_\_\_\_\_ pm. The board immediately re-entered open session.

**ADJOURNMENT:** \_\_\_\_\_ made a motion, seconded by \_\_\_\_\_ to adjourn the meeting. The motion was \_\_\_\_\_ and the meeting adjourned at \_\_\_\_\_.

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Jan 10, 2019 to Feb 13, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
9089V	1/31/19	Blick Art Materials	-226.86	VOID
9174V	1/31/19	Blick Art Materials	-479.94	VOID
9426	1/10/19	CSEA	1,937.05	Union Fees
9427	1/10/19	CSEA Employee Benefit Fund	20.17	Insurance-Hospitalization
9428	1/10/19	MetLife-TSA Contribution	910.00	403b
9429	1/10/19	NYS Deferred Comp Plan	3,452.50	NYS Def. Comp. Plan
9430	1/10/19	Pearl Carroll & Associates LLC	12.01	Short Term Disability
9431	1/10/19	The Travelers	1,295.00	403b
9432	1/17/19	First Light Fiber	6,231.76	IT Services/Telephone Expense
9433	1/17/19	National Grid	7,728.55	Heat, Light and Power
9434	2/13/19	Midwest Tape	2,080.74	Audio/Visual
9435	2/13/19	Midwest Tape	328.25	Audio/Visual
9436	1/24/19	CSEA	1,937.05	Union Fees
9437	1/24/19	CSEA Employee Benefit Fund	20.17	Insurance-Hospitalization
9438	1/24/19	MetLife-TSA Contribution	910.00	403b
9439	1/24/19	NYS Deferred Comp Plan	3,473.16	NYS Def. Comp. Plan
9440	1/24/19	Pearl Carroll & Associates LLC	12.01	Short Term Disability
9441	1/24/19	The Travelers	1,295.00	403b
9442	1/23/19	National Grid	7,655.79	Heat, Light and Power
9443	2/13/19	3N Document Destruction, Inc.	35.00	Contracted Services
9444	2/13/19	Accuprint	3,868.22	Publicity and Printing
9445	2/13/19	Albany Barn, Inc.	500.00	Programming Community
9446	2/13/19	Allison Williams	30.00	Books-Adult
9447	2/13/19	ATSCO Products	316.84	Supplies (Maint.)
9448	2/13/19	Baker & Taylor	3,146.85	Books-Adult
9449	2/13/19	Balloon Gal Jenny	100.00	Programming Delaware
9450	2/13/19	Bash Parties	200.00	Programming Delaware
9451	2/13/19	Blick Art Materials	706.80	Programming Bach/Wash./PH
9452	2/13/19	Demco Software	10,654.58	Central Library Database
9453	2/13/19	Budget Library Supplies	397.50	Office Supplies
9454	2/13/19	CDPHP	7,431.04	VOID
9454V	2/13/19	CDPHP	-7,431.04	VOID
9455	2/13/19	CDTA	8,235.18	Employee Bus Passes
9456	2/13/19	Clarity In Numbers, LLC	2,000.00	Contracted Services
9457	2/13/19	Constant Contact	1,890.00	Publicity and Printing
9458	2/13/19	Corporate Payment Systems	503.02	Employee Sunshine Club/Books-Adult
9459	2/13/19	Danker	85.95	Employee Sunshine Club
9460	2/13/19	Deanna DiCarlo	105.76	Programming Bach/PH
9461	2/13/19	De Lage Landen Financial Services, Inc	956.12	Contracted Services
9462	2/13/19	Dell Marketing L.P.	1,282.40	IT Hardware
9463	2/13/19	Demco, Inc.	1,037.93	Office Supplies
9464	2/13/19	Dow Electric Inc.	10,618.00	Furniture/Building Improvements
9465	2/13/19	Eastern Managed Print Network	67.78	Contracted Services
9466	2/13/19	EBSCO	10,827.43	Periodicals
9467	2/13/19	Eye Med Vision Care	599.30	Insurance-Hospitalization
9468	2/13/19	Grainger	244.40	Supplies (Maint.)
9469	2/13/19	The Hartford	1,135.00	Insurance-Liability
9470	2/13/19	Home Depot Credit Services	891.81	VOID
9470V	2/13/19	Home Depot Credit Services	-891.81	VOID
9471	2/13/19	Ingram Library Services	192.38	Books-Adult
9472	2/13/19	James Bernat	125.00	Programming AH
9473	2/13/19	Jordan Taylor	500.00	Programming Howe
9474	2/13/19	LaCorte Companies, Inc.	450.00	Building Repair/Maint.
9475	2/13/19	MailFinance	119.95	Postage
9476	2/13/19	Main-Care Energy	786.55	VOID
9476V	2/13/19	Main-Care Energy	-786.55	VOID
9477	2/13/19	Marvin and Company, P.C.	490.00	Legal and Accounting Fees
9478	2/13/19	MicroMarketing LLC	936.29	Books-Audio
9479	2/13/19	Midwest Tape	1,336.57	Audio/Visual

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Jan 10, 2019 to Feb 13, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
9480	2/13/19	Monoprice, Inc.	215.45	IT Hardware
9481	2/13/19	MVP Health Care, Inc.	64,087.13	Insurance-Hospitalization
9482	2/13/19	Nichole Rogers	960.00	Programming Wash.
9483	2/13/19	New York Wired for Education	84.00	Travel/Staff Development
9484	2/13/19	Oriental Culture Enterprise Co, Inc.	829.08	Books-Adult
9485	2/13/19	OverDrive, Inc.	810.44	Electronic Databases
9486	2/13/19	PNJ Technology Partners	42,492.00	IT Services/Hardware
9487	2/13/19	Proquest LLC	25,792.00	Central Library Database
9488	2/13/19	PSI Plastic Graphics	2,665.31	Office Supplies
9489	2/13/19	Richard Waugh	431.97	Insurance-Medicare Reimb.
9490	2/13/19	Robert Eaton	85.00	Programming Delaware
9491	2/13/19	Staples Advantage	149.97	Insurance-Wellness
9492	2/13/19	Swank Motion Pictures, Inc.	118.00	Programming Community
9493	2/13/19	SysCloud Inc	3,000.00	IT Services
9494	2/13/19	CMOST	493.00	Programming Bach
9495	2/13/19	Tim Tilstra	125.00	Programming PH
9496	2/13/19	Time Warner Cable	1,119.93	IT Services
9497	2/13/19	Upper Hudson Library System	13,838.38	IT Services/Staff Dev.
9498	2/13/19	Virginia Marcellus	71.10	Exchange Account
9499	2/13/19	W.B.Mason Co., Inc.	1,259.06	Office Supplies
9500	2/13/19	WMHT	50.00	Programming NA
9501	2/13/19	Baker & Taylor	2,717.70	VOID
9501V	2/13/19	Baker & Taylor	-2,717.70	VOID
9502	2/13/19	Blick Art Materials	173.40	Programming PH
9503	2/13/19	Demco Software	18,265.00	Central Library Database
9504	2/13/19	CDTA	6,560.39	Employee Bus Passes
9505	2/13/19	Demco, Inc.	1,020.61	Office Supplies
9506	2/13/19	Home Depot Credit Services	286.53	Supplies (Maint.)/Building Repair
9507	2/13/19	Ingram Library Services	23.71	Books-Adult
9508	2/13/19	Midwest Tape	2,479.96	Audio/Visual
9509	2/13/19	PNJ Technology Partners	1,020.00	IT Services
9510	2/13/19	Staples Advantage	608.41	Office Supplies
9511	2/13/19	W.B.Mason Co., Inc.	23.42	Office Supplies
9512	2/7/19	CSEA	1,937.05	Union Fees
9513	2/7/19	CSEA Employee Benefit Fund	20.17	Insurance-Hospitalization
9514	2/7/19	MetLife-TSA Contribution	910.00	403b
9515	2/7/19	NYS Deferred Comp Plan	3,644.02	NYS Def. Comp. Plan
9516	2/7/19	Pearl Carroll & Associates LLC	12.01	Short Term Disability
9517	2/7/19	The Travelers	1,295.00	403b
9518	2/13/19	Midwest Tape	1,533.06	Audio/Visual
9519	2/13/19	UniFirst Corporation	94.80	Maint. Service Contracts
9520	2/13/19	Baker & Taylor	2,722.49	Books-Adult
9521	2/13/19	CDPHP	7,326.14	Insurance-Hospitalization
9522	2/13/19	Home Depot Credit Services	871.34	Supplies (Maint.)/Building Repair
9523	2/13/19	Main-Care Energy	386.47	Van Operation
9524	2/13/19	Home Depot Credit Services	59.40	Equipment Repair
Total			312,236.86	

ALBANY PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE TWELVE MONTHS ENDED  
DECEMBER 31,2018

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	%AMENDED BUDGET EXPENDED
Support and Revenue					
Tax Levy-Library Operations	6,981,872	6,981,873	581,823	6,981,875	100.00%
Tax Levy- Branch Improvement Plan	1,650,594	1,635,542	125,100	1,638,144	100.16%
Pilot Payment		200,000	441,765	441,765	
Future Operations Income		85,574	7,131	85,573	100.00%
NYS Grants & Aid	214,000	214,000		240,971	112.60%
NYS Construction Grant		-	(9,199)		
Federal Grants & Aid	38,000	39,857		39,857	100.00%
Fine Income	85,000	65,036	2,948	63,201	97.18%
Fees Income	55,000	79,611	12,310	88,185	110.77%
Book Sales		0	-	3,491	
Interest Income	20,000	25,575	21,376	47,836	187.04%
Foundation Contributions	25,000	0	-	-	0.00%
Rental income		48,029	9,398	51,950	108.16%
Miscellaneous income & Aid	5,000	14,154	1,000	10,721	75.75%
Fund Balance Used	288,990	-329,125			
Total Support and Revenue	9,363,456	9,060,126	1,193,652	9,693,569	106.99%
Expenditures					
Payroll and Related costs	5,706,862	5,296,766	438,017	5,342,904	100.87%
Occupancy Costs	597,500	684,900	47,124	614,113	89.66%
Materials and Services	655,000	654,959	43,388	616,853	94.18%
Administration and Miscellaneous	443,500	378,359	18,329	374,367	98.94%
Information Technology	310,000	409,600	19,866	424,341	103.60%
Contingency	-	-		-	
Total Expenditures	7,712,862	7,424,584	566,724	7,372,578	99.30%
Debt Service	1,650,594	1,635,542	125,100	1,638,144	100.16%
Net Income (Loss)	-	-	501,828	682,847	

