

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

April 14, 2015

Delaware Branch at 5:30 pm

Call to Order – 5:30 pm

Adoption of Agenda

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

Audit Presentation by Bonadio

Minutes

Treasurer's Report and Check Register

Committee Reports

- Facilities Committee

UHLS Report

Director's Report – 6:10 to 6:15 pm

Review Policies and Procedures Grid – 6:15 to 6:20 pm

Unfinished Business

- Proposed Hours Changes – 6:20 to 6:30 pm – Discussion/Action
- MOU with Delaware Avenue Merchants Group – 6:30 to 6:35 pm – Discussion/Action
- Revised Board Meeting Schedule – 6:35 to 6:40 pm – Discussion/Action
- Staff Survey Results – 6:40 to 6:55 pm – Discussion/Action

New Business

- User Satisfaction Survey – 6:55 to 7:10 pm – Discussion/Action
- Request for Memorial Plaque – 7:10 to 7:15 pm – Discussion/Action

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

Executive Session (if necessary)

Adjournment – 7:20 pm

Next Meeting – May 12 at Howe Branch

ALBANY PUBLIC LIBRARY

FINANCIAL STATEMENTS

Together with
Independent Auditor's Reports
As of December 31, 2014

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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 Albany Public Library as of and for the year ended December 31, 2014, 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 Albany Public Library, as of December 31, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

(Continued)

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and budgetary comparison information on pages 3-7, and 28 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 April 10, 2015 on our consideration of the Albany Public 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 Albany Public Library's internal control over financial reporting and compliance.

Albany, New York
April 10, 2015

ALBANY PUBLIC LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) DECEMBER 31, 2014

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, 2014. This document should be read in conjunction with the Library's financial statements which begin on page 8.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion and analysis (this section), the financial statements, and required supplemental 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 governmental 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 supplemental 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 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.

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE (Continued)

The Library's net position decreased from \$16,818,920 to \$15,454,537 as depicted in the following table.

Table 1

	Governmental Activities			Percentage
	2014	2013	Change	Change
Current assets	\$ 8,065,574	\$ 9,505,044	\$ (1,439,470)	-15%
Restricted assets	2,018,650	2,117,502	(98,852)	-5%
Capital assets	37,786,771	38,021,499	(234,728)	-1%
Total assets	<u>\$ 47,870,995</u>	<u>\$ 49,644,045</u>	<u>\$ (1,773,050)</u>	
Current liabilities	\$ 1,551,547	\$ 1,725,578	\$ (174,031)	-10%
Long-term liabilities	26,827,239	27,260,380	(433,141)	-2%
Deferred inflows	4,144,796	4,345,761	(200,965)	-5%
Total liabilities	<u>\$ 32,523,582</u>	<u>\$ 33,331,719</u>	<u>\$ (808,137)</u>	
Net position:				
Net investment in capital assets	\$ 12,228,271	\$ 11,825,153	\$ 403,118	3%
Restricted for debt	1,854,142	1,860,002	(5,860)	0%
Restricted for capital projects	164,508	257,500	(92,992)	-36%
Unrestricted	1,100,492	2,369,671	(1,269,179)	-54%
Total net position	<u>\$ 15,347,413</u>	<u>\$ 16,312,326</u>	<u>\$ (964,913)</u>	

The Library's fiscal year 2014 revenues totaled \$9,023,666 (see Table 2). Property taxes accounted for approximately 90% of total revenues. Expenditures totaled \$9,988,577 of which approximately 45% is comprised of salaries and benefits for librarians and support staff.

