

## Potential Candidates for Albany Public Library Board of Trustees

We appreciate your desire to make an impact on our library system by running for a seat on the APL Board of Trustees. **There are two trustee seats available this year**, both of which carry full five-year terms that commence on July 1, 2025.

The information in this packet will guide you through the process of getting your name on the ballot for the **public election on Tuesday, May 20, 2025**, which is held in conjunction with the library's budget vote and the City School District of Albany budget vote.

This packet includes:

- Instructions for nomination (what you need to do to get on the ballot)
- Nominating petition template

### IMPORTANT DATES

- March 5 – Earliest day to begin your campaign by collecting signatures on nominating petitions
- March 22 & 26 – “So, You Want to be a Library Trustee” information sessions
- April 30 – **Completed nominating petitions must be submitted to the Clerk of the City School District of Albany (School Administration Building, 1 Academy Park) by 5 pm on Wednesday, April 30, 2025.** School District Clerk: Nikiyah Timmons (518) 475-6015
- May 1 – Certified candidates notified of their ballot position
- May 6 – Library Budget and Trustee Forum for voters
- May 20 – Election Day for trustee candidates and library budget

### DETAILS

- **“So, You Want to be a Library Trustee” Information Meetings | March 22 & 26**  
Hear from current trustees about what it's like serving as an APL trustee, how to get on the ballot, and tips for a successful campaign.
  - March 22 (Sat) | 10-11:30 am | Howe Branch
  - March 26 (Wed) | 6:30-8 pm | Pine Hills Branch
- **Completed Nominating Petitions Due to the School District | April 30, 5:00 pm**
  - Nominating petitions with original signatures must be submitted to the Clerk of the City School District of Albany at the School Administration Building, 1 Academy Park, by 5:00 pm.
- **Photo and Candidate Information Due to Albany Public Library | April 30, 5:00 pm**  
The voter information guide that APL prepares for the community contains a photo and brief biographical statement provided by each candidate. If this information is not received, only the candidate's name, street, and zip code will be included in the voter guide.

- Candidates must provide:
  - Full name, email address, street address, and daytime phone number.
  - Photograph (head-and-shoulders, close-up image).
  - Written statement with (1) Current occupation and/or professional skills (25-word maximum), (2) Brief biography (75-word maximum), and (3) Why you are running for the library board (50-word maximum).
- Send these items to Stephanie Simon at [simons@albanypubliclibrary.org](mailto:simons@albanypubliclibrary.org), or drop them off at the Washington Ave. Branch, by 5:00 pm.
- **Budget and Trustee Forum for Voters | May 6 (Tue) 6-7:30 pm | Washington Ave. Branch**
  - Qualified candidates are invited to participate in this in-person session that will be recorded for later [viewing on YouTube](#).
  - The candidate forum is a moderated question-and-answer session.
  - The 2024-2025 budget will also be discussed at this public forum.
  - More details will be shared with certified candidates after names are announced by the City School District.

#### **FOR MORE INFORMATION**

- Questions about submitting your petition and getting on the ballot? Contact the School District Board Clerk Nikiyah Timmons at (518) 475-6015 or [ntimmons@albany.k12.ny.us](mailto:ntimmons@albany.k12.ny.us)
- Questions about the role of a library board member and what is expected of trustees? Contact APL Executive Director Andrea Nicolay at (518) 427-4300 x0379 or [nicolaya@albanypubliclibrary.org](mailto:nicolaya@albanypubliclibrary.org)
- Questions about the voter information packet and library information sessions? Contact APL Communication Manager Stephanie Simon at (518) 708-3912 or [simons@albanypubliclibrary.org](mailto:simons@albanypubliclibrary.org)
- Interested in reviewing the business of the APL Board, including past meeting agendas and minutes? Visit [www.albanypubliclibrary.org/about/leadership/](http://www.albanypubliclibrary.org/about/leadership/)

## **REQUIREMENTS AND PROCEDURES FOR NOMINATION AS A TRUSTEE OF THE ALBANY PUBLIC LIBRARY**

On May 20, 2025, the Albany Public Library will hold an election to fill two open seats on its Board of Trustees. The vacancies have occurred due to the expiration of two incumbent trustees' terms. The persons receiving the first- and second-highest number of votes cast for them will be elected to the two Trustee seats and will serve a full five-year term commencing on July 1, 2025.