ALBANY PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE TWELVE MONTHS ENDED  
DECEMBER 31,2018

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	%AMENDED BUDGET EXPENDED
Support and Revenue					
Tax Levy-Library Operations	6,981,872	6,981,873	581,823	6,981,875	100.00%
Tax Levy- Branch Improvement Plan	1,650,594	1,635,542	125,100	1,638,144	100.16%
Pilot Payment		200,000	441,765	441,765	
Future Operations Income		85,574	7,131	85,573	100.00%
NYS Grants & Aid	214,000	214,000		240,971	112.60%
NYS Construction Grant		-	(9,199)		
Federal Grants & Aid	38,000	39,857		39,857	100.00%
Fine Income	85,000	65,036	2,948	63,201	97.18%
Fees Income	55,000	79,611	(12,861)	63,014	79.15%
Book Sales		0	-	3,491	
Interest Income	20,000	25,575	21,376	47,836	187.04%
Foundation Contributions	25,000	0	-	-	0.00%
Rental income		48,029	9,398	51,950	108.16%
Miscellaneous income & Aid	5,000	14,154	1,000	10,721	75.75%
Fund Balance Used	288,990	-329,125			
Total Support and Revenue	9,363,456	9,060,126	1,168,481	9,668,398	106.71%
Expenditures					
Payroll and Related costs	5,706,862	5,296,766	438,017	5,342,904	100.87%
Occupancy Costs	597,500	684,900	47,124	614,113	89.66%
Materials and Services	655,000	654,959	43,388	616,853	94.18%
Administration and Miscellaneous	443,500	378,359	18,329	374,367	98.94%
Information Technology	310,000	409,600	19,866	424,341	103.60%
Contingency	-	-		-	
Total Expenditures	7,712,862	7,424,584	566,724	7,372,578	99.30%
Debt Service	1,650,594	1,635,542	125,100	1,638,144	100.16%
Net Income (Loss)	-	-	476,657	657,676	

ALBANY PUBLIC LIBRARY  
DETAIL OF EXPENDITURES  
FOR THE TWELVE MONTHS ENDED  
DECEMBER 31, 2018

	ANNUAL BUDGET	AMENDED BUDGET	MODIFIED MONTH	YEAR TO DATE	%AMENDED BUDGET EXPENDED
<b>PAYROLL AND RELATED COSTS</b>					
Salaries	3,945,995	3,658,446	318,221	3,725,394	101.83%
NYS Retirement System	486,067	438,934	30,597	432,928	98.63%
Payroll Taxes	278,133	268,688	21,583	273,465	101.78%
Hospital Insurance	956,306	890,337	51,309	861,607	96.77%
Payroll processing Costs	20,000	20,000	1,511	17,866	89.33%
Employee Bus Passes	18,861	18,861	14,796	31,640	167.75%
Unemployment Insurance	1,500	1,500	-	4	0.27%
<b>TOTAL</b>	<b>5,706,862</b>	<b>5,296,766</b>	<b>438,017</b>	<b>5,342,904</b>	<b>100.87%</b>
<b>OCCUPANCY COSTS</b>					
Occupancy Costs	20,000	21,540	1,600	21,540	100.00%
Utilities & Telephone	180,000	174,095	16,207	183,164	105.21%
Maintenance & Repairs	246,000	327,432	15,063	290,764	88.80%
Maintenance Supplies	64,000	84,358	3,910	56,405	66.86%
Security	20,000	0	-	-	
NYS Construction Grant	17,500	11,922	-	11,922	100.00%
Furniture/Building Improvements	50,000	65,553	10,344	50,318	76.76%
<b>TOTAL</b>	<b>597,500</b>	<b>684,900</b>	<b>47,124</b>	<b>614,113</b>	<b>89.66%</b>
<b>MATERIALS and SERVICES</b>					
Books, etc.	440,000	414,959	39,479	360,752	86.94%
Periodicals	45,000	45,000	416	52,356	116.35%
Central Library Data Base	100,000	100,000	(12,074)	95,723	95.72%
Central Library Book Aid	25,000	70,000	-	69,936	99.91%
Digital Content	45,000	25,000	15,567	38,086	152.34%
<b>TOTAL</b>	<b>655,000</b>	<b>654,959</b>	<b>43,388</b>	<b>616,853</b>	<b>94.18%</b>
<b>ADMINISTRATIVE and MISC.</b>					
Office & Library Supplies	60,000	76,767	9,688	80,702	105.13%
Postage	5,000	5,000	(120)	6,253	125.06%
Publicity, Printing	35,000	35,000	527	25,997	74.28%
Training and Travel	18,500	18,500	1,982	29,721	160.65%
Community Activities	7,000	7,000	50	8,010	114.43%
Professional Services	185,000	103,092	(16,735)	85,162	82.61%
Misc Grant Expense		0	-	-	0.00%
Programming Activities	68,000	68,000	13,900	62,164	91.42%
Insurance	65,000	65,000	9,037	76,358	117.47%
<b>TOTAL</b>	<b>443,500</b>	<b>378,359</b>	<b>18,329</b>	<b>374,367</b>	<b>98.94%</b>
<b>INFORMATION TECHNOLOGY</b>					
Information Technology Services	195,000	237,600	12,400	252,162	106.13%
Information Technology Software	15,000	30,000	-	27,943	93.14%
Information Technology Hardwa	100,000	142,000	7,466	144,236	101.57%
<b>TOTAL</b>	<b>310,000</b>	<b>409,600</b>	<b>19,866</b>	<b>424,341</b>	<b>103.60%</b>
<b>CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>DEBT SERVICE PAYMENT</b>	<b>1,650,594</b>	<b>1,638,144</b>	<b>125,100</b>	<b>1,638,144</b>	<b>100.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>9,363,456</b>	<b>9,062,728</b>	<b>691,824</b>	<b>9,010,722</b>	<b>99.43%</b>



ALBANY PUBLIC LIBRARY  
BOARD OF TRUSTEES

**RESOLUTION**

WHEREAS as a result of the resignation of Michael Nepl from his seat on the Albany Public Library's Board of Trustees (the "Board"), there exists a vacancy on the Board, now, therefore

At a duly called meeting of the Board of Trustees of the Albany Public Library held on February 12, 2019, upon a motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, it was

RESOLVED that, pursuant to Section 226 of the Education Law, Board appoints Arlene C. Way to fill the vacancy created by the resignation of Michael Nepl until the next trustee election, and it is further

RESOLVED that upon her taking the statutory oath of office, Arlene C. Way shall be a Trustee of the Albany Public Library.

Dated: February \_\_\_, 2019

\_\_\_\_\_  
Brenda Robinson, Secretary

Vote: \_\_\_ In Favor  
      \_\_\_ Opposed  
      \_\_\_ Abstentions

	2019 Budget Approved	2020 Budget Proposed
<b>SUPPORT AND REVENUE</b>		
Tax Levy - Library Operations	\$7,153,022	\$7,153,022
Tax Levy - Branch Improvement Plan	\$1,652,094	\$1,656,694
<b><u>TOTAL TAX LEVY</u></b>	<b><u>\$8,805,116</u></b>	<b><u>\$8,809,716</u></b>
<b>OTHER REVENUE</b>		
PILOT Payment	\$0	\$440,000
NYS Grants	\$238,600	\$238,600
Federal Grants	\$32,000	\$32,000
Other Grants/Construction Grant	\$0	\$20,000
Fees and Sales	\$136,250	\$80,000
Interest Income	\$40,000	\$20,000
Foundation Contribution	\$0	\$0
Rent Income	\$10,000	\$51,290
Miscellaneous	\$10,000	\$0
<b><u>SUBTOTAL OTHER REVENUE</u></b>	<b><u>\$466,850</u></b>	<b><u>\$881,890</u></b>
Total Fund Balance Used	\$350,531	\$267,508
<b><u>TOTAL SUPPORT AND REVENUE</u></b>	<b><u>\$9,622,497</u></b>	<b><u>\$9,959,114</u></b>
<b>EXPENDITURES</b>		
<b>PAYROLL AND RELATED COSTS</b>		
Salaries	\$4,080,659	\$4,140,945
NYS Retirement System	\$478,480	\$496,823
Payroll Processing & Unemployment Insurance	\$299,806	\$365,282
Health Insurance	\$982,704	\$1,100,000
<b><u>TOTAL</u></b>	<b><u>\$5,841,649</u></b>	<b><u>\$6,103,050</u></b>
<b>OCCUPANCY COSTS</b>		
North Albany Services	\$38,400	\$30,000
Utilities & Telephone	\$180,000	\$195,000
Maintenance/Repairs/Supplies	\$420,854	\$425,000
Truck/Van	\$0	\$30,000
Other Building Costs	\$40,000	\$0
Furniture/Building Improvements	\$25,000	\$50,000
<b><u>TOTAL</u></b>	<b><u>\$704,254</u></b>	<b><u>\$730,000</u></b>
<b>MATERIALS AND SERVICES</b>		
Books, Periodicals, Magazines	\$570,630	\$600,000
Online Services	\$94,370	\$94,370
<b><u>TOTAL</u></b>	<b><u>\$665,000</u></b>	<b><u>\$694,370</u></b>
<b>ADMINISTRATIVE AND MISC.</b>		
Office & Library Supplies	\$70,000	\$70,000
Postage	\$6,000	\$6,000
Publicity, Printing	\$25,000	\$25,000
Training/Travel/Community Activities	\$33,500	\$40,000
Professional Services	\$150,000	\$124,000
Programming Activities	\$95,000	\$95,000
Insurance	\$70,000	\$70,000
<b><u>TOTAL</u></b>	<b><u>\$449,500</u></b>	<b><u>\$430,000</u></b>
<b>INFORMATION TECHNOLOGY</b>		
Information Technology Services	\$195,000	\$210,000
Information Technology Software	\$15,000	\$25,000
Information Technology Hardware	\$100,000	\$110,000
<b><u>TOTAL</u></b>	<b><u>\$310,000</u></b>	<b><u>\$345,000</u></b>
<b><u>TOTAL EXPENDITURES - LIBRARY OPERATIONS</u></b>	<b><u>\$7,970,403</u></b>	<b><u>\$8,302,420</u></b>
<b>DEBT SERVICE</b>		
Total Debt Service Payment on Branch Improvement Plan	\$1,652,094	\$1,656,694
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$9,622,497</u></b>	<b><u>\$9,959,114</u></b>