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE (Continued)

Table 2
Change in Net Position (Rounded)
Governmental
Activities

	<u>2014</u>	<u>2013</u>	<u>Change</u>	<u>Percentage Change</u>
Revenues				
Program revenues:				
Charges for services	\$ 165,792	\$ 205,683	\$ (39,891)	-19%
Operating grants	158,736	247,480	(88,744)	-36%
Capital grants	247,100	-	247,100	-
General revenues:				
Real property taxes	8,289,072	8,184,187	104,885	1%
Donations and other	17,944	4,023	13,921	346%
Interest income	103,645	70,674	32,971	47%
Investment loss	(69,306)	(42,095)	(27,211)	65%
State and federal sources	110,680	400,726	(290,046)	-72%
Total revenues	<u>9,023,663</u>	<u>9,070,678</u>	<u>(47,015)</u>	-1%
Program expenses:				
Culture and recreation	8,765,576	7,756,538	1,009,038	13%
Debt service - interest	<u>1,223,000</u>	<u>1,267,031</u>	<u>(44,031)</u>	100%
Total expenses	<u>9,988,576</u>	<u>9,023,569</u>	<u>965,007</u>	13%
Change in net position	<u>\$ (964,913)</u>	<u>\$ 47,109</u>	<u>\$ (1,012,022)</u>	-2148%

- Operating grants decreased \$88,744 due to the completion of the projects.
- Capital grants relate to renovation projects occurring at the Main branch in 2014.
- Donations and other increased due to additional donations from the Friends of the Library.

Table 3 presents the cost of the Library's governmental function of culture and recreation – as well as the program's net cost (total cost less revenue generated by the activities). The net cost shows the financial burden that was placed on the Library by this function.

Table 3
Governmental Activities

	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
	<u>Total Cost of Services</u>	<u>Total Cost of Services</u>	<u>Net Cost of Services</u>	<u>Net Cost of Services</u>
Culture and recreation	\$ 8,765,576	\$ 7,756,538	\$ 8,193,948	\$ 7,303,375
Debt service - interest	<u>1,223,000</u>	<u>1,267,031</u>	<u>1,223,000</u>	<u>1,267,031</u>
	<u>\$ 9,988,576</u>	<u>\$ 9,023,569</u>	<u>\$ 9,416,948</u>	<u>\$ 8,570,406</u>

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE (Continued)

- The cost of all governmental activities this year was \$9,988,577.
- The users of the Library's programs funded \$165,792 of the costs through user fees.
- Operating and capital grants subsidized certain programs with contributions in the amount of \$405,836.
- Most of the Library's net costs of \$9,309,824 were funded by local taxpayers.

FUND ANALYSIS

The Library utilizes three funds – General, Capital Projects, and Debt Service. The General Fund is used for the 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 for the community's use. The General Fund ended the year with an approximate \$1 million operating deficit and a \$3.6 million fund balance compared to an approximate \$100,000 operating surplus and a \$4.7 million fund balance in 2013. The Capital Projects Fund ended the year with approximately a \$90,000 operating deficit compared to a \$10,000 operating deficit in 2013. The Debt Service Fund's activity consisted of an interfund transfer of approximately \$1.9 million and a debt payment of the same which is consistent with the 2013 activity.

GENERAL FUND BUDGETARY HIGHLIGHTS

In the 2014 budget revenue was projected to be \$8,977,077 and actual revenue was \$9,023,003 resulting in a favorable variance of \$73,926.

Overall expenditures were budgeted at \$8,283,303; actual expenditures were \$8,220,662, resulting in a favorable variance of \$98,668. This favorable variance was due to increased interest income received in the current year.

The general fund balance at the end of the year was \$3,621,387. The current fund balance is necessary to sustain library operations and repay debt service obligations.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

As of December 31, 2014, the Library had \$37,786,771 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 \$1,350,498 and \$1,334,627 for the years ended December 31, 2014 and 2013, respectively.

Table 4
Capital Assets (Net of Depreciation)

	<u>2014</u>	<u>2013</u>
Land	\$ 1,216,367	\$ 1,216,367
Buildings and improvements	35,582,203	35,848,567
Furniture and Equipment	952,742	911,397
Vehicles	35,459	45,168
Net capital assets	<u>\$ 37,786,771</u>	<u>\$ 38,021,499</u>

CAPITAL ASSET AND DEBT ADMINISTRATION (Continued)

Long -Term Debt

As of December 31, 2014, the Library has a loan agreement with DASNY to repay \$25,270,000 in revenue bonds outstanding. There were no new debt issuances during 2014. As of December 31, 2014, the Library has \$1,817,152 accrued for other postemployment benefits and \$101,587 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:

- Decisions 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, 2015.
- Approximately 14% of the existing workforce fall within five years of the minimum retirement age and will be eligible to draw postemployment benefits.
- 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 will likely result 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 \$1.86 million per year which will run through FY 2037.

