

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

April 9, 2019 | 6:00 pm

Bach Branch | 455 New Scotland Ave.

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

Call to Order - 6:00pm

Public Comment (comments limited to no more than 5 minutes per person) - 6:05 to 6:10pm

Presentation: Auditors 6:10 to 6:30pm

Minutes - 6:30 to 6:33pm

Treasurer's Report and Check Register - 6:33 to 6:38pm

Committee and Liaison Reports - 6:38 to 6:55pm

- Personnel Committee (5 mins)
- Policy and Governance (5 mins)
- Nomination (2 mins)

Director's Report – 6:55 to 7:05pm

Unfinished Business 7:05 to 7:10pm

- Results from Quarterly Evaluation of Board Meeting (5 mins)

New Business 7:10 to 8:05pm

- Board Retreat/Strategic Plan discussion (30 mins)
- Workplace Violence Prevention and Incident Reporting Policy (5 mins)
- North Albany MOU (5 mins)
- CDTA Navigator Sales Agreement (5 mins)
- Curatorial Memo and Agreement (5 mins)
- NYS Annual Report 2019 (5 mins)

Public Comment (comments limited to no more than 5 minutes per person) 8:05 to 8:10pm

Executive Session (if necessary)

Adjournment – 8:10pm

Next Meetings & Important Dates:

- April 29 (Mon) | Personnel Committee Meeting | Washington Ave. Branch | 6:00 pm
- May 6 (Mon) | Trustee Candidate Forum | Pine Hills Branch | 6:30 pm
- May 8 (Wed) | Trustee Candidate Forum | Washington Ave. Branch | 6:30 pm
- May 14 (Tues) | Full Board Meeting | Delaware Branch | 6 pm
- May 21 (Tues) | Trustee Election

_____, 2019

To the Board of Trustees
Albany Public Library
161 Washington Avenue
Albany, NY 12210

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Albany Public Library (the Library) for the year ended December 31, 2018, and have issued our report thereon dated _____, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 10, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 1 to the financial statements. As described in note 7 to the financial statements, the Library changed accounting policies related to accounting and reporting specific to postemployment benefits by adopting statement of Governmental Accounting Standards Board (GASB) No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, in 2018. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Statement of Activities. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We believe the most sensitive estimates affecting the financial statements are:

- Those relating to reporting of pension expense, asset/liability, and deferred in flows/out flows in accordance with GASB No. 68.
- Management's estimate of the liability for other post-employment benefits which is based on calculations performed by the Library's actuarial consultant.
- The fair value of investments.

We evaluated the key factors and assumptions used by management in determining that accounting estimates were reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit.

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached entries detected during the year were corrected by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested and received certain representations from management that are included in the management representation letter dated _____, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the schedule of revenue, expenses and changes in net position – budget to actual, the schedule of proportionate share of net pension asset (liability), the schedule of entity contributions, and the schedule of changes in total OPEB liability, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic

financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Board of Trustees and management of Albany Public Library and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

DRAFT

Albany Public Library
SCHEDULE OF CORRECTED MISSTATEMENTS
DECEMBER 31, 2018

Fund	Account	Description	Debit	Credit
General Fund				
1	To adjust accrued payroll to include the appropriate amount of 2018 salary expense.			
	5400MOA	SALARIES-ADMINISTRATION	41,897.00	
	1515	ACCRUED PAYROLL		41,897.00
	Total		41,897.00	41,897.00
2	To defer CDTA income not yet earned.			
	3040MS	CDTA INCOME	25,171.00	
	1560	DEFERRED RENT PAYABLE		25,171.00
	Total		25,171.00	25,171.00

**ALBANY PUBLIC LIBRARY
FINANCIAL REPORT
DECEMBER 31, 2018**

DRAFT

ALBANY PUBLIC LIBRARY

TABLE OF CONTENTS

	PAGE
INDEPENDENT AUDITOR'S REPORT	1-2
REQUIRED SUPPLEMENTARY INFORMATION	
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)	3-7
FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS	
STATEMENT OF NET POSITION	8
STATEMENT OF ACTIVITIES	9
FUND FINANCIAL STATEMENTS	
BALANCE SHEET – GOVERNMENTAL FUNDS	10
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND EQUITY - GOVERNMENTAL FUNDS	11
RECONCILIATION OF TOTAL GOVERNMENTAL FUND EQUITY TO NET POSITION OF GOVERNMENTAL ACTIVITIES	12
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND EQUITY TO THE STATEMENT OF ACTIVITIES	13
NOTES TO FINANCIAL STATEMENTS	14-36
REQUIRED SUPPLEMENTARY INFORMATION	
SCHEDULE OF REVENUE, EXPENDITURES, AND CHANGES IN FUND EQUITY - BUDGET AND ACTUAL - GENERAL FUND	37
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY	38
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION ASSET (LIABILITY)	39
SCHEDULE OF ENTITY CONTRIBUTIONS	40
OTHER REQUIRED REPORT	
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	41-42
SCHEDULE OF FINDINGS AND RESPONSES	43

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Albany Public Library

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Albany Public Library (Library) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Library, as of December 31, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As described in Note 7 to the financial statements, the Library changed its method of accounting for *Postemployment Benefits Other than Pensions* in 2018 as required by the provisions of GASB Statement Number 75. Our opinion is not modified with respect to that matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (unaudited), schedule of proportionate share of the net pension asset (liability), schedule of entity contributions, schedule of revenue, expenditures, and changes in fund equity - budget and actual - general fund, and schedule of changes in total OPEB liability on pages 3 through 7, and 37 through 40 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2019 on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.

_____, 2019
Latham, NY

**ALBANY PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
DECEMBER 31, 2018**

This discussion and analysis of Albany Public Library's (Library) financial performance provides an overview of the financial activities for the year ended December 31, 2018. This document should be read in conjunction with the Library's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion and analysis (this section), the financial statements, and required supplementary information. The financial statements include two types of statements that present different views of the Library.

- The first statements are government-wide financial statements that provide both short-term and long-term information about the Library's overall financial status.
- The remaining statements are fund financial statements that focus on individual segments of the Library, reporting the operations in more detail than the entity-wide statements. The government fund statements tell how general government services, such as culture and recreation, were financed in the short-term as well as what remains for future spending.

The financial statements also include notes that provide additional information about the financial statements and the balances reported. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the Library's budget to actual for the year.

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE

One of the most important questions asked about the Library's finances is, "Is the Library, as a whole, better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Library as a whole and about its activities in a manner that helps answer this question. These government-wide statements include all assets and liabilities and deferred inflows and outflows of resources using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These government-wide financial statements report the Library's net position and changes in that position. The Library's net position – the difference between assets and deferred outflows, and liabilities and deferred inflows – is one way to measure the Library's financial health, or financial position. Over time, increases or decreases in the Library's net position are one indicator of whether its financial health is improving or deteriorating.

**ALBANY PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
DECEMBER 31, 2018**

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE (CONTINUED)

**Table 1
Net Position**

	<u>2018</u>	<u>2017</u>	<u>Increase (Decrease)</u>	<u>Percentage Change</u>
Current assets	\$ 9,516,536	\$ 8,578,401	\$ 938,135	10.94%
Assets with restrictions	1,660,830	1,650,720	10,110	0.61%
Capital assets	32,899,402	34,146,985	(1,247,583)	-3.65%
Total Assets	<u><u>\$ 44,076,768</u></u>	<u><u>\$ 44,376,106</u></u>	<u><u>\$ (299,338)</u></u>	-0.67%
Deferred Outflows of Resources	<u><u>\$ 2,557,081</u></u>	<u><u>\$ 1,514,574</u></u>	<u><u>\$ 1,042,507</u></u>	68.83%
Current liabilities	1,515,606	\$ 1,336,492	\$ 179,114	13.40%
Long-term liabilities	29,553,941	27,205,324	2,348,617	8.63%
Total Liabilities	<u><u>\$ 31,069,547</u></u>	<u><u>\$ 28,541,816</u></u>	<u><u>\$ 2,527,731</u></u>	8.86%
Deferred Inflows of Resources	<u><u>\$ 6,121,637</u></u>	<u><u>\$ 4,739,440</u></u>	<u><u>\$ 1,382,197</u></u>	29.16%
Net Position				
Invested in capital assets	\$ 9,843,695	\$ 10,229,250	\$ (385,555)	-3.77%
Restricted for debt	1,660,830	1,650,720	10,110	0.61%
Unrestricted	(2,061,860)	729,454	(2,791,314)	-382.66%
Total Net Position (Deficit)	<u><u>\$ 9,442,665</u></u>	<u><u>\$ 12,609,424</u></u>	<u><u>\$ (3,166,759)</u></u>	-25.11%

The Library's fiscal year 2018 revenues totaled \$9,691,007 (See Table 2). Property taxes accounted for 94% of total revenues. Expenses totaled \$9,933,355 of which approximately 51% is comprised of salaries and benefits for librarians and support staff. During 2018, the implementation of GASB Statement No.75 resulted in a prior period adjustment to Net Position of \$2,924,411.

**ALBANY PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
DECEMBER 31, 2018**

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE (CONTINUED)

**Table 2
Governmental Activities**

	<u>2018</u>	<u>2017</u>	<u>Increase (Decrease)</u>	<u>Percentage Change</u>
Revenues				
Program revenues				
Charges for services	\$ 181,706	\$ 161,568	\$ 20,138	12.46%
Operating grants	244,649	242,249	2,400	0.99%
Capital grants	-	80,322	(80,322)	-100.00%
General revenues				
Real property taxes	9,147,357	8,565,917	581,440	6.79%
Donations	3,559	5,273	(1,714)	-32.51%
Interest income	110,649	104,543	6,106	5.84%
Unrealized loss on investments	(40,254)	(53,372)	13,118	-24.58%
State and federal sources	43,341	47,538	(4,197)	-8.83%
Total Revenues	<u>\$ 9,691,007</u>	<u>\$ 9,154,038</u>	<u>\$ 536,969</u>	5.87%
Program Expenses				
Culture and recreation	9,129,258	\$ 9,042,536	86,722	0.96%
Debt service - interest	804,097	839,092	(34,995)	-4.17%
Total Expenses	<u>\$ 9,933,355</u>	<u>\$ 9,881,628</u>	<u>\$ 51,727</u>	0.52%
Change in Net Position	<u>\$ (242,348)</u>	<u>\$ (727,590)</u>	<u>\$ 485,242</u>	

- Capital grants relate to NYS construction grant project completion.

**Table 2
Governmental Activities**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Culture and recreation	9,129,258	9,042,536	9,169,262	8,276,989
Debt service interest	804,097	839,092	1,092,479	1,191,313
	<u>\$ 9,933,355</u>	<u>\$ 9,881,628</u>	<u>\$ 10,261,741</u>	<u>\$ 9,468,302</u>

- The cost of all governmental activities this year was \$9,933,355.
- The users of the Library's programs funded \$181,706 of the costs through user fees.
- Operating grants subsidized certain expenses with contributions in the amount of \$244,649.
- Most of the Library's net costs of \$9,507,000 were funded by local taxpayers.

**ALBANY PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
DECEMBER 31, 2018**

FUND ANALYSIS

The Library utilizes two funds - General, and Debt Service. The General Fund is used for the day to day operations of the Library. Significant activities within the General Fund include salaries and benefits, maintenance and operation of the buildings, and purchase of books, periodicals and other resources of the community's use. The General Fund ended the year with an approximate \$660,000 surplus and a \$4.88 million fund equity compared to an approximate \$295,000 operating surplus and a \$4.22 million fund equity in 2017. The Debt Service Fund's activity consisted of an interfund transfer of approximately \$1.64 million and a debt payment of approximately \$1.65 million.

GENERAL FUND BUDGETARY HIGHLIGHTS

In the 2018 budget, revenue was projected to be \$9,389,251 and actual revenue was \$9,668,448 resulting in a favorable variance of \$279,197. This favorable variance was substantially due to the addition of PILOT payments.

Total expenditures were budgeted at \$7,424,584; actual expenditures were \$7,372,577 resulting in a favorable variance of \$52,007.

The general fund equity at the end of the year was \$4,880,333. The current fund equity is necessary to sustain library operations and repay debt service obligations.

CAPITAL ASSET AND DEBT ADMINISTRATION

As of December 31, 2018, the Library had \$32,899,402 invested in a broad range of capital assets including land, buildings, computers, and other research and educational equipment, net of accumulated depreciation. Depreciation expense was \$1,309,694 and \$1,335,606 for the years ended December 31, 2018 and 2017, respectively.

	<u>2018</u>	<u>2017</u>
Land	1,216,367	1,216,367
Buildings and improvements	31,345,762	32,471,201
Furniture and equipment	307,222	453,084
Vehicles	30,051	6,333
Capital assets, net	<u>\$ 32,899,402</u>	<u>\$ 34,146,985</u>

**ALBANY PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
DECEMBER 31, 2018**

Long-Term Debt

As of December 31, 2018, the Library has a loan agreement with DASNY to repay \$21,445,000 in revenue bonds outstanding. As of December 31, 2018, the Library has \$6,633,201 accrued for other postemployment benefits, \$455,266 accrued for the proportionate share of the pension liability, and \$144,767 accrued for compensated absences. More detailed information about the Library's long-term debt is included in the notes to the financial statements.

FACTORS BEARING ON THE FUTURE OF ALBANY PUBLIC LIBRARY

The Library was aware of existing circumstances that could significantly affect its financial health in the future:

- Decision to initiate new programs or services or to eliminate current programs or services will have an impact on the Library's financial position.
- Use of Library programs and services will continue to grow. Increased demand for programs and services may require additional staff and/or resources.
- The Library has a collective bargaining agreement which expires on December 31, 2020.
- The Library completed a bonded \$29.1 million facilities improvement project for the renovation of two existing branch library buildings, the renovation of another building into a branch library, and the construction of two additional branch libraries. This project was completed in 2010 and has resulted in a significant expansion of the Library's facilities which resulted in additional staffing and operating expenses.
- The debt service on the bonds for the facilities improvement will be paid through an additional tax levy not to exceed \$1,657,144 per year which will run through FY 2037.
- As of 2018, the Library is now receiving an annual PILOT payment of approximately \$441K.
- The fine-free initiative that began in 2019 will potentially decrease annual revenues by approximately \$50K.

CONTACTING ALBANY PUBLIC LIBRARY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of Albany Public Library's finances and to show Albany Public Library's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Albany Public Library at 161 Washington Avenue, Albany, NY 12210.

**ALBANY PUBLIC LIBRARY
STATEMENT OF NET POSITION
DECEMBER 31, 2018**

ASSETS

Current Assets

Cash	\$ 6,779,867
Investments	2,670,683
Accounts receivable	7,637
Prepaid expenditures	58,349
Total Current Assets	<u>9,516,536</u>

Restricted Assets

Deposits with bond trustee - cash	454,942
Deposits with bond trustee - investments	1,205,888
Total Restricted Assets	<u>1,660,830</u>

Noncurrent Assets

Capital assets, net of accumulated depreciation	<u>32,899,402</u>
Total Assets	<u>44,076,768</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred loss on refunding	287,632
Deferred outflows of resources - pensions	1,590,852
Deferred outflows of resources - other postemployment benefits	678,597
Total Deferred Outflows of Resources	<u>2,557,081</u>
Total Assets and Deferred Outflows of Resources	<u>46,633,849</u>

LIABILITIES

Current Liabilities

Current portion of bonds payable	735,000
Accounts payable and accrued expenses	323,534
Accrued interest expense	457,072
Total Current Liabilities	<u>1,515,606</u>

Noncurrent Liabilities

Bonds payable, net of current portion	22,320,707
Compensated absences payable	144,767
Other postemployment benefits	6,633,201
Net pension liability	455,266
Total Noncurrent Liabilities	<u>29,553,941</u>
Total Liabilities	<u>31,069,547</u>

DEFERRED INFLOWS OF RESOURCES

Property taxes received in advance	4,394,282
Grant and other funding received in advance	28,121
Deferred inflows of resources - pensions	1,699,234
Total Deferred Inflows of Resources	<u>6,121,637</u>
Total Liabilities and Deferred Inflows of Resources	<u>37,191,184</u>

NET POSITION

Net Position	
Net investment in capital assets	9,843,695
Restricted for debt service	1,660,830
Unrestricted	<u>(2,061,860)</u>

TOTAL NET POSITION

\$ 9,442,665

See accompanying notes to financial statements.

**ALBANY PUBLIC LIBRARY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>Expenses</u>	<u>Program Revenue</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants</u>	
Functions/Programs				
Culture and recreation	\$ 9,129,258	\$ 181,706	\$ 244,649	\$ (8,702,903)
Debt service - interest	804,097	-	-	(804,097)
Total Functions/Programs	<u>\$ 9,933,355</u>	<u>\$ 181,706</u>	<u>\$ 244,649</u>	<u>\$ (9,507,000)</u>
General Revenues				
Real property taxes and tax items				9,147,357
Donations and other				3,559
Interest income				110,649
Unrealized loss on investments, net				(40,254)
State and federal sources				43,341
Total General Revenues				<u>9,264,652</u>
Change in Net Position				<u>(242,348)</u>
Total Net Position, Beginning of Year as Originally Reported				<u>12,609,424</u>
Cumulative Effect of Change in Accounting Principle				<u>(2,924,411)</u>
Net Position, Beginning of Year, As restated				<u>9,685,013</u>
Total Net Position, End of Year				<u>\$ 9,442,665</u>

See accompanying notes to financial statements.

**ALBANY PUBLIC LIBRARY
BALANCE SHEET - GOVERNMENTAL FUNDS
DECEMBER 31, 2018**

	<u>General</u>	<u>Debt Service</u>	<u>Total Governmental Fund</u>
ASSETS			
Cash	\$ 6,779,867	\$ -	\$ 6,779,867
Investments	2,670,683	-	2,670,683
Accounts receivable	7,637	-	7,637
Prepaid expenditures	168,083	-	168,083
Restricted assets:			
Deposits with bond trustee - cash	-	454,942	454,942
Deposits with bond trustee - investments	-	1,205,888	1,205,888
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$ 9,626,270	\$ 1,660,830	\$ 11,287,100
	<hr/>	<hr/>	<hr/>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND EQUITY			
LIABILITIES			
Accounts payable and accrued liabilities	\$ 323,534	\$ -	\$ 323,534
TOTAL LIABILITIES	<hr/> 323,534	<hr/> -	<hr/> 323,534
DEFERRED INFLOWS OF RESOURCES			
Property taxes received in advance	4,394,282	-	4,394,282
Grant and other funding received in advance	28,121	-	28,121
TOTAL DEFERRED INFLOWS OF RESOURCES	<hr/> 4,422,403	<hr/> -	<hr/> 4,422,403
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	4,745,937	-	4,745,937
	<hr/>	<hr/>	<hr/>
FUND EQUITY			
Nonspendable			
Prepaid expenditures	168,083	-	168,083
Restricted			
Debt service	-	1,660,830	1,660,830
Assigned			
Designated for subsequent year's expenditures	288,990	-	288,990
Unassigned	4,423,260	-	4,423,260
Total Fund Equity	<hr/> 4,880,333	<hr/> 1,660,830	<hr/> 6,541,163
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY	\$ 9,626,270	\$ 1,660,830	\$ 11,287,100
	<hr/>	<hr/>	<hr/>

**ALBANY PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND EQUITY - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>General</u>	<u>Debt Service</u>	<u>Total Governmental Fund</u>
Revenues			
Real property taxes and tax items	\$ 9,147,357	\$ -	\$ 9,147,357
Departmental income	181,706	-	181,706
Gifts and donations	3,559	-	3,559
Interest income	97,331	13,318	110,649
Unrealized gain (loss) on investments	(49,495)	9,241	(40,254)
Grants	244,649	-	244,649
State and federal aid	43,341	-	43,341
	<hr/>	<hr/>	<hr/>
Total Revenue	9,668,448	22,559	9,691,007
	<hr/>	<hr/>	<hr/>
Expenditures			
Culture and recreation	5,755,067	-	5,755,067
Debt service	-	1,650,593	1,650,593
Employee benefits	1,617,510	-	1,617,510
	<hr/>	<hr/>	<hr/>
Total Expenditures	7,372,577	1,650,593	9,023,170
	<hr/>	<hr/>	<hr/>
Excess (Deficiency) of Revenues Over Expenditures	2,295,871	(1,628,034)	667,837
	<hr/>	<hr/>	<hr/>
Other Financing Sources (Uses)			
Operating transfers in	-	1,638,144	1,638,144
Operating transfers out	(1,638,144)	-	(1,638,144)
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	(1,638,144)	1,638,144	-
	<hr/>	<hr/>	<hr/>
Excess of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	657,727	10,110	667,837
	<hr/>	<hr/>	<hr/>
Fund Equity, Beginning of Year	4,222,606	1,650,720	5,873,326
	<hr/>	<hr/>	<hr/>
Fund Equity, End of Year	\$ 4,880,333	\$ 1,660,830	\$ 6,541,163
	<hr/>	<hr/>	<hr/>

**ALBANY PUBLIC LIBRARY
RECONCILIATION OF TOTAL GOVERNMENTAL FUND EQUITY TO
NET POSITION OF GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2018**

Fund Equity all governmental funds	\$ 6,541,163
Amounts reported for governmental activities in the statement of net position are different due to the following:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	
Cost of capital assets	\$ 45,975,852
Accumulated depreciation	<u>(13,076,450)</u> 32,899,402
Prepaid pension expenditure in governmental funds, not reported in net position	(109,734)
Deferred inflows and outflows	
Deferred inflows of resources - pension	(1,699,234)
Deferred outflows of resources - pension	1,590,852
Deferred outflows of resources - otherpostemployment benefits	678,597
Long-term liabilities, including bonds payable and other debt, are not due and payable in the current period and are, therefore, not reported in the funds	
Accrued interest on bonds	(457,072)
Compensated absences payable	(144,767)
Other postemployment benefits	(6,633,201)
Net pension liability	(455,266)
Proceeds of long-term debt are recorded as other financing sources in the government funds; however, amounts are capitalized as long term liabilities in the Statement of Net Position for government activities	
Outstanding balance of revenue bonds, bond premium, and deferred loss on refunding	<u>(22,768,075)</u>
Net position of governmental activities	<u><u>\$ 9,442,665</u></u>

ALBANY PUBLIC LIBRARY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND EQUITY TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018

Net changes in fund equity - total governmental funds		\$ 667,837
Capital outlays are expenditures in governmental funds, but are capitalized in the statement of net position.		
Depreciation expense, net of disposals	\$ (1,309,694)	
Capital outlays	<u>62,111</u>	(1,247,583)
Interest is recognized as an expenditure in the governmental funds when paid. For governmental activities interest expense is recognized as it accrues. The decrease in accrued interest during the year results in less expense.		10,725
Pension expense resulting from the GASB 68 related actuary reporting is not recorded as an expenditure in the governmental funds but is recorded in the statement of activities.		(21,829)
In the statement of activities certain operating expenses - compensated absences payable and accrued interest costs are measured by the amount earned during the year. In the governmental funds however, expenditures for these items are measured by the amount of financial resources used (amount paid).		(15,383)
Other postemployment benefits are recorded as pay-as-you-go for the governmental funds but are recorded on the full accrual basis for the statement of activities.		(471,887)
Principal payments on long-term debt are recorded as expenditures in the governmental funds, but are not reported on the statement of activities. Amortization expense for the bond premium is recorded as an expenditure in the governmental funds, but is capitalized and amortized on the statement of activities. Amortization of the deferred loss on refunding is capitalized and amortized on the statement of activities, but is an expenditure in the governmental funds.		
Amortization of bond premium and deferred loss on refunding	120,772	
Bond principal payment	<u>715,000</u>	<u>835,772</u>
Change in net position - Governmental activities		<u>\$ (242,348)</u>

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Albany Public Library (Library) is a municipal corporation formed in 2002. The Library commenced operations during July, 2002 in the City of Albany (the "City"), New York and is governed by a Board of Trustees which may consist of as many as nine members. A substantial portion of the Library's funding is provided by City of Albany taxpayers billed through the City School District of Albany.