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## Agenda and Notes

### Executive Committee of the Board of Trustees

1/10/19 Washington Ave. Branch 6:00pm

Trustees Present: Karen Strong (President), Andrew Bechard (Vice-President), Brenda Robinson (Secretary) Alison Calacone (Vice-President for Finance). Staff Present: Scott Jarzombek, Executive Director.

#### Agenda:

- ☐ **Board expectations guideline (referred from full board)**
  - ☐ The Executive Committee agreed that the expectations document should be a guideline as part of the onboarding process rather than a policy with strict consequences. enforcement mechanism.
- ☐ **Board member absence policy**
  - ☐ Trustees were concerned about the lack of clarity in the board absence policy. B. Robinson suggested the minutes note whether absences are excused or unexcused. Clarifications will be considered in the upcoming bylaw review.
- ☐ **Executive committee meeting frequency**
  - ☐ APL admin recommended meeting once a year in June to assign committee membership. The EC preferred to meeting after the annual meeting in July so the newly elected Executive Committee would do the work.
- ☐ **Board Retreat Agenda**
  - ☐ The EC agreed that primary purpose should be social and fun team building and that we limit the “deep dive” work.
  - ☐ The EC agreed that having the retreat in June would be preferable so that newly elected board members could participate. (June 1, 8, 15)
  - ☐ Possible locations with outdoor space: Sage Colleges, Pine Bush Discovery Center, Albany Law, St. Rose, Suggestions welcome.
  - ☐ Because more work may be needed on the strategic plan objective, we discussed doing some work in board meetings in advance of the retreat.
  - ☐ K. Strong will reach out to the strategic plan consultant (Nancy Meyers Preston) to see if she: is available in June, how she would approach the newly envisioned retreat, and work on the strategic plan in advance of the retreat.

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## Agenda and Notes

### Nomination Committee of the Board of Trustees

1/22/19 Washington Ave. Branch 6:00pm

Trustees Present: Karen Strong (Chair), Jenna Pitera

Trustee Excused: Elissa Kane

Meeting called to order at 6:20 pm

#### Agenda:

##### ☐ **Plan for Filling Board Vacancy**

☐ Motion by Pitera: Nominate Arlene Way to fill the vacancy left by the resignation of Trustee Neppl. Strong 2nd, All in favor.

☐ Strong to follow up with counsel to determine next steps.

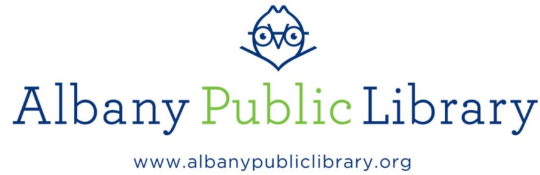
##### ☐ **Plan for Recruiting Trustee Candidates**

☐ Discussed past nomination committee outreach process, including a March prospective Trustee Candidate meeting

☐ Strong will reach out to counsel and library admin to determine timeline for the election and community forums

☐ Will hold another nomination committee meeting to review material/outreach

6:59 Motion to adjourn meeting by Pitera, Strong 2nd, all in favor.



## **CONFLICT OF INTEREST POLICY**

### **PURPOSE**

No Board member or committee member of the Albany Public Library (the “Library”) shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no key person shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

### **POLICY**

#### **Article I - Purpose**

The purpose of this conflict of interest policy (this “Policy”) is to protect the Library’s interest when it is contemplating entering into a transaction, agreement or other arrangement that might benefit the private interest of an officer, trustee or Key Person (as such term is defined herein) of the Library or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### **Article II - Definitions**

1. “Interested Person” means any trustee, officer or Key Person who has a Financial Interest (as such term is defined below).

2. “Financial Interest” means, directly or indirectly, through business, investment, or family:

A. An ownership or investment interest in any entity with which the Library has a transaction or arrangement;

B. A compensation arrangement with any entity or individual with which the Library has a transaction or arrangement; or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

3. “Key Person” means any person, other than a trustee or officer, regardless of whether such person is an employee of the Library, who (a) has responsibilities, or exercises powers or influences over the Library as a whole similar to the responsibilities, powers, or influence of the trustees and Officers; (b) manages the Library, or a segment of the Library that represents a substantial portion of the activities, assets, income or expenses of the Library; or (c) alone or with others controls or determines a substantial portion of the Library’s capital expenditures or operating budget. The term Key Person expressly includes, but may not be limited to, the Assistant Director, **Budget Manager**, Human Resources Manager, Public Information Officer, Information Technology Manager, Facilities Manager, and Head of Collection Management Services.

4. “Officer” means any of the elected officers of the Board of Trustees (the “Board”), the Executive Director, and the Treasurer.

5. “Related Party” means any (a) any trustee, officer or Key Person of the Library or any Affiliate of the Library, (b) any Relative (as such term is defined herein) of any trustee, officer or Key Person of the Library or any Affiliate of the Library or (c) any entity in which any individual described in (a) or (b) above has a thirty-five percent (35%) or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent (5%).

6. “Related Party Transaction” means any transaction, agreement or any other arrangement in which a Related Party (as such term is defined herein) has a financial interest and in which the Library or any Affiliate of the Library is a participant, except that a Related Party Transaction shall not fall within this definition if (a) the transaction or the Related Party’s financial interest in the transaction is de-minimis, (b) the transaction would not customarily be reviewed by the Board or by boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms, or (c) the transaction constitutes a benefit provided to a Related Party solely as a member of a class of the beneficiaries that the Library intends to benefit as part of the accomplishment of its mission which benefit is available to all similarly situated members of the same class on the same terms.

7. “Relative” of an individual means his or her spouse or domestic partner, ancestors, siblings (including siblings by birth or adoption, and half- or step-siblings), children (including children by birth or adoption and step-children), grandchildren, great-grandchildren and spouses or domestic partners of siblings, children, grandchildren and great-grandchildren.

8. “Affiliate” of the Library means any entity controlled by, or in control of, the Library.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the Board or an authorized committee thereof decides that a conflict of interest exists.

### **Article III - Procedures**

#### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board and any authorized committee considering the proposed transaction or arrangement.

#### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is deliberated and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists. The Board or committee shall be permitted to request that the Interested Person present information as background or answer questions at a committee or Board meeting prior to the commencement of deliberations or voting related to the potential conflict of interest.

#### **3. Procedures for Addressing the Conflict of Interest**

A. An Interested Person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the deliberation of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The Interested Person shall not attempt to improperly influence the deliberation of or vote on the matter giving rise to the potential conflict of interest.

B. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

C. After exercising due diligence, the Board or committee shall determine whether the Library can obtain with reasonable efforts a more

advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflicts of Interest Policy

A. If the Board or committee has reasonable cause to believe a person has failed to disclose an actual or possible conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

B. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board or committee determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV - Records of Proceedings**

The minutes of the Board and all committees with Board delegated powers shall contain:

A. The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V - Compensation**

A. No member of the Board may receive direct compensation from the Library. A voting member of the Board who receives compensation from the



Library for services, indirectly, is precluded from voting on matters pertaining to that member's compensation. For purposes of this article, reimbursement of reasonable expenses incurred in performance of duties as a trustee is not compensation.

B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.

C. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI - Annual Statements**

### **1. Annual Statements**

Each trustee, officer and Key Person shall annually sign a statement (the "Annual Statement") which affirms such person:

- A. Has received a copy of the Policy,
- B. Has read and understands the Policy,
- C. Has agreed to comply with the Policy,
- D. Understands the Library is charitable and in order to maintain its tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes, and
- E. Has set forth existing potential conflicts of interest.

The form of Annual Statement to be used by the Library is attached as Appendix A.

### **2. Statement Required Prior to Trustee taking office**

Each trustee of the Library shall be required to complete, sign and submit the Annual Statement to the Secretary of the Library prior to such trustee taking office.

## **Article VII - Periodic Reviews**

To ensure the Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status or are otherwise unlawful, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, or other arrangements conform to the Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **Article VIII - Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

#### **Article IX - Related Party Transactions**

##### **1. In General**

The Library shall not enter into a Related Party Transaction (as such term is defined in Article II, Section 6 of this Policy) unless such transaction is determined by the Board, or an authorized committee thereof, to be fair, reasonable and in the Library's best interest at the time of such determination. Any trustee, officer or Key Person who has an interest in a Related Party Transaction shall disclose in good faith to the Board, or an authorized committee thereof, the material facts concerning such interest.