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, 2014

ASSETS

CURRENT ASSETS:

Cash	\$ 4,342,133
Investments	3,542,917
Prepaid expenses	<u>180,524</u>
Total current assets	<u>8,065,574</u>

RESTRICTED ASSETS:

Deposits with bond trustee - cash	3,739
Deposits with bond trustee - investments	<u>2,014,911</u>
Total restricted assets	<u>2,018,650</u>

NONCURRENT ASSETS:

Capital assets, net of accumulated depreciation	<u>37,786,771</u>
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TOTAL ASSETS

47,870,995

LIABILITIES AND DEFERRED INFLOWS OF RESOURCES

CURRENT LIABILITIES:

Current portion of bonds payable	650,000
Accounts payable and accrued expenses	299,391
Accrued interest expense	<u>602,156</u>
Total current liabilities	<u>1,551,547</u>

NONCURRENT LIABILITIES:

Bonds payable, net of current portion	24,908,500
Compensated absences payable	101,587
Other postemployment benefits	<u>1,817,152</u>
Total noncurrent liabilities	<u>26,827,239</u>

DEFERRED INFLOWS OF RESOURCES:

Property taxes and grant funding received in advance	<u>4,144,796</u>
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TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES

32,523,582

NET POSITION

Net investment in capital assets	12,228,271
Restricted for debt service	1,854,142
Restricted for capital projects	164,508
Unrestricted	<u>1,100,492</u>

TOTAL NET POSITION

\$ 15,347,413

The accompanying notes are an integral part of these statements.

ALBANY PUBLIC LIBRARY

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2014**

		Program Revenues			Net (Expenses)
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants</u>	<u>Capital Grants</u>	<u>Revenues and Changes in Net Position</u>
FUNCTIONS/PROGRAMS:					
Culture and recreation	8,765,576	\$ 165,792	\$ 158,736	\$ 247,100	\$ (8,193,948)
Debt service - interest	<u>1,223,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,223,000)</u>
TOTAL FUNCTIONS/PROGRAMS	<u>\$ 9,988,576</u>	<u>\$ 165,792</u>	<u>\$ 158,736</u>	<u>\$ 247,100</u>	<u>(9,416,948)</u>
GENERAL REVENUES:					
Real property taxes					8,289,072
Donations and other					17,944
Interest income					103,645
Unrealized loss on investments, net					(69,306)
State and federal sources					<u>110,680</u>
TOTAL GENERAL REVENUES					<u>8,452,035</u>
CHANGE IN NET POSITION					(964,913)
NET POSITION - beginning of year					<u>16,312,326</u>
TOTAL NET POSITION - end of year					<u>\$ 15,347,413</u>

The accompanying notes are an integral part of these statements.

ALBANY PUBLIC LIBRARY
**BALANCE SHEET - GOVERNMENTAL FUNDS
DECEMBER 31, 2014**

	General	Capital Projects	Debt Service	Total Governmental Funds
ASSETS				
Cash	\$ 4,342,133	\$ -	\$ -	\$ 4,342,133
Investments	3,542,917	-	-	3,542,917
Prepaid expenses	180,524	-	-	180,524
Restricted assets:				
Deposits with bond trustee - cash	-	256	3,483	3,739
Deposits with bond trustee - investments	-	164,252	1,850,659	2,014,911
TOTAL ASSETS	\$ 8,065,574	\$ 164,508	\$ 1,854,142	\$ 10,084,224
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE				
LIABILITIES:				
Accounts payable and accrued liabilities	\$ 299,391	\$ -	\$ -	\$ 299,391
DEFERRED INFLOWS OF RESOURCES:				
Property taxes received in advance	4,144,796	-	-	4,144,796
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	4,444,187	-	-	4,444,187
FUND BALANCE:				
Nonspendable				
Prepaid expenditures	180,524	-	-	180,524
Restricted				
Debt service	-	-	1,854,142	1,854,142
Capital projects	-	164,508	-	164,508
Assigned				
Designated for subsequent year's expenditures	1,154,140	-	-	1,154,140
Unassigned	2,286,723	-	-	2,286,723
TOTAL FUND BALANCE	3,621,387	164,508	1,854,142	5,640,037
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	\$ 8,065,574	\$ 164,508	\$ 1,854,142	\$ 10,084,224