The election will be held on May 20, 2025 at the same time and in the same locations as the Annual Meeting of the City School District of Albany.

**An eligible District resident (see below) who is interested in having their name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 51 qualified voters in the City of Albany to the Clerk of the City School District of Albany, not later than 5:00 p.m. on Wednesday, April 30, 2025.** The Library also asks that you notify Andrea Nicolay, Executive Director of the Library, of your candidacy by also providing copies of your Nominating Petition to her by that date and time.

***Q: Who may be nominated as a candidate for election as Member of the Board of Trustees of the Library?***

***A:*** Any person at least 18 years old who is a U.S. citizen, is a resident of the City of Albany for at least 30 days immediately before the election, and who is not otherwise disqualified from voting under Election Law § 5-106 (a “qualified voter”).

***Q: How many voter signatures will be required for the petitions of the candidates for the Library’s Board of Trustees?***

***A:*** The School District Clerk will require each person seeking to be nominated for a position on the Library’s Board of Trustees to collect a minimum of 51 valid signatures of qualified voters on their nominating petition. (Education Law § 260 requires nominees to obtain the greater of: 25 signatures or a number of signatures equal to 2% of the total votes cast in the last Library election. The last Library election was held in May 2025 and the total number of votes cast in that election was 2,535). Candidates are encouraged to get as many signatures as possible to avoid being disqualified if a signature is challenged and voided.

***Q: Who may sign a petition?***

***A:*** A petition may be signed by any qualified voter.

***Q: Who may collect signatures on a nominating petition?***

***A:*** Signatures may be collected by any qualified voter.

***Q: What form is used to collect petition signatures?***

***A:*** A form Nominating Petition is appended hereto. Candidates will need to use more than one form to secure all of the required signatures. Photocopies of the form may be used to

collect signatures, but all of the signatures contained on the Nominating Petition filed with the School District Clerk must be originals.

***Q: May signatures be collected inside Library buildings?***

**A:** Signatures on the petitions should not be collected inside library buildings. Signatures may be collected outside of Library buildings and at other places in the community.

***Q: When are the nominating petitions for candidates for the Board of Trustees due to the City School District of Albany?***

**A:** The Trustee nominating petitions must be filed with the Office of the Clerk of the City School District of Albany not later than **5:00 p.m. on Wednesday, April 30, 2025.**

***Q: How should the Nominating Petition form be filled-out?***

**A:** Candidates and persons collecting signatures on their behalf should be aware that strict compliance with the Education Law is required in the execution of Nominating Petitions. Accordingly, it is extremely important that nominating petitions are filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering their own name and residential address.

Signatures are collected in the three-column table in the center of the form and may only be collected in the presence of the witness. The signatures are collected by entering the date of signature, the signer's full name (in script, although a printed name may also be added) and the signer's current residential address (which must be located in the City of Albany). The person collecting the signatures may, on behalf of the signer, fill in the date and residence information. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate in the spaces provided prior to the submission of the petition to the Clerk. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide a copy of the Petition to Andrea Nicolay, Executive Director of the Library.

## NOMINATING PETITION

I, the undersigned, do hereby state that I am a duly qualified voter of the City of Albany, that my place of residence is truly stated opposite my signature hereto, and I do hereby nominate the following named person as a candidate for nomination for the public office of member of the board of trustees of the Albany Public Library (for either of two open seats, elected at large), to be voted for at the annual school district meeting to be held on the 20<sup>th</sup> day of May, 2025.

Name of Candidate	Public Office	Place of Residence
	MEMBER OF THE BOARD OF TRUSTEES OF THE ALBANY PUBLIC LIBRARY (for a 5-year term)	

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

DATE	NAME OF SIGNER <small>(signature required; printed name may be added)</small>	RESIDENCE <b>ALBANY, NEW YORK</b>
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### STATEMENT OF WITNESS

I, \_\_\_\_\_ (*Name of Witness*) state: I am a duly qualified voter in the State of New York and now reside at \_\_\_\_\_ (*residence address*). Each of the individuals whose names are subscribed to this petition sheet containing \_\_\_\_\_ (*fill in number*) signatures, subscribed the same in my presence on the date above indicated and identified himself or herself to be the individual who signed this sheet.

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

\_\_\_\_\_  
Signature of Witness