##### **2. Procedure**

Except as otherwise provided herein, the procedure for disclosing, addressing and documenting a Related Party Transaction shall be in accordance with the procedures set forth in Article III Section 1, Article III Section 3 and Article IV of this Policy, respectively.

##### **3. Extraordinary Related Party Transactions**

With respect to any Related Party Transaction in which a Related Party has a substantial financial interest, the Board, or an authorized committee thereof, shall:

- A. Prior to entering into the transaction, consider alternative transactions to the extent available;
- B. Approve the transaction by not less than a majority vote of the Board or committee members present at the meeting (so long as there is a quorum); and
- C. Contemporaneously document in writing the basis for the Board's or authorized committee's approval, including its consideration of any alternative transactions.

#### 4. Failure to Comply; Ratification of Related Party Transactions

With respect to any Related Party Transaction not approved in accordance with the procedures set forth above in this Article IX at the time such Related Party Transaction was entered into, the Board, or an authorized committee thereof may subsequently ratify the transaction if the Board or authorized committee thereof:

- A. Finds in good faith that the Related Party Transaction is fair, reasonable and in the Library's best interest at the time of such approval, and with respect to any Related Party Transaction in which a Related Party has a substantial financial interest, the Board or authorized committee thereof considers alternative transactions to the extent available and approves the transaction by not less than a majority vote of the Board or committee members present at the meeting (so long as there is a quorum);
- B. Documents in writing the nature of the violation of this Article IX and the basis for the Board's or authorized committee's ratification of the transaction; and
- C. Implements procedures to ensure that the Library complies with Sections 1 through 3 of this Article IX with respect to Related Party Transactions in the future.

#### **RESPONSIBILITY**

The Board of Trustees has the ultimate responsibility for ensuring compliance with this policy by all trustees, officers, and Key Persons. A signed copy of the Annual Statement attached hereto as Appendix A will be completed on an annual basis by each trustee, officer, and Key Person of the Library and will be maintained in the office of the Chief Financial Officer.

#### **PROCEDURE**

As stated above.

**Schedule**

**Approved:** November 2014

**Revised:** March 2017

**Last Review:** February 2019

**Next Review Date:** February 2021



## **Blood Borne Pathogens Exposure Control Plan**

### **PURPOSE**

While normal Library operations are not likely to involve circumstances exposing employees or users to blood borne pathogens, Albany Public Library complies with New York State Department of Labor regulations (and therefore the Federal Occupational Safety and Health Administration regulations) relating to occupational exposures to blood borne pathogens.

### **POLICY**

Exposure Determination: No particular job classification of the Library has occupational exposure (meaning “reasonable anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. In addition, emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.

Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection equipment, such as gloves, gowns, masks, and eye shields shall be provided and used by approved staff only in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be

contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

#### **Responsibility**

Responsibility for adherence to this policy falls to each employee with the oversight of Dan Altheiser, Facilities Manager.

#### **Procedure**

As stated above

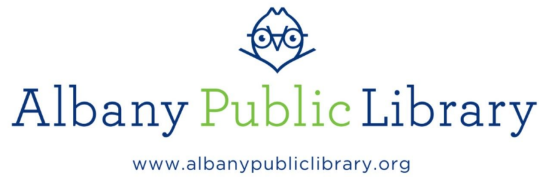
#### **Schedule**

**Approved:** July 2014

**Revised:** March 2017

**Last Review:** February 2019

**Next Review Date:** February 2021



## **Materials Selection Policy**

### **PURPOSE**

Albany Public Library selects, organizes, and makes accessible to all people of our community material in a variety of formats that will aid them in their pursuit of education, information and recreation. The Library actively seeks to stimulate and expand the recreational and cultural interests of persons of all ages, and to serve as a resource for the continuing education of all members of our community.

### **POLICY**

The Library seeks to satisfy the diverse needs and interests of our community within the limitations of space and budget. The Library recognizes its obligation to provide materials, as far as possible, which reflect diverse points of view. It is the responsibility of the Library to maintain the effectiveness and usefulness of the collection through careful selection and deselection of materials, both purchased and donated. The reconsideration of materials will follow procedures outlined in the Reconsideration of Library Materials process as established by the Board of Trustees.

As part of this policy, Albany Public Library endorses the principles adopted by the American Library Association in the Library Bill of Rights and the Freedom to Read Statement.

### **Responsibility**

The Executive Director directs the selection of materials and development of the collection.

### **Procedure**

As stated above.

### **Schedule**

**Approved:** October 2003

**Revised:** March 2014

**Last Review:** February 2019

**Next Review Date:** February 2021

## MATERIAL (RE) CONSIDERATION REQUEST FORM REQUESTOR INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Representation (if applicable) Is this request being made by you on behalf of a group or organization?

**Yes / No**

If yes, please indicate the organization's name and briefly describe the organization's mission/purpose

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MATERIAL INFORMATION Format: ☐ Book ☐ DVD ☐ Magazine ☐ Electronic Resource ☐ Library  
Program ☐ Other (please specify format) \_\_\_\_\_

Title/URL: \_\_\_\_\_

Author(s): \_\_\_\_\_

Action you would like taken regarding this item: Add to collection Withdraw from collection What brought this material to your attention?

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Have you examined the entire work? **Yes / No**

What do you believe is the purpose of this material?

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Please share your reasons for requesting reconsideration of this item. Please be specific, and include citations from the material where appropriate. Attach additional sheets if needed.

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Signature

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Date



## **Whistleblower Policy**

### **PURPOSE**

Albany Public Library (the “Library”) is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing. The Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, Library policy, and procedures. The Library establishes a policy against unlawful or fraudulent conduct and outlines a procedure for trustees, officers, employees and volunteers to report actions that such person reasonably believes violates a law or regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Library’s business and does not relate to private acts of an individual not connected to the business of the Library.

### **POLICY**

The Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, Library policy, and procedures.

If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer, or the Library as a whole, has engaged in any action that: (1) violates any applicable law or regulation, including those concerning accounting and auditing, or (2) constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Executive Director. If the person does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to a member of the Executive Committee of the Board of Trustees. The person may, in addition, report the matter to a federal, state, or local agency.

All reports will be reported to the Board of Trustees, acted upon promptly, and an investigation conducted. The person assigned to conduct the investigation will deliver his/her findings to the Board of Trustees, which will take action upon the report as necessary. In conducting such investigations, the Library will strive to keep the identity of the reporting individual as confidential as possible, while conducting an adequate review and investigation. Any individual who is the subject of any report made pursuant to this policy shall not be present at or participate in any deliberations or voting of the Board of Trustees or a committee thereof with respect to such report, provided, however, that the Board of Trustees or committee thereof shall be permitted to request that the person who is the subject of such

report to present information as background or answer questions at a Board of Trustees or committee meeting prior to the commencement of deliberations or voting on the relevant report made pursuant to this policy.

The Library will not retaliate against an employee in the terms and conditions of employment, or intimidate, harass, discriminate against or otherwise retaliate against any trustee, officer, employee or volunteer of the Library because such person: (a) reports, in good faith, to a supervisor, the Executive Director, the Board of Trustees, or to a federal, state or local agency what such person believes, in good faith, to be a violation of the law or an adopted policy of the Library, or (b) participates, in good faith, in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect his or her rights. The Library may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer who, in the Board of Trustees' assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.

#### **RESPONSIBILITY**

Trustees and Supervisors will be trained on this policy and on the Library's prohibition against retaliation in accordance with this policy. All employees, trustees, and officers will receive a copy of this policy and be asked to acknowledge receipt in writing through the use of the form attached as Exhibit A. The Library shall post this policy in a conspicuous location accessible to employees and volunteers.

#### **Schedule**

**Approved:** November 2014

**Revised:** March 2017

**Last Review:** February 2019

**Next Review Date:** February 2021

**APPENDIX A**

**ALBANY PUBLIC LIBRARY  
WHISTLEBLOWER POLICY**

**ACKNOWLEDGEMENT/CERTIFICATION**

*(Must be completed by Trustees, Officers, and Employees)*

I, \_\_\_\_\_, hereby certify that:

- a. I have received a copy of the Albany Public Library's Whistleblower Policy (the "Policy");
- b. I have read and understand the Policy; and
- c. I agree to comply with the Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix A**  
**ALBANY PUBLIC LIBRARY**  
**Annual Statement by Trustees, Officers and Key Persons**

The undersigned, a trustee, officer, and/or Key Person of Albany Public Library (the "Library"), affirms that:

- A. I have received a copy of the Library's Conflict of Interest Policy (the "Policy");
- B. I have read and understand the Policy;
- C. I agree to comply with the Policy;
- D. To the best of my knowledge, below is a list of every entity in which I am an officer, trustee, director, member, owner or employee and with which the Library has, or may have, a relationship:

\_\_\_\_ NONE \_\_\_\_\_

- E. To the best of my knowledge, below is list of any transaction in which the Library is a participant and in which I might have a conflicting interest:

\_\_\_\_ NONE \_\_\_\_\_

- F. I understand the Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**THIS FORM MUST BE DIRECTED TO THE SECRETARY OF THE BOARD OF TRUSTEES, WHO MUST  
PROVIDE A COPY TO THE LIBRARY'S AUDIT COMMITTEE, OR, IN THE ABSENCE OF AN AUDIT  
COMMITTEE, TO THE LIBRARY BOARD PRESIDENT**

## **ALBANY PUBLIC LIBRARY**

### **BY-LAWS**

#### **ARTICLE I NAME**

The name of the corporation is the Albany Public Library (the “Library”). The Library is a domestic education corporation duly chartered by the Regents of the University of the State of New York, pursuant to New York Education Law Sections 216 and 255, and has its principal place of business in Albany, New York.