The accompanying notes are an integral part of these statements.

ALBANY PUBLIC LIBRARY

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS FOR THE YEAR ENDED DECEMBER 31, 2014

	<i>General</i>	<i>Capital Projects</i>	<i>Debt Service</i>	<i>Total Governmental Funds</i>
REVENUE:				
Real property taxes	\$ 8,289,072	\$ -	\$ -	\$ 8,289,072
Departmental income	165,792	-	-	165,792
Gifts and donations	17,944	-	-	17,944
Interest income	102,605	281	759	103,645
Unrealized loss on investments	(68,928)	45	(552)	(69,435)
Realized gain on investments	-	9	120	129
State and federal aid	516,518	-	-	516,518
Total revenues	9,023,003	335	327	9,023,665
EXPENDITURES:				
Culture and recreation	6,754,542	-	-	6,754,542
Capital outlay	-	93,327	-	93,327
Debt service	-	-	1,860,500	1,860,500
Employee benefits	1,466,120	-	-	1,466,120
Total expenditures	8,220,662	93,327	1,860,500	10,174,489
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	802,341	(92,992)	(1,860,173)	(1,150,824)
OTHER FINANCING SOURCES (USES):				
Transfers in	-	-	1,854,313	1,854,313
Transfers out	(1,854,313)	-	-	(1,854,313)
Total other financing sources (uses)	(1,854,313)	-	1,854,313	-
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(1,051,972)	(92,992)	(5,860)	(1,150,824)
FUND BALANCE - beginning of year	4,673,359	257,500	1,860,002	6,790,861
FUND BALANCE - end of year	\$ 3,621,387	\$ 164,508	\$ 1,854,142	\$ 5,640,037

The accompanying notes are an integral part of these statements.

ALBANY PUBLIC LIBRARY

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE TO NET POSITION OF GOVERNMENTAL ACTIVITIES DECEMBER 31, 2014

Fund balance, all governmental funds \$ 5,640,037

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	\$ 45,527,798	
Accumulated depreciation	<u>(7,741,027)</u>	<u>37,786,771</u>

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	(602,156)
Compensated absences (sick and vacation)	(101,587)
Other postemployment benefits	(1,817,152)

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 and bond premium	<u>(25,558,500)</u>
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Net position of governmental activities	<u>\$ 15,347,413</u>
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The accompanying notes are an integral part of these statements.

ALBANY PUBLIC LIBRARY

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2014

Net changes in fund balance - Total governmental funds		\$ (1,150,824)
Capital outlays are expenditures in governmental funds, but are capitalized in the statement of net position.		
Depreciation expense, net of disposals	\$ (1,350,498)	
Capital outlays, net of disposals	<u>1,115,770</u>	<u>(234,728)</u>
In the statement of activities certain operating expenses - compensated absences (accrued sick and vacation) 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).		8,069
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.		(225,276)
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 not reported on the statement of activities.		
Amortization of bond premium	12,846	
Bond principal payment	<u>625,000</u>	<u>637,846</u>
Change in net position - Governmental activities		<u>\$ (964,913)</u>

The accompanying notes are an integral part of these statements.

ALBANY PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2014

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 balance, revenues, and expenditures.