The Library is chartered as a school district public library by the New York State Board of Regents and provides library services to residents within the geographic borders of the City of Albany.

The financial statements of Albany Public Library have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the entity's accounting policies are described below.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The statement of net position and the statement of activities present financial information about the Library's governmental activities. These statements include the financial activities of the overall government in its entirety. Interfund activity has been removed from these statements.

The statement of activities presents a comparison between direct expenses and program revenue for each function of the Library's governmental activities. Direct expenses are those that are specifically associated with and are clearly identifiable to a particular function. Program revenue includes charges paid by the recipients of goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenue that is not classified as program revenue is presented as general revenue.

Fund Financial Statements

The fund statements provide information about the Library's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The accounts of Albany Public Library are organized into funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures.

The governmental funds are each considered major funds in the fund financial statements:

- A. General Fund – the general fund is the principal fund of the Library and includes all operations not required to be recorded in other funds.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fund Financial Statements (Continued)

- B. Debt Service Fund – the debt service fund is used to account for resources used to make principal and interest payments on the long-term debt.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place.

The modified accrual basis of accounting is followed by the governmental funds. Under this basis of accounting, revenue is recorded when susceptible to accrual, i.e. both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Material revenue sources considered susceptible to accrual in addition to real property taxes include state aid and library system aid. For those types of revenue sources, such as grants where expenditures are the prime factor for determining eligibility revenue is recognized when the expenditure is made.

Expenditures are recorded when the fund liability is incurred, except that:

- A. Debt service is recognized as an expenditure when due.
- B. Compensated absences are recognized as an expenditure when paid out.

Due to the differences in the measurement focus and basis of accounting used in the governmental fund statements and the government-wide financial statements, certain financial transactions are treated differently. The basic financial statements contain a full reconciliation of these items. The differences result primarily from the economic focus of the statement of activities, compared with the current financial resources focus of the governmental funds.

Total Fund Equity of Governmental Funds vs. Net Position of Governmental Activities

The Library's fund equity in the fund financial statements differs from net position of governmental activities in the government-wide financial statements primarily from the additional long-term economic focus of the statement of net position versus the solely current financial resources focus of the governmental fund balance sheets.

Statement of Revenue, Expenditures, and Changes in Fund Equity vs. Statement of Activities

Differences between the governmental funds statement of revenue, expenditures, and changes in fund equity and the statement of activities fall into one of five broad categories listed below.

Long-Term revenue and Expense Differences

Long-term revenue differences arise because governmental funds report revenue only when it is considered "available", whereas the statement of activities reports revenue when earned. Differences in long-term expenses arise because governmental funds report on a modified accrual basis, whereas the accrual basis of accounting is used for the statement of activities.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Capital Related Differences

Capital related differences include the difference between proceeds from the sale of capital assets reported on governmental fund statements and the gain or loss on the sale of assets as reported on the statement of activities, and the difference between recording an expenditure for the purchase of capital items in the governmental fund statements and depreciation expense on those items as recorded in the statement of activities.

Long-Term Debt Transaction Differences

Long-term debt transaction differences occur because both interest and principal payments are recorded as expenditures in the governmental fund statements, whereas interest payments are recorded in the statement of activities as incurred, and principal payments are recorded as a reduction of liabilities in the statement of net position.

Pension Differences

Pension differences occur as a result of changes in the Library's proportion of the collective net pension asset/liability and difference between the Library's contributions and its proportionate share of the total contributions to the pension systems.

OPEB Differences

OPEB differences occur as a result of changes in the Library's total OPEB liability and differences between the Library's contributions and OPEB expense.

Budget and Budgetary Accounting

The fiscal year of the Library begins on the first day of January and ends on the thirty-first day of December; however, the tax levy is coincident with the City School District's fiscal year of July 1 through June 30. The proposed tax levy and supplemental propositions for the Library, as established by the trustees, shall be placed before the voters in the year preceding the year which a proposed budget has been established (i.e. in 2017 for the budget to be prepared for fiscal year 2018). All levy propositions require approval by a majority of voters in the City School District of Albany, hereinafter referred to as the majority. Upon approval of such proposed tax levy and of any propositions by the majority, the proposed tax levy becomes the Library tax levy for the following year. In the event that the proposed tax levy is not approved by the majority, the proposed library budget is deemed amended so that the portion of the proposed budget providing for real property tax revenue to be received from the school district be changed to equal the real property tax revenue provided for the Library budget in effect as of the time of the vote as amended by the supplemental appropriations if approved. In the event that the voters do not approve the proposed tax levy as aforesaid and upon the proposed budget being deemed amended the real property taxes to be levied by the school district for the library are levied in an amount consistent with the prior year rather than the amount as set forth in the proposed tax levy.

After the annual budgets have been adopted, the school district levies upon the taxable real property the amounts to be raised by tax for the purposes of the Library as specified in the Library's annual budget and causes the amount so levied to be collected, in the same manner and at the same time and by the same officers as school taxes are assessed, levied, and collected.

The budget is adopted annually on a basis consistent with GAAP.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported revenue and expenditures during the reporting period. Actual results could differ from those estimates.

Investments

Investments consist of U.S. Treasury and New York State securities and are stated at fair value based on quoted market prices.

Credit Risk

In compliance with New York State Law, Library investments are limited to obligations of the United States of America, obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America, obligations of the State of New York, time deposit accounts, and certificates of deposit issued by a bank or trust company located in and authorized to do business in New York State, and certain joint or cooperative investment programs.

Custodial Credit Risk

For investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. A margin of 2% or higher of the fair value of purchased securities in repurchase transactions must be maintained, and the securities must be held by a third party in the Library's name. For deposits, custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. Collateral is required for deposits and certificates of deposit in an amount equal to or greater than the amount of all deposits not covered by federal deposit insurance. Banks can satisfy collateral requirements by furnishing a letter of credit, a surety bond, or by pledging eligible securities as specified in Section 10 of New York State General Municipal Law.

Capital Assets, Net

Capital assets are reported at actual acquisition cost. Donated assets are reported at the estimated fair market value at the time received. The capitalization threshold for building improvements, furniture and equipment is established at \$1,500. Depreciation is computed using the straight-line method over the estimated useful life of the capital asset and is reported as an expense in the government-wide financial statements. The following are the estimated useful lives:

Land	N/A
Buildings and Improvements	5-40 years
Furniture and equipment	3-20 years
Vehicles	5-7 years

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Inexhaustible Collections

The value of books, art collections, and library materials, constituting inexhaustible collections, is not readily determinable and, therefore, the Library has not capitalized them or otherwise recognized such assets on the financial statements. In addition books used in the circulating library have not been capitalized.

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time.

Compensated Absences

The liability for compensated absences (accrued vacation and personal time) is calculated at rates in effect as of the statement of net position date and is recorded in the governmental funds in as much as it will be funded from current financial resources and as long-term debt for amounts to be paid from future financial resources in government-wide financial statements.

Retirement Benefits

Library employees participate in the New York State and Local Employees' Retirement System and the Public Employees' Life Insurance Plan.

Other Postemployment Benefits

In addition to providing the retirement benefits described above, the Library provides postemployment health insurance coverage to its retired employees and their survivors in accordance with the provisions of the employment contracts negotiated between the Library and its employees. Substantially all of these employees may become eligible for these benefits if they reach normal retirement age while working for the Library. The Library pays a variable percentage of the cost of premiums to an insurance company that provides health care insurance.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fair Value Measurement of Financial Instruments

Generally Accepted Accounting Principles, establishes a framework for measuring fair value. That framework provides for a fair value hierarchy that prioritizes the inputs in valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted market prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements).

Level 1	Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Library has the ability to access.
Level 2	Inputs to the valuation methodology include quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in inactive markets; inputs other than quoted prices that are observable for the asset or liability; inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.
Level 3	Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. The following is a description of the valuation methodologies used at December 31, 2018.

Investments in certificates of deposit, U.S. Treasury Notes, and U.S. Treasury Bills are valued based on quoted market prices. Investments in municipal bonds are valued based on prices obtained from a pricing service using primarily Matrix pricing which considers observable data that may include dealer quotes, market spreads, cash flows, the U.S. Treasury yield curve, credit information and the bonds terms and conditions, among other inputs.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Library believe its valuation methodologies are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instrument could result in a different fair value measurement at the reporting date.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fair Value Measurement of Financial Instruments

Fair values of assets measured on a recurring basis at December 31, 2018 are as follows:

	<u>Fair Value</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Certificates of Deposit	\$ 384,388	\$ 384,388	\$ -	\$ -
U.S. Treasury Notes and Bills	1,205,888	1,205,888	-	-
Municipal Bonds	<u>2,286,295</u>	<u>-</u>	<u>2,286,295</u>	<u>-</u>
Total Assets at Fair Value	<u>\$ 3,876,571</u>	<u>\$ 1,590,276</u>	<u>\$ 2,286,295</u>	<u>\$ -</u>

The availability of observable market data is monitored to assess the appropriate classification of financial instruments within the fair value hierarchy. Changes in economic conditions or model-based valuation techniques may require the transfer of financial instruments from one fair value level to another. In such instances, the transfer is reported at the beginning of the reporting period. For the year ended December 31, 2018, there were no transfers in or out of levels 1, 2 or 3.

Net Position

Government-Wide Statements

In the government-wide statements, there are three classes of net position:

Net investment in capital assets consists of net capital assets, (cost less accumulated depreciation) plus unspent bond proceeds reduced by outstanding balances of related debt obligations from the acquisition, construction, or improvements of those assets.

Restricted net position includes items where constraints placed on them are either externally imposed by creditors, (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position includes all other items that do not meet the definition of the above two classifications and are deemed to be available for general use by the Library.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fund Equity

Fund Statements

In the fund financial statements there are five allowable classifications of fund equity:

Non-spendable fund equity - Includes amounts that cannot be spent because they are either not in spendable form or legally contractually required to be maintained intact. Non-spendable fund equity consists of the prepaid expenditures in the general fund at December 31, 2018.

Restricted fund equity - Includes amounts with constraints placed on the use of resources either externally imposed by creditors, grantors, contributors or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. The Library has the following restricted fund equity at December 31, 2018:

Debt Service - The debt service restricted fund equity is used to restrict the portion of fund equity that will be used to pay down a portion of the DASNY serial bonds. The restricted fund equity is maintained within the debt service fund.

Committed fund equity - includes amounts that can be used for the specific purposes pursuant to constraints imposed by formal action of the Library's highest level of decision making authority i.e. the Board of Trustees. The Library has no committed fund equity at December 31, 2018.

Assigned fund equity - Includes amounts that are constrained by the Library's intent to be used for specific purposes, but are neither restricted nor committed. Amounts designated for subsequent years' expenditures reported in the general fund amount to \$288,990 at December 31, 2018.

Unassigned fund equity - Includes all other general fund amounts that do not meet the definition of the above four classifications and are deemed to be available for general use by the Library.

Order of Fund Equity Spending Policy

The Library's policy is to apply expenditures against non-spendable fund equity (if allowable), restricted fund equity, committed fund equity, assigned fund equity, and unassigned fund equity at the end of the fiscal year. For all funds, non-spendable fund equity is determined first and then restricted fund equity for specific purposes are determined. Any remaining fund equity amounts for funds other than the general fund are classified as assigned fund equity. In the general fund, committed fund equity is determined next and then assigned fund equity. The remaining amounts are reported as unassigned. Assignments of fund equity cannot cause a negative unassigned fund equity.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Grant Funding Received in Advance

The Library reports grants received in advance on its balance sheet and statement of net position. This arises as a result of the Library receiving grants in advance of the work to be performed. Once the work is performed, usually construction in nature, the revenue recognition criteria is met and this deferred inflow is removed from the balance sheet and the statement of net position and revenue is recognized.

Property Taxes Received in Advance

The Library reports property taxes received in advance on its balance sheet and statement of net position. This arises as a result of the fiscal year end differences between the Library and the City School District of Albany. The Library receives the entire tax levy by December 31 each year, but the tax levy covers the period of July 1 through June 30 resulting in six months of property tax revenue being received in advance of this recognition period. In the subsequent period, when the revenue recognition criteria is met this deferred inflow is removed from the balance sheet and the statement of net position and revenue is recognized.

Application of Accounting Standards

Implementation of New Accounting Standards

For the year ended December 31, 2018, the Library implemented:

GASB issued Statement 75, *Other Postemployment Benefits (Employers)*, effective for the year ending December 31, 2018. See Note 7.

GASB issued Statement 81, *Irrevocable Split-Interest Agreements*, effective for the year ending December 31, 2018, of which there was no material impact on the Library.

GASB issued Statement 85, *Omnibus*, effective for the year ending December 31, 2018, of which there was no material impact on the Library.

GASB issued Statement 86, *Certain Debt Extinguishment Issues*, effective for the year ending December 31, 2018, of which there was no material impact on the Library.

Future Changes in Accounting Standards

GASB has issued Statement 83, *Certain Asset Retirement Obligations*, effective for the year ending December 31, 2019.

GASB has issued Statement 84, *Fiduciary Activities*, effective for the year ending December 31, 2019.

ALBANY PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Application of Accounting Standards

Future Changes in Accounting Standards

GASB has issued Statement 87, *Leases*, effective for the year ending December 31, 2020.

GASB has issued Statement 88, *Certain Disclosures Related to Debt, Including Direct Borrowing and Direct Placements*, effective for the year ending December 31, 2019.

GASB has issued Statement 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*, effective for the year ending December 31, 2020.

GASB has issued Statement 90, *Majority Equity Interests*, effective for the year ending December 31, 2019.

The Library will evaluate the impact each of these pronouncements may have on its financial statements and will implement them as applicable and when material.

2. CASH AND INVESTMENTS

All deposits were covered entirely by collateral or federal depository insurance at December 31, 2018.

	<u>Bank Balance</u>	<u>Carrying Amount</u>
Cash	\$ 6,837,645	\$ 6,779,867
Collateralized with securities held by the pledging financial institution's trust department or agent in the Library's name	7,412,476	
Covered by FDIC insurance	<u>250,000</u>	
Total (Over Insured)/Under Insured	<u>\$ (824,831)</u>	

The Library typically does not purchase investments for long enough duration to cause it to believe that it is exposed to any material interest rate risk. The Library typically does not purchase investments denominated in a foreign currency, and is not exposed to foreign currency risk.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

2. CASH AND INVESTMENTS

The Library's unrestricted investments consisted of the following at December 31, 2018:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Weighted Average Maturity in Years</u>
Certificates of Deposit	\$ 384,388	>1.00
Municipal Bonds	232,418	<1.00
Municipal Bonds	<u>2,053,877</u>	>1.00
	<u>\$ 2,670,683</u>	

Credit risk of the Library's investments at December 31, 2018 is as follows:

<u>Average Rating</u>	<u>State and Local Agencies</u>	<u>Certificates of Deposit</u>
AAA	\$ 342,958	\$ -
AA+	988,329	-
AA-	267,870	-
AA	338,529	-
A	210,834	-
Unrated	<u>137,775</u>	<u>384,388</u>
Total	<u>\$ 2,286,295</u>	<u>\$ 384,388</u>

3. DEPOSITS WITH BOND TRUSTEE

These amounts are maintained in a debt service fund. The debt service funds holds amounts required to be set aside by the Library's bond agreement to pay future principal and interest payments related to the 2016 issued bonds.

Investments held by the trustee in the funds are as follows as of December 31, 2018:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Weighted Average Maturity in Years</u>
U.S. Treasury Notes and Bills	<u>\$ 1,205,888</u>	0.50

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

4. CAPITAL ASSETS, NET

A summary of changes in capital assets for the year ended December 31, 2018, is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Adjustments/ Disposals</u>	<u>Ending Balance</u>
Capital assets - not depreciated				
Land	\$ 1,216,367	\$ -	\$ -	\$ 1,216,367
Capital assets - depreciated				
Buildings and improvements	42,355,917	16,504	-	42,372,421
Furniture and equipment	2,270,919	10,548	-	2,281,467
Vehicles	70,538	35,059	-	105,597
Total Depreciable Costs	<u>44,697,374</u>	<u>62,111</u>	<u>-</u>	<u>44,759,485</u>
Less: Accumulated depreciation				
Buildings and improvements	9,884,716	1,141,943	-	11,026,659
Furniture and equipment	1,817,835	156,410	-	1,974,245
Vehicles	64,205	11,341	-	75,546
Total Accumulated Depreciation	<u>11,766,756</u>	<u>1,309,694</u>	<u>-</u>	<u>13,076,450</u>
Capital Assets, Net	<u>\$ 34,146,985</u>	<u>\$ (1,247,583)</u>	<u>\$ -</u>	<u>\$ 32,899,402</u>

Depreciation expense was allocated to culture and recreation for the year ended December 31, 2018.

5. LONG-TERM LIABILITIES

On December 6, 2016, the Dormitory Authority of the State of New York issued \$22,745,000 of insured revenue bonds secured by real property tax revenues to advance refund \$23,945,000 of the Library's bond indebtedness with interest rates ranging from 4% to 4.5%. \$13,960,000 was issued as serial bonds and \$8,785,000 was issued as term bonds. The serial bonds carry an interest rate of 2% to 5% and mature between July 1, 2017 and July 1, 2031. The term bonds were divided into three lots with \$2,730,000 paying 3.5% due on July 1, 2033, \$2,920,000 paying 3.5% due on July 1, 2035, and \$3,135,000 paying 3.625% due on July 1, 2037. Payments on the bonds are due on the first day of every January and July.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

5. LONG-TERM LIABILITIES

The bonds were issued at a premium of \$1,904,763 which will be amortized over the life of the bonds based on the weighted average of the outstanding principal balance. Amortization of \$147,028 was recorded during 2018.

Interest on long-term debt for the year was composed of:

Interest paid - Long-term debt	\$ 935,594
Plus: interest accrued in the current year	457,072
Less: interest accrued in the prior year	467,797
Less: amortization of bond premium and deferred charges	<u>120,772</u>
Total interest expense	<u>\$ 804,097</u>

The Library's bond indebtedness as December 31, 2018 is summarized below:

	<u>December 31, 2017 Balance</u>	<u>Additions</u>	<u>Payments/ Amortization</u>	<u>December 31, 2018 Balance</u>
Insured revenue bonds	\$ 22,160,000	\$ -	\$ (715,000)	\$ 21,445,000
Premium on bonds, net	<u>1,757,735</u>	<u>-</u>	<u>(147,028)</u>	<u>1,610,707</u>
	<u>\$ 23,917,735</u>	<u>\$ -</u>	<u>\$ (862,028)</u>	<u>23,055,707</u>
Current portion of long term debt				<u>735,000</u>
Long term portion				<u>\$ 22,320,707</u>

The long-term debt service requirements for the Library's bonds are as follows:

<u>Year Ending December 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Premium</u>	<u>Total</u>
2019	\$ 735,000	\$ 914,144	\$ 142,284	\$ 1,791,428
2020	760,000	892,094	137,408	1,789,502
2021	795,000	861,694	132,365	1,789,059
2022	825,000	829,894	127,090	1,781,984
2023	865,000	788,644	121,617	1,775,261
2024-2028	5,025,000	3,248,969	515,959	8,789,928
2029-2033	6,385,000	1,881,144	331,774	8,597,918
2034-2037	<u>6,055,000</u>	<u>552,952</u>	<u>102,210</u>	<u>6,710,162</u>
Total	<u>\$ 21,445,000</u>	<u>\$ 9,969,535</u>	<u>\$ 1,610,707</u>	<u>\$ 33,025,242</u>

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

5. LONG-TERM LIABILITIES

The balance of compensated absences consists of:

	Balance December 31, <u>2017</u>	Net change <u>(A)</u>	Balance December 31, <u>2018</u>
Compensated absences	\$ <u>129,384</u>	\$ <u>15,383</u>	\$ <u>144,767</u>

(A) Additions and deletions to compensated absences are shown net because it is impracticable to determine these amounts separately.

6. EMPLOYEES' RETIREMENT SYSTEMS

General Information

The Library participates in the New York State and Local Employees' Retirement System (ERS) and the Public Employees' Group Life Insurance Plan (the Systems). These Systems are cost sharing, multiple employer, and public employee retirement systems. The Systems offer a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

Employees' Retirement Systems

The Systems provide retirement benefits as well as death and disability benefits. The net position of the Systems is held in the New York State Common Retirement Fund (the Fund), which was established to hold all net assets and record changes in plan net position allocated to the Systems. The Comptroller of the State of New York serves as trustee of the Fund and is the administrative head of the Systems. Obligations of employers and employees to contribute and benefits to employees are governed by the New York State Retirement and Social Security Law (NYSRSSL). Once a public employer elects to participate in the Systems, the election is irrevocable. The New York State Constitution provides that pension membership is a contractual relationship and plan benefits cannot be diminished or impaired. Benefits can be changed for future members only by enactment of State statute. The Systems issue a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the New York State and Local Retirement System, 110 State Street, Albany, NY, 12208 or found at www.osc.state.ny.us/retire/publications/index.php.

Contributions

The Systems are noncontributory except for employees who joined the System after July 27, 1976. Those employees who joined after July 27, 1976 have varying contribution rates and terms based upon their date of membership as follows:

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

6. EMPLOYEES' RETIREMENT SYSTEMS

Contributions

<u>Tiers</u>	<u>Plan Entry Dates</u>	<u>Contribution Rate</u>	<u>Term</u>
4	7/27/1976 - 12/31/2009	3% of salary	First ten years of membership
5	1/1/2010 - 3/31/2012	3% - 3.5% of salary	Active membership
6	4/1/2012 - present	3% - 6% of salary	Active membership

Employee contributions rates under tier 6 vary based on a sliding salary scale. Under the authority of the NYSRSSL, the Comptroller annually certifies the actuarially determined rates expressly used in computing employers' contributions based on the salaries paid during the System's fiscal year ending on March 31.

The Library is required to contribute at an actuarially determined rate. The required contributions for the current year and two preceding years were:

2018	\$ 436,071
2017	429,694
2016	417,669

The Library's contributions made to the Systems were equal to 100 percent of the contributions required for each year.

Pension Liabilities

At December 31, 2018, the Albany Public Library reported the following asset/(liability) for its proportionate share of the net pension asset/(liability) for the Systems. The net pension asset/(liability) was measured as of March 31, 2018 for the Systems. The total net pension asset/(liability) used to calculate the net pension asset/(liability) was determined by an actuarial valuation as of that date. The Library's proportion of the net pension asset/(liability) was based on the projection of the Library's long-term share of contributions of all participating members, actuarially determined. This information was provided by the Systems in reports provided to the Library.