#### **ARTICLE II PURPOSES**

The purpose of the Library is to promote and maintain library facilities, resources and services in and for the people of the City of Albany and the State of New York.

#### **ARTICLE III MEMBERSHIP**

The corporation shall have no members.

#### **ARTICLE IV BOARD OF TRUSTEES**

1. **Powers.** All powers of the Library shall be vested in the Board of Trustees (“Board”). The Board shall be authorized to take any and all actions in furtherance of the Library’s purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these By-laws.

2. **Composition.** The Board shall consist of nine (9) Trustees, elected or appointed in accordance with law and these By-laws.

3. **Election and Qualification.** A candidate for election or appointment as Trustee must be a legal resident of the City School District of Albany, New York (the “District”), must have been eligible to vote in the general election last preceding that in which election as a Trustee is sought, and must otherwise meet the requirements for election as a Trustee set forth in applicable provisions of the Education Law. Trustees shall be elected by the eligible voters of the District in accordance with those provisions.

4. Terms and Term Limits.

- a. Except as otherwise provided by these By-laws, a Trustee's term of office shall be five (5) years. The terms of office of the Trustees have staggered end dates so that not more than three (3) Trustees' terms shall expire in any year.
- b. Trustees elected to fill a vacancy caused by the resignation, death, or removal of a Trustee shall serve the balance of the term of the Trustee who they have been elected to replace.
- c. Elected Trustees shall assume their duties on July 1<sup>st</sup> next following their election and qualification, or as soon thereafter as they may be able to take the oath of office, and shall serve until June 30<sup>th</sup> of the last year of their term; provided, however, that a vacancy occurring by reason of the resignation, removal or death of a serving Trustee shall be filled by the Board until the next regularly scheduled election, in accordance with the provisions of Section 5 of this Article, and any such person elected to fill a vacancy on the Board shall take office following their election and qualification, or as soon thereafter as they may be able to take the oath of office.
- d. At any election where more than one Trustee vacancy is being filled, and where one or more persons are to be elected for a full term or terms and one or more persons are to be elected for the unexpired portion of a term or terms, the candidate receiving the largest number of votes shall be entitled to the longest term and the candidates receiving the next highest number of votes shall be entitled, in decreasing order of the respective numbers of votes, to the several vacancies, in decreasing order of the length of such terms or unexpired portions of terms.
- e. A Trustee may, if elected and qualified in accordance with this section, succeed him/herself in office; provided, however, that no Trustee shall be a candidate for election as Trustee if he/she has, immediately prior to such election, been elected to two (2) consecutive, full five (5) year terms as Trustee. A Trustee who is precluded by the provisions of the foregoing proviso from succeeding him/herself as Trustee may, if otherwise qualified, be a candidate for election as Trustee in a subsequent election and may take office not earlier than one year from the date he/she last served as a member of the Board.

5. Vacancies. A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining Trustees. A person so appointed shall assume his or her duties at the close of the meeting at which he or she is appointed by the Board, and shall serve until a successor is duly elected and qualified. A period of service by an individual as a Trustee designated pursuant to this section shall not be deemed to be a "term" for purposes of the term limitations provisions of Section 3 of this Article.

6. Attendance. Any Trustee who is absent from three (3) consecutive Board meetings and/or four (4) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a Trustee if such absences are determined by majority vote of the Trustees then in office to have been without reasonable cause.

7. Resignation. Any Trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.

8. Honorary Trustees. Any person whom the Board determines should be recognized for exceptionally meritorious service to the Library may be designated an Honorary Trustee. Honorary Trustees shall receive notice of meetings of the Board and may attend such meetings. Honorary Trustees attending any Board meeting shall neither vote nor be counted for purposes of meeting the quorum requirements of Article VI.

9. Compensation of Trustees and Officers. No Trustee or officer shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds of all Trustees then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for services actually rendered or reimbursement for disbursements actually incurred. A Trustee or officer with an interest, direct or indirect, in any contract relating to the operation of the Library or in any contract for furnishing supplies thereto shall disclose such interest at or prior to the meeting at which approval of such contract is to be considered. The Library shall not enter into such contract unless doing so is authorized by a majority of the Trustees then in office, excluding the interested Trustee.

## ARTICLE V OFFICERS AND THEIR DUTIES

1. Officers and Election. The officers of the Library shall be the President, Vice President, Vice President for Finance, and Secretary, each of whom shall be elected annually, by secret ballot, for a one-year term by majority vote at the Annual Meeting, upon nominations from the floor, and will continue to serve until such time as a replacement is elected at the next Annual Meeting, or they are removed. Only Trustees of the Library may serve as officers. An officer may succeed himself or herself in office, but no officer may serve more than five (5) consecutive terms in a single office.

2. Vacancies. Any vacancy in a Library office, with the exception of the presidency, shall be filled by majority vote of the remaining Trustees then in office, upon a nomination from the floor. Any officer so elected shall serve for the balance of the unexpired term of his or her predecessor.

3. Duties.

- a. President. The President shall preside at all meetings of the Trustees, and shall assure appropriate Board representation at presentations of information to individuals who, or organizations that, provide funds to the Library. He or she



shall have such powers and exercise such duties as are required by these By-Laws or as are commonly incident to the office of President of a New York educational corporation. The President is the official spokesperson for the Board of Trustees.

- b. Vice President. In the absence of the President, the Vice President shall serve in his or her stead, and shall perform such other appropriate duties as may be requested from time to time by the Board or the President. If the President shall resign, die, or be removed from office, the Vice President shall become the President for the balance of that person's unexpired term.
  - c. Vice President for Finance. The Vice President for Finance, with the assistance of the Treasurer as necessary, shall present a report of the Library's financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library's annual budget for the approval of the Board; and shall, in connection with annual independent audits, prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall serve in his or her stead.
  - d. Secretary. The Secretary shall keep written minutes of the meetings of the Board and perform such other duties as may be required by the Board or the President. The Secretary may arrange to have meeting minutes recorded by another person at his/her discretion. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.
  - e. In the absence of the President, Vice President, and Vice President for Finance from a meeting of the Board, those Trustees present shall elect a President, pro tempore, to preside at that meeting.
4. Removal. Any officer elected as provided in the By-Laws may be removed by a two-thirds vote of the Trustees then in office when, in their judgment, the best interest of the Library will be served by such removal.
5. Resignation. Any officer may resign his or her office at any time, by submitting a resignation in writing or to the President, Vice-President, or Secretary of the Board of Trustees. Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a Trustee from an office on the Board shall not be construed as a resignation of the Trustee as Trustee, unless such resignation is also tendered in accordance with Article IV, section 7 of these By-laws.

## ARTICLE VI MEETINGS

1. Annual Meeting. The Annual Meeting of the Board shall be the next regular meeting after July 1<sup>st</sup> in each calendar year. It shall be held at such time and place as the Trustees shall determine.

2. Regular Meetings. Regular meetings of the Board shall be held at least monthly, at such times and places as the Trustees shall determine; provided, however, that the Annual Meeting of the Board shall, for purposes of this section, be deemed to be the regular meeting of the Board in and for the month in which such Annual Meeting is held.

3. Special Meetings. Special meetings of the Board shall be held at the call of the President, on his or her own initiative or upon the written request of four (4) or more members of the Board. Such meeting shall be held as soon as practicable after notice is given to all Board members in accordance with Section 4 of this Article. The agenda of a special meeting shall be limited to the specific items set forth in the notice for the meeting.

4. Notice of Meetings. Written notice of the Annual and regular meetings of the Board shall be given to the Trustees at least ten (10) days prior to the date of the meeting. Except in an emergency, where all Board members give consent, in accordance with section 5 of this Article, to hold a meeting on shorter notice, written notice of a special meeting of the Board shall be given to each Trustee at least three (3) days prior to the date of the meeting. All such notices shall contain the time and place of the meeting and, in the case of a special meeting of the Board, shall state the purpose or purposes of the special meeting. In the event the Board is to consider the adoption, revision or annulment of a provision of these By-laws pursuant to Article XII, the notice to the Trustees of such meeting shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

Public Notice of all Board meetings shall be given in accordance with the open meetings provisions of the Public Officers Law.

5. Waiver. Attendance of a Trustee, as applicable, at any meeting shall constitute a waiver of notice of such meeting except when a Trustee member, as applicable, attends for the express purpose of objecting to the transaction of any business on the basis that the meeting is not lawfully called or convened. A Trustee may also waive notice of any meeting in a writing delivered to the Secretary at or before such meeting.

6. Quorum. Five Trustees, present, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any Committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the Committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all Trustees or Committee members, as applicable, not in attendance at the adjourned meeting.

7. Parliamentary Authority. The Library shall utilize the current edition of Roberts Rules of Order, Newly Revised as its parliamentary authority and agrees, to the extent possible, to follow its guidelines in the conduct of its business.

8. Open Meetings. In accordance with the New York State Open Meetings Law, all meetings of the Board are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by a majority vote and the purpose of the session recorded in the minutes of the open meeting.

9. Action of the Board. Except as otherwise required by law or these By-laws, no action of the Board shall become effective unless five or more Trustees shall affirmatively vote in favor of it. Voting by proxy shall not be permitted.