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Fund Financial Statements (Continued)

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.
- B. Capital Projects Fund - The capital projects fund is used to account for financial resources used for the acquisition or construction of major capital projects.
- C. Debt Service Fund - These funds are 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. Expenditures for prepaid expenses are recognized at the time of the disbursements.
- B. Debt service is recognized as an expenditure when due.
- C. 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 Balance of Governmental Funds vs. Net Position of Governmental Activities

The Library's fund balance 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 Balance vs. Statement of Activities

Differences between the governmental funds statement of revenue, expenditures, and changes in fund balance and the statement of activities fall into one of three broad categories.

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- 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.

- Capital Related Differences

Capital related differences include the difference between proceeds for 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.

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 2013 for the budget to be prepared for fiscal year 2014). 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 in 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 aforesaid, 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.

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.

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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.

Compensated Absences

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

Retirement Benefits

Library employees participate in the New York State and Local Employees' Retirement System and Group Term Life Insurance plans.

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

At the fund level, the Library recognized the current cost of providing benefits for December 31, 2014 by recording \$148,224, which is its share of insurance premiums for 26 currently enrolled retirees, as expenditure for the current year.

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.

Fund Balance

Fund Statements

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

Non-spendable fund balance – Includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Non-spendable fund balance consists of the prepaid expenditures in the general fund at December 31, 2014.

Restricted fund balance – 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 balances at December 31, 2014:

Capital projects – The capital projects restricted fund balance is used to restrict the portion of fund balance that is used to properly maintain the Library's facilities and is not available for appropriation. The restricted fund balance is maintained with the capital projects fund.

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

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance - Continued

Committed fund balance – 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 balance at December 31, 2014.

Assigned fund balance – 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 \$1,154,140 at December 31, 2014.

Unassigned fund balance - 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 Balance Spending Policy

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

Grants Received in Advance

The Library reports grants received in advance on its balance sheet. 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 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. This arises as a result of the fiscal year end differences between the Library and the Albany City School District. 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 its 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.

2. CASH AND INVESTMENTS

All deposits were covered entirely by collateral or federal depository insurance at December 31, 2014.

	<u>Bank Balance</u>	<u>Carrying Amount</u>
Cash	<u>\$ 4,349,019</u>	<u>\$ 4,340,245</u>
Collateralized with securities held by the pledging financial institution's trust department or agent in the Library's name	\$ 4,099,019	
Covered by FDIC insurance	<u>250,000</u>	
Total	<u>\$ 4,349,019</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 does not purchase investments denominated in a foreign currency, and is not exposed to foreign currency risk.

The Library's unrestricted investments consisted of the following at December 31, 2014:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Weighted Average Maturity in Years</u>
Money Market Funds	\$ 45,221	0.50
Municipal Bonds	790,920	<1.00
Municipal Bonds	<u>2,706,776</u>	>1.00
	<u>\$ 3,542,917</u>	

3. DEPOSITS WITH BOND TRUSTEE

These amounts are maintained in two separate funds by a capital projects fund and a debt service fund. The capital projects fund holds proceeds from the Library's 2007 bond issuance. The use of these funds is restricted and is limited only to construction in accordance with the Library facilities plan. 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 2007 bonds.

3. DEPOSITS WITH BOND TRUSTEE (Continued)

Investments held by the trustee in each fund are as follows as of December 31, 2014:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Weighted Average Maturity in Years</u>
U.S. Treasury Bills	\$ 583,988	0.50
Zero Coupon Bonds	-	0.14
	<u>\$ 583,988</u>	

Credit risk of the Library's investments at December 31, 2014 is as follows:

<u>Average rating</u>	<u>State and Local Agencies</u>	<u>Money Market Mutual Funds</u>
AAA	\$ 52,013	\$ -
AA+	2,245,711	-
AA-	1,155,515	-
Unrated	<u>1,044,459</u>	<u>45,221</u>
Total	<u>\$ 4,497,698</u>	<u>\$ 45,221</u>