Actuarial valuation date	April 1, 2017
Library's net pension asset/(liability)	\$ (455,266)
Library's portion of the Plan's total net pension asset/(liability)	.0141061%

Pension Expense

For the year ended December 31, 2018, the Library recognized its proportionate share of the pension expense of \$550,406.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

6. EMPLOYEES' RETIREMENT SYSTEMS

Collective Deferred Outflows and Inflows of Resources Related to Pension

At December 31, 2018, the Library reported deferred outflows and deferred inflows of resources related to the pension from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experiences	\$ 162,379	\$ 134,184
Changes of assumptions	301,879	-
Net difference between projected and actual earnings on pension plan investments	661,238	1,305,218
Changes in proportion and differences between employer contributions and proportionate share of contributions	26,421	259,832
Contributions subsequent to the measurement date	<u>438,935</u>	<u>-</u>
Total	<u>\$ 1,590,852</u>	<u>\$ 1,699,234</u>

Collective Deferred Outflows and Inflows of Resources Related to Pension

The Library's contributions subsequent to the measurement date will be recognized as a reduction of the net pension asset/(liability) in the year ended March 31, 2019. The other cumulative amounts reported as deferred outflows of resources, and deferred inflows of resources related to the pension will be recognized in pension expense as follows:

Year ended:	
2019	\$ 4,703
2020	4,153
2021	(378,071)
2022	(178,102)
2023	-
Thereafter	-

Deferred outflows of resources and deferred inflows of resources resulting from changes in an individual employer's proportion are amortized over a five year closed period, reflecting the average remaining service life of members (active and inactive members), respectively.

Actuarial Assumptions

The total pension asset/(liability) as of the measurement date was determined by using an actuarial valuation as noted in the table below, with update procedures used to roll forward the total pension asset/(liability) to the measurement date. The actuarial valuation used the following actuarial assumptions:

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

6. EMPLOYEES' RETIREMENT SYSTEMS

Actuarial Assumptions

Measurement date	March 31, 2018
Actuarial valuation date	April 1, 2017
Interest rate	7.0%
Salary scale	3.8%
Cost of living adjustments	1.3% annually
Decrement	April 1, 2010 – March 31, 2015
	System's experience
Inflation rate	2.5%
Mortality improvement	Scale MP-2014

The annuitant mortality rates are based on April 1, 2010 – March 31, 2015 System's experience with adjustments for mortality improvements based on MP-2014. The actuarial assumptions used in the April 1, 2017 and 2016 valuations are based on the results of an actual experience study for the period April 1, 2010 - March 31, 2015.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return*</u>
Domestic equity	36%	4.55%
International equity	14	6.35
Private equity	10	7.50
Real estate	10	5.55
Absolute return strategies (1)	2	3.75
Opportunistic portfolio	3	5.68
Real assets	3	5.29
Bonds and mortgages	17	1.31
Cash	1	(0.25)
Inflation-indexed bonds	<u>4</u>	1.25
Total	<u>100%</u>	

*Real rates of return are net of the long-term inflation assumption of 2.5% for 2018.

- (1) Excludes equity-oriented and long-only funds. For investment management purposes, these funds are included in domestic and international equity.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

6. EMPLOYEES' RETIREMENT SYSTEMS

Discount Rate

The discount rate used to calculate the total pension asset/(liability) was 7.0% for the measurement date. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based upon the assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension asset/(liability).

Sensitivity of the Proportionate Share of the Net Pension Asset/(Liability) to the Discount Rate Assumption

The following presents the Library's proportionate share of the net pension asset/(liability) calculated using the discount rate of 7.0%, as well as what the Library's proportionate share of the net pension asset/(liability) would be if it were calculated using a discount rate that is one-percentage point lower (6.0%) or one-percentage point higher (8.0%) than the current rate:

	1% Decrease (6.0%)	Current Assumption (7.0%)	1% Increase (8.0%)
Employer's proportionate share of the net pension asset/(liability)	\$(3,444,668)	\$ (455,266)	\$ 2,073,648

Changes of Assumptions

Changes of assumptions about future economic or demographic factors or other inputs are amortized over a five year closed period, reflecting the average remaining service lives of members.

Collective Pension Expense

Collective pension expense includes certain current period changes in the collective net pension asset/(liability), projected earnings on pension plan investments, and the amortization of deferred outflows of resources and deferred inflows of resources for the current period. The collective pension expense for the year ended December 31, 2018 is \$457,638.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

7. OTHER POSTEMPLOYMENT BENEFIT OBLIGATIONS

Change in Accounting Principle and Restatement of Net Position

For the fiscal year ended December 31, 2018, the Library implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The implementation of the statement requires the Library to report Other Postemployment Benefits (OPEB) liabilities, OPEB expenses, deferred outflow of resources and inflow of resources related to OPEB. The implementation of the statement resulted in an increase in the liability for Other Postemployment Benefits Payable and deferred outflows of resources in the Statement of Net Position. The Library's net position has been restated as follows:

Net position beginning of year, as originally reported	\$ 12,609,424
GASB Statement No. 75 implementation	<u>(2,924,411)</u>
Net Position Beginning of Year, as Restated	<u>\$ 9,685,013</u>

Plan Description and Benefits Provided

The Library provides postemployment benefits of health, dental, vision, and prescription drug coverage to retired employees and their dependents through two plans prior to Medicare eligibility in accordance with the provisions of various employment contracts. The benefit levels, employee contributions and employer contributions are governed by the Library's contractual agreement. The Plan does not issue a separate financial report since there are no assets legally segregated for the sole purpose of paying benefits under the Plan. No assets are accumulated in trust that meet the criteria in paragraph 4 of Statement No. 75.

Funding Policy

The obligations of the Plan members and employer are established by action of the Library pursuant to applicable collective bargaining and other employment agreements. Employees contribute varying percentages of the premiums, depending on hire date and retirement date, as well as their applicable agreement. Employees are eligible for the retiree health benefits upon retirement for employees and spouses if retiring with at least 15 years of service with the Library. The Library currently funds the Plan to satisfy current obligations on a pay-as-you-go basis. The cost of providing this benefit for 27 retirees was approximately \$133,581 for the year ended December 31, 2018.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

7. OTHER POSTEMPLOYMENT BENEFIT OBLIGATIONS

Employees Covered by Benefit Terms

December 31, 2018, the following employees were covered by the benefit terms:

Inactive plan members or beneficiaries currently receiving benefit payments	27
Inactive plan members entitled to but not yet receiving benefit payments	0
Active plan members	<u>59</u>
Total plan members	<u><u>86</u></u>

Net OPEB Liability

The Library's total OPEB liability was measured as of December 31, 2017; the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as January 1, 2017.

Actuarial Assumption and Other Inputs

The total OPEB liability in the January 1, 2017 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Real wage growth	1.00%
Salary increases	3.00%
Discount Rate	3.16%
Healthcare cost trend rates	7.50% for 2017 decreasing to an ultimate rate of 4.50% by 2037.

Mortality rates were based on Scale RP-2014 Combined Mortality Table backed off to 2006 and projected generationally with Scale MP-2018.

Retirement participation rate assumed that employees may retire at age 55 but may elect to retire at different ages. It is assumed 100% of eligible active members will elect to continue health coverage upon retirement. If an employee has waived active medical coverage they are assumed not to participate in the retiree medical plan. It is assumed 90% of eligible male actives and 60% of eligible female actives are assumed to be married and will elect spousal coverage.

Termination rates are based on the 2003 SOA Pension Plan Turnover Study (Small plan with < 1,000 lives).

The discount rate was based on the S&P Municipal Bond 20 year high grade rate Index.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

7. OTHER POSTEMPLOYMENT BENEFIT OBLIGATIONS

Changes in the Net OPEB Liability

Changes in the Library's net OPEB liability were as follows:

	Total OPEB Liability [a]	Plan Fiduciary Net Position [b]	Net OPEB Liability [a] - [b]
Balances at December 31, 2017	\$ 5,583,943	\$ -	\$ 5,583,943
Changes for the year:			
Service cost	338,608	-	338,608
Interest	205,259	-	205,259
Contributions - employee	6,034	-	6,034
Changes of assumptions or other inputs (change in discount rate)	608,097	-	608,097
Benefit payments	(108,740)	-	(108,740)
Net changes	1,049,258	-	1,049,258
Balances, December 31, 2018	\$ 6,633,201	\$ -	\$ 6,633,201

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the Library's total OPEB liability, as well as what the Library's total OPEB liability would be if it were calculated using discount rate that is 1 percentage point lower (2.16%) or 1 percentage point higher (4.16%) than the current discount rate:

	1% Decrease (2.16%)	Discount Rate (3.16%)	1% Increase (4.16%)
Total OPEB Liability	\$ 8,092,831	\$ 6,633,201	\$ 5,527,055

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the Library's total OPEB liability, as well as what the Library's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower (6.50% decreasing to 3.50%) or 1 percentage point higher (8.50% decreasing to 5.50%) than the current healthcare cost trend rate:

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

7. OTHER POSTEMPLOYMENT BENEFIT OBLIGATIONS

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

	1% Decrease (6.50% Decreasing to 3.50%)	Healthcare Cost Trend Rate (7.50% Decreasing to 4.50%)	1% Increase (8.50% Decreasing to 5.50%)
Total OPEB Liability	\$ 5,396,501	\$6,633,201	\$ 8,301,500

***OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources
Related to OPEB***

For the year ended December 31, 2018, the Library recognized OPEB expense of \$606,948. At December 31, 2018, the Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of assumptions	\$ 608,097	\$ -
Contributions subsequent to measurement period	133,581	
Amounts recognized in OPEB expense	<u>(63,081)</u>	<u>-</u>
Total	<u>\$ 678,597</u>	<u>\$ -</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ending December 31,</u>	
2019	\$ 63,081
2020	63,081
2021	63,081
2022	63,081
2023	63,081
Thereafter	229,611

8. COMMITMENTS AND CONTINGENCIES

Grant Programs

The Library participates in a number of grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The Library believes based upon its review of current activity and prior experience, the amount of disallowances resulting from these audits, if any, will be immaterial to the Library's financial position or results of operations.

**ALBANY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

9. PAYMENT IN LIEU OF TAXES

The City of Albany enters into various property tax abatement programs for the purpose of economic development. The Library's property tax revenue was reduced \$665,076. The Library received Payment in Lieu of Taxes (PILOT) payments totaling \$441,765 resulting in a total abatement of \$223,311.

10. SUBSEQUENT EVENTS

The Library's management has evaluated events subsequent to the statement of net position date of December 31, 2018 through _____, 2019 which is the date these financial statements were available to be issued, and have determined that there are no subsequent events that require recording or disclosure.

DRAFT

**ALBANY PUBLIC LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND EQUITY - BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2018**

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)
Revenue				
Real property tax levy	\$ 6,981,872	\$ 6,981,873	\$ 6,981,875	\$ 2
Real property tax levy - branch improvement plan	1,650,594	1,635,542	1,638,144	2,602
PILOT Payment	-	200,000	441,765	241,765
Future operations income	-	85,574	85,573	(1)
Grants	214,000	214,000	244,649	30,649
Federal grants	38,000	39,857	43,341	3,484
Fine income	85,000	65,036	63,201	(1,835)
Fees income	55,000	79,611	63,064	(16,547)
Interest income	20,000	25,575	97,331	71,756
Unrealized loss on investments	-	-	(49,495)	(49,495)
Foundation contribution	25,000	-	-	-
Book sales	-	-	3,491	3,491
Miscellaneous Income & aid	5,000	14,154	3,559	(10,595)
Rental Income	-	48,029	51,950	3,921
Total Revenues	9,074,466	9,389,251	9,668,448	279,197
Expenditures				
Culture and recreation				
Salaries	3,945,995	3,658,446	3,725,394	(66,948)
Rent	20,000	21,540	21,540	-
Utilities/telephone	180,000	174,095	183,164	(9,069)
Maintenance/repairs/supplies	310,000	411,790	347,170	64,620
Security	20,000	-	-	-
Construction grant expenses	17,500	11,922	11,922	-
Furniture/building improvements	50,000	65,553	50,318	15,235
Books, periodicals, magazines	610,000	629,959	578,767	51,192
Online services	45,000	25,000	38,086	(13,086)
Office and library supplies	60,000	76,767	80,700	(3,933)
Postage	5,000	5,000	6,253	(1,253)
Publicity, printing	35,000	35,000	25,997	9,003
Training, travel, and community activities	18,500	18,500	29,721	(11,221)
Community activities	7,000	7,000	8,010	(1,010)
Professional services	185,000	103,092	85,162	17,930
Programming activities	68,000	68,000	62,164	5,836
Insurance	65,000	65,000	76,358	(11,358)
Information Technology services	195,000	237,600	252,162	(14,562)
Information Technology software	15,000	30,000	27,943	2,057
Information Technology hardware	100,000	142,000	144,236	(2,236)
Total cultural and recreational	5,951,995	5,786,264	5,755,067	31,197
Employee benefits				
NYS Retirement System	486,067	438,934	432,928	6,006
Payroll taxes	278,133	268,688	273,465	(4,777)
Processing costs and unemployment insurance	21,500	21,500	17,870	3,630
Health insurance	956,306	890,337	861,607	28,730
Employee Bus Passes	18,861	18,861	31,640	(12,779)
Total employee benefits	1,760,867	1,638,320	1,617,510	20,810
Total Expenditures	7,712,862	7,424,584	7,372,577	52,007
Excess of Revenue Over Expenditures	1,361,604	1,964,667	2,295,871	331,204
Other Financing Sources (Uses)				
Transfers out to Debt Service	(1,650,594)	(1,638,144)	(1,638,144)	-
Net Change in Fund Equity	(288,990)	326,523	657,727	331,204
Fund Equity, Beginning of Year	4,222,606	4,222,606	4,222,606	-
Fund Equity, End of Year	\$ 3,933,616	\$ 4,549,129	\$ 4,880,333	\$ 331,204

**ALBANY PUBLIC LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2018**

	Fiscal Year Ending * <u>2018</u>
Measurement date	12/31/2017
Service cost end of year	\$ 338,608
Interest	205,259
Changes in benefit terms	-
Difference between expected and actual experience in the measurement of the total OPEB liability	-
Change in assumptions and other inputs	608,097
Employee contributions	6,034
Benefit payments	<u>(108,740)</u>
Net Change in Total OPEB Liability	1,049,258
Total OPEB Liability - beginning	5,583,943
Total OPEB Liability - ending	\$ 6,633,201
Covered-employee payroll	\$ 2,795,421
Total OPEB Liability as a percentage of covered-employee payroll	237.29%

* Note: This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled this presentation will only include information for those years for which information is available. Additionally the amounts presented for each fiscal year were determined as of the measurement date.

ALBANY PUBLIC LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION ASSET (LIABILITY)
FOR THE YEAR ENDED DECEMBER 31, 2018

	ERS Pension Plan Last 10 Fiscal Years			
	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of the net pension asset (liability)	0.014106%	0.013994%	0.013311%	0.012863%
Proportionate share of the net pension asset (liability)	\$ (455,266)	\$ (1,314,899)	\$ (2,136,441)	\$ (434,545)
Covered-employee payroll	\$ 3,236,669	\$ 3,053,232	\$ 2,932,694	\$ 2,753,103
Proportionate share of the net pension asset (liability) as a percentage of covered-employee payroll	14.07%	43.07%	72.85%	15.78%
Plan fiduciary net position as a percentage of the total pension liability	98.24%	94.70%	90.70%	97.90%

Note: This schedule is presented to illustrate the requirement to show information for 10 years. However until a full 10-year trend is compiled this presentation will only include information for those years for which information is available. The information above is as of the measurement date of the plan.

**ALBANY PUBLIC LIBRARY
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF ENTITY CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2018**

ERS Pension Plan
Last 10 Fiscal Years

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 426,432	\$ 414,914	\$ 417,669	\$ 470,241
Contributions in relation to the contractually required contribution	(426,432)	(414,914)	(417,669)	(470,241)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll	\$ 3,236,669	\$ 3,053,232	\$ 2,932,694	\$ 2,753,103
Contributions as a percentage of covered-employee payroll	13.18%	13.59%	14.24%	17.08%

Note: This schedule is presented to illustrate the requirement to show information for 10 years. However until a full 10-year trend is compiled this presentation will only include information for those years for which information is available. The information above is as of the measurement date of the plan.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

The Board of Trustees
Albany Public Library

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Albany Public Library (Library), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements and have issued our report thereon dated _____, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

_____, 2019
Latham, NY

DRAFT

**ALBANY PUBLIC LIBRARY
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Section I – Summary of Auditor's Results

Financial Statements

Type of independent auditor's report issued:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ Yes

___X___ No

Significant deficiency(ies) identified not
Considered to be material weaknesses?

_____ Yes

___X___ No

Noncompliance material to the financial
Statements noted?

_____ Yes

___X___ No

Section II - Financial Statement Findings

None reported

DRAFT

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library

March 12, 2019

Arbor Hill/ West Hill Branch

TRUSTEES IN ATTENDANCE: Karen Strong (President), Andrew Bechard (Vice President), Alison Calacone (Vice President for Finance), Brenda Robinson (Secretary), Elissa Kane, Sarah Shearer, Matthew Finn **LATE:** Arlene Way (6:03 pm), Jenna Pitera (6:05 pm)

ALSO IN ATTENDANCE: Scott Jarzombek (Executive Director), Mary Coon (Head of Central Branches), Stephanie Simon (Public Information Officer), Marjorie Reinhart (Human Resources & Finance Manager), Rebecca Del Gaizo (Administrative Assistant), Adam Stump (Budget Manager), Charles Slatterick (Treasurer), Robert Schofield (Counsel), Veronica Thomas (Union Representative), Melanie Metzger (Assistant Director, arrived 7:24 pm)

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

PUBLIC COMMENT: There were no comments from the public.

Presentation: Juliette Price from Albany Promise presented results from the Summer Reading Program and conclusions that can be drawn from the data. Administration and staff are reviewing the data to determine program adjustments that will better serve city youth.

MINUTES: The draft minutes from the Feb 26 regular board meeting were reviewed. Kane made a motion, seconded by Finn, to accept the minutes noting a correction to the presenters' names. The motion to adopt the corrected minutes was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances for the twelve months ended January 31, 2019) was presented and will be filed.

The updated check register (Feb. 14, 2019 through March 13, 2019) was reviewed by the trustees. Calacone made a motion, seconded by Bechard to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

Nomination Committee: Strong reviewed the minutes from the March 5 meeting. The process of potential candidates running for election was discussed.

Facilities Committee: Kane reviewed the minutes from the recent meeting when the committee discussed capital fund expenditures and status of completing walk throughs of all branches.

Personnel Committee: Pitera discussed the latest committee meeting, during which M/C raises, job descriptions, future wage increases, and a grievance filed by a former employee were discussed.

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

Tax Cap Override for Proposed 2020 Budget: Schofield explained the purpose of the tax cap override to the board. Even though Albany Public Library is anticipating a 0% tax levy increase for 2020, it is beneficial to accept the tax cap override as a precaution because the final tax cap calculations aren't made by the state until late summer. Calacone made a motion to approve the tax cap override, which was seconded by Robinson. The motion was approved by a vote of 7-1-1. (Yes: Strong, Bechard, Calacone, Robinson, Kane, Pitera, Way.) . No: Shearer. Not in room for vote: Finn.)

Finalize 2020 Budget: Jarzombek explained the proposed 2020 budget, which includes a 0% tax levy increase, which the operating budget is \$7,153,022, the same amount as in 2019. Calacone made motion , seconded by Shearer, to approve the 2020 budget. The motion was approved unanimously.

Trustee Election Notice: Kane made motion, which was seconded by Pitera, to put the trustee candidates on the ballot. The motion was approved unanimously.

Review Trustee Nominating Petition and Instructions to Candidates: Schofield discussed the nomination petition and instructions, including important dates.

Community Report: Jarzombek reviewed highlights of all branches in 2018. This included patron counts, WiFi use, community partners and how the library adds value to the community. The presentation also includes plans for 2019. The report was handed out during the meeting, and is being disseminated at branches, online, and at community meetings.

Administrative Staff (M/C Designated Titles) Statement of Compensation, Benefits and Work Expectations: Schofield reviewed the updated guidelines for M/C title wage increases. The Personnel Committee made a motion to accept the Statement of Compensation, Benefits and Work Expectations for M-C Designated Titles, and the motion was seconded by Shearer. The motion was approved unanimously.

Strategic Plan Update for Quarter 1: Jarzombek presented an update to the strategic plan.

Information Technology Decommission: Metzger reviewed the need to decommission and replace six servers at various branches due to age and condition. Administration would like to donate the decommissioned servers to UHLS for use by member libraries. Hard drives have been removed to protect the data. Pitera made a motion, seconded by Finn, to donate the decommissioned servers to UHLS. The motion was approved unanimously.

Quarterly Evaluation of Board Meeting: The Board of Trustees completed evaluations for the first quarter of board meetings. The results will be shared at the next full board meeting.

2019 Capital Fund Allocations: The Facilities Committee discussed needed repairs at all seven branches and the associated costs. The committee made a motion to approve Capital Fund designations for needed repairs and updates to the branches. The motion was seconded by Robinson, and approved unanimously by board.

PUBLIC COMMENT: Veronica Thomas, APL union representative, made a comment about union members being present at future board meetings.

EXECUTIVE SESSION: Calacone made a motion, seconded by Bechard, to go into executive session to discuss a potential real estate transaction, the value of which could be affected by a public discussion. The motion was approved unanimously and the board entered executive session at 7:42 pm

Shearer made a motion, seconded by Bechard, to end the executive session. The motion was approved unanimously and executive session concluded at 8:08 pm. The board immediately re-entered open session.

ADJOURNMENT: Kane made a motion, seconded by Robinson to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:09 pm.

