

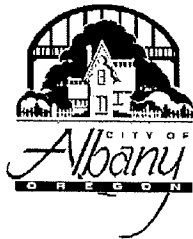


NOTICE OF PUBLIC MEETING

CITY OF ALBANY
ALBANY PUBLIC LIBRARY BOARD
Tuesday, October 27, 2015
5:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF September 22, 2015, MINUTES
- 4) PUBLIC FORUM
- 5) MANELA INVOICES
- 6) ALBANY PUBLIC LIBRARY FOUNDATION
- 7) LIBRARIAN'S REPORT
- 8) OLD BUSINESS
 - Public Library Directors' Annual Meeting and Library Fundraising Meeting
- 9) NEW BUSINESS
- 10) NEXT MEETING DATE: November 24, 2015, at 5:00 p.m.
- 11) ADJOURNMENT

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, please notify the Human Resources Department in advance by calling 541-917-7501.



APPROVED: _____

CITY OF ALBANY
ALBANY PUBLIC LIBRARY
LIBRARY ADVISORY BOARD

September 22, 2015

MINUTES

Board members present: Rosemary Bennett, Kim Brown, Arwen McGilvra, Randy Peckham, and Georgiann Wheeler

Board members absent: Jean Gritter

Staff present: Ed Gallagher, Library Director and Sheena Dickerman, Administrative Assistant I

Other: Friends of the Library President Colleen Keller

CALL TO ORDER

Board Member Georgiann Wheeler called the meeting to order at 5:00 p.m.

APPROVAL OF July 28, 2015, MINUTES

Board Member Arwen McGilvra moved to approve the minutes as written. Board Member Rosemary Bennett seconded the motion and it passed 5-0.

PUBLIC FORUM

Friends of the Library (FOL) President Colleen Keller shared that the next program would be on October 11, 2015, with John Trantham. There will be no program in November. The book sale will start on November 5, 2015, for members and open up to the public on November 6, 2015, and the hours will be from 9:00 a.m. to 7:00 p.m. The book sale will conclude on November 7, 2015, at 5:00 p.m. The book sale will be at Linn County Fairgrounds. The Library has bookmarks that staff is passing out for advertising.

MANELA INVOICES

None

LIBRARY FOUNDATION

Bennett read the Foundation minutes from the September 15, 2015, meeting (see agenda file).

Board Member Randy Peckham asked about the doors. Bennett replied that the hardware for the doors has arrived. Library Director Ed Gallagher added that they are close to being installed.

Board Member Kim Brown arrived at 5:07 p.m.

Wheeler asked when the Foundation wanted Carnegie to start being open on Saturdays. Gallagher replied that it depended on staffing levels. The idea would be to start next spring when the Farmer's Market begins. Bennett thought it would have the most success during that time. Gallagher added that having FOL and/or Foundation have a table at the market with Library materials to hand out would be good. Discussion followed about the Saturday Market vendors, previous locations, etc.

LIBRARY DIRECTOR

Gallagher thanked Bennett for her report. He asked if the Board had any questions regarding the Dolly Parton program. He said that he and United Way President Greg Roe had been working on this for a couple of years. The Library has given funds towards it but Roe has taken the lead and other community members have donated funds. Currently the project has over \$40,000 from donations; for Albany, this will cover the first year but more funding is needed to sustain it. The desire is for all children in Albany from 0 to 5 years of age to receive one book each month.

Gallagher shared that Library Aide Nicole Leeper had been in the hospital for the past month with cancer and had recently passed away. She had just completed her Master's in Library Science; she was working part time, and was excited about her career at the Albany Public Library. He said that many of the staff will attend the memorial service on Thursday, September 24, 2015. The family has asked that donations be made to the Foundation. The City of Albany has been a great support during this difficult time for the staff. The Albany Firefighters Community Assistant Fund (AFFCAF) will make a donation. He added that City Manager Wes Hare will attend the service.

OLD BUSINESS

- a. Rules of Conduct - McGilvra suggested adding similar products and removing the space after vaporizing/tobacco. McGilvra moved to approve with corrections. Peckham seconded it. Motion passed 6-0.
- b. Estate Planning Seminar Review- McGilvra said that eight people attended the last seminar. Everyone that attended was engaged in the conversation. The speakers were Don David and Chuck Buehler. Wheeler thanked McGilvra for her work on the seminars. Board members agreed. McGilvra will send thank you cards on behalf of the board.
- c. CIPA; Internet Safety Policy – Gallagher said that the City uses Cisco OpenDns to filter internet pornography on the Library's public access computers and its Wi-Fi network, which makes the Library CIPA-compliant. He explained that of the \$7,000 we pay for telecommunication, we receive approximately 70 percent return, minus consultant filing fees. Over the internet years, the Library has had virtually no issues with patrons viewing inappropriate sites.