4. CAPITAL ASSETS, NET

A summary of changes in capital assets for the year ended December 31, 2014, is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Adjustments/ Disposals</u>	<u>Ending Balance</u>
Capital assets - not depreciated				
Land	<u>\$ 1,216,367</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,216,367</u>
Capital assets - depreciated				
Buildings and improvements	41,205,769	864,500	-	42,070,269
Furniture and equipment	1,919,354	251,270	-	2,170,624
Vehicles	<u>70,538</u>	<u>-</u>	<u>-</u>	<u>70,538</u>
Total depreciable cost	<u>43,195,661</u>	<u>1,115,770</u>	<u>-</u>	<u>44,311,431</u>
Less: Accumulated depreciation				
Buildings and improvements	5,357,202	1,130,864	-	6,488,066
Furniture and equipment	1,007,957	209,925	-	1,217,882
Vehicles	<u>25,370</u>	<u>9,709</u>	<u>-</u>	<u>35,079</u>
Total accumulated depreciation	<u>6,390,529</u>	<u>1,350,498</u>	<u>-</u>	<u>7,741,027</u>
Capital assets, net	<u>\$ 38,021,499</u>	<u>\$ (234,728)</u>	<u>\$ -</u>	<u>\$ 37,786,771</u>

Depreciation expense was allocated to culture and recreation for the year ended December 31, 2014.

5. LONG-TERM LIABILITIES

On June 13, 2007 the Dormitory Authority of the State of New York issued \$29.1 million of insured revenue bonds secured by real property tax revenues to assist the Library in the completion of the facilities plan. The facilities plan is a project which consists of the acquisition of property for four of the five library facilities, the construction of two new libraries, and the renovation of three existing libraries. Approximately \$12.7 million was issued as serial bonds and \$16.4 million was issued as term bonds.

The serial bonds carry an interest rate of 4% to 4.5% and mature between July 1, 2008 and July 1, 2025. The term bonds were divided into two lots with \$5.7 million paying 5% due on July 1, 2030 and \$10.7 million paying 5% due July 1, 2037. Payments on the bonds are due on the first day of every January and July beginning on January 1, 2008. The bonds were issued at a premium of approximately \$385,000, with this balance being amortized over the term of the bonds at \$12,846 annually.

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

Interest paid - Long-term debt	\$ 1,235,500
Plus: interest accrued in the current year	602,156
Less: interest accrued in the prior year	(614,656)
Total interest expense	<u>\$ 1,223,000</u>

The Library's bond indebtedness as December 31, 2014 is summarized below:

	December 31, 2013 Balance	Additions	Payments/ Amortization	December 31, 2014 Balance
Insured revenue bonds	\$ 25,895,000	\$ -	\$ 625,000	\$ 25,270,000
Premium on bonds, net	301,347	-	12,846	288,501
	<u>\$ 26,196,347</u>	<u>\$ -</u>	<u>\$ 637,846</u>	<u>\$ 25,558,501</u>
Current portion of long term debt				<u>650,000</u>
Long term portion				<u>\$ 24,908,501</u>

5. LONG-TERM LIABILITIES (Continued)

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>Total</u>
2015	650,000	1,204,313	1,854,313
2016	675,000	1,178,313	1,853,313
2017	700,000	1,151,313	1,851,313
2018	730,000	1,122,438	1,852,438
2019	760,000	1,091,413	1,851,413
2019-2023	4,340,000	4,929,788	9,269,788
2024-2028	5,440,000	3,830,800	9,270,800
2029-2033	6,930,000	2,334,500	9,264,500
2034-2037	5,045,000	512,750	5,557,750
Total	<u>\$ 25,270,000</u>	<u>\$ 17,355,628</u>	<u>\$ 42,625,628</u>

The bond agreement required the creation of a capital projects fund and a debt service fund. The agreement mandates that the bond proceeds are deposited into the capital projects fund. The monies in this fund are to be used to pay costs of bond issuance as well as the costs associated with the facilities project. This fund is to be held by the bond trustee. The balance of this account on December 31, 2014 is \$164,508.

The debt service fund is also held by the bond trustee. The Library is required to deposit monies for upcoming principal and interest payments into this account. The balance of this account at December 31, 2014 is \$1,854,142.