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TWO MONTHS ENDED
FEBRUARY 28, 2019

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,981,872	596,085	1,192,170	17.08%
Tax Levy- Branch Improvement Plan	1,650,594	137,675	275,350	16.68%
Future Operations Income	-	-	-	
NYS Grants & Aid	214,000	17,833	35,667	16.67%
NYS Construction Grant		-	-	
Federal Grants & Aid	38,000	3,167	6,333	16.67%
Fees Income	85,000	5,332	9,824	11.56%
Fine income	55,000	999	1,775	3.23%
Book Sales	0	742	742	
Interest Income	20,000	14,852	19,373	96.87%
Foundation Contributions	25,000	-	-	0.00%
Rental income	0	5,024	6,624	
Miscellaneous income & Aid	5,000			
Fund Balance Used	288,990			
Total Support and Revenue	9,363,456	781,709	1,547,858	16.53%
Expenditures				
Payroll and Related costs	5,706,862	436,665	867,224	15.20%
Occupancy Costs	597,500	44,950	136,507	22.85%
Materials and Services	655,000	49,872	218,077	33.29%
Administration and Miscellaneous	443,500	28,878	65,809	14.84%
Information Technology	310,000	32,521	61,575	19.86%
Contingency	-		-	
Total Expenditures	7,712,862	592,886	1,349,192	17.49%
Debt Service	1,650,594	137,675	275,350	16.68%
Net Income (Loss)	-	51,148	(76,684)	

ALBANY PUBLIC LIBRARY
DETAIL OF EXPENDITURES
FOR THE TWO MONTHS ENDED
FEBRUARY 28,2019

	ANNUAL BUDGET	MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,945,995	296,794	588,012	14.90%
NYS Retirement System	486,067	36,580	73,160	15.05%
Payroll Taxes	278,133	21,835	43,249	15.55%
Hospital Insurance	956,306	78,968	158,818	16.61%
Payroll processing Costs	20,000	2,488	3,985	19.93%
Employee Bus Passes	18,861		0	0.00%
Unemployment Insurance	1,500		-	0.00%
TOTAL	5,706,862	436,665	867,224	15.20%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	3,200	16.00%
Heat & Light	170,000	14,654	32,873	19.34%
Telephone	10,000	830	1,640	16.40%
Maintenance & Repairs	246,000	19,665	81,000	32.93%
Maintenance Supplies	64,000	5,737	11,170	17.45%
Security	20,000	-	-	0.00%
NYS Construction Grant	17,500	-	-	0.00%
Furniture/Building Improvements	50,000	2,464	6,624	13.25%
TOTAL	597,500	44,950	136,507	22.85%
MATERIALS and SERVICES				
Books, etc.	440,000	38,583	56,378	12.81%
Periodicals	45,000	-	49,440	109.87%
Central Library Data Base	100,000	7,285	107,602	107.60%
Central Library Book Aid	25,000	-	-	0.00%
Digital Content	45,000	4,004	4,657	10.35%
TOTAL	655,000	49,872	218,077	33.29%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	60,000	3,660	10,825	18.04%
Postage	5,000	393	633	12.66%
Publicity, Printing	35,000	3,656	9,414	26.90%
Training and Travel	18,500	1,050	3,009	16.26%
Community Activities	7,000	2,120	2,120	30.29%
Professional Services	185,000	6,222	17,980	9.72%
Misc Grant Expense	0	-	-	0.00%
Programming Activities	68,000	6,105	9,348	13.75%
Insurance	65,000	5,672	12,480	19.20%
TOTAL	443,500	28,878	65,809	14.84%
INFORMATION TECHNOLOGY				
Information Technology Services	195,000	28,403	54,157	27.77%
Information Technology Software	15,000	-	-	0.00%
Information Technology Hardware	100,000	4,118	7,418	7.42%
TOTAL	310,000	32,521	61,575	19.86%
CONTINGENCY				
	0	-	-	0.00%

DEBT SERVICE PAYMENT	1,650,594	137,675	275,350	16.68%
TOTAL EXPENDITURES	9,363,456	730,561	1,624,542	17.35%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Mar 14, 2019 to Apr 10, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
9700	3/21/19	CSEA	1,875.77	Union Fees
9701	3/21/19	CSEA Employee Benefit Fund	20.17	Insurance-Hospitalization
9702	3/21/19	First Light Fiber	6,263.97	IT Services/Telephone Expense
9703	3/21/19	MetLife-TSA Contribution	910.00	403b
9704	3/21/19	National Grid	13,364.48	Heat, Light and Power
9705	3/21/19	NYS Deferred Comp Plan	3,650.98	NYS Def. Comp. Plan
9706	3/21/19	Pearl Carroll & Associates LLC	12.01	Short Term Disability
9707	3/21/19	The Travelers	1,295.00	403b
9708	3/21/19	National Grid	1,289.86	Heat, Light and Power
9709	4/10/19	Baker & Taylor	6,056.27	Books-Adult
9710	4/10/19	Midwest Tape	2,002.88	Audio/Visual
9711	4/10/19	W.B.Mason Co., Inc.	2,807.31	Office Supplies
9712	3/26/19	Albany Water Board	1,810.24	Building Repair/Maint.
9713	4/10/19	Home Depot Credit Services	1,072.01	Supplies (Maint.)/Building Repair
9714	4/10/19	Johnson Controls	7,197.04	VOIDED BELOW
9714V	4/10/19	Johnson Controls	-7,197.04	VOID
9715	4/10/19	W.B.Mason Co., Inc.	1,882.16	Supplies (Maint.)
9716	4/10/19	Johnson Controls	7,197.04	Building Repair/Maint.
9717	4/10/19	Accuprint	212.63	Publicity and Printing
9718	4/10/19	Apple Inc.	1,351.00	IT Hardware
9719	4/10/19	Ashleigh Kinsey	85.00	Programming Delaware
9720	4/10/19	ATSCO Products	702.84	Supplies (Maint.)/Equip. Repair
9721	4/10/19	Baker & Taylor	1,029.59	Books-Adult
9722	4/10/19	Bay State Elevator Company	725.00	Maint. Service Contracts
9723	4/10/19	Berkshire Museum	100.00	Books-Adult (Museum Passes)
9724	4/10/19	Arkell Museum	85.00	Books-Adult (Museum Passes)
9725	4/10/19	Carousel Industries of N. America, Inc.	5,155.80	IT Hardware/Services
9726	4/10/19	CDPHP	8,031.94	Insurance-Hospitalization
9727	4/10/19	CDW G	291.08	IT Hardware
9728	4/10/19	Charles Slatterick	750.00	Contracted Services
9729	4/10/19	Danker	100.95	Employee Sunshine Club
9730	4/10/19	DCMC Construction, LLC.	2,500.00	Building Repair/Maint.
9731	4/10/19	De Lage Landen Financial Services, Inc	956.12	Contracted Services
9732	4/10/19	Dell Marketing L.P.	12,992.40	IT Hardware
9733	4/10/19	Demco, Inc.	1,863.44	Office Supplies/Furniture
9734	4/10/19	Dyken Pond Environmental	117.50	Programming PH
9735	4/10/19	Eastern Managed Print Network	63.83	Contracted Services
9736	4/10/19	EBSCO	473.97	Periodicals
9737	4/10/19	Family & Children's Service	600.00	Travel/Staff Development
9738	4/10/19	NAPA Auto Parts	72.44	Van Maintenance
9739	4/10/19	George J. Steele	435.00	Programming YS
9740	4/10/19	Glenville Glass	182.00	Building Repair/Maint.
9741	4/10/19	Grainger	123.62	Supplies (Maint.)
9742	4/10/19	Hancock Shaker Village	500.00	Books-Adult (Museum Passes)
9743	4/10/19	Home Depot Credit Services	709.44	Supplies (Maint.)/Building Repair
9744	4/10/19	Ingram Library Services	30.12	Books-Adult
9745	4/10/19	Johnson Controls	18,433.08	Maint. Service Contracts
9746	4/10/19	Kamco Supply Corp of NE	62.50	Building Repair/Maint.
9747	4/10/19	Main-Care Energy	415.43	Van Operation
9748	4/10/19	Melva Olson	200.00	Programming PH
9749	4/10/19	Midwest Tape	901.47	Audio/Visual
9750	4/10/19	MISCI	150.00	Programming YS
9751	4/10/19	Monro Muffler	396.94	Van Maintenance
9752	4/10/19	MVP Health Care, Inc.	62,388.21	Insurance-Hospitalization
9753	4/10/19	Noteworthy Resources of Albany, Inc.	250.00	Programming Wash.
9754	4/10/19	New York Library Association	540.00	Memberships
9755	4/10/19	New York Wired for Education	105.00	Travel/Staff Development
9756	4/10/19	Oriental Trading Company, Inc.	81.09	Programming PH
9757	4/10/19	OverDrive, Inc.	14,724.76	Central Library Database/Book Aid
9758	4/10/19	Richard Waugh	459.20	Insurance-Medicare Reimb.
9759	4/10/19	Robert Eaton	85.00	Programming Delaware
9760	4/10/19	Samanage USA, Inc.	2,733.00	IT Software
9761	4/10/19	Security Plumbing & Heating Supply	14.94	Building Repair/Maint.

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Mar 14, 2019 to Apr 10, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
9762	4/10/19	Shirley Sinsabaugh	131.40	Insurance-Medicare Reimb.
9763	4/10/19	Soul Fire Farm Institute, Inc.	500.00	Programming PH
9764	4/10/19	Staples Advantage	74.27	Office Supplies
9765	4/10/19	The Albany YMCA	1,600.00	North Albany Services
9766	4/10/19	UniFirst Corporation	48.40	Maint. Service Contracts
9767	4/10/19	W.B.Mason Co., Inc.	743.16	Supplies (Maint.)
9768	4/10/19	Lindsay Sprague	300.00	Programming West
9769	4/10/19	Wolberg Electrical Supply Company	502.84	Building Repair/Maint.
9770	4/10/19	Zelda Hotaling	250.00	Programming Wash.
9771	4/10/19	Connie Geehern	80.30	Exchange Account
9772	4/10/19	Deanna DiCarlo	149.08	Exchange Account
9773	4/10/19	MailFinance	119.95	Postage
9774	4/10/19	PNJ Technology Partners	4,992.00	IT Hardware/Services
9775	4/10/19	Virginia Marcellus	27.37	Exchange Account
9776	4/10/19	Phillips Locksmith	2,581.50	Building Repair/Maint.
Total			205,791.75	

APL Personnel Committee

4/1/19, 6pm, Washington Ave Branch

Trustees Present: Elissa Kane, Jenna Pitera

Late arrival: Brenda Robinson (6:18pm)

Staff Present: Scott Jarzombek, Executive Director

Meeting called to order at 6:05pm

Agenda

New Business

- MC staff job spec changes
 - ED reviewed changes to the job specs for Facilities Director, Human Resources and Finance Manager, and L3. See memo of 3/25 for a summary of the changes.
 - Trustees reviewed specs for future review by the full board.
 - Kane moves to accept facility manager spec, Robinson seconds, committee sends to full board of trustees for review.
 - Human Resources/Finance Manager spec was reviewed and substantive changes made, committee will review again at next meeting. Substantive changes made to new L3 description, will be adjusted and returned to committee at next meeting.

Recurring Items

- Quarterly staffing review - see memo of 3/29 for a staffing summary
 - Four positions open
 - L1 is currently being hired for West Branches
 - Currently have senior clerks at all branches

Next Meeting: TBD

Adjourn 7:22 pm

Policy and Governance Committee Meeting
March 13, 2019
615pm Washington Ave. Library Branch

Present: Brenda Robinson, Chair; Sarah Shearer; Scott Jarzombek, ED

Absent: Arlene Way

1. Policy Grid reviewed, corrected and updated
2. Policy Review: Policies review that were carried over from last P&G meeting
 - A. Work Place Violence: 2 changes made, and the staff proposed changes were not accepted. Motion to accept with changes made by committee and a second (Brenda/Sarah). Policy to move to full board.
3. The Hazardous Material Policy. Extensive Review of this policy. Although policy reviewed by Scott and his staff, policy will go back to the Facilities Manager to review all changes (several) made thus far. Along with the entire policy. The FM is also asked to review specific references to "program" in the policy. Committee requests that Bob review policy for legal compliance. Policy we be carried for further review and discussion in committee at the May meeting.
4. Next meeting scheduled for 4/3/19 for Bylaw Review only

Adjourned 730pm

Policy and Governance Committee Meeting
April 4, 2019
6pm Washington Ave. Library Branch

Present: Brenda Robinson, Chair; Sarah Shearer; Scott Jarzombek, ED; Robert Schofield, Esq
Absent: Arlene Way

1. Bylaws Reviewed and Revised.
2. Bylaws to be Presented to the Board at the May meeting.
3. Bylaws to be scheduled for a Board vote at the June meeting.

Adjourned 715pm

Brenda Robinson, recorder

EXECUTIVE DIRECTOR'S REPORT

APRIL 2019

EXECUTIVE SUMMARY



The library hosted pop-up libraries at the Park View and Livingston senior apartments. Staff also tabled at several Albany City School District events, including the Albany School of Humanities STEAM Night, Delaware Community School, Montessori Magnet School, and North Albany Academy. The library co-hosted a table at the annual Kids Expo in the Empire State Plaza with the school district. The library, including Bleecker the owl, participated in the annual St Patrick's Day Parade.

The Washington Ave. Branch hosted a popular Vision Board Workshop during which patrons were able to practice positive visualization and establish concrete goals. The branch's Growing Readers program welcomed 38 new families and celebrated one family that completed the 1,000-book journey. The Arbor Hill/West Hill Branch's screening of "Glory," which was part of the Black History Month Film Series, was well attended. The branch has begun a Hip Hop Class, engaging the teen energy in constructive and fun ways.

The Bach Branch's Let's Talk About...Albany participants discussed local highways that were designed but never built. The branch's Pi Day pie tasting was a delicious success and even included samples of pie shakes. The Pine Hills Branch hosted Leah Penniman, author of *Farming While Black* and winner of the 2019 Leadership Award from the James Beard Foundation, spoke to a standing-room-only audience about her book, her farm, and food justice. The branch's teen financial literacy series taught essential financial skills and strategies, including such topics as going to college without loans, how to apply for scholarships, and saving and planning for the future.

The Delaware Branch's Beginner Cross Stitch program celebrated Women's History Month with a feminist cross stitch. Teens and tweens made Mardi Gras King Cupcakes as part of the Teen Chef program. The Howe Branch now has a re-entry resource collection for ex-offenders. The branch also hosted an Author/Illustrator Book Signing and Meet & Greet organized in partnership with Giffen Memorial Elementary School. The North Albany Branch hosted a recurring Board Game Club program on Tuesday nights.

Facilities staff are happy to report they are close to completing renovations on the third floor of Washington Ave. IT has been replacing projectors and screens with large screen TVs at several branches. There was a break-in at the Washington Ave. Branch on Sunday, March 17. The individual used a large rock to break a window by the rear staff entrance. Administration and facilities staff are working with the Albany Police Department. We are also reviewing our security protocols at this branch to prevent this from happening again.

The administration spent March finalizing the 2020 budget and laying the groundwork for an early budget modification for the 2019 budget. The community report was solidified, and so far we have presented at the following neighborhood associations: Park South, Mansion, South End, New Albany,

Helderberg, and Buckingham Lake. The library is actively taking part in the city's "Complete Count" preparation for the 2020 census.

Looking Forward:

In April, Arbor Hill/West Hill has a three-week nature-themed ceramics program to celebrate Earth Day. The program is fully booked with a waiting list. The Bach Branch's Cook the Book Recipe Swap theme for May is "childhood favorites." Howe staff are coordinating with Schuyler Mansion staff to plan an event commemorating Pinkster, a historic celebration by slaves and free blacks with roots in the South End. They are also discussing plans for an Earth Day event at Howe that will be a partnership with Cornell Cooperative Extension and the Radix Ecological Sustainability Center.

SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

Adult Services

- The branch hosted a popular Vision Board workshop with the help of Noteworthy Resources, a local nonprofit. Using a few basic materials, patrons were able to practice positive visualization and establish concrete goals.
- Branch staff hosted a pop-up library at the Park View senior apartments where patrons learned about upcoming programs, including our one-on-one computer classes and programs in our creative lab.

Youth Services

- We are running another session of our popular Codergarten program for preschoolers, where we teach parents and young children the basics coding in a fun environment.
- Our Teen Asperger's Gaming Group is going to officially launch next month. The families who have been regular attendees are looking forward to making new friends in the upcoming months.
- We had 38 new sign-ups for Growing Readers this month, with 88 check-ins, and one family completed its 1,000 book journey.
- In March our 6-week workshop on graphic design and Photoshop for teens began. Students have now begun their multi-week Photoshop projects, to be completed in April.

ARBOR HILL/WEST HILL BRANCH

Adult Services:

- Ten adults turned out for our Cactus Rock Garden program and enjoyed painting rocks to look like cacti.
- Our last showing for the Black History Month Film Series was well attended. We screened "Glory," and at the end had a short discussion of black regiments who fought in the Civil War.
- Tai Chi is a regular staple in our week, bringing in 5-10 people most sessions.
- April has a 3-week ceramics program centered around nature to celebrate Earth Day. The program is fully booked with a waiting list.

Youth Services:

- We held our first Hip Hop class and are hoping to continue engaging the teen energy that we have at our location in constructive and fun ways.
- Both Dance-off Monday and Chess Club continue to have a regular following.
- We are looking forward to our National Library Week program, where teens can design their dream library.

- We had lovely interactions with the families that came to our Dog Man Party.
- Play, Learn, Soar continues to be a regular outreach storytime on a monthly basis.

West Services Area

BACH BRANCH

Adult Services

- Let's Talk About...Albany continues to be popular, and this month participants discussed local highways that were designed but never realized, based on some posts about this topic on the popular (and now sadly defunct) *All Over Albany*.
- Almost two dozen adult patrons participated in the Cozy Winter Reading Program. Two winners each received a \$40 Book House gift certificate.
- Two Healthy Bones for Life members are now certified as group leaders.
- The Cook the Book theme this month was appetizers. We look forward to "childhood favorites" in May.
- Library Links volunteers made 10 trips delivering books to seven patrons.

Youth Services

- We had a full house on Pi Day on 3.14. We made and tasted a variety of pies and shakes.
- Our Baby Bounce storytime was observed by a mentor from the Voorheesville Public Library in conjunction with a UHLS training. The feedback was excellent, including noting that the librarian had "a clear command of the story time program and early literacy information."
- We also finished another nine-week outreach session of Baby Institute, which includes storytimes combined with parent education.
- We're offering a new weekly gaming program for kids called Multiplayer that is proving popular.

PINE HILLS BRANCH

Adult Services

- Leah Penniman, author of *Farming While Black* and winner of the 2019 James Beard Foundation Leadership Award, spoke to a standing-room only audience about her book and her community farm, which focuses on food justice. We were happy to welcome newcomers to Pine Hills for her program, and the Book House also had a successful night selling her book.
- Local history buff Akum Norder, author of the popular *History of Here*, presented a lecture entitled "Skates, Soirees and Matinees: Entertainment in the Pine Hills." More than two dozen people listened to her talk and engaged in a lively and nostalgic discussion afterwards.
- The first Pine Hills meetings of English Spoken Here--a laid back, fun, drop-in conversation group for new English speakers led by trained literacy volunteers--had a good turnout, and we look forward to seeing it grow. We thank APL's volunteer coordinator for her vision and assistance bringing this program to this branch.
- Pine Hills arts and craft offerings for adults continue to fill to capacity, including the practical and creative Make Your Own Beeswax Food Wraps.
- Our March Coffee and Culture speaker was Jim Milstein, former Albany County Public Defender and current Managing Attorney for the Immigration Unit of the Prisoners' Legal Defense of New York. He spoke about recent trends in immigration law and its effects on the Capital Region.

Youth Services

- Afternoon Snack Attack on Wednesdays has been a big hit, and we had a whopping 48 kids to decorate cupcakes one week!

- Our teen financial literacy series has seen nine teens who consistently attend. They are learning lots of important financial skills and strategies like going to college without loans, how to apply for scholarships, and saving and planning for the future.
- The warm spell we had in mid-March brought out double the usual attendance for storytimes. We had 50 caregivers and kids attend Toddler Storytime, and 30 attended Baby Bounce.

East Services Area

DELAWARE BRANCH

Adult Services

- The Beginner Cross Stitch program featured a feminist cross stitch to Celebrate Women's History Month. All participants learned the basics of the craft and jumped right into the full project. Each had made great progress by the time they attended the second session during the month.
- The Annual Pi Day Pie Tasting for Patrons, hosted by branch staff, drew 35 patrons to sample various homemade pies.
- No. 331 Delaware Branch Mystery Book Club participants enjoyed a lively discussion, along with cookies and coffee.
- During the Cultivating the Sketching Habit workshop, eight adults learned how to start sketching.

Youth Services

- A branch librarian attended Albany School of Humanities STEAM Night. We handed out free books to children and program guides to adults. To encourage families to learn more about STEM, we promoted the library's museum pass program.
- We visited Delaware Community School for Literacy Week, conducting read-alouds for PreK-2nd graders and giving booktalks to grades 3-5. Teachers received library card applications, program guides, and tutoring flyers. Teachers were encouraged to bring classes to the library for book exchanges once students receive their new library cards.
- A dozen tweens and teens made Mardi Gras king cake cupcakes in the Teen Chef program. Participants also learned about the history of Mardi Gras king cakes.
- The Tween Crafternoon session taught 15 participants to make lip balm using essential oil, beeswax pellets, and coconut oil.
- The branch hosted a Jazz & Friends National Day of School and Community Readings during which there was a reading of *I Am Jazz*, a book co-written by Jazz Jennings about her experience as a transgender girl.

HOWE BRANCH

Adult Services

- Our *South End Scene* community newspaper revitalization project has been renamed *The New Scene* and officially launched this month. Technology has been purchased for the program, and participants of all ages have begun choosing roles and starting work on projects for the publication.
- Our new Pastel Portrait Series taught by a Howe staffer has been a success with 20 participants registered and nearly as many on the waiting list. Next month's *Art Marker Workshop* is also fully enrolled, showing a clear desire among our patrons for this kind of program.
- Our new Reentry Resources collection for ex-offenders is now on the shelves.
- Patrons can borrow guitars and take guitar lessons at the branch. More than a dozen patrons take lessons each week.

- We met with staff at Schuyler Mansion to plan an upcoming celebration of Pinkster, a historic celebration by slaves and free blacks with roots in the South End.

Youth Services

- We held our Author/Illustrator Book Signing and Meet & Greet hosted, in partnership with Giffen Memorial Elementary School, with 40 community members of all ages getting the opportunity to talk with authors and illustrators.
- The Garden Club started a compost bin for Howe Branch with red wiggler worms. We also starting planting more seedlings.
- Test Kitchen continues to draw 10-20 kids and teens each week.
- We began discussing plans for an Earth Day event at Howe which will be a partnership with Cornell Cooperative Extension and the Radix Ecological Sustainability Center.

NORTH ALBANY BRANCH

Adult Services

- We hosted a hot tea and scone tasting program for 11 adults on a cold February night.
- The Gentle Yoga program attracted half-a-dozen participants.

Youth Services

- Children enjoyed *One Fish, Two Fish, Red Fish, Blue Fish* and *The Sneetches and Other Stories* and made a paper fish craft in a special Dr. Seuss-themed Family Storytime.
- Children and caregivers learned about the five food groups and easy make-at-home recipes in the Eat Smart program.
- The Board Game Club on Tuesday afternoons attracts about a dozen participants every week.
- The branch librarian attended a book fair at North Albany Academy and shared information about the simple science experiments and storytimes he does for students during classroom visits.
- The librarian visited kindergarten, 1st, 2nd, 3rd, 4th, and 5th grade classrooms at North Albany Academy.

OPERATIONS

HUMAN RESOURCES & FINANCE

- Revised three job specifications in M/C classifications.
- Conducted salary survey in M/C classifications.
- Met with Diversity Taskforce.
- Met with Labor/Management.
- Began registration for CDPHP Workforce Team Challenge.
- Conducted yoga nidra session for staff.

	Number	YTD Change
Full Time	68	
Part Time/Temp	67	
Hired	7	
Promoted	2	
Resignation	2	
Termination	1	

Vacancy	9	
Staff Size	135	
Training	11 staff/54 hours	-36% staff / +19% hours

COMMUNITY ENGAGEMENT

	Number
Outreach	
Volunteers	35/360.45

- Pop-up libraries were held at Parkview and Livingston senior housing facilities.
- APL and the city school district hosted a table at the annual Kids Expo at Empire State Plaza. The event is attended by thousands of Capital District families. We provided craft and books and giveaways to promote APL services and programs.
- APL and Bleecker rode in the annual St Patrick's Day Parade. Fans were thrilled to see the library at this popular community event.
- APL tabled at the annual Autism Fair at Montessori Magnet School.