## ARTICLE VII APPOINTED EXECUTIVES

### 1. Executive Director

- a. Appointment. The Board shall appoint an Executive Director, who shall be the executive and administrative officer of the library, acting on behalf of the Board and under its review and direction. The Board shall evaluate and fix the compensation of the Executive Director annually, by November 30<sup>th</sup>.
- b. Responsibilities. In accordance with the official Civil Service title specification for the position, the Executive Director shall be responsible: for the proper specification of duties of, the direction of, and the supervision of Staff and he or she shall possess the power and authority to appoint and remove all subordinate employees; for the care and maintenance of Library property; for adequate and proper selection of Library materials in keeping with stated policies established by the Board; for the effectiveness of Library service to the public; for operation within the Library budget; and for such other matters consistent herewith as may be identified by the Board from time to time. The Executive Director or his/her designee is the official spokesperson for the Library.
- c. Board Meetings. The Executive Director shall attend all meetings of the Board of Trustees and respond to questions from Trustees. The Executive Director shall give a report to the Board at all regular meetings. The Executive Director may participate in the discussions at meetings of the Board and Committees and offer professional advice, but shall not have a vote.

### 2. Treasurer

- a. Appointment. The Board shall appoint a Treasurer at the Annual Meeting, who shall be the financial officer of the library, acting on behalf of the Board and under its review and direction. The Treasurer shall not be a current Trustee of the Library. The Treasurer shall serve at the pleasure of the Board for a one year term. The Treasurer may succeed himself or herself in office.
- b. Responsibilities. The Treasurer shall have custody of the monies of the Library. He or she shall be responsible for collecting the debts owed to the Library; paying the obligations of the Library; administering the

budget of the Library in coordination with the Director; filing the Library's tax returns; and maintaining books and records in which are recorded the financial transactions and affairs of the Library.

- c. Meetings The Treasurer may be required, from time to time, to attend meetings of the Board of Trustees and/or the Executive Committee and respond to questions from Trustees. The Treasurer shall be an *ex officio* non-voting member of the Finance Committee.

## ARTICLE VIII COMMITTEES

### 1. Standing Committees. The following standing committees shall exist:

- a. The Executive Committee. The Executive Committee shall perform the duties and responsibilities of the Board when circumstances require urgent action which cannot wait for the next scheduled meeting of the Board or for a special meeting to be called. The Executive Committee can also exercise other powers and duties as may be authorized by the Board. Any time the Executive Committee exercises the authority of the Board it shall be obligated to notify all Trustees of such action. All Trustees shall receive notice of meetings of the Executive Committee. The Executive Committee shall be comprised of the President, Vice President, Vice President for Finance, and Secretary. The President shall be the chair of the Executive Committee.
- b. The Audit & Finance Committee. The Audit & Finance Committee shall advise and report on the financial condition of the Library and make recommendations as to all related matters, including the review of the Budget. It shall recommend selection of an auditor to the Board, receive and review the auditor's report, and respond to the auditor's recommendations. It shall also hear and determine conflict of interest issues as described in the Library's conflict of interest policy. It shall be comprised of two Trustees and the Vice President for Finance, who shall also be its chair.
- c. The Personnel Committee. The Personnel Committee shall advise and report on matters involving Library personnel and shall perform such functions as may be required by any collective bargaining agreements in place between the Library and its employees. The Personnel Committee shall be comprised of three Trustees, one of whom shall be designated chair.
- d. The Policy and Governance Committee. The Policy and Governance Committee shall advise and report on matters involving Library policies and any amendments to these By-laws. The Policy and Governance

Committee shall be comprised of three Trustees, one of whom shall be designated chair.

- e. The Nominating Committee. The Nominating Committee shall advise and report on matters relating to the filling of Trustee vacancies. The Committee shall be responsible for presenting nominations of persons to fill unexpired terms of Trustees whose seats become vacant to the Board. Names of those nominated shall be given to all Trustees, in writing, at least ten (10) days before, or presented at the regular meeting prior to, the meeting of the Board at which a Trustee will be appointed. The Nominating Committee shall be comprised of three Trustees, one of whom shall be designated chair.
- f. The Facilities Management Committee. The Facilities Management Committee shall monitor all Library capital construction, renovation, and repair projects and shall provide regular reports and recommendations to the Board on such projects until completed. The Committee also is charged with reviewing and making recommendations to the Board regarding a facilities master plan and facility management issues at each branch library. The Committee shall be comprised of three Trustees as its voting members, one of whom shall be designated chair, and will include the Executive Director as a non-voting member and the Facilities Manager as a non-voting member.

The Executive Committee shall appoint members of the Board to standing committees and, except as otherwise provided by these By-laws, shall designate the Chair of each no later than the first regular meeting after the annual meeting. Each Trustee must serve on at least one standing committee.

2. Other Committees. The Board may create Committees other than those hereinabove described, for any other library purpose, by an affirmative vote of the majority of the Trustees. The members of any such Committee shall be appointed by the Executive Committee and may include Trustees and one or more persons other than Trustees. The Executive Committee shall also designate the chair of any such Committee.

3. Committee Records and Reports. Each Committee established in accordance with these By-Laws will keep written records of its meetings and activities, provide a copy of such records to the Secretary for inclusion in the permanent records of the Library, and report to the Board as often, and in such form, as the Board may require.

4. Committee Meetings. Committee Meetings shall be open to the public except where it is appropriate to enter into an executive session of the Committee.

ARTICLE IX  
FISCAL YEAR

The fiscal year of the Library shall commence on January 1st and end on the following December 31st.

ARTICLE X  
INDEMNIFICATION

1. The Library shall indemnify, to the fullest extent permissible under Public Officers Law §18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a Trustee, officer, employee or agent of the Library, or of another library, joint agent of the Library, or of another library, joint venture, trust or other organization in which such person serves as a director, officer, employee or agent at the request of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan. To the fullest extent permissible under law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such Trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library. The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of Trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section 1 of Article X shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

2. The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a Trustee, officer, employee or agent of another Library, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law §18.

## ARTICLE XI DISSOLUTION

Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute the remaining assets in accordance with the provisions of the Education Law and Not-for-Profit Corporation Law of the State of New York.

## ARTICLE XII AMENDMENTS

These By-Laws may be amended, or be repealed, by a majority vote of the Trustees then in office at any meeting of the Board, provided that written notice of the proposed change or repeal has been provided, in accordance with Article VI, Section 4, in writing to members of the Board at least ten (10) days before, or presented at the regular meeting prior to, the meeting at which the proposed change(s) will be considered by the Board. The notice shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

These By-Laws shall also be subject to a mandatory review by the Board every five (5) years.

Adopted: June 17, 2002  
Amended: April 26, 2004  
Amended: July 10, 2007  
Amended: October 9, 2007 – full review  
Amended: October 14, 2008  
Amended: September 15, 2010  
Reviewed: January 23, 2013 – full review  
Amended: February 10, 2015



**EXECUTIVE DIRECTOR'S REPORT  
FEBRUARY 2019**

**EXECUTIVE SUMMARY**



**January in Review**

Our Growing Readers early literacy program had 48 check-ins and 19 new registrants in January; we are happy with the program steady and consistent growth. APL pop-up libraries could be found at Livingston senior residences and the brand new Promenade residence in the Eagle Hill neighborhood, with future pop-ups at both locations planned. Library operation was challenged by heavy snow, ice, and extreme cold. We have also seen an increase to vandalism, specifically Washington Ave. Branch's bathrooms.

The Washington Ave. Branch began a new program where a financial advisor provides free 30-minute financial planning consultation sessions for patrons. The branch also celebrated the 5th anniversary of our ever popular 1st Saturday for Families with a well-attended Birthday Bash. The Arbor Hill/West Hill Branch's "So You Want to be a Library Clerk" program was a success. For Martin Luther King Jr. Day, patrons of all ages helped paint a mural at that branch, which is on display in the children's area.

The Bach Branch launched the Healthy Bones for Life series in partnership with multiple organizations. Patrons at that branch were also treated to four performances by the Albany High School Jazz Band. The Pine Hills Branch's Coffee and Culture club discussed economic and environmental impacts on human rights. The branch's popular Kids Club is averaging 40-60 young patrons and caregivers during after-school hours.

The Delaware Branch's Mystery Book Club had several new participants joining in a lively discussion of *The Anatomy of a Scandal*. The branch's children's program Together Time, done in partnership with the Child Care Council, has moved days and saw a jump in participation. The Howe Branch hosted this year's Leadership Tech Valley class for a Diversity and Inclusion Day. The branch also reports an explosion of dance programs and is hoping to partner with some of these organizations to expand programming.

Facilities are working on design and pricing for the NYS Construction Grant for the installation of solar panels and roof repair at Howe. IT has prepped all branches involved with tax assistance with laptops and printers. Public Information is piloting new comment/suggestion cards. Collection Management has begun the process of restructuring ordering models to assist with the move to centralized ordering. The Business Office is in the midst of the annual audit.

The Executive Director spent the better part of January looking at the possible acquisition of property at 29 Broad Street, adjacent to the Howe Branch. Other ED activities include: initiation of the staff review of policies in anticipation of the next Policy and Governance Committee meeting; began reviewing patrons survey responses with Heads of Branches and Branch Managers; met with the Albany Police Department Chief and his staff about departmental relationships and concerns; developed a workflow



with our Community Support Specialist and administrators for incident reports; continued to work on a draft 2020 budget; and attended the Finger Lakes Library System symposium on digital inclusion.

### **Looking Forward**

On March 6, author Akum Norder with a local history talk about “Skates, Soirees, and Matinees: Entertainment in the Pine Hills,” fittingly in that neighborhood’s branch. The North Albany Branch have a hot tea tasting on Feb. 27. The Howe Branch will be hosting a two-part series on The Pilgrimage of African American Music History Project on Feb. 13 and Feb. 27. If you are interested in a suggested random act of kindness, stop by the Arbor Hill/West Hill branch on Feb. 19. Does a little one in your household have a stuffed animal who would like to party in the library after hours? Drop them off at the Bach Branch on Feb. 18, and when you pick them up the next day, staff will show you all the fun they had overnight at the library. If you like cupcakes and cake decorating, stop by the Delaware Branch’s Cupcake Bash on Feb. 20!