The balance of compensated absences consists of:

	Balance December 31, <u>2013</u>	Net Change (A)	Balance December 31, <u>2014</u>
Compensated absences	<u>\$ 109,574</u>	<u>\$ (7,987)</u>	<u>\$ 101,587</u>

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

6. RETIREMENT PLANS

Plan Description

The Library participates in the New York State and Local Employees' Retirement System (ERS) and the Public Employees' Group Life Insurance Plan (Systems). These are cost-sharing, multiple-employer retirement systems. The Systems provide retirement benefits as well as death and disability benefits obligations of employers and employees to contribute and benefits to employees are governed by the New York State Retirement and Social Security Law (NYSRSSL). As set forth in the NYSRSSL, the Comptroller of the State of New York (Comptroller) serves as sole trustee and administrative head of the Systems. The Comptroller shall adopt and may amend rules and regulations for the administration and transaction of the business of the system and for the custody and control of its funds. 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, New York 12244.

6. RETIREMENT PLANS (Continued)

Funding Policy

The Systems are noncontributory, except for (1) employees who joined the New York State and Local Employees' Retirement System after July 27, 1976, who contribute 3% of their salary for the first ten years of membership, and (2) employees who join the System after January 1, 2010, will contribute 3% of their salary throughout their active membership. Under the authority of the NYSRSSL, the Comptroller annually certifies the rates expressed used in computing the employers' contributions based on salaries paid during the Systems' fiscal year ending March 31.

The Library made 100% of its required contributions each year. The required contributions for the current year and two preceding years were:

	<u>ERS</u>
2014	\$513,866
2013	\$530,434
2012	\$382,750

Chapter 49 of the Laws of 2003 of the State of New York was enacted which made the following changes to the Systems:

- Requires minimum contributions by employers of 4.5% of payroll every year, including years in which the investment performance would make a lower contribution possible.
- Changes the cycle of annual billing such that the contribution for a given fiscal year will be based on the value of the pension fund on the prior April 1st (e.g., billings due February 2015 would be based on the pension value as of March 31, 2014).

7. OTHER POSTEMPLOYMENT BENEFITS

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 Library is required to calculate and record a net other postemployment benefit (OPEB) obligation at year-end. The net OPEB obligation is basically the cumulative difference between the actuarially required contribution and the actual contributions made.

Annual OPEB Cost and Net OPEB Obligation

The Library's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC). The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year plus the amortization of the unfunded actuarial accrued liability over a period not to exceed 30 years. The following table shows the components of the Library's annual OPEB cost for the year, the amount actually contributed to the Retirement Plan, and the changes in the Library's net OPEB obligation:

Annual required contribution (ARC)	\$ 341,963
Interest on net OPEB obligation	64,293
Adjustment to ARC	<u>(62,016)</u>
Annual OPEB cost (expense)	344,240
Contributions made	<u>118,964</u>
Increase in net OPEB obligation	225,276
Net OPEB obligation - beginning of year	<u>1,591,876</u>
Net OPEB obligation - end of year	<u>\$ 1,817,152</u>

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

Trend information – The Library's annual OPEB cost, the percentage of the annual OPEB cost contributed to the plan, and the net OPEB obligation is as follows:

<u>Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Annual OPEB Cost Contributed</u>	<u>% of OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
12/31/2014	\$ 344,240	\$ 118,964	35%	\$ 1,817,152
12/31/2013	\$ 436,328	\$ 153,013	35%	\$ 1,591,876
12/31/2012	\$ 436,328	\$ 181,986	42%	\$ 1,054,219

Funded Status and Funding Progress

At December 31, 2014, the actuarial accrued liability for benefits was \$3,847,975, all of which is unfunded. The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the OPEB Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

The schedule of funding progress presents information on the actuarial value of plan assets relative to the actuarial accrued liabilities for benefits. In the future, the schedule will provide multi-year trend information about the value of plan assets relative to the AAL.