FACILITIES

	Number
Work Orders	113

- Washington Avenue break-in resulted in doors and window repair.
- CMS moved into new space on third floor at Washington Ave.
- Washington Ave. server room air conditioner failure. New system installed.
- Art show at Pine Hills starts June 7. Wall preparations begun.

COLLECTION MANAGEMENT SERVICES

- Group has moved into its new space on the 3rd floor.
- A fulltime L1 has joined the department.
- Beginning to shift duties to facilitate the transition to fully centralized ordering.

INFORMATION TECHNOLOGY

- Continuing the project to replace screens/projectors with monitors at the branches.
- Coordinated with facilities to replace the broken server room AC unit that was causing overheating. (No damage to servers.)
- Have begun using a new asset management system to coordinate all technology assets including monitoring upgrades and warranty expirations as well as assist with technology plan implementation.
- Finished the branch server installation.

PUBLIC RELATIONS

	Number	YTD Change
Unique Pageviews	37,482	-16%
Facebook Likes	4,044	+7%

Twitter Followers	3,173	+1%
Instagram Followers	3,284	+1%
Online Contacts	47	+38%
Press Releases	1	-66%

- Content: Community report and budget information released in several formats and on all platforms. Trustee nomination packet online and in all branches, with promotion on all platforms. May/June program guide in production. Ongoing production and release of marketing materials included spring break week, civil service exams and job openings, baby shower, book fair, and so on. Weekly email newsletter topics included 2020 budget, 2018 community report, "Farming While Black" lecture, and Author & Illustrator Book Fair.
- Notable Social Media: Facebook: "Come work with us!" (2,704 reached, 67 reactions/comments/shares). Twitter: "Getting ready for the rally at #NYLALAD19" (907 impressions, 35 engagements). Instagram: "Librarian lovers from around New York are ready for the rally at #nylalad19!" (80 likes, 1 comment).
- Media Coverage: Attempted robbery probed at Albany Public Library (CBS6), Golden beams as Literary Legend (Altamont Enterprise), It's time to widen history lens (*Times Union*), Librarians advocate for more funding (*The Chronicle*).

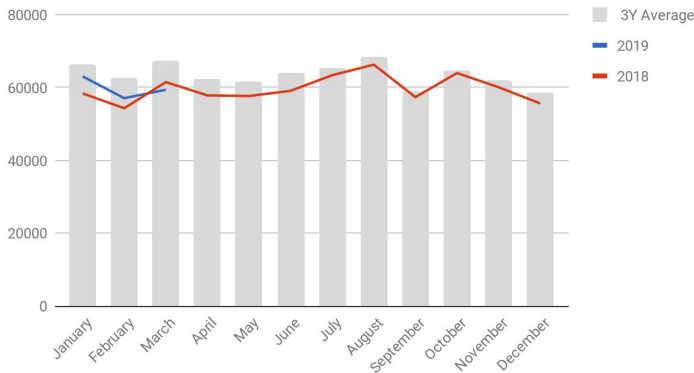
INCIDENTS

	Number
Total Incident Reports	33
EMS/Police Calls	7
Incidents Involving Youth	17
Bannings	8
Interventions by CSS	8

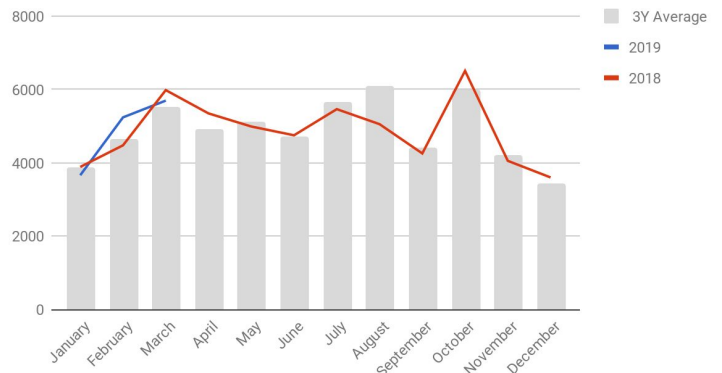


Monthly APL Statistics Report: March 2019

Circulation APL



Program Participation APL



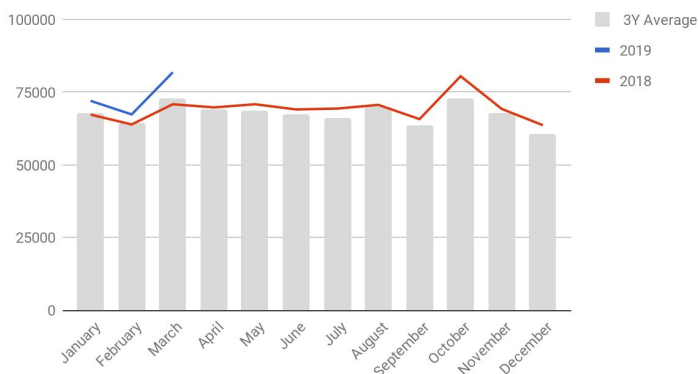
Circulation is down across the district by 4% compared to March of last year, 22% compared to the 3-year average. Up 2% YTD.

High Performing Branches: Bach & Arbor Hill/West Hill
High Performing Collection: Adult Print & Juv Fiction Print

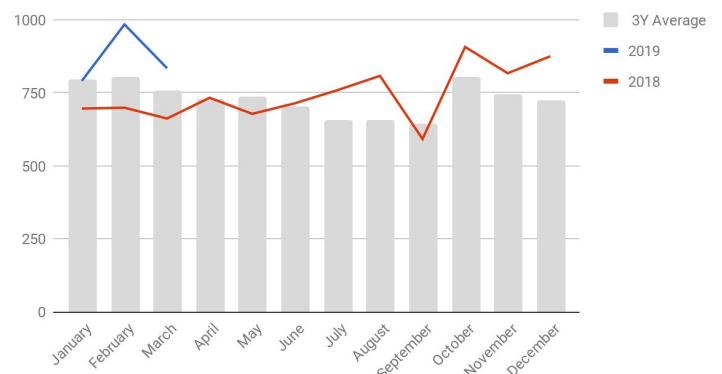
Programming attendance is down across the district by 5% compared to March of last year, up 3% compared to the 3-year average. Up 2% YTD.

High Performing Branches: Howe & Pine Hills
High Performing Age Group: Adult

Door Count - All APL



Room Usage APL



Door count is up across the district by 11% compared to March of last year, 12% compared to the 3-year average. Up 11% YTD.

High Performing Branches: Washington Ave. & Howe

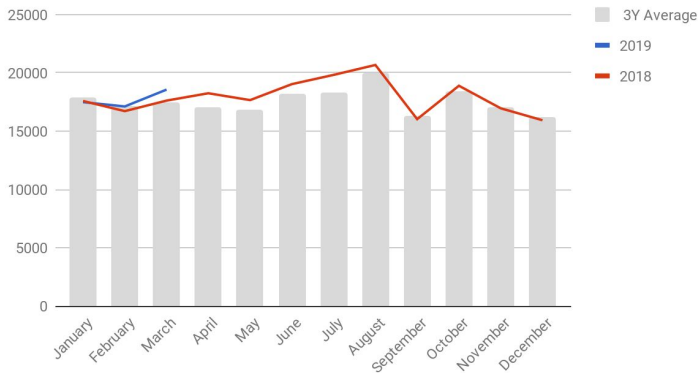
Room use is up across the district by 21% compared to March of last year, 10% compared to the 3-year average. Up 27% YTD.

High Performing Branches: Bach and Washington Ave.
High Performing Type: work/study room

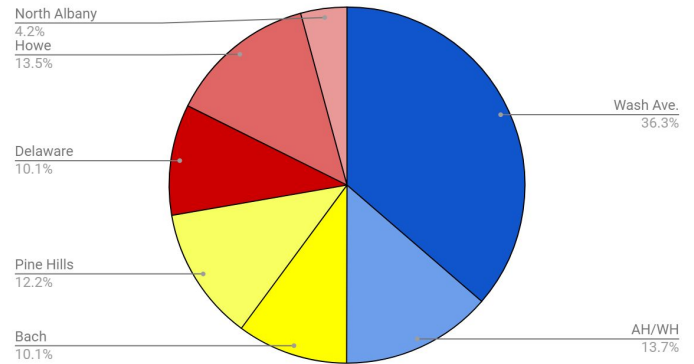


Monthly APL Statistics Report: March 2019

Computer Usage (Wifi & Desktop Sign Ins)



Share of Computer Use by Branch/Service Area



Computer use is up across the district by 5% compared to March of last year, 6% compared to the 3-year average. Up 2% YTD.

High Performing Branches: Howe & Washington Ave.

High Performing Type: Desktop

The share of program participation:

Central Service Area:

Wash Ave.: 36.3%

AH/WH: 13.7%

Combined: 50%

West Service Area:

Bach: 10.1%

Pine Hills: 12.2%

Combined: 22.3%

East Service Area:

Delaware: 10.1%

Howe: 13.5%

North Albany: 4.2%

Combined: 27.9%

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

BOARD OF TRUSTEES MEETING EVALUATION – January - March 2019

Were your expectations met for the following:	Met	Not Met	Details
1. The board packet contained useful information in a form that helped trustees understand the issues.	6.5	.5	Packet itself was missing pieces that were sent separately. It was hard to follow during the meeting
2. I came to the meeting fully prepared.	7		
3. The agenda focused on important issues.	6	1	
4. Trustees had ample opportunity to ask questions and express their opinions.	6	1	
5. The board meeting was efficient and effective.	6	1	

6. What worked well at this meeting?

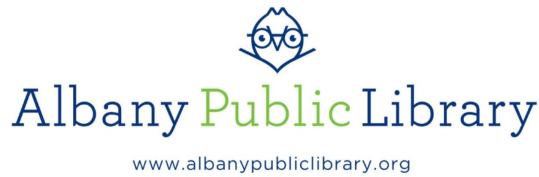
Committee Reports were informative; Good presentations; Good that we revisited the Albany Promise Dec 2018 presentation to clarify the meaning of the 3rd grade reading summer slide results; follow up on issues such as summer reading program clarity; moved quickly through packed agenda; Clarifying other presentations

7. What did you like least about the meeting?

2 hours is a little long; Seemed a little over-long; All good; Everyone had ample time to talk;

8. What suggestions do you have for how the meeting could be improved?

Things went smoothly considering the number of items covered. Could we parcel out items more evenly throughout the year to keep each meeting a little shorter?; none; Thank you for the refreshments!



Workplace Violence Prevention and Incident Reporting

PURPOSE

Albany Public Library is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our institution, staff, and patrons. Threats, threatening behavior or acts of violence against employees, visitors, patrons, or other individuals by anyone on Albany Public Library property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

POLICY

This policy is designed to meet the requirements of NYS Labor Law §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during the process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Albany Public Library has identified response personnel that include a member of management and an employee representative. If appropriate, Albany Public Library will provide counseling services or referrals for employees.

All Albany Public Library personnel are responsible for **notifying their immediate supervisor** of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210 – 518-427-4300

RESPONSIBILITY

Albany Public Library Human Resource & Finance Manager

PROCEDURE

As stated above.

APPROVED ON

March 2013

REVISIONS

March 2019

September 2017

May 2015

REVIEW DATE (Annual)

March 2020

MEMORANDUM

To: APL Board of Trustees
From: Scott Jarzombek, Executive Director
Date: April 4, 2019
Re: MEMORANDUM OF UNDERSTANDING For the Purpose of a Future Lease between The City School District of Albany and The Albany Public Library

Trustees,

The purpose of this memo is to explain the attached MEMORANDUM OF UNDERSTANDING For the Purpose of a Future Lease between The City School District of Albany and The Albany Public Library.

The attached document is draft MOU between the APL and ACSD to agree to enter into a lease for the current location of the North Albany Branch.

This MOU includes expanding the library into additional space (Section 2, pages 1 and 2)

The specific items to be included in additional rent and the specific methodology for calculation will be settled between the School District and the Library at the time a lease is implemented.

Yours,



Scott Jarzombek, Executive Director

MEMORANDUM OF UNDERSTANDING
For the Purpose of a Future Lease between
The City School District of Albany
and
The Albany Public Library
REVISED 4/5/2019

WHEREAS, the City School District of Albany (“School District”) operates a public school system in the City of Albany pursuant to New York State Education Law with its offices located at 1 Academy Park, Albany, New York 12207; and,

WHEREAS, the Albany Public Library (“Library”) operates as a chartered school district public library in the City of Albany pursuant to New York State Education Law with its offices located at 161 Washington Avenue, Albany, New York 12210; and,

WHEREAS, the School District operates a school known as North Albany Academy located at 570 North Pearl Street, Albany, New York which is immediately adjacent to a branch of the YMCA located at 598-616 North Pearl Street, Albany, New York (“YMCA Facility”) in which a branch of the Library is also operated (the “North Albany Branch”) pursuant to a lease from the YMCA to the Library; and,

WHEREAS, the School District is pursuing the potential purchase of the YMCA facility consisting of approximately 46,000 square feet which includes space currently leased by the YMCA to the Library for the purpose of operating ~~a branch of the Library in the~~ North Albany Branch; and,

WHEREAS, the School District’s acquisition of the YMCA facility and associated land is subject to approval of the voters of the School District on May 21, 2019; and,

WHEREAS, if the vote is successful and the School District successfully purchases the YMCA facility from the YMCA and the associated land from the Albany Housing Authority, the School District wishes to enter into a lease with the Library for the continued operation of the North Albany Branch ~~Library branch~~ at the same location and the Library wishes to enter into such a lease.

In preparation of a potential ownership change and its impact on the ~~library branch in the building~~ North Albany Branch this Memorandum of Agreement (“MOU”) is entered into to set forth the general concepts of a lease to be negotiated between the School District and Library:

1) Leased Area:

The Albany Public Library currently leases approximately 2,600 square feet from the YMCA but has expressed an interest to obtain additional space should the District acquire the property. The current leased area is identified on the attached drawing.

2) Additional Lease Space Desired by the Library:

The Library would potentially like to expand the area of the current 2,600 square foot branch space to include room numbers 132, 134, 136, 137, 138, and/or the connecting the hallway (see orange-marked area on attached drawing). Expanding the use of the area by the Library in this fashion is acceptable to the School District. The Library has also expressed an interest in the yellow-marked area (i.e. room 131). The School District has planned on constructing toilet rooms in that area and will also need a closet area behind the receptionist desk (30A). The Library expressed an interest in pushing one of its current walls back into this area to expand the ~~main library branch~~ North Albany Branch area. Given that expanding the ~~main library space currently occupied by the North Albany Branch~~ is a high priority of the Library, the School District will consult its architects to determine if it is feasible to locate a toilet room (~~the~~ Library indicates ~~se~~ that one toilet room is sufficient) in one or more of the small offices (132, 134, 136, 137). However, a closet area would still be needed behind the current YMCA receptionist's desk. The Library will be consulted and offered an opportunity to provide input to the School District's architects during this feasibility assessment and ~~possible any future~~ re-design process.

It is the understanding that should the Library lease the conference room (room 138 within the orange-marked area), it will make the room available for community use consistent with the availability it offers community use of room(s) in its other libraries having such space and consistent with the Library's public use policies and procedures.

Should the Library acquire additional space, a revised square footage area would be determined to include all the additional areas covered by the lease. The total revised square footage space will apply to the annual cost per square foot in the lease, as well at the pro-rata calculation for other services.

3) Building Improvements:

The School District will construct a new separate dedicated entrance for the ~~Library~~ North Albany Branch and install a toilet room so that the ~~library's~~ space can be self-sufficient and the ~~library space~~ North Albany Branch can be open or locked separately from the rest of the building. Access to the North Albany Branch ~~library~~ would be solely through the new entrance. The Library will be responsible for operating its leased space and any security necessary. There will be sufficient exits from within the North Albany Branch ~~library~~ in accordance with building codes. The Library will be consulted and offered an opportunity to provide input to the School District's architects during this design process.

4) Commencement Date and Term:

The initial term of the Lease shall be for five (5) years commencing on the first day of the month following the School District obtaining the ownership rights of the property and terminating on the last day of the sixtieth (60) month thereafter following, unless further extended or sooner terminated, in accordance with the Lease. It is understood that the renovations in the Library space will occur after the inception of the lease. Therefore, the

square footage adjustments, based upon the Library acquiring additional space post renovation (i.e. beyond its current branch space), should that occur, will be incorporated into the initial 5-year term and lease payments when the space is ready for use and turned over to the Library.

5) Rent:

The Library agrees to pay to the School District for the five (5) year term a monthly lease payment (the "Rent") as set forth below, payable in equal monthly installments due in advance on the first day of each month at the School District's address as stated above:

Year	Cost per Square Foot*	Square Footage	Amount
1	\$12.00	TBD	TBD
2	\$12.24	TBD	TBD
3	\$12.48	TBD	TBD
4	\$12.73	TBD	TBD
5	\$12.98	TBD	TBD

*Assumes a 2% escalation.

6) Building Areas and Services:

The School District shall provide and pay for the costs of the following common/building areas and services: electric, gas, heat, air-conditioning, sewer and water; snow and trash removal, maintenance of the roadways, walks and parking areas, care and maintenance of landscaping and grounds and related repairs. The non-utility services herein to be provided contemplate the uses customary and usual in the conduct of a public facility and will be provided between 9 a.m. and 5 p.m., Monday through Friday.

The budgeted estimated costs of the above-mentioned utilities and Building services as well as District's services, as well as District's costs for insurance (building, public liability, etc.) will be charged to the Library based upon its proportionate share (2,600± s/f) of the total Building space (43,000 s/f) and shall be billed monthly as "Additional Rent", subject to annual adjustment by the District over the lease term. As an example, the Library's expired lease with the YMCA allocated approximately 6% of services to the Library based upon a 2,600/43,000 ratio. The percentage will change based upon changes in leased square footage by the Library. [The specific items to be included in Additional Rent and the specific methodology for calculation will be settled between the School District and the Library at the time a lease is implemented.](#)

As per the Library's request, it will be responsible for performing/providing its own custodial operations in the space it rents, at its cost. Therefore, the shared services exclude custodial operations on the square footage covered in the lease agreement.

As used in this MOU, the Term "common areas" means, without limitation, the Library entryway, driveways, walkways, terraces, docks, loading areas, trash facilities, and any other areas and facilities in the Building designed by the District to be for the general nonexclusive use and convenience of the Library and its respective employees, invitees, licensees, or other visitors. The District grants the Library, its employees, invitees, licensees and other visitors a non-exclusive license for the term to use the common areas in common with others entitled to use the common areas, subject to the terms and conditions of a Lease. Without advance written notice to Library, and without any liability to Library in any respect, provided District will take no action permitted under this Article in such a manner as to materially impair or adversely affect Library's substantial benefit and enjoyment of the demised and leased premises, District will have the right to:

- A) temporarily close any of the common areas for maintenance, alteration or improvement purposes;
- B) and change the size, use, shape or nature of any common areas.

7) Parking:

Library will be entitled to the non-exclusive use of the parking spaces around the Building subject to the rules and regulations set forth herein, and any amendments or additions to them, established by the District from time-to-time in its sole discretion, at no cost or expense to Library throughout the term or any extension thereof. The Library's parking spaces will be unassigned, non-reserved, and non-designated. The Library uses the parking spaces at its own risk, and the District will not be liable for loss or damage to any vehicle or any contents of such vehicle or accessories to any such vehicle, or any property left in any of the parking areas.

8) Use of Non-Leased Space:

The Library's access and use of the property currently commonly known as the North Albany Academy and the YMCA is limited to the space designated in a lease agreement. Should the Library at any time request the use of other spaces beyond the lease area, the request will be handled in the same manner and under the same procedures the School District uses for all other requests received for the use of its facilities.

9) Insurance:

Library, at all times during the term and any renewal term and at the Library's expense, shall provide and maintain in full force and effect with insurers approved by the District, commercial general liability insurance, covering accidents or occurrences arising out of this Lease, in the amount of \$1,000,000 for each occurrence and \$2,000,000 aggregate for bodily injury, death and property damage, with appropriate Workers' Compensation insurance, as required by New York law. Library shall comply with such other requirements as School District, from time to time, reasonably may request for protection by insurance of School District's interest.

All insurance maintained by Library pursuant to this paragraph shall name the School District as an additional insured. Library shall provide that no cancellation, reduction in amount or material change in coverage shall be effective until at least thirty (30) days after receipt of the School District of written notice thereof. Library shall deliver certificates of insurance, in form and substance satisfactory to the School District, as to the insurance and effectiveness of such policies and the amounts of coverage afforded thereby upon the execution of the Lease and thereafter not less than fifteen (15) days prior to the expiration date of the policy or policies governed by this paragraph.

10) Mutual Indemnification:

District and Library shall indemnify and hold each other harmless from and against all liabilities, obligations, claims, damages, fines, penalties, interests, causes of action, costs and expenses, including attorneys' fees and the costs of defense, imposed upon or incurred by or asserted against the other or the demised and leased premises caused or incurred by the actions of either, their employees, agents, invitees, and/or assigns to the fullest extent permitted by law. In the case of any suit, action or proceeding brought against either the District or the Library, or filed against the demised and leased premises or any part thereof by reason of any such occurrence or omission on the part of the District or Library, each party upon the request of the other and at the non-requesting party's sole cost and expense shall resist and defend such suit, action or proceeding, or cause the same to be resisted and defended by counsel designated by the requesting party.

This Memorandum of Understanding is subject to the approval of the Board of Education of the School District and the Board of [Trustees of](#) the Library. In the event the voters approve the purchase of the YMCA facility as outlined above and the renovation of the site, the School District and Library shall enter into a lease reflecting the above conceptual terms and any other terms as may be mutually acceptable.

Signed:

President, Board of Education
City School District of Albany

Date

President, Board of Trustees

MEMORANDUM

To: APL Board of Trustees
From: Scott Jarzombek, Executive Director
Date: April 1, 2019
Re: CDTA Navigator Agreement

The purpose of this memo is to highlight parts of our agreement with the Capital District Transportation Authority to sell Navigator passes that has been changed.

COMMISSION

Our commission in this agreement is 4.5% (Section 3.1)

LENGTH OF AGREEMENT

This is a three-year agreement (4.1)

LOCATIONS

North Albany has now been included as a location (Exhibit B)

OMISSIONS

The section identifying this as a pilot program has been omitted.

Yours,



Scott Jarzombek, Executive Director

NAVIGATOR SALES AGREEMENT
BETWEEN
CAPITAL DISTRICT TRANSPORTATION AUTHORITY
AND ALBANY PUBLIC LIBRARY

This agreement, made and entered on ____day of _____2019, by the ALBANY PUBLIC LIBRARY (hereinafter “APL”), duly registered and authorized to conduct business in the state of New York at 161 Washington Ave, Albany, NY 12210 and the Capital District Transportation Authority (hereinafter “CDTA”), a New York State Public Authority with a business address of 110 Watervliet Ave, Albany, NY 12206.