NEW BUSINESS

- a. Public Library Directors Annual Meeting October 23, 2015 - Two years ago it was held at the Library. This year, the following day the Annual Meeting, the Public Library division will host a free all-day seminar on fundraising. Gallagher and Bennett will attend the fundraising seminar and will share the information with the Board. The seminar will

be in Tigard, Oregon. Gallagher praised McGilvra for her work in promoting to the public the idea of donating to the Library.

- b. Proctoring/Inter Library Loans (ILL) Policy – Gallagher shared that the Corvallis Library does not offer proctoring. Proctoring at the Library comes in waves. It is difficult when working on a public desk to proctor. Some proctoring requires a long process of emailing, faxing, and other coordination with the professor and student. Staff is hoping to help with the process by limiting proctoring to those that have a Library card. He added that if the Board would prefer to charge for the service that they could make a motion for that.

Gallagher explained that with ILL, a patron can pay \$3 for staff to find a book that is at another library and request it to be sent to the Albany Library to be checked out. Wheeler thought that the Passport program had replaced ILLs. Gallagher explained that this is for books that could be found in libraries all over the United States. He added that the Library has a patron that has been working on a book that continues to use this service. Wheeler and Bennett stated it was a great service. Brown asked how many ILLs there were in a year. Administrative Assistant Sheena Dickerman said there were a few hundred a year. Gallagher added that State Library Statistics has the numbers on their website regarding the volume of ILLs for all libraries. The Albany Library's ILL numbers are small.

- c. Fines and Fees, Policy 7.1 - Dickerman explained that this is an update to the policy that was already in practice, the practice of not allowing replacement copies. Brown asked if there were many cases of patrons bringing in replacement copies. Gallagher stated it was rare for someone to come in, but when they did sometimes the replacement would be the wrong edition or a cheaper version that wasn't a library edition. A library edition is meant to handle a large amount of usage. There is a clause for flexibility that allows Gallagher or his designee to make an exception to the policy. The designee would most likely be Senior Library Assistant Debra Shadle, who oversees the circulation area. Wheeler commented that staff had been not allowing replacements for many years.
- d. Registrations, Policy 18.1 - Dickerman explained that these changes were to clean up policies that were believed to have been approved a few years back under the previous Administrative Assistant. No official record could be found of the exact policy updates.

Gallagher added that online registrations are a goal for the registration procedure.

Gallagher added that he is working with West Albany High School on a process to use the applications that freshman students fill out for their student identification cards. Their school identification card would also be used for a library card. Board Member Jean Gritter has been helping with the process. She had informed the freshman at orientation to wait until October so the Library will have enough time to set up the cards. System Administrator Jeremy Miller has said that the student identification cards will work with our system. The idea would be that the student cards would be good for all four years.

Brown asked about transfer students. Gallagher replied that it is in the beginning stages and not all the details are worked out. Currently it would work for the freshman cards only; this is a pilot program. Brown stated it is a good program.

Albany Public Library Board

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September 22, 2015

MOTION: Brown moved to accept all the policy revisions to 18.1, 19.1 and 7.1. Peckham seconded it. Motion passed 6-0.

Peckham shared that the Master Gardeners will hold brown bag talks in October, every Wednesday.

Peckham recommended the Board check out the new Monroe Library.

Brown shared that in her travels she saw a vending machine for books and there was a library in the subway station.

NEXT MEETING DATE: October 27, 2015

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:57 p.m.

Respectfully submitted,

Sheena Dickerman
Administrative Assistant I

Ed Gallagher
Library Director

Manela Nonfiction
September/October 2015

TITLE	AUTHOR	SUBJECT	COST
Adventures in Human Being: A Grand Tour from the Cranium to the Calcaneum	Francis, Gavin	Science	\$ 15.79
Atmosphere of Hope: Searching for Solutions to the Climate Crisis	Flannery, Tim	Science	\$ 15.79
Beyond Measure: Rescuing an Overscheduled, Overtaxed, Underestimated Generation	Abeles, Vicki	Education	\$ 15.21
The Brain Electric: The Dramatic High-Tech Race to Merge Minds and Machines	Gay, Malcolm	Science	\$ 15.21
The Brain: The Story of You	Eagleman, David	Science	\$ 16.94
The Call: The Life and Message of the Apostle Paul	Hamilton, Adam	Religion	\$ 11.11
Crack99: The Takedown of a \$100 Million Chinese Software Pirate	Hall, David Locke	Technology	\$ 15.77
Dark Matter and the Dinosaurs: The Astounding Interconnectedness of the Universe	Randall, Lisa	Science	\$ 17.54
The End of Memory: A Natural History of Aging and Alzheimer's	Ingram, Jay	Science	\$ 15.79
For the Love: Fighting for Grace in a World of Impossible Standards	Hatmaker, Jen	Religion	\$ 13.45
Glory Days: Living Your Promised Land Life Now	Lucado, Max	Religion	\$ 15.79
The Horse: The Epic History of Our Noble Companion	Williams, Wendy	Science	\$ 15.21
Newton's Apple and Other Myths about Science	Numbers, Ronald L.	Science	\$ 24.60
Poetry: A Survivor's Guide	Yakich, Mark	Education	\$ 11.97
Pope Francis and the New Vatican	Draper, Robert	Religion	\$ 23.40
St. Paul: The Apostle We Love to Hate	Armstrong, Karen	Religion	\$ 11.70
		TOTAL	\$ 255.27