## **SERVICES**

### **Central Services Area**

#### **WASHINGTON AVE. BRANCH**

##### **Adult Services**

- Staff coordinated a LinkedIn Help Drop-In Clinic for patrons to create LinkedIn accounts and have their questions answered.
- Staff arranged for a new financial advisor to offer free 30-minute financial planning consultation sessions for patrons. Feedback on the new advisor has been positive.
- Washington Ave. celebrated National Hobby Month in the Albany Made Creative Lab with a variety of crafts and activities including video game design, folded book art, knitting, and 3D printing.
- Representatives from Equinox's Street Outreach Program are tabling weekly in front of the Youth Services Room. Their target audience is 13- to 20-year-olds at risk for homelessness.

##### **Youth Services**

- We celebrated the 5th anniversary of our ever-popular 1st Saturday for Families with a fun Birthday Bash. More than 80 people attended this lively event.
- A librarian conducted an outreach visit to Sheridan Preparatory Academy and spoke to more than 100 students at their morning meeting about January’s monthly theme of self-control.
- Our Growing Readers early literacy program had 48 check-ins and 19 new registrants.

#### **ARBOR HILL/WEST HILL BRANCH**

##### **Adult Services:**

- The “So You Want to be a Library Clerk” program was a success with 12 people in attendance, most of whom finalized their application the night of the program.
- Tai Chi continues to draw in a steady group of patrons.
- We are looking forward to Black History Month Film series, starting the first Tuesday in February, where we will be screening: “The Color Purple,” “Malcolm X,” “Selma,” and “Glory.”
- We had 45 kids and parents come out for our Noon Year’s Eve program on Dec. 31 where everyone enjoyed games, snacks, and a countdown to noon.

##### **Youth Services:**

- Teens had fun making their own varieties of hot cocoa including: candy cane mint, salted caramel, and spicy cinnamon.

- Teens have been enjoying playing “Just Dance 2019” for with the new Nintendo Switch. It’s been a fun activity when there are large groups of teens in the library after school.
- On Jan. 21, kids, teens, and adults painted a mural to honor Dr. Martin Luther King Jr. The finished product is now on display in the children’s area.
- Staff attended Arbor Hill Elementary School’s Play, Learn, & Soar program on Jan. 22.

## **West Services Area**

### **BACH BRANCH**

#### **Adult Services**

- Bach launched the Healthy Bones for Life series, designed by Colonie Senior Citizens Services, Retired Senior Volunteer Program of the Capital Region, and Sunnyview Hospital. A librarian and a volunteer have been trained to lead the program, and the librarian also created a fantastic slideshow demonstrating the various exercises.
- The Cook the Book recipe swap programs drew eight people each with a delicious, piping-hot soup for sampling. Recipes were copied and exchanged.
- The Fiction Book Discussion drew 15 participants, including two new folks who were so enthused by the rousing discussion that they promised to return in February.
- January’s Let’s Talk About...Albany invited Akun Norder, author of *History of Here*. Two dozen patrons enjoyed Akun’s book talk with question and comment period afterwards.
- Outreach: Five volunteer couriers made 11 Library Links deliveries this month to seven recipients, including one new participant.

#### **Youth Services**

- The Albany High School Jazz Band performed four Tuesday evenings in January, with an audience of 40-55 parents and students enjoying the vibe and the talents of our local students.
- Happy Birthday, Martin Luther King, Jr. featured his favorite pecan pie dessert in bar form. Patrons saw a display of books inspired by his teachings and speeches.
- Our first Paint ‘n’ Sip class facilitated by Megan Ruch from the Albany Barn was a success, and parents and t(w)eens demonstrated their watercolor skills.
- Outreach: Baby Institute is back at Giffen Elementary School, and our librarian had 15 attendees for her early literacy program on Jan. 19.

### **PINE HILLS BRANCH**

#### **Adult Services**

- Our Coffee and Culture club featured Prof. Brian Greenhill of the University at Albany’s Political Science Department. Attendees discussed economic and environmental impacts on human rights.
- Several of our regular monthly programs returned after the holiday hiatus to with renewed attendance levels. Saturday Art Group and our knitting group all recorded record highs this month with 15 attendees each.
- Our evening adult art class continues to flourish and is filled to capacity. Fifteen attendees created block-printed cards with the guidance of a professional art teacher on Jan. 16.
- Outreach: Four seniors were added to our Library Links delivery service this month. Pine Hills now has 11 seniors listed in the program. (We are told this is the most participants district-wide.)

#### **Youth Services**

- Kids Club and Afternoon Society continue to be our most well-attended programs, and we had a very busy LEGO Club this month as well. We are still averaging to about 40-60 young patrons and caregivers during after-school hours.

- Kids had such a blast making slime this month that they asked when we were going to do it again, and one of our regular young patrons said to the Youth Services team that “this is [their] favorite place to be.”
- The new Nintendo Switch controllers are a big hit, and some kids who knew the price point even said, “Wow, you spent that much on us?” We are finding that kids of all ages are getting a chance to play now that we have the additional controllers.
- Outreach: Our part-time librarian is now visiting USCRI each month to show parents materials to check out for their children and events to attend at the library.

## **East Services Area**

### **DELAWARE BRANCH**

#### **Adult Services**

- The Mystery Book Club had several new participants joining in a lively discussion of *The Anatomy of a Scandal*. Next month’s discussion will take us to the beginning of J.D. Robb’s long-running “In Death” series with *Naked in Death*.
- Sketch ‘n’ Sip with Robert Eaton involved 10 adults participating.
- A deep weed of the mass market paperbacks was completed in anticipation of a major adult fiction weed/collection shift.

#### **Youth Services**

- The Children’s Librarian resumed working with the three pre-K classes from Albany School of Humanities. She’ll attend classes once a month for the rest of the school year. The librarian will read stories, fingerplays, flannel boards and rhymes with the students based on their curricular themes.
- The Together Time day moved from Monday to Tuesday hoping for a better turn out, which did the trick. We had 23 participants (11 adults and 12 kids). It was great to see these two-year-olds happily engaged for an hour painting on ice, making fake snow balls (using pillow stuffing) and using tongs to manipulate fake snow (cotton balls). Together Time is presented by the Child Care Council.
- The first Teen Chef of 2019 was Jan. 29 and participants made quesadillas.
- Tween Crafternoon got off to a slow, but enthusiastic start for the new year. Seven tweens and teens learned how to create the most adorable felt fox using felt, hot glue, and thread.

### **HOWE BRANCH**

#### **Adult Services**

- More than 40 members of our community joined us for a special presentation by Albany Police Chief Eric Hawkins at the January South End Neighborhood Association Meeting held at this branch.
- Resume and Computer Help has been busy lately, with two patrons coming several times a week for computer and application assistance as well as our usual drop-in use.
- The With Pen in hand memoir-writing workshop continues to draw new and repeat patrons.
- We are once again offering guitar lessons for all ages, with five patrons coming weekly for these.
- Outreach: We were happy to have our space used by Leadership Tech Valley for a special program that had more than 50 community leaders visiting our library, many for the first time. We have partnered with Showing Up for Racial Justice on a new book discussion group.

#### **Youth Services**

- Our new Howe’s Test Kitchen program is a huge success, with 20 kids and teens coming each week to learn and prepare simple and inexpensive recipes.
- We are experiencing an explosion of dance at Howe, with four community groups currently

using our spaces regularly for open dance rehearsals. We are partnering with the largest of these (Team Royale) and will be offering free step programs in the future.

- Kids and teens brainstorming and beginning to write articles for the Sound End Scene, a classic neighborhood newspaper that we are re-launching with the Center for Law & Justice.
- Mic Drop has hit a new stride as we've introduced beat-making software and started offering sessions more frequently.

## **NORTH ALBANY BRANCH**

### **Adult Services**

- Adult craft programs included adult coloring, no-sew owl pillows, and bullet journaling.

### **Youth Services**

- Family Storytime with WMHT PBS Kids featured Karma Wilson's *Bear Snores On*. Children retold the story using photographs and made puppets.
- School visits to the library have included two classes from the Albany International Center and a YMCA Pre-K class visited the library for a storytime.
- The North Albany Librarian has scheduled an ambitious calendar of classroom visits to North Albany Academy. During the week of January 21, two Grade 5 classrooms played a cup-stacking team-building game, three Grade 4 classrooms played bingo with cards featuring arctic animals and goldfish crackers as game pieces, a Grade 3 classroom played with examples of five—an inclined plane, a lever, a screw, a wedge, a wheel and axle—of the six types of simple machines and a Grade 2 classroom performed simple experiments with magnets. The librarian will be visiting these classrooms once a month.

## **OPERATIONS**

### **FINANCE**

- Worked with auditors during their preliminary visit.
- Handled multiple requests for upcoming February audit.
- Worked on updating and maintaining salary forecast.
- Began 2020 budget deliberations.
- Implemented an improved purchase order process.

### **HUMAN RESOURCES**

- Worked with auditors to begin phase one of audit.
- Met with City Civil Service Department.
- Completed GASB 45.
- Successfully filed ACA reporting with IRS and distributed 1095.
- Wellness Committee met with MVP and Marshall & Sterling.
- Met with Diversity Task Force Committee.
- Met with Staff Appreciation Night Committee.

	Number	YTD Change
Full Time	68	
Part Time/Temp	67	
Hired	3	
Promoted	0	

Resignation	0	
Termination	1	
Vacancy	8	
Staff Size	135	
Training		

## COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	41/270.25	

- APL hosted a pop-up library at Livingston senior residences and at the brand new Promenade residence in the Eagle Hill neighborhood. More pop-ups at both locations will occur in the near future.
- APL tabled at the Martin Luther King Jr volunteer fair at the Empire State Plaza.
- The English conversation program is set to begin at the Pine Hills Branch.
- A paint and sip parent/teen program with Albany Barn will begin at Pine Hills.