WHEREAS, CDTA provides public transportation services to the general public in New York’s four-county Capital Region (Albany, Rensselaer, Saratoga and Schenectady), including the sale of pre-paid fare instruments at various independent retailers through CDTA’s Retail Sales Program, including any specific APL locations outlined below; and

WHEREAS, CDTA has implemented and is utilizing a transit card system (hereinafter “NAVIGATOR”) that required installation of equipment (at CDTA’s cost); and

WHEREAS, CDTA is interested in continuing its business relationship with existing/new retail outlets for CDTA’s NAVIGATOR prepayment system and

WHEREAS, APL currently has agreed to serve as an outlet for the sale of CDTA’s NAVIGATOR; and

WHEREAS, CDTA and APL now desire to enter into a business relationship whereby APL has capability of selling CDTA’s NAVIGATOR and APL will receive payment or services on Navigator sales.

1. General Requirements

1.1 APL shall perform all sales accounting responsibilities in accordance with the specifications provided herein.

1.2 APL agrees to sell CDTA NAVIGATOR cards, utilizing equipment and supplies as appropriate, provided by CDTA at CDTA’s cost.

1.3 APL agrees that CDTA NAVIGATOR CARDS will not be sold for more or less than the face value, as determined by CDTA.

1.4 All records associated with and supporting this Agreement are subject to periodic audit by CDTA or CDTA’s designated representative at APL’s location, with prior written notice at CDTA’s expense.

1.5 APL acknowledges and agrees that all equipment provided pursuant to this Agreement and all NAVIGATOR CARDS are the property of CDTA.



1.6 APL locations will serve as retail sales outlet for sale of NAVIGATOR CARDS, provided, however, CDTA retains the right to continue sales of NAVIGATOR CARDS at existing non-APL retail sales outlets set forth on the attached Exhibit "A", including lawful successors-in-interest (via change in ownership or name) to said non-APL retail sales outlets.

APL further acknowledges and agrees that CDTA may require additional retail sales outlets to ensure that all communities and members of the general public in CDTA's service area have reasonable and fair access to CDTA's fare products and services.

In the event CDTA identifies additional locations where, at its sole discretion, it requires the placement of new retail sales outlets featuring RPOS units, CDTA reserves the right to install RPOS units at additional locations at their sole discretion.

2. Statement of Work

2.1 CDTA shall provide an RPOS to APL for each agreed-upon location. APL shall have no ownership interest in the RPOS. CDTA, or its designated representative, shall install and maintain the RPOS during the term of this Agreement. The RPOS will not be permanently anchored to any property of APL, except as agreed by the Parties to ensure safety and security.

2.2 The RPOS includes a touchscreen tablet computer, a NAVIGATOR card reader, a receipt printer and internal internet modem, and other ancillary equipment and upgrades as they may become available. CDTA shall provide APL with a manifest, detailing all equipment provided pursuant to this Agreement. Material changes in size or layout of equipment shall be subject to APL's reasonable approval prior to installation.

2.3 The RPOS shall be plugged into APL's available electrical outlet. APL will have the option to allow to CDTA to conduct any needed work or conduct work and then bill CDTA for installation or any reasonable modification to electrical outlets or any other charges directly related to installation of necessary electrical outlets and electrical power required for proper operation of the RPOS. APL shall be responsible for the cost of electricity provided to the RPOS for the duration of this Agreement.

2.4 The RPOS touchscreen tablet computer will be connected or linked to the Internet via an internal modem that will connect to CDTA's network. Additional administrative tools and management reporting will be made available via an online web portal, which will be provided to the appropriate APL staff based on limited permissions and access rights to be approved by CDTA and APL.

2.4.1 Subsequent to RPOS installation, CDTA and APL will exercise good faith cooperation to assure prompt repairs and/or upgrades to RPOS and/or RPOS internet connection, including APL providing CDTA or its approved designated representative, with reasonable access to APL's premises during normal business hours to conduct regularly scheduled preventative maintenance and quality control testing on RPOS equipment during the term of this Agreement. APL may require that designated CDTA representatives and/or designees shall carry proper identification and be accompanied by an APL representative at all times while on site.

2.5 The NAVIGATOR CARD is a plastic, durable card with a microchip inside that can be reloaded with CDTA fare products and/or cash value. CDTA or its designated representative will provide APL with ready to issue and load, preprinted NAVIGATOR CARDS. Using the NAVIGATOR RPOS reader/writer unit, it will be possible to issue NAVIGATOR CARDS with stored value and/or time-based passes, and add value to existing NAVIGATOR CARDS.



2.6 A list of fare products available for sale via the RPOS shall be provided by CDTA to APL, with specific terms and conditions. The products and prices of fare products are subject to change in accordance with the CDTA's fare policy, at the sole discretion of CDTA. APL will be promptly advised of any such changes.

2.7 APL is required to issue a sales receipt after each transaction, supplying a production receipt for each transaction to the customer. The production receipt shall constitute proof of the transaction for reconciliation and customer use.

2.8 CDTA, or its designated representative, shall provide training to APL and specific employees identified by APL. Initial training, training materials and manuals shall be provided to APL at CDTA's sole cost, at a mutually convenient time in conjunction with the installation and implementation of CDTA's NAVIGATOR Sales Program. CDTA shall provide reasonable training as needed for any subsequent significant upgrades.

2.9. The RPOS is a production device and does not have a cash register. APL shall collect and correct the full monetary amount for the appropriate fare type in cash and credit or debit card transactions at its discretion consistent with APL standard policies and procedure for accepting such forms of payments for other purchases at its places of business; deposit and maintain all collected amounts in the account designated in Section 4.4.

2.10 The RPOS records each transaction and uploads data to CDTA's system. The data monitored, as uploaded by RPOS via secure internet connection, will be evidence of each transaction.

2.11 APL shall log-on to RPOS at the beginning of APL'S regularly-scheduled business day and shall remain logged on until logging off at the end of the business day. CDTA, or its designated representative, may request, via phone, that APL sign off and sign on to the RPOS. APL acknowledges, accepts and agrees to perform sign off and sign on daily and as may be requested at other times.

2.12 CDTA and APL shall cooperate in establishing the location of the RPOS on APL's premises that does not otherwise interfere with APL's other business operations.

2.13 CDTA shall provide marketing materials to APL for the promotion of NAVIGATOR CARDS sales.

2.14. CDTA shall provide a limited number of manager level RPOS user identification accounts to enable the APL to login to the RPOS at each location, and additional user identification accounts for APL's corporate users. Notwithstanding the foregoing, and to the extent it becomes technologically feasible during the term of this Agreement, CDTA may provide APL with one "super user" account that will allow APL to directly create and manage additional sub-accounts for all participating locations. It is the responsibility of APL to keep this account, or these accounts (as applicable), safe and secure from any and all unauthorized users.



2.15 The RPOS will have the capability to void NAVIGATOR CARD transactions during the transaction process ONLY. APL will be responsible for voiding improperly entered transactions using the RPOS that the NAVIGATOR CARD transaction was initiated on before that transaction that was improperly entered is completed. The RPOS currently does not have the technical capability to void a transaction post-completion. Notwithstanding the foregoing, CDTA and APL agree to cooperate in commercially reasonable good faith to establish an agreed upon process to manually report, address and resolve improperly entered NAVIGATOR CARD transactions where APL retains the NAVIGATOR CARD upon which the improper transaction was entered, in accordance with the manual process established by mutual Agreement of the parties as provided for herein above. It is possible that during the term of this agreement that voiding completion of the NAVIGATOR CARD transaction may occur. To the extent that this capability is realized during the term of this Agreement, CDTA and APL agree to cooperate in commercially reasonable good faith to modify transaction voiding processes and procedures at that time, in an agreed upon manner, consistent with the technical capabilities and limitations of the RPOSs.

2.16 Notwithstanding the foregoing, CDTA will not be responsible to reimburse or credit APL for incorrectly issued NAVIGATOR CARDS that are provided to the customer and not retained in APL's possession. APL will make its best efforts to ensure that NAVIGATOR CARDS are issued by its employees and agents at the correct price. APL shall not be responsible for software or hardware that prevents compliance. However, in the event of malfunctions of RPOS hardware or software, APL shall promptly notify CDTA and cooperate in good faith to resolve such hardware or software issues that may arise.

3. Compensation and Manner of Payment

3.1 APL's payment under this Agreement is 4.5% commission of the total NAVIGATOR CARD sales value for APL's locations. This Agreement, and the commission are applicable to APL'S participating locations identified on the attached Exhibit B which may be amended via a written amendment to this Agreement mutually agreed upon and executed by the Parties hereto or as otherwise provided herein. To request additional stores/branches/franchises to join the Retail Sales Program under this Agreement, APL must send a written request to CDTA's Director of Sales at the address provided in the preamble, or send via email to navsales@cdta.org, requesting CDTA review and approval.

3.2 Initially, there will be no cost to the APL or consumer for the NAVIGATOR CARD. Charges will only be incurred for the value of fare products loaded onto individual NAVIGATOR CARDS. Should CDTA establish a cost for unloaded NAVIGATOR CARDS, APL will be given reasonable notice to the date that the cost is to go into effect, and amount of the corresponding charge. The APL will also be given reasonable notice of any subsequent decisions by CDTA to change the cost for unloaded NAVIGATOR CARDS. If a charge for an unloaded NAVIGATOR CARD is implemented by CDTA, APL will receive commission for sales of the unloaded NAVIGATOR CARDS at the correct price. CDTA will provide customer messaging to support the additional card costs. APL shall make reasonable efforts to ensure that any unloaded and unsold Navigator cards are protected from theft, loss or damage while in APL's possession, but APL shall only be responsible to reimburse CDTA for the replacement cost of any such Navigator cards that are lost, stolen or damaged due to APL's gross negligence.



3.3 CDTA will provide an initial inventory of unloaded NAVIGATOR CARDS to APL at the time of RPOS installation at a mutually agreed APL location. Thereafter, CDTA will make available to APL unloaded NAVIGATOR CARDS to replenish inventory. APL will communicate requests for additional unloaded NAVIGATOR CARDS to the designated CDTA representative. Requests by APL for NAVIGATOR CARDS will be reviewed for approval and made available typically within five business days from the receipt of request. CDTA and APL will cooperate in good faith in effort to reach a consensus as to the number of NAVIGATOR CARDS to be provided to APL, but CDTA maintains exclusive authority to determine whether an APL request for NAVIGATOR CARDS will be granted, rejected, modified or otherwise reduced. Upon termination of this Agreement, APL will promptly return all unused, unloaded NAVIGATOR CARDS in the APL's inventory to CDTA for a refund if any amount has been prepaid for NAVIGATOR CARDS. Failure to do so will result full retail charge for the cost of any outstanding NAVIGATOR CARDS.

3.4 CDTA shall provide a monthly invoice and reconciliation report to APL including a breakdown by APL location and due date for APL's monthly payment to CDTA. APL is solely responsible for reconciling its recorded sales on its proprietary system with the RPOS monthly invoice and reconciliation report issued by CDTA on a monthly basis. In the event of a discrepancy between the RPOS monthly invoice and report and the APL's own system sales/transaction report, CDTA and APL agree to cooperate in commercially reasonable good faith to determine the nature of the discrepancy and the means to resolve the issue in a timely manner. Additionally, CDTA and APL shall cooperate to establish a mutually agreeable form for the monthly invoice and reconciliation report that CDTA shall provide to APL, including any reasonable supporting documentation that APL may desire within the technical capabilities of the RPOS/NAVIGATOR CARD system.

3.5 APL agrees to pay CDTA based upon the monthly invoices received and verified against the RPOS transactions and APL's own transaction report. If there is more than one store/branch/franchise participating in the program, APL shall list all participating stores in the attached Exhibit B. Invoices will be sent NET 30 days unless specifically arranged in advance with the CDTA Finance Department. All payments should be directed to the following address:

CDTA Finance Department
Attn: Accounts Payable
110 Watervliet Avenue
Albany, NY 12206

4. Terms of Agreement

4.1 This Agreement shall commence upon date of execution and continue for three years with an option for an additional two years, unless terminated in accordance with Section 6 below.

5. Termination

5.1 Either Party may terminate this Agreement, without cause, by giving one hundred twenty (120) days written notice to the other Party.



5.2 CDTA may suspend this Agreement upon one (1) day written notice to the APL in any of the following situations:

5.2.1 Intentionally fraudulent use or sale of CDTA NAVIGATOR CARDS or facilitation of such activity by APL.

5.2.2 Material breach(es) of the Agreement by APL including (but not limited to) APL 's failure to make timely payments to CDTA, provided CDTA has provided written notice of the material beach and provides APL at least thirty (30) days opportunity to cure same.

Suspensions not cured by APL to CDTA's commercially reasonable satisfaction within thirty (30) days will result in termination of the Agreement.

5.3 On the termination date, all NAVIGATOR CARDS sales must be reconciled, and accounts balanced by APL and CDTA, or its designated representative.

5.4 Within Thirty (30) business days of the termination date, all equipment as specified in Section 2.2 shall be removed by CDTA or its designated representative, at CDTA's cost. Equipment shall be in working condition. APL shall promptly reimburse CDTA for equipment requiring repair or replacement due to APL's gross negligence.

5.5 In the event that APL does not provide CDTA with necessary access to remove its equipment and/or all equipment is not otherwise returned to CDTA upon the termination date in accordance with subsection 5.4 above, CDTA will have the right to demand return within then (10) business days and otherwise to seek all legal and equitable remedies available to it to recover the equipment and/or the value for replacing same, to the extent permitted by law.

6. Amendment and Modification to the Agreement

6.1 The articles of the Agreement may be amended during the term of the Agreement provided however that no such amendments or modifications shall be effective unless evidenced by a written amendment to the contract executed by duly authorized representatives of both parties.

7. Effect of Invalidity

7.1 In the event that any provision of this Agreement is found to be invalid or unenforceable in any respect, the remaining provisions shall nevertheless be binding to the same extent as if the invalid or unenforceable provision was originally deleted.



8. Non-Waiver and Pursuit of Other Remedies

8.1 The failure of either Party to insist at any time upon the strict observance or performance of any of the provisions of the Agreement, or to exercise any right or remedy in the Agreement, shall not impair any such right or remedy or to be construed as a waiver or relinquishment thereof.

8.2 Both Parties remedies for the other's breach of the Agreement are cumulative and are not intended to be exclusive of any other remedies to which it may lawfully be entitled in the event of other's breach. Any termination or suspension of the Agreement shall not affect nor impair the right of CDTA to recover any damages, which may result from APL's breach or default.

9. Insurance

9.1 Both Parties shall obtain insurance to adequately cover any risk of loss in their commercially reasonable discretion. Either Party may self-insure if so chooses, and each party shall provide written proof of insurance or self-insurance to the other party upon request.

10. Assignability

10.1 If the APL's ownership materially changes (i.e. transfer to unrelated third party), the CDTA Sales Director shall be notified within 48 hours of the effective date of change. In such event, this Agreement and all obligations and duties of APL hereunder shall immediately become due and owing unless CDTA and APL's new owner mutually agree to continue this NAVIGATOR Sales Agreement via amendment or otherwise in a mutually agreeable written instrument.

11. Mutual Indemnification

11.1 Each Party (the "Indemnifying Party") shall defend indemnify and hold harmless the other Party (the "Indemnified Party") its subsidiaries affiliates, successors, assigns, officers, directors, employees and agents from and against any judgment, loss, damage, cost or expense (including reasonable attorney's fees) arising out of or in connections with any actual or threatened claim, suit, action or proceeding of any kind by any third party to the extent permissible by law and not otherwise limited by CDTA's sovereign immunity.

12. Jurisdiction and Venue



12. This Agreement and the transactions to which it relates, shall be governed by and construed and enforced in accordance with the laws of New York State. Any claim or legal action by one party against the other shall be commenced and maintained in Supreme Court, Albany County, and both parties hereby submit to the jurisdiction and venue of said court.

13. No Third-Party Beneficiaries

13.1 No right, duty, obligation, nor any section, provision condition or other term of the Agreement shall create or be construed to create or confer an express or implied third-party beneficiary or benefit upon any person or entity (including members of the general public or CDTA's other existing retail sales outlets) beyond the signatories to this Agreement.

14. General Provision

14.1 This Agreement, including any Exhibits and/or Addenda attached hereto contain the entire agreement relating to the subject matter contained herein and supersede all prior or contemporaneous agreements, written or oral, express or implied, between the parties.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have set their hands on the day and year first above written,

WITNESS

ALBANY PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

WITNESS

CAPTIAL DISTRICT TRANSPORATION AUTHORITY

By: _____

Name: _____

Title: _____



Exhibit A

Non-APL CDTA Sales Outlet Locations (As of April 1, 2019)

ALBANY COUNTY

CDTA Sales Center

85 Watervliet Avenue, Albany

ESP Visitor Center and Gift Shop

N. Concourse of the Empire State Plaza

Price Chopper

1060 Madison Avenue, Albany

40 Delaware Avenue, Albany

911 Central Avenue, Albany

1892 Central Avenue, Albany

444 Broadway, Menands

329 Glenmont Road, Glenmont

1395 New Scotland Road, Slingerlands

579 19th Street, Watervliet

Rt. 20 & 155, Guilderland

1706 Western Avenue, Guilderland

240 Congress Street, Cohoes

873 New Loudon Road, Latham

475 Albany-Shaker Road, Loudonville

Palace Theater Box Office

19 Clinton Ave, Albany

Regina Check Cashing

24 Central Avenue, Albany

911 Central Avenue, Albany

RENSSELAER COUNTY

Price Chopper

865 Second Avenue, Troy

716 Hoosick Street, Troy

501 Columbia Turnpike, Rensselaer

79 Vandenburg Place, Troy

Troy Savings Bank Music Hall

30 Second Street, Troy

Troy Public Library

100 2nd Street, Troy

Regina Check Cashing

450 Hoosick Street, Troy

SARATOGA COUNTY

Price Chopper

55 Railroad Place, Saratoga

115 Ballston Ave, Saratoga

Rt. 146 & Vischer Ferry Road, Clifton Park

3045 Rt. 50, Saratoga Springs

15 Park Avenue, Clifton Park

1 Kendall Way, Malta

Saratoga Springs Train Station

26 Station Lane, Saratoga

Schenectady County

Price Chopper

1640 Eastern Parkway, Schenectady

290 Saratoga Road, Scotia

1879 Altamont Ave. Schenectady

442 Balltown Road, Schenectady

Key Bank

315 State Street, Schenectady

Proctor's Theater Box Office

State Street, Schenectady

Regina Check Cashing

1 Wall Street, Schenectady

1249 State Street, Schenectady

Exhibit B
APL Sales Outlet Locations (As of April 1, 2019)

ALBANY COUNTY

ARBOR HILL/WEST HILL BRANCH

148 HENRY JOHNSON BOULEVARD ALBANY NY 12210

BACH BRANCH

455 NEW SCOTLAND AVENUE ALBANY NY 12208

DELAWARE BRANCH

331 DELAWARE AVENUE ALBANY NY 12209

HOWE BRANCH

105 SCHUYLER STREET (INTERSECTION OF SCHUYLER & BROAD STREETS) ALBANY NY 12202

NORTH ALBANY BRANCH

616 NORTH PEARL STREET ALBANY NY 12204

PINE HILLS BRANCH

517 WESTERN AVENUE ALBANY NY 12203

WASHINGTON AVENUE BRANCH

161 WASHINGTON AVENUE ALBANY NY 12210



MEMORANDUM

To: APL Board of Trustees
From: Scott Jarzombek, Executive Director
Date: April 4, 2019
Re: CURATORIAL AGREEMENT

Trustees,

The purpose of this memo is to explain the attached CURATORIAL AGREEMENT between the Albany Public Library, the Opalka Gallery, and the Albany Public Library Foundation.

The Albany Public Library hosts a bi-annual art exhibition. For the last three years, previous shows were underwritten by the Albany Public Library Foundation. A new curator has been hired for a 2 - 3-year term to coordinate these shows. The attached agreement outlines the roles and responsibilities of each party.

This year we have selected a gallery as curator.

Yours,



Scott Jarzombek, Executive Director

CURATORIAL AGREEMENT
(DRAFT)

This Curatorial Agreement (this “Agreement”) is made as of the ____ day of April, 2019 by and between **OPALKA GALLERY**, a _____ having an address of _____, Albany, New York _____ (the “Gallery”), **ALBANY PUBLIC LIBRARY**, a school district public library chartered by the Regents of the University of the State of New York, with an address at 161 Washington Avenue, Albany, New York 12210 (the “Library”), and the **ALBANY PUBLIC LIBRARY FOUNDATION**, a domestic not-for-profit corporation, with an address at 161 Washington Avenue, Albany, New York 12210 (the “Foundation”). The Gallery, the Library, and the Foundation may be referred to herein as the “Parties” and each individually a “Party.”

WITNESSETH

WHEREAS, the Library is the owner of a library building in the City of Albany, New York, commonly known as the “Pine Hills Branch” located at, 523 Western Avenue, Albany, New York 12208 (the “Building”);

WHEREAS, the Library presents a bi-annual exhibition program in the Building known as “Art @ APL”; and

WHEREAS, the Foundation has recently agreed to fund the costs of presenting Art @ APL; and

WHEREAS, the Gallery agrees to undertake research, curatorial, and installation duties to fulfill Art @ APL from April 2019 through May 2020.

NOW THEREFORE, in consideration of the mutual representations, warranties, covenants and agreements contained in this Agreement and for other good and valuable consideration, the adequacy of which are hereby acknowledged, the Parties agree as follows:

1. Term and Termination. This Agreement shall begin on the date set forth above and end upon the deinstallation of the second exhibition conducted by the Gallery for Art @ APL. Any Party may terminate this Agreement at any time, for any or no reason, upon at least thirty (30) days prior written notice of such termination; except the Gallery agrees that it will not terminate this Agreement less than thirty (30) days before or after the opening of an Exhibition.

2. License. The Library hereby grants to the Gallery and the Foundation, and the employees, contractors, agents, invitees and patrons, the non-exclusive right to use and occupy space in the Building, as more particularly defined by Library staff assigned to the Building, in accordance with the terms and conditions of this Agreement to display the art exhibited and provide for events related to each exhibition (the “Space License”). Library staff will provide access to Building for the Foundation’s and the Gallery’s needs, including but not limited to, hours when the Building is otherwise closed to the public. This Space License is not coupled with an interest and is not intended to convey any ownership or other interest in the Building.

3. **Consideration.** The Foundation agrees to pay the Gallery a curatorial fee of \$3,750 per exhibition (the “Fees”) for two exhibitions per year, one in the Summer (April – September) and one in the Fall (November – March). Each Fee shall be paid in two, equal installments, the first upon submission of an approved Exhibition Plan and Schedule, and the second when the exhibition has been deinstalled. In addition, the Foundation will reimburse the Gallery or, where appropriate, Gallery staff members, for out-of-pocket expenses for installation materials, printed materials, and/or mileage for transportation of artwork, up to a maximum [per Exhibition]^[SR1] of \$2,000. The Library shall neither pay nor receive consideration under this Agreement. This Agreement constitutes a “Full Season Partnership” at the Gallery and entitles Library and the Foundation to all of the benefits thereof as described on the annexed description of “Full-Season Sponsorship Benefits.”

4. **Responsibilities of the Foundation and the Gallery**^[SR2].