FUND 100: General Fund
 DEPT 45: Library
 PROG 1701: Library

City of Albany, Oregon
 Revenue/Expenditure Report

Print Date: 10/26/2015
 Period: 4 - OCTOBER
 33.33% of Fiscal Year: 2016

ACCT# DESCRIPTION	Current Budget	Current Month	Year to date	Budget Balance	% Used
Personnel Services					
51001 Wages & Salaries	1,078,500	-	266,475.29	812,024.71	25%
53001 Overtime	500	-	50.61	449.39	10%
54005 Unemployment Claims	1,100	-	7.65	1,092.35	1%
56001 Employer Paid Benefits	711,000	-	165,843.12	545,156.88	23%
Total Personnel Services	1,791,100	-	432,376.67	1,358,723.33	24%
Materials & Services					
60101 Contractual Services	90,000	772.93	25,959.34	64,040.66	29%
60211 Insurance & Bonds	30,100	-	29,259.93	840.07	97%
60216 Software License Fees	25,000	-	4,512.31	20,487.69	18%
61010 Duplication & Fax	500	-	-	500.00	-%
61011 Education & Training	1,000	-	30.00	970.00	3%
61018 Laundry Service	600	-	76.94	523.06	13%
61022 Credit Card Fees	1,800	-	1,088.46	711.54	60%
61024 Materials & Supplies	47,000	-	10,997.08	36,002.92	23%
61026 Meetings & Conferences	1,000	-	-	1,000.00	-%
61027 Memberships & Dues	1,100	-	174.00	926.00	16%
61030 Personal Auto Reimbursement	1,000	-	13.11	986.89	1%
61032 Postage & Shipping	3,000	-	662.20	2,337.80	22%
61033 Printing & Binding	1,000	-	-	1,000.00	-%
61375 Reference Media	13,400	-	19,645.26	(6,245.26)	147%
61376 Library Books	77,000	1,534.91	33,331.61	43,668.39	43%
61377 Cataloging: Library	23,000	-	5,106.26	17,893.74	22%
61378 Damaged Material Replacement	1,500	-	95.00	1,405.00	6%
63006 Power & Light	48,000	4,704.56	14,216.80	33,783.20	30%
63007 Heating & Fuel	6,000	-	432.22	5,567.78	7%
63009 Telephone	5,700	-	1,649.73	4,050.27	29%
63010 Alarm Line Fees	2,000	-	396.46	1,603.54	20%
63011 Water Service	6,000	-	1,470.02	4,529.98	25%
63012 Sewer Service Charges	2,000	-	489.79	1,510.21	24%
66010 Central Service Charges	129,400	-	32,349.99	97,050.01	25%
66013 GIS System Charges	5,300	-	1,325.01	3,974.99	25%
66014 Information Technology Services	69,000	-	17,250.00	51,750.00	25%
66015 IT Equipment Replacement	10,000	-	2,499.99	7,500.01	25%
66030 Building Maintenance Charges	175,700	-	43,925.01	131,774.99	25%
66511 Flexible Spending Admin Fees	800	-	120.00	680.00	15%
Total Materials & Services	777,900	7,012.40	247,076.52	530,823.48	32%
TOTAL EXPENDITURES	2,569,000	7,012.40	679,453.19	1,889,546.81	26%
REVENUES LESS EXPENDITURES	(2,569,000)	(7,012.40)	(679,453.19)		

FUND 203: Grants
 DEPT 45: Library
 PROG 5032: Library Foundation

City of Albany, Oregon
 Revenue/Expenditure Report

Print Date: 10/26/2015
 Period: 4 - OCTOBER
 33.33% of Fiscal Year: 2016

ACCT# DESCRIPTION	Current Budget	Current Month	Year to date	Budget Balance	% Used
General Revenues					
48010 Interest	100	-	100.89	(0.89)	101%
Total General Revenues	100	-	100.89	(0.89)	101%
Beginning Balance					
49905 Beginning Balance	35,000	-	35,235.99	(235.99)	101%
Total Beginning Balance	35,000	-	35,235.99	(235.99)	101%
TOTAL REVENUES	35,100	-	35,336.88	(236.88)	101%
Capital					
70006 Building Improvements	35,100	-	-	35,100.00	-%
Total Capital	35,100	-	-	35,100.00	-%
TOTAL EXPENDITURES	35,100	-	-	35,100.00	-%
REVENUES LESS EXPENDITURES	-	-	35,336.88		