## FACILITIES

	Number	YTD Change
Work Orders	105	

- Facilities has been working on 3rd floor at Washington Ave. Drywall and painting is almost complete.
- Heavy snow, ice, extreme cold have hampered the buildings. We have been dealing with cracked pipes at Delaware, boiler failures and roof backups creating leaks from ice and rain.
- Design and pricing is in effect for the NYS Construction Grant for solar panels and roof repair at Howe.

## COLLECTION MANAGEMENT SERVICES

- CMS has resumed ordering to start 2019.
- Changes have begun to streamline collection processing to fully embrace the “1 Library, 7 Branches” model.
- Restructuring ordering models have begun to assist with the move to centralized ordering.
- CollectionHQ is nearly finished with back-end data collection in order to better report out how the collection is utilized by our patrons.

## INFORMATION TECHNOLOGY

- Resolved 59 help desk tickets.
- Deployed all six new branch servers to their server room racks. Configuration to follow.
- Finished network cabling for new 3rd floor offices at Washington.
- Completed planned maintenance for Sage50 (Peachtree) financial server.
- Prepped all branches involved with tax assistance with laptops and printers.

## PUBLIC RELATIONS

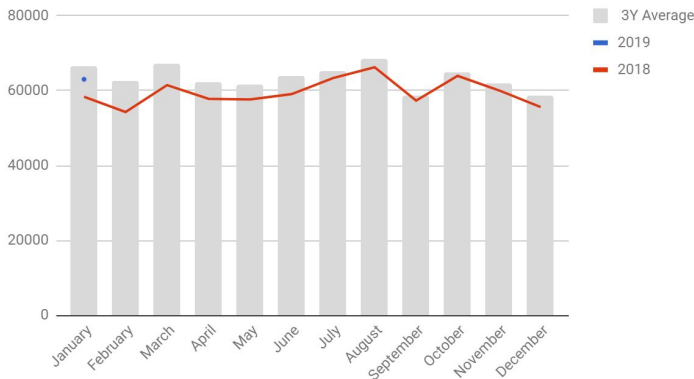
	Number	YTD Change
Unique Pageviews	43,194	+16%
Facebook Likes	3,938	+18%
Twitter Followers	3,118	+7%
Instagram Followers	3,256	+7%
Online Contacts	52	+67%
Press Releases	4	0%

- Content: Continue to promote fine free across various platforms. Tax preparation information and promotion. March/April program guide in progress. Materials for February programs and activities, including African American History Month and Take Your Child to the Library Day. Weekly eNotes newsletter topics including: fine free, Social Justice Film Series, patron survey results, new program guide, income tax preparation program, LinkedIn Clinic, and African American History Month activities.
- Notable Social Media: All for “We’re going into 2019 with a clean slate!” fine free posts on Jan. 2. Facebook: 4,460 reach, 327 reactions/comments shares. Twitter: 1,515 impressions, 33 engagements. Instagram: 101 likes, 8 comments.
- Projects: Piloting new comment/suggestion cards, APL history display at Washington Ave. Branch, preparing for community report (print, other versions), and reinvigorating Albany Made podcast.

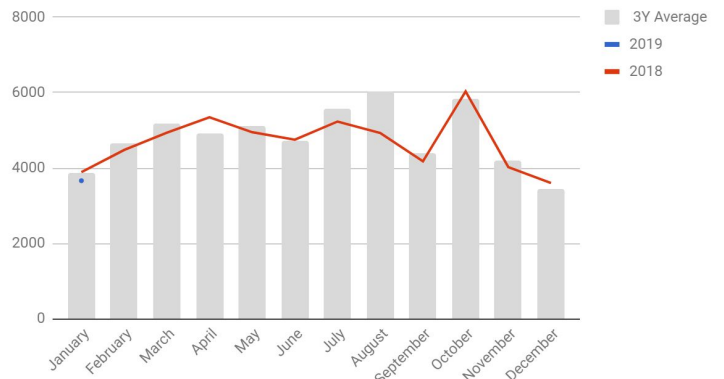


## Monthly APL Statistics Report: January 2019

Circulation



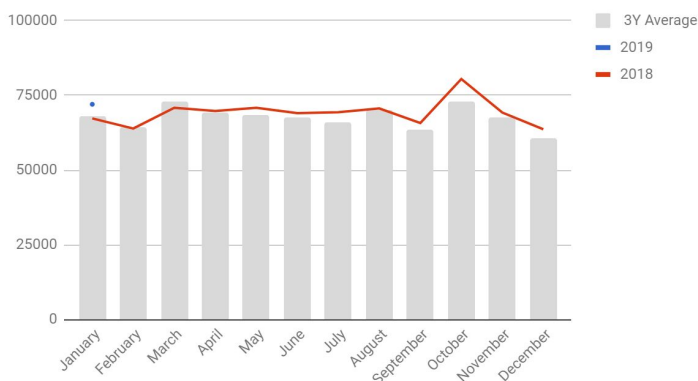
Program Participation APL



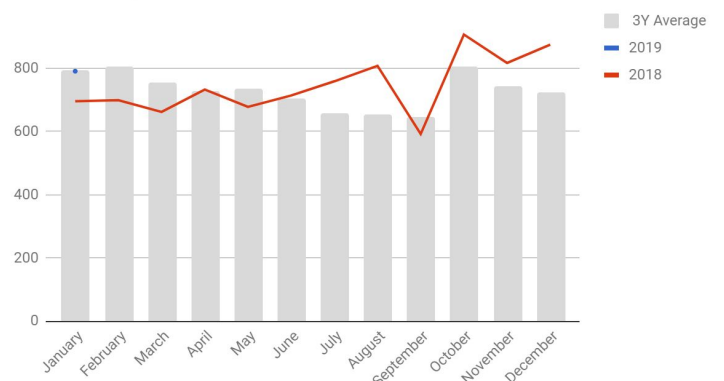
**Circulation** is up across the district by 7% compared to January of last year, but down 5% compared to the 3-year average. Arbor Hill, Bach, Pine Hills, and Howe saw a jump in circulation. Delaware and Washington stayed flat. North Albany trended down.

**Programming attendance** is down 6% across the district compared to January of last year, and up 5% compared to the 3-year average. Arbor Hill/West Hill and Bach bucked the trend. Children's programming and programming at Pine Hills had the strongest drag.

Door Count - All APL



Room Usage APL



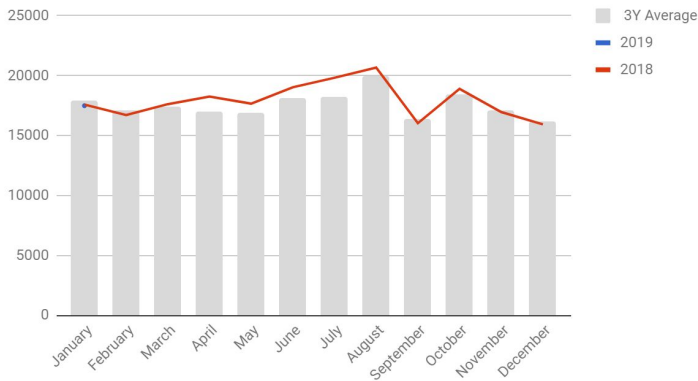
**Door count** is up 5.5% across the district compared to January of last year, and up 6% compared to the 3-year average. Washington Ave., Arbor Hill/West Hill, Bach, and Howe all saw an increase. North Albany saw a decrease. Delaware was flat.

**Room use** is up 12 % across the district compared to January of last year, but flat compared to the 3-year average. Meeting room usage is down at every branch but Howe, but work rooms continue to grow at every branch.

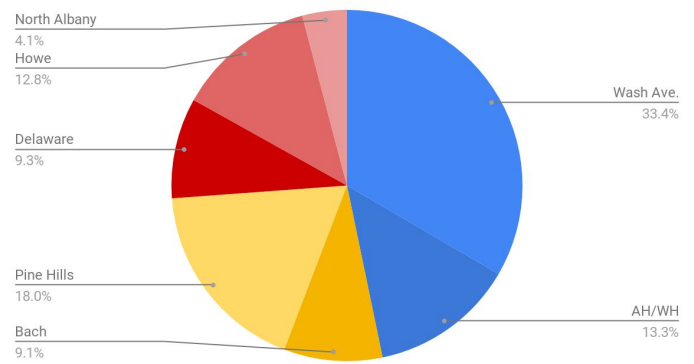


## Monthly APL Statistics Report: January 2019

Computer Usage (Wifi & Desktop Sign Ins)



Share of Computer Use by Branch/Service Area



**Computer use** is flat across the district compared to January of last year, and down 2% compared to the 3-year average. Washington Ave, Bach, and Howe all are bucking the trend. North Albany and Arbor Hill/ West Hill saw a decrease. WiFi has seen an increase, while desktops have seen a small drop.

### Share of computer use:

#### Central Service Area:

Wash Ave.: 31.59%  
AH/WH: 14.23%  
Combined: 45.82%

#### West Service Area:

Bach: 9.75%  
Pine Hills: 18.32%  
Combined: 28.07%

#### East Service Area:

Delaware: 10.04%  
Howe: 11.42%  
North Albany: 4.65%  
Combined: 26.11%

Notes: Statistics in this report may vary from the state report due to differences in calculations.



**ALBANY PUBLIC LIBRARY – BOARD OF TRUSTEES**

**OATH OF OFFICE**

STATE OF NEW YORK

SS:

COUNTY OF ALBANY

I, Arlene C. Way, do solemnly swear that I will support the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Albany Public Library, according to the best of my ability.

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ARLENE C. WAY

Sworn to before me this \_\_\_\_ day  
of February, 2019 at Albany, New York

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NOTARY PUBLIC