(a) **The Foundation.** In addition to bearing responsibility for the payment of consideration as set forth above, the Foundation shall provide staffing necessary to sponsor, organize, and implement the Art @ APL program, in conjunction with Library staff.

(b) **The Gallery.** The Gallery will undertake all research and negotiations regarding the Exhibitions including selection of work, contacting artists and gaining permissions, arranging loan contracts, transportation of artwork, and installation of artwork in the Building. The Gallery will be responsible for providing exhibition label text, wall text where appropriate, and any other promotional materials, including images for publicity. The Gallery recognizes that its staff will interact with Library patrons, employees, board members, volunteers and community members and agrees to conduct itself with sensitivity to the goals of the Library. Subject to the ability to use Licensed Images granted herein, scheduled exhibitions will be recognized as the intellectual property of the Gallery. Subject to the needs of the Exhibitions, the Gallery shall be free to determine the hours of service of its staff. Nothing in this agreement shall be interpreted as authorizing the Gallery or its employees/contractors to contract for or in any way incur any liability whatsoever for or on behalf of the Library or the Foundation. The Gallery shall act as an independent contractor to the Library and the Foundation and neither shall not be responsible for any income tax withholding or the payment of any employment taxes owed by the Gallery, and neither shall be responsible for providing any benefits or fringe benefits to employees of the Gallery. The Gallery shall be responsible for paying all estimated taxes based on the Fee it receives under this Agreement, and the Foundation will issue a Form 1099 for the amounts paid as consideration under this Agreement.

5. **Library’s Use of Exhibition Images.** The Gallery will ensure that the Library and the Foundation may make use of images of artwork in each Exhibition (the “Licensed Images”) for creating publicity, promotional and other materials for Library and Foundation programs, including, but not limited to Art @ APL. The Library and the Foundation will bear the cost of obtaining such images unless the Gallery has appropriate images available to provide to them. The Library’s and Foundation’s use of the Licensed Images shall be in compliance with all laws, ordinances, rules and regulations of any governmental authority having jurisdiction. The Library and the Foundation will give attribution whenever it uses a Licensed Image by placing text in proximity to the image stating: “[Title] by [Artist] courtesy of the Opalka Gallery.”

6. Representations and Warranties.

(a) The Library represents and warrants: (i) the Library is the owner of the Building; and (ii) the Library is a school district public library chartered by the Regents of the University of the State of New York and has the full power and authority to enter into this Agreement and carry out its obligations hereunder.

(b) The Foundation represents and warrants: the Foundation is a domestic not-for-profit corporation and has the full power and authority to enter into this Agreement and carry out its obligations hereunder.

(c) The Gallery represents and warrants: (i) It will obtain all necessary approvals from artists contributing to an Exhibition for Art @ APL; (ii) this Agreement and the obligations hereunder constitute a legal, valid and binding obligation of the Gallery enforceable against the Gallery in accordance with its terms, subject to standard exceptions with respect to bankruptcy laws, equitable remedies and specific performance; and (iv) no consent, approval or action of, filing with, or notice to any governmental or regulatory authority or any other non-governmental third-party is required in connection with the execution, delivery or performance of this Agreement and has not been obtained by Pettit.

7. Default and Remedies. The failure of any Party to fully comply with each and every term and condition of this Agreement shall constitute a default hereunder. In the event of the Gallery's default hereunder, the Library and the Foundation shall each be entitled, among other things, to enforce specific performance of this Agreement. In the event of the Library's or the Foundation's default hereunder, which default continues for a period of seven (7) days after notice from Gallery of such default, the Gallery shall be entitled to, at its option: (i) terminate this Agreement; or (ii) pursue any and all remedies available to it at law or in equity, including without limitation, damages.

8. Assignment. No party may assign this Agreement or its rights and obligations hereunder.

9. Notices. All notices required or permitted hereunder shall be in writing and shall be served on the Parties at the following address:

Notices to the Library shall be sent to:

Albany Public Library
161 Washington Avenue
Albany, NY 12210
ATTN: Executive Director

Notices to the Foundation shall be sent to:

Albany Public Library Foundation
161 Washington Avenue
Albany, NY 12210
ATTN: Executive Director

Notices to the Gallery shall be sent to:

Opalka Gallery
[Address]
Albany, NY 12208

ATTN: [_____]

Any such notices may be sent by (a) certified mail, return receipt requested, in which case notice shall be deemed delivered five (5) business days after deposit, postage prepaid in the U.S. mail, (b) a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such courier, or (c) facsimile transmission, in which case notice shall be deemed delivered upon electronic verification that transmission to recipient was completed. The above addresses and facsimile numbers may be changed by written notice to the other party; provided that no notice of a change of address or facsimile number shall be effective until actual receipt of such notice.

10. Miscellaneous.

(a) If any provision of this Agreement, or portion thereof, or the application thereof to any person or circumstances, shall, to any extent be held invalid, inoperative or unenforceable, the remainder of this Agreement, or the application of such provision or portion thereof to any other persons or circumstances, shall not be affected thereby; it shall not be deemed that any such invalid provision affects the consideration for this Agreement; and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

(b) This Agreement shall be construed in accordance with the laws of the State of New York without regard to the conflict at laws principles thereof. The Parties expressly and knowingly agree that any disputes arising under or out of this Agreement shall be subject to the exclusive jurisdiction of a court of competent jurisdiction located in and for the County of Albany, State of New York, which shall also be the exclusive venue for any litigation arising out of or under this Agreement.

(c) The Section headings in this Agreement are for convenience only, shall in no way define or limit the scope or content of this Agreement, and shall not be considered in any construction or interpretation of this Agreement or any part hereof.

(d) Nothing in this Agreement shall be construed to make the Parties hereto partners or joint ventures or render either of said Parties liable for the debts or obligations of the other.

(e) This Agreement shall be binding upon and inure to the benefit of the successors and permitted assigns of the Parties hereto.

(f) This Agreement sets forth all of the covenants, promises, agreements, conditions, and understandings among the Parties concerning the granting of a license for the License Area and supersedes any and all prior agreements and understandings among the Parties. This Agreement may not be amended, changes, modified, altered or terminated, except in writing signed by the Parties hereto.

(g) This Agreement may be signed in any number of counterparts, by facsimile or otherwise, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be

executed as of the day and year first above written.

ALBANY PUBLIC LIBRARY

By: Scott Jarzombek
Its: Executive Director

ALBANY PUBLIC LIBRARY FOUNDATION

By: Holly McKenna
Its: President

Opalka Gallery

By: Judie Gilmore
Its: _____

Schedule A



FULL-SEASON SPONSORSHIP BENEFITS

- Logo recognition in all digital and print materials, including: season brochure, website, evites, event postcard, posters and flyers (*approx. reach: 15,000+*)
- Logo recognition at artist/curator talks (8 annually) (*estimated reach: 800*)
- Eight (8) social media mentions (Facebook, Twitter, Instagram) (*estimated reach: 4,000*)
- Two (2) promoted posts on Facebook, targeted to your audience specifications (*targeted reach: 2,000/each*)
- One organization or leader profile in Opalka monthly e-newsletter with link to your website (*mailing list: 6,000*)
- Inclusion in all press releases (4 annually)
- Two (2) invitations to VIP artist/curator dinner with Opalka Director
- Two (2) invitations to each Supper Club event (2 annually) (*90 attendees*)
- Free use of gallery and/or lecture hall (schedule permitting) for up to two events, including set up and staff support

ADDITIONAL SAGE COLLEGES BENEFITS

- Prominent recognition in the *Times Union*, Sage alumni publication (magazine distributed to 25,000+ alumni and friends) and on the Sage website, including a link to your organization
- Differed tuition payments for organizations who offer tuition reimbursement to employees (your employees do not have to pay out of pocket and then be reimbursed)
- Opportunities for intern and professional recruitment
- Admission to the Capital Region Career Expo and access to Sage events both on and off campus

MEMORANDUM

To: APL Board of Trustees
From: Scott Jarzombek, Executive Director
Date: March 28, 2019
Re: NYS Annual Report for 2018

The purpose of this memo is to highlight parts of our annual mandated report to NYS. The numbers in parenthesis correspond with their code on the 2018 NYS annual report, which is attached. It's important to note that the state requires numbers to be reported in specific ways, which sometimes differ from how we prefer to examine metrics in our monthly statistics report. * In this memo, we have explained those differences.

COLLECTION

In 2018, our print collection grew by 1% (2.7) and our overall collection increased by 5% (2.25). There was a 20% growth in eMaterial (2.20).

CIRCULATION

Total cataloged physical item circulation was down 6% (4.11). Circulation for eMaterial was up 15% (4.12). Total collection use, which includes eMaterial, physical material, and database usage, was down 5% (4.16). The district saw a 3% increase in the amount of material loaned out to other libraries (4.21). * We do not count database usage in our monthly statistics report as part of circulation.

PROGRAM ATTENDANCE

Our number of program sessions grew by 19% (3.20). Attendance increased by 3% (3.27). We will be changing the community report.

TECHNOLOGY USE

Public internet terminal sessions were up 8% (16.16). WiFi sessions were down 37% (16.17). *For the purpose of our monthly reports, we have weighted WiFi numbers reported before the upgrade in access points. The state report still uses the previous figures. In our monthly statistics report, these two numbers are combined.

LIBRARY VISITS

Library visits increased by 6% (3.1). Registered resident borrowers increased by 7% (3.2). Website visits increased by 9% (5.4).

STAFFING

FTE paid staff increased by 5% (6.12).

OPERATIONAL HOURS

The total number of hours increased by 1% (8.13).

STATE MINIMUM STANDARD

The library district meets all minimum standards set by the state.

Yours,



Scott Jarzombek, Executive Director

Albany Public Library

Annual Report For Public And Association Libraries - 2018

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

Report all information in Part 1 as of December 31, 2018, except for questions related to the current library director/manager (questions 1.37 through 1.45).

1.1	Library ID Number	8400010060	8400010060
1.2	Library Name	ALBANY PUBLIC LIBRARY	ALBANY PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Albany *	Albany *
1.6	Beginning Fiscal Reporting Year	01/01/2018	01/01/2017
1.7	Ending Fiscal Reporting Year	12/31/2018	12/31/2017
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2018	1/1/2017
1.12	Ending <u>Local</u> Fiscal Year	12/31/2018	12/31/17
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	161 WASHINGTON AVENUE	161 WASHINGTON AVENUE
1.15	City	ALBANY	ALBANY
1.16	Zip Code	12210	12210
1.17	Mailing Address	161 WASHINGTON AVENUE	161 WASHINGTON AVENUE
1.18	City	ALBANY	ALBANY
1.19	Zip Code	12210	12210
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 427-4300	(518) 427-4300
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 449-3386	(518) 449-3386
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	washingtonave@albanypubliclibrary.org	washingtonave@albanypubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page)	https://www.albanypubliclibrary.org	www.albanypubliclibrary.org

	URL)		
1.24	Population Chartered to Serve (per 2010 Census)	97,839	97,839
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	09/13/2002	09/13/2002
1.30	Date the library was last registered	12/29/2003	12/29/2003
1.31	Federal Employer Identification Number	320034205	320034205
1.32	County	ALBANY	ALBANY
1.33	School District	Albany City School District	Albany City School District
1.34	Town/City	Albany	Albany
1.35	Library System	Upper Hudson Library System	Upper Hudson Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37	Title of Library Director/Manager (select one):	Mr.	Mr.
1.38	First Name of Library Director/Manager	Scott	Scott
1.39	Last Name of Library Director/Manager	Jarzombek	Jarzombek
1.40	NYS Public Librarian Certification Number	21576	21576
1.41	What is the highest education level of the library manager/director?	Master's Degree	Master's Degree
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	Y
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	Y

1.44	E-mail Address of the Director/Manager	jarzombeks@albanypubliclibrary.org	jarzombeks@albanypubliclibrary.org
1.45	Fax Number of the Director/Manager	(518) 449-3386	(518) 449-3386
1.46	Is the library a member of the New York State and Local Retirement System?	Y	Y
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2018? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	Y	Y
1.	Name of municipality or district holding the public vote	Albany City School District	Albany City School District
2.	Indicate the type of municipality or district holding the public vote	School District	School District
3.	Date the vote was held (mm/dd/2018)	05/15/2018	5/16/17
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))	school district ballot proposition (Ed. Law §259(1)(a))
6a.	Most recent prior year approved appropriation from a public vote:	\$6,981,873	\$6,652,455
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$171,149	\$329,418
6c.	Total proposed appropriation (sum of 6a and 6b):	\$7,153,022	\$6,981,873

This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.49	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2018) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.	N	
1.	Name of municipality or district holding the public vote	n/a	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		

5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A
1.50	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.51.	N	N
1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A
1.51	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	Y

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	76,915	76,844
2.2	Adult Non-fiction Books	66,825	67,254
2.3	Total Adult Books (Total questions 2.1 & 2.2)	143,740	144,098
2.4	Children's Fiction Books	54,613	52,091
2.5	Children's Non-fiction Books	20,120	19,584
2.6	Total Children's Books (Total questions 2.4 & 2.5)	74,733	71,675
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	218,473	215,773

Other Print Materials

2.8	Total Uncataloged Books	350	350
2.9	Total Print Serials	2,600	2,842
2.10	All Other Print Materials	1,640	1,641
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	4,590	4,833
2.12	Total Print Materials (Total questions 2.7 and 2.11)	223,063	220,606

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	49,894	37,695
2.14	Local Electronic Collections	4	4
2.15	NOVEL ^{NY} Electronic Collections	16	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20	20
2.17	Audio - Downloadable Units	14,315	11,819
2.18	Video - Downloadable Units	654	654
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	64	62
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	64,947	50,250

Non-Electronic Materials

2.21	Audio - Physical Units	21,679	22,395
2.22	Video - Physical Units	56,791	55,024
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	256	168
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	78,726	77,587
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	366,736	348,443

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	453	414
------	------------------------------------	-----	-----

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	17,056	18,684
2.28	All Other Print Materials	2,579	2,806
2.29	Electronic Materials	10,061	8,444
2.30	All Other Materials	6,301	7,070
2.31	Total Additions (Total questions 2.27 through 2.30)	35,997	37,004

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2018 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	841,198	792,832
3.2	Registered resident borrowers	74,142	69,011
3.3	Registered non-resident borrowers	151	146

Please report information on WRITTEN POLICIES as of 12/31/18.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/18.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N
3.12	Does the library have large print books?	Y	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	Y	Y
3.14 - If so, what do you have?			
	screen reader, such as JAWS or Windoweyes	No	No
	refreshable Braille keyboard	No	No
	screen magnification software, such as Zoomtext	No	No
	electronic scanning and reading software, such as OpenBook	No	No
3.15	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The	Y	Y

New York Public Library,
New York)?

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.16	Adult Program Sessions	2,285	2,069
3.17	Young Adult Program Sessions	692	664
3.18	Children's Program Sessions	2,059	1,825
3.19	All Other Program Sessions	396	0
3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	5,432	4,558
3.21	One-on-One Program Sessions	897	527
3.22	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.23	Adult Program Attendance	20,493	20,113
3.24	Young Adult Program Attendance	6,176	5,512
3.25	Children's Program Attendance	27,584	30,991
3.26	All Other Program Attendance	3,842	0
3.27	Total Program Attendance (Total questions 3.23 through 3.26)	58,095	56,616
3.28	One-on-One Program Attendance	2,902	1,237

Please report information on SUMMER READING PROGRAMS for the 2018 calendar year.

SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2018 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	No	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.30	Library outlets offering the summer reading program	7	7
3.31	Children registered for the library's summer reading program	1,040	611
3.32	Young adults registered for the library's summer reading program	459	256
3.33	Adults registered for the library's summer reading program	162	182

3.34	Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)	1,661	1,049
3.35	Children's program sessions - Summer 2018	300	220
3.36	Young adult program sessions - Summer 2018	87	84
3.37	Adult program sessions - Summer 2018	239	203
3.38	Total program sessions - Summer 2018 (total 3.35 + 3.36 + 3.37)	626	507
3.39	Children's program attendance - Summer 2018	5,398	5,467
3.40	Young adult program attendance - Summer 2018	877	705
3.41	Adult program attendance - Summer 2018	2,067	1,741
3.42	Total program attendance - Summer 2018 (total 3.39 + 3.40 + 3.41)	8,342	7,913

COLLABORATORS

3.43	Public school district(s) and/or BOCES	1	1
3.44	Non-public school(s)	4	4
3.45	Childcare center(s)	3	3
3.46	Summer camp(s)	2	2
3.47	Municipality/Municipalities	5	5
3.48	Literacy provider(s)	1	1
3.49	Other (describe using the State note)	7	7
3.50	Total Collaborators (total 3.43 through 3.49)	23	23

Please report information on EARLY LITERACY PROGRAMS for the 2018 calendar year.

EARLY LITERACY PROGRAMS

3.51	Did the library offer early literacy programs? (Enter Y for Yes, N for No)		Y
3.52	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	Yes	Yes
c.	Combined audience	Yes	No
d.	N/A	No	No
3.53	- Number of sessions		
a.	Focus on birth - school entry (kindergarten)	875	809
b.	Focus on parents & caregivers	1	2
c.	Combined audience	4	0
d.	N/A	0	0
3.54	Total Sessions	880	811
3.55	- Attendance at sessions		
a.	Focus on birth - school entry (kindergarten)	16,539	16,124
b.	Focus on parents & caregivers	117	145
c.	Combined audience	1,522	0
d.	N/A	0	0
3.56	Total Attendance	18,178	16,269
3.57	- Collaborators (check all that apply):		

a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	Yes	Yes
e.	Other (describe using the State note)	Yes	Yes

Please report information on ADULT LITERACY for the 2018 calendar year.

ADULT LITERACY

3.58	Did the library offer adult literacy programs?	Yes	Yes
3.59	Total group program sessions	510	477
3.60	Total one-on-one program sessions	0	10
3.61	Total group program attendance	6,503	5,854
3.62	Total one-on-one program attendance	0	14
3.63 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2018 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.64	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	Y
3.65	Children's program sessions	0	0
3.66	Young adult program sessions	0	17
3.67	Adult program sessions	260	258
3.68	Total program sessions (total 3.65 + 3.66 + 3.67)	260	275
3.69	One-on-one program sessions	0	0
3.70	Children's program attendance	0	0
3.71	Young adult program attendance	0	219
3.72	Adult program attendance	2,094	2,317
3.73	Total program attendance (total 3.70 + 3.71 + 3.72)	2,094	2,536
3.74	One-on-one program attendance	0	0
3.75 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	No	Yes
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2018 calendar year.

DIGITAL LITERACY

3.76	Did the library offer digital literacy programs?	Y	Y
3.77	Total group program sessions	381	334
3.78	Total one-on-one program sessions	175	292
3.79	Total group program attendance	2,506	2,507
3.80	Total one-on-one program attendance	364	359

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	96,877	102,212
4.2	Adult Non-fiction Books	81,436	85,812
4.3	Total Adult Books (Total questions 4.1 & 4.2)	178,313	188,024
4.4	Children's Fiction Books	99,398	102,798
4.5	Children's Non-fiction Books	19,128	20,773
4.6	Total Children's Books (Total questions 4.4 & 4.5)	118,526	123,571
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	296,839	311,595

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	322,364	348,136
4.9	Circulation of Children's Other Materials	20,943	22,057
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	343,307	370,193
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	640,146	681,788

ELECTRONIC USE

4.12	Use of Electronic Material	75,512	65,793
4.13	Successful Retrieval of Electronic Information	6,910	10,463
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	82,422	76,256
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	715,658	747,581
4.16	Total Collection Use (Total questions 4.13 & 4.15)	722,568	758,044
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	139,469	145,628

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	171,783	140,408
4.19	Does the library offer virtual reference?	Y	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	118,555	118,884
------	--------------------------	---------	---------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	147,544	142,873
------	--------------------------	---------	---------

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2018.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	456,285	414,717
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	
5.7	Does the library file for E-rate benefits?	Y	
5.8	Is the library part of a consortium for E-rate benefits?	N	
5.9	If yes, in which consortium are you participating?	n/a	
5.10	Name of the person responsible for the library's Information Technology (IT) services	Melanie Metzger	William Rozell
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	5184274378	(518) 427-4340
5.12	IT contact's email address	metzgerm@albanypubliclibrary.org	itmanager@albanypubliclibrary.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5	37.5
-----	--	------	------

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	28	27
6.5	Vacant Librarian (certified)	2	2
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	7	6.5
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0.5
6.10	Other Staff	56.5	53.5
6.11	Vacant Other Staff	0	2
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	92.50	88.00

6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	2.00	4.50
------	---	------	------

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$47,404	\$47,404
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$103,000	\$103,000
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2018. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	Y
7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:			
7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y

7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	0	1
8.2	Branches	7	6
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	7	7

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	0.00	53.00
8.7	Minimum Weekly Total Hours - Branch Libraries	313.00	252.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	313.00	305.00
8.10	Annual Total Hours - Main Library	0.00	2,786.00
8.11	Annual Total Hours - Branch Libraries	15,586.00	12,678.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	15,586.00	15,464.00

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#)

1.	Outlet Name	Albany Public Library	Albany Public Library
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	161 WASHINGTON AVENUE	161 WASHINGTON AVENUE
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	ALBANY	ALBANY
6.	Zip Code	12210	12210

7.	Phone (enter 10 digits only)	(518) 427-4300	(518) 427-4300
8.	Fax Number (enter 10 digits only)	(518) 449-3386	(518) 449-3386
9.	E-mail Address	washingtonave@albanypubliclibrary.org	washingtonave@albanypubliclibrary.org
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/washington-avenue-branch/	http://www.albanypubliclibrary.org/locations/washington-avenue-branch/
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	BR	CE
15.	Public Service Hours Per Year for This Outlet	2,828	2,786
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	2,986	2,642
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1963	1963
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2013	2013
25.	Square footage of the outlet	67,000	67,000
26.	Number of internet computers at this outlet used by general public	58	57
27.	Number of uses (sessions) of public Internet computers per year	50,070	45,360
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	TechValley Communications	TechValley Communications
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	17,919	20,847
34.	Does the outlet have interactive videoconferencing capability for public use?	N	N

35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	Does your outlet have a Makerspace?	Y	
38.	<i>LIBID</i>	8400010060	8400010060
39.	<i>FSCSID</i>	NY0697	NY0697
40.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
41.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no change from previous year)
1.	Outlet Name	Arbor Hill/West Hill Branch	Arbor Hill/West Hill Branch
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	148 Henry Johnson Boulevard	148 Henry Johnson Boulevard
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	ALBANY	ALBANY
6.	Zip Code	12210	12210
7.	Phone (enter 10 digits only)	(518) 694-0596	(518) 694-0596
8.	Fax Number (enter 10 digits only)	N/A	N/A
9.	E-mail Address	arborhillwesthill@albanypubliclibrary.org	arborhillwesthill@albanypubliclibrary.org
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/arborhill-westhill/	http://www.albanypubliclibrary.org/locations/arborhill-westhill/
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,138	2,137
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	1,302	904
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	2010	2010
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010	2010
25.	Square footage of the outlet	12,000	12,000
26.	Number of internet computers at this outlet used by general public	33	39