FUND 203: Grants
 DEPT 45: Library
 PROG 5033: Oregon Community Foundation

City of Albany, Oregon
 Revenue/Expenditure Report

Print Date: 10/26/2015
 Period: 4 - OCTOBER
 33.33% of Fiscal Year: 2016

ACCT# DESCRIPTION	Current Budget	Current Month	Year to date	Budget Balance	% Used
General Revenues					
42820 Oregon Community Foundation	82,000	-	86,377.46	(4,377.46)	105%
46005 Albany Library Foundation	25,000	-	-	25,000.00	-%
47012 Miscellaneous Revenue	10,000	-	1,100.00	8,900.00	11%
48010 Interest	200	-	226.07	(26.07)	113%
Total General Revenues	117,200	-	87,703.53	29,496.47	75%
Beginning Balance					
49905 Beginning Balance	20,000	-	7,554.98	12,445.02	38%
Total Beginning Balance	20,000	-	7,554.98	12,445.02	38%
TOTAL REVENUES	137,200	-	95,258.51	41,941.49	69%
Materials & Services					
60101 Contractual Services	10,000	946.00	19,406.00	(9,406.00)	194%
61024 Materials & Supplies	10,000	-	2,596.14	7,403.86	26%
61375 Reference Media	-	-	2,083.00	(2,083.00)	-%
61376 Library Books	117,200	-	5,844.11	111,355.89	5%
Total Materials & Services	137,200	946.00	29,929.25	107,270.75	22%
TOTAL EXPENDITURES	137,200	946.00	29,929.25	107,270.75	22%
REVENUES LESS EXPENDITURES	-	(946.00)	65,329.26		

FUND 203: Grants
 DEPT 45: Library
 PROG 5034: State Library Grant

City of Albany, Oregon
 Revenue/Expenditure Report

Print Date: 10/26/2015
 Period: 4 - OCTOBER
 33.33% of Fiscal Year: 2016

ACCT# DESCRIPTION	Current Budget	Current Month	Year to date	Budget Balance	% Used
General Revenues					
42403 State of Oregon	8,000	-	-	8,000.00	-%
48010 Interest	-	-	0.48	(0.48)	-%
Total General Revenues	8,000	-	0.48	7,999.52	-%
Beginning Balance					
49905 Beginning Balance	2,500	-	4,152.44	(1,652.44)	166%
Total Beginning Balance	2,500	-	4,152.44	(1,652.44)	166%
TOTAL REVENUES	10,500	-	4,152.92	6,347.08	40%
Materials & Services					
60101 Contractual Services	5,000	350.00	2,438.00	2,562.00	49%
61024 Materials & Supplies	4,000	-	2,216.21	1,783.79	55%
61376 Library Books	1,500	-	-	1,500.00	-%
Total Materials & Services	10,500	350.00	4,654.21	5,845.79	44%
TOTAL EXPENDITURES	10,500	350.00	4,654.21	5,845.79	44%
REVENUES LESS EXPENDITURES	-	(350.00)	(501.29)		

FUND 502: Library Trust
 DEPT 45: Library
 PROG 1704: Manela Trust

City of Albany, Oregon
 Revenue/Expenditure Report

Print Date: 10/26/2015
 Period: 4 - OCTOBER
 33.33% of Fiscal Year: 2016

ACCT# DESCRIPTION	Current Budget	Current Month	Year to date	Budget Balance	% Used
General Revenues					
48010 Interest	300	-	75.21	224.79	25%
Total General Revenues	300	-	75.21	224.79	25%
Beginning Balance					
49905 Beginning Balance	1,500	-	-	1,500.00	-%
49950 Beginning Balance Held in Trust	69,500	-	57,001.38	12,498.62	82%
Total Beginning Balance	71,000	-	57,001.38	13,998.62	80%
TOTAL REVENUES	71,300	-	57,076.59	14,223.41	80%
Materials & Services					
61376 Library Books	1,800	-	190.58	1,609.42	11%
Total Materials & Services	1,800	-	190.58	1,609.42	11%
Unappropriated					
99505 Unappropriated Surplus	69,500	-	-	69,500.00	-%
Total Unappropriated	69,500	-	-	69,500.00	-%
TOTAL EXPENDITURES	71,300	-	190.58	71,109.42	-%
REVENUES LESS EXPENDITURES	-	-	56,886.01		