27.	Number of uses (sessions) of public Internet computers per year	24,256	22,464
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	TechValley Communications	TechValley Communications
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	6,372	10,246
34.	Does the outlet have interactive videoconferencing capability for public use?	N	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	Does your outlet have a Makerspace?	N	
38.	LIBID	8400010060	8400010060
39.	FSCSID	NY0697	NY0697
40.	Number of Bookmobiles in the Bookmobile Outlet Record	0	0
41.	Outlet Structure Status	00 (for no change from previous year)	00 (for no change from previous year)
1.	Outlet Name	Delaware Branch	Delaware Branch
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	331 DELAWARE AVENUE	331 DELAWARE AVENUE
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	Albany	Albany
6.	Zip Code	12209	12209
7.	Phone (enter 10 digits only)	(518) 463-0254	(518) 463-0254
8.	Fax Number (enter 10 digits only)	N/A	N/A
9.	E-mail Address	delaware@albanypubliclibrary.org	delaware@albanypubliclibrary.org
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/delaware/	http://www.albanypubliclibrary.org/locations/delaware/
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,138	2,142
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use	Y	Y

	even when the outlet is closed?		
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	974	1,163
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1962	1962
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009	2009
25.	Square footage of the outlet	9,500	9,500
26.	Number of internet computers at this outlet used by general public	26	32
27.	Number of uses (sessions) of public Internet computers per year	16,512	17,073
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	TechValley Communications	TechValley Communications
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	5,106	9,166
34.	Does the outlet have interactive videoconferencing capability for public use?	N	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	Does your outlet have a Makerspace?	N	
38.	LIBID	8400010060	8400010060
39.	FSCSID	NY0697	NY0697
40.	Number of Bookmobiles in the Bookmobile Outlet Record	0	0
41.	Outlet Structure Status	00 (for no change from previous year)	00 (for no change from previous year)
1.	Outlet Name	John A. Howe Branch	John A. Howe Branch
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	105 Schuyler Street	105 Schuyler Street
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	ALBANY	ALBANY
6.	Zip Code	12202	12202

7.	Phone (enter 10 digits only)	(518) 472-9485	(518) 472-9485
8.	Fax Number (enter 10 digits only)	(518) 472-9406	(518) 472-9406
9.	E-mail Address	howe@albanypubliclibrary.org	howe@albanypubliclibrary.org
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/howe/	http://www.albanypubliclibrary.org/locations/howe/
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,072	2,035
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	1,290	1,009
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1929	1929
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009	2009
25.	Square footage of the outlet	9,500	9,500
26.	Number of internet computers at this outlet used by general public	26	32
27.	Number of uses (sessions) of public Internet computers per year	19,086	17,525
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	TechValley Communications	TechValley Communications
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	5,496	16,398
34.	Does the outlet have interactive videoconferencing capability for public use?	N	N
35.	Does the outlet have a	Y	Y

	building entrance that is physically accessible to a person in a wheelchair?		
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	
37.	Does your outlet have a Makerspace?	N	
38.	<i>LIBID</i>	8400010060	<i>8400010060</i>
39.	<i>FSCSID</i>	NY0697	<i>NY0697</i>
40.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
41.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.	Outlet Name	John J. Bach Branch	<i>John J. Bach Branch</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	455 New Scotland Avenue	<i>455 New Scotland Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Albany	<i>Albany</i>
6.	Zip Code	12208	<i>12208</i>
7.	Phone (enter 10 digits only)	(518) 482-2154	<i>(518) 482-2154</i>
8.	Fax Number (enter 10 digits only)	N/A	<i>N/A</i>
9.	E-mail Address	bach@albanypubliclibrary.org	<i>bach@albanypubliclibrary.org</i>
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/bach/	<i>http://www.albanypubliclibrary.org/locations/bach/</i>
11.	County	Albany	<i>Albany</i>
12.	School District	Albany	<i>Albany</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,298	<i>2,035</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	Y	<i>Y</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	655	<i>956</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	2010	<i>2010</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010	<i>2010</i>
25.	Square footage of the outlet	8,500	<i>8,500</i>
26.	Number of internet computers at this outlet used by general public	25	<i>31</i>
27.	Number of uses (sessions) of public Internet	14,228	<i>12,714</i>

	computers per year		
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
31.	Internet Provider	TechValley Communications	<i>TechValley Communications</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Number of wireless sessions provided by the library wireless service per year	6,764	<i>10,733</i>
34.	Does the outlet have interactive videoconferencing capability for public use?	N	<i>N</i>
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
37.	Does your outlet have a Makerspace?	N	
38.	<i>LIBID</i>	8400010060	<i>8400010060</i>
39.	<i>FSCSID</i>	NY0697	<i>NY0697</i>
40.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
41.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.	Outlet Name	North Albany Branch	<i>North Albany Branch</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	616 North Pearl Street	<i>616 North Pearl Street</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	ALBANY	<i>ALBANY</i>
6.	Zip Code	12204	<i>12204</i>
7.	Phone (enter 10 digits only)	(518) 463-1581	<i>(518) 463-1581</i>
8.	Fax Number (enter 10 digits only)	N/A	<i>N/A</i>
9.	E-mail Address	northalbany@albanypubliclibrary.org	<i>northalbany@albanypubliclibrary.org</i>
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/north-albany/	<i>http://www.albanypubliclibrary.org/locations/north-albany/</i>
11.	County	Albany	<i>Albany</i>
12.	School District	Albany	<i>Albany</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,040	<i>2,039</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N	<i>N</i>
18.	Is the meeting space available for public use	N	<i>N</i>

	even when the outlet is closed?		
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	N/A	0
20.	Enter the appropriate outlet code (select one):	LR	LR
21.	Who owns this outlet building?	Other (specify using the State note)	Other (specify using the State note)
22.	Who owns the land on which this outlet is built?	Other (specify using the State note)	Other (specify using the State note)
23.	Indicate the year this outlet was initially constructed	2005	2005
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	N/A
25.	Square footage of the outlet	2,500	2,500
26.	Number of internet computers at this outlet used by general public	10	11
27.	Number of uses (sessions) of public Internet computers per year	6,523	6,277
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	TechValley Communications	TechValley Communications
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	3,478	4,039
34.	Does the outlet have interactive videoconferencing capability for public use?	N	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	Does your outlet have a Makerspace?	N	
38.	<i>LIBID</i>	N/A	N/A
39.	<i>FSCSID</i>	N/A	N/A
40.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	N/A	N/A
41.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no change from previous year)
1.	Outlet Name	Pine Hills Branch	Pine Hills Branch
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	517 Western Ave.	517 Western Ave.
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	ALBANY	ALBANY
6.	Zip Code	12203	12203

7.	Phone (enter 10 digits only)	(518) 482-7911	(518) 482-7911
8.	Fax Number (enter 10 digits only)	(518) 482-7916	(518) 482-7916
9.	E-mail Address	pinehills@albanypubliclibrary.org	pinehills@albanypubliclibrary.org
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/pine-hills/	http://www.albanypubliclibrary.org/locations/pine-hills/
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,072	2,040
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	1,733	1,905
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1930	1930
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009	2009
25.	Square footage of the outlet	18,000	18,000
26.	Number of internet computers at this outlet used by general public	37	40
27.	Number of uses (sessions) of public Internet computers per year	30,449	28,301
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	TechValley Communications	TechValley Communications
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	8,974	14,735
34.	Does the outlet have interactive videoconferencing capability for public use?	N	N
35.	Does the outlet have a	Y	Y

	building entrance that is physically accessible to a person in a wheelchair?		
36.	Is every public part of the outlet accessible to a person in a wheelchair?		Y
37.	Does your outlet have a Makerspace?	N	
38.	LIBID	8400010060	8400010060
39.	FSCSID	NY0697	NY0697
40.	Number of Bookmobiles in the Bookmobile Outlet Record	0	0
41.	Outlet Structure Status	00 (for no change from previous year)	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2018. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2018 to December 31, 2018)	14	14
------	---	----	----

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes	Yes
10.3	If yes, what is the range?	5-15	5-15
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	9	9
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5	5

BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	EP - board members are elected in a public election
------	---	---	---

List Officers and Board Members as of February 1, 2019. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant	Mrs.	Mrs.
10.10	First Name	Karen	Karen
10.11	Last Name	Strong	Strong
10.12	Mailing Address	162 Chestnut St.	162 Chestnut St
10.13	City	Albany	Albany
10.14	Zip Code (5 digits only)	12210	12210
10.15	Phone (enter 10 digits only)	n/a	N/A
10.16	E-mail Address	klstrong6@gmail.com	klstrong6@gmail.com
10.17	Term Begins - Month	June	June
10.18	Term Begins - Year (yyyy)	2016	2016
10.19	Term Expires - Month	June	June

10.20	Term Expires - Year (yyyy)	2021	2021
10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	07/12/2016	07/12/2016
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2016	07/15/2016
10.24	Is this a brand new trustee?	N	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to bibliostat@btol.com.

1.	Title of Board Member (select one):	Mr.	Mr.
2.	First Name of Board Member	Andrew	Andrew
3.	Last Name of Board Member	Bechard	Bechard
4.	Mailing Address	27 Forest Ave	27 Forest Ave
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12208	12208
7.	E-mail address	abechard@gmail.com	abechard@gmail.com
8.	Office Held or Trustee	Vice President	Vice President
9.	Term Begins - Month	June	June
10.	Term Begins - Year (year)	2014	2014
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2019	2019
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/08/2014	07/08/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/14/2014	07/14/2014
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Other (enter title)	Mrs.
2.	First Name of Board Member	Elisa	Elisa
3.	Last Name of Board Member	Kane	Kane
4.	Mailing Address	27 Cuyler Ave	27 Cuyler Ave.
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12209	12209
7.	E-mail address	eeekievonkane@gmail.com	eeekievonkane@gmail.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	June	June
10.	Term Begins - Year (year)	2015	2015
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2020	2020
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a	Yes	Yes

	trustee who resigned their position).		
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2015	07/14/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2015	07/15/15
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Other (enter title)	Mrs.
2.	First Name of Board Member	Alison	Alison
3.	Last Name of Board Member	Calacone	Calacone
4.	Mailing Address	148 Ramsey	148 Ramsey
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12209	12209
7.	E-mail address	a.calacone@me.com	a.calacone@me.com
8.	Office Held or Trustee	Vice President	Vice President
9.	Term Begins - Month	June	June
10.	Term Begins - Year (year)	2014	2014
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2019	2019
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/08/2014	07/08/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/14/2014	07/14/2014
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Dr.	Dr.
2.	First Name of Board Member	Brenda	Brenda
3.	Last Name of Board Member	Robinson	Robinson
4.	Mailing Address	266 Livingston Ave.	266 Livingston Ave.
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12210	12210
7.	E-mail address	kingnqueens7@aol.com	kingnqueens7@aol.com
8.	Office Held or Trustee	Secretary	Secretary
9.	Term Begins - Month	June	June
10.	Term Begins - Year (year)	2017	2017
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2022	2022
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2017	07/11/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/12/2017	07/12/2017
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Other (enter title)	Mr.

2.	First Name of Board Member	Michael	Michael
3.	Last Name of Board Member	Neppi	Neppi
4.	Mailing Address	21 Elk St. #401	21 Elk St #401
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12207	12207
7.	E-mail address	neptacular@gmail.com	neptacular@gmail.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	June	June
10.	Term Begins - Year (year)	2015	2015
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2020	2020
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2015	07/14/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2015	07/15/2015
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Other (enter title)	Mr.
2.	First Name of Board Member	Matthew	Matthew
3.	Last Name of Board Member	Finn	Finn
4.	Mailing Address	144 Jay St.	144 Jay St.
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12210	12210
7.	E-mail address	mattmaitlandfinn@hotmail.com	mattmaitlandfinn@hotmail.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	June	June
10.	Term Begins - Year (year)	2016	2016
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2021	2021
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/12/2016	07/12/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2016	07/15/2016
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Other (enter title)	Mrs.
2.	First Name of Board Member	Jenna	Jenna
3.	Last Name of Board Member	Pitera	Pitera
4.	Mailing Address	43 Irving St.	43 Irving St.
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12202	12202
7.	E-mail address	jennapitera@gmail.com	jennapitera@gmail.com
8.	Office Held or Trustee	Trustee	Trustee

9.	Term Begins - Month	June	June
10.	Term Begins - Year (year)	2017	2017
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2022	2022
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2017	07/11/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/12/2017	07/12/2017
16.	Is this a brand new trustee?	N	Y
1.	Title of Board Member (select one):	Other (enter title)	Mrs.
2.	First Name of Board Member	Sarah	Sarah
3.	Last Name of Board Member	Shearer	Shearer
4.	Mailing Address	14 Prospect Terrace	17 Second Street
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12208	12210
7.	E-mail address	sarah.apltrustee@gmail.com	sarah.apltrustee@gmail.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	June	June
10.	Term Begins - Year (year)	2017	2017
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2022	2022
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2017	07/11/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/12/2017	07/12/2017
16.	Is this a brand new trustee?	N	Y

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	Y
1.	Source of Funds	School District	School District
2.	Name of funding County, Municipality or School District	Albany School District	Albany
3.	Amount	\$8,705,592	\$8,565,917
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual	N/A	N/A

	Agreement		
1.	Source of Funds	City	
2.	Name of funding County, Municipality or School District	City of Albany	
3.	Amount	\$441,765	
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	
5.	Written Contractual Agreement	N/A	
11.2	TOTAL LOCAL PUBLIC FUNDS	\$9,147,357	\$8,565,917

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$36,781	\$36,420
11.4	Central Library Aid (CLDA and/or CBA)	\$207,868	\$205,829
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$0	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$244,649	\$242,249

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$3,945
------	---	-----	---------

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$43,341	\$43,593
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$43,341	\$43,593

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
-------	--	-----	-----

OTHER RECEIPTS

11.14	Gifts and Endowments	\$1,250	\$0
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$47,836	\$41,544
11.17	Library Charges	\$118,750	\$140,625
11.18	Other	\$65,266	\$108,149
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$233,102	\$290,318
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$9,668,449	\$9,146,022

11.21	BUDGET LOANS	\$0	\$0
-------	---------------------	-----	-----

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0

	11.23)		
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2018	\$3,587,188	\$3,263,427
	(Same as Question 12.40 of previous year if fiscal year has not changed)		
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$13,255,637	\$12,409,449

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,456,689	\$1,239,959
12.2	Other Staff	\$2,268,704	\$2,345,272
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$3,725,393	\$3,585,231
12.4	Employee Benefits Expenditures	\$1,617,511	\$1,532,341
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$5,342,904	\$5,117,572

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$270,944	\$578,638
12.7	Electronic Materials Expenditures	\$203,745	\$53,385
12.8	Other Materials Expenditures	\$142,164	\$0
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$616,853	\$632,023

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$88,075	\$360,065
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$88,075	\$360,065
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$516,361	\$345,898
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$604,436	\$705,963

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$60,725	\$71,806
12.19	Telecommunications	\$9,677	\$9,439
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$6,253	\$5,669
12.22	Professional & Consultant Fees	\$147,325	\$131,192
12.23	Equipment	\$0	\$0
12.24	Other Miscellaneous	\$526,475	\$443,479
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$750,455	\$661,585
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$57,930	\$69,576

DEBT SERVICE**Capital Purposes Loans (Principal and Interest)**

12.27	From Local Public Funds (73PF)	\$1,638,144	\$1,635,542
12.28	From Other Funds (73OF)	\$0	\$0
12.29	Total (Add Questions 12.27 and 12.28)	\$1,638,144	\$1,635,542
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$1,638,144	\$1,635,542
12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$9,010,722	\$8,822,261

TRANSFERS**Transfers to Capital Fund**

12.34	From Local Public Funds (76PF)	\$0	\$0
12.35	From Other Funds (76OF)	\$0	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0	\$0
12.37	Transfer to Other Funds	\$0	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$0	\$0
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$9,010,722	\$8,822,261
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2018	\$4,244,915	\$3,587,188
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$13,255,637	\$12,409,449

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/09/2019	<i>2/13/2017</i>
-------	--	------------	------------------

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	12/31/2018	<i>12/31/2016</i>
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2018-12/31/2018	<i>01/01/2016-12/31/2016</i>
12.45	Indicate type of audit (select one):	Private Accounting Firm	<i>Private Accounting Firm</i>

CAPITAL FUND

12.46	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	<i>Y</i>
-------	--	---	----------

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	<i>\$0</i>
13.2	All Other Revenues from Local Sources	\$0	<i>\$248</i>
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	<i>\$248</i>

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	<i>\$80,322</i>
13.5	Other State Aid	\$0	<i>\$0</i>
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0	<i>\$80,322</i>

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	<i>\$0</i>
------	--------------------------	-----	------------

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$0	<i>\$0</i>
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	<i>\$80,570</i>
13.10	NON-REVENUE RECEIPTS	\$0	<i>\$0</i>
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	<i>\$80,570</i>
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2018 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	<i>\$263,994</i>
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions	\$0	<i>\$344,564</i>

13.11 and 13.12; same as
Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0	\$80,322
14.2	Incidental Construction	\$0	\$0
Other Disbursements			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0	\$80,322
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0	\$80,322
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2018	\$0	\$264,242
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$344,564

15. CENTRAL LIBRARIES

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)
Reference: Commissioners Regulations 90.4
 Central Book Aid is a flat sum of \$71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.
 Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2018. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 **Purchased Services:** Did Y

Y

the central/co-central
library expend CBA funds
for purchased services for
CBA library materials?
Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	Overdrive	<i>Overdrive</i>
3.	Expenditure	\$12,000	<i>\$12,000</i>
1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	Mango Languages	<i>Mango Languages</i>
3.	Expenditure	\$18,233	<i>\$17,365</i>
1.	Expenditure Category	Commercial electronic content vendor contracts	<i>Commercial electronic content vendor contracts</i>
2.	Provider of Services	Gale Databases	<i>Gale Databases</i>
3.	Expenditure	\$1,176	<i>\$1,200</i>
15.1.2	Total Expenditure - Purchased Services	\$31,409	<i>\$30,565</i>
15.1.3	Supplies and Materials: Did the central/co-central library expend CBA funds for adult non-fiction and foreign language library materials? Enter Y for Yes, N for No.	Y	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Expenditure Category	Non-print resources (electronic content)	<i>Non-print resources (electronic content)</i>
2.	Quantity	942	<i>2,651</i>
3.	Unit Cost	N/A	<i>N/A</i>
4.	Expenditure	\$35,384	<i>\$35,571</i>
1.	Expenditure Category	Non-print resources (electronic content)	<i>Non-print resources (electronic content)</i>
2.	Quantity	31	<i>N/A</i>
3.	Unit Cost	N/A	<i>N/A</i>
4.	Expenditure	\$806	<i>\$800</i>
15.1.4	Total Expenditure - Supplies and Materials	\$36,190	<i>\$36,371</i>
15.1.5	Total Expenditure (total 15.1.2 and 15.1.4)	\$67,599	<i>\$66,936</i>
15.1.6	Cash Balance at the Opening of the Current Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	<i>\$0</i>
15.1.7	Total Allocation received from the system.	\$67,599	<i>\$66,936</i>
15.1.8	Cash Balance at the End of the Current Fiscal Year (total 15.1.7 - 15.1.5 + 15.1.6)	\$0	<i>\$0</i>
15.1.9	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Adult Non Fiction titles, Overdrive, Gale and Mango Platforms	<i>Response has been entered.</i>

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)
Reference: Commissioners Regulations 90.4
 The formula is \$0.32 per capita or \$105,000 whichever is greater, to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information. Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. The fiscal year for Central Library Development Aid (CLDA) is the calendar year. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2018. Do not report funds spent by the public library system on the Library's behalf.

15.2.1 - 15.2.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.2.1	Total Full-Time Equivalents (FTE)	1	1
15.2.2	Total Expenditure for Professional Salaries	\$47,666	\$50,000

15.2.3 - 15.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.2.3	Total Full-Time Equivalents (FTE)	N/A	0
15.2.4	Total Expenditures for Other Staff Salaries	N/A	\$0

15.2.5	Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	N/A	\$0
--------	---	-----	-----

15.2.6	Purchased Services: Did the central/co-central library expend CLDA funds N for purchased services? Enter Y for Yes, N for No.	N
--------	---	---

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A
15.2.7	Total Expenditure - Purchased Services	\$0	\$0

15.2.8	Supplies and Materials: Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	N	N
--------	---	---	---

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	N/A	N/A
----	----------------------	-----	-----

2.	Expenditure	N/A	N/A
15.2.9	Total Expenditure - Supplies and Materials	\$0	\$0
15.2.10	Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.	N	N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of travel	N/A	N/A
2.	Expenditure	N/A	N/A
15.2.11	Total Expenditures - Travel	\$0	\$0
15.2.12	Equipment and Furnishings: Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.	N	N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1.	Type of item	N/A	N/A
2.	Quantity	N/A	N/A
3.	Unit cost	N/A	N/A
4.	Expenditure	N/A	N/A
15.2.13	Total Expenditure - Equipment and Furnishings	\$0	\$0
15.2.14	Total Expenditure (total 15.2.2, 15.2.4, 15.2.5, 15.2.7, 15.2.9, 15.2.11 and 15.2.13)	\$47,666	\$50,000
15.2.15	Cash Balance at the Opening of the Fiscal Year		
	NOTE: The opening balance must be the same as the closing balance of the previous year.	\$88,893	\$0
15.2.16	Total Allocation received from the system:	\$47,666	\$138,893
15.2.17	Cash Balance at the end of the Current Fiscal Year (total 15.2.16 - 15.2.14 + 15.2.15)	\$88,893	\$88,893
15.2.18	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Purchase of electronic non-fiction titles, language learning database and reference database as well as staffing to purchase said titles.	Response has been entered.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	29.06	28.13
16.2	Total Librarians	35.62	34.69
16.3	All Other Paid Staff	52.97	52.03
16.4	Total Paid Employees	88.59	86.72
16.5	State Government Revenue	\$244,649	\$246,194
16.6	Federal Government Revenue	\$43,341	\$43,593
16.7	Other Operating Revenue	\$233,102	\$290,318
16.8	Total Operating Revenue	\$9,668,449	\$9,146,022

16.9	Other Operating Expenditures	\$1,412,821	\$1,437,124
16.10	Total Operating Expenditures	\$7,372,578	\$7,186,719
16.11	Total Capital Expenditures	\$0	\$80,322
16.12	Print Materials	221,423	218,965
16.13	Total Registered Borrowers	74,293	69,157
16.14	Other Capital Revenue and Receipts	\$0	\$248
16.15	Total Number of Internet Terminals Used by the General Public	215	242
16.16	Total Uses (sessions) of Public Internet Computers Per Year	161,124	149,714
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	54,109	86,164

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8400010060	8400010060
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	MO	MO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SD1	SD1
17.7	FSCS ID	NY0697	NY0697
17.8	SED CODE	010100700039	010100700039
17.9	INSTITUTION ID	800000055560	800000055560

SUGGESTED IMPROVEMENTS

Library Name:	ALBANY PUBLIC LIBRARY	ALBANY PUBLIC LIBRARY
Library System:	Upper Hudson Library System	Upper Hudson Library System
Name of Person Completing Form:	Scott Jarzombek	Scott Jarzombek
Phone Number:	518-427-4379	(518) 427-4379
I am satisfied that this resource (Collect) is meeting library needs:	Disagree	Neither Agree nor Disagree
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	Neither Agree nor Disagree
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!		