Schedule of Funding Progress for the Library's Plan

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Accrued Liability (AAL) - Entry Age</u>	<u>Unfunded AAL (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>Percentage of Covered Payroll</u>
1/1/2014	\$ -	\$ 3,847,975	\$ 3,847,975	0%	N/A	N/A
1/1/2011	\$ -	\$ 4,274,903	\$ 4,274,903	0%	N/A	N/A
1/1/2009	\$ -	\$ 6,145,423	\$ 6,145,423	0%	N/A	N/A

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan as understood by the employer and plan members and include the types of benefits provided at the time of the valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

In the January 1, 2014 actuarial valuation, the following methods and assumptions were used:

Actuarial cost method	Projected unit credit
Discount rate*	4.0%
Health Care Premium and Contribution Trend Rate	9.07% initially. The rate is reduced to an ultimate rate of 5.0% by year 2021.
Mortality table	RP-2000 Healthy Mortality Table, Projected Generationally with Scale AA
Withdrawal rates	2003 SOA Pension Plan Turnover Study (Small Plan <1,000 lives)
Unfunded actuarial accrued liability:	
Amortization period	30 years
Amortization method	Level dollar
Amortization basis	Open

* As the plan is unfunded, the assumed discount rate considers that the Library's investment assets are low risk in nature, such as money market funds or certificates of deposit.

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.

Pending Litigation

The Library has been named as defendant in certain actions. A review by management and the Library's attorney indicate these actions are either fully covered by insurance or not substantial enough to materially affect the financial position of the Library.

9. ACCOUNTING PRONOUNCEMENTS ISSUED NOT YET IMPLEMENTED

Statement No. 68 establishes accounting and financial reporting requirements related to pensions for governments whose employees are provided with pensions through pension plans that are covered by the scope of Statement No. 68, as well as for non-employer governments that have a legal obligation to contribute to those plans. The Library is required to adopt the provisions of these Statements for the year ending December 31, 2015 with early adoption encouraged.

In November 2013, the GASB issued Statement No. 71, *Pension Transitions for Contributions Made Subsequent to the Transition Date – an amendment of GASB Statement No. 68*. The objective of this Statement is to address an issue regarding application of the transition provisions of Statement No. 68, Accounting and Financial Reporting for Pensions. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or nonemployer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability. The District is required to adopt the provisions of this Statement in conjunction with GASB Statement No. 68, for the year ending June 30, 2015, with early adoption encouraged.

The Library has not yet assessed the impact of these statements on its future financial statements.

OTHER REQUIRED REPORT

ALBANY PUBLIC LIBRARY

STATEMENT OF REVENUE, EXPENDITURES, AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES:				
Real property taxes	\$ 8,289,077	\$ 8,289,077	\$ 8,289,072	\$ (5)
Departmental Income	235,000	167,000	165,792	(1,208)
Donated use of property	10,000	10,000	17,944	7,944
Interest income	40,000	40,000	102,605	62,605
Unrealized gains and (losses)	-	-	(68,928)	(68,928)
State and Federal sources	<u>375,000</u>	<u>480,899</u>	<u>516,518</u>	<u>35,619</u>
Total revenues	<u>8,949,077</u>	<u>8,986,976</u>	<u>9,023,003</u>	<u>36,027</u>
EXPENDITURES:				
Culture and recreation	6,098,613	6,762,824	6,754,542	8,282
Employee benefits	<u>1,520,479</u>	<u>1,520,479</u>	<u>1,466,120</u>	<u>54,359</u>
Total expenditures	<u>7,619,092</u>	<u>8,283,303</u>	<u>8,220,662</u>	<u>62,641</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>1,329,985</u>	<u>703,673</u>	<u>802,341</u>	<u>98,668</u>
OTHER FINANCING USES:				
Transfers out to Debt Service	<u>(1,854,313)</u>	<u>(1,854,313)</u>	<u>(1,854,313)</u>	<u>-</u>
Total other financing sources (uses)	<u>(1,854,313)</u>	<u>(1,854,313)</u>	<u>(1,854,313)</u>	<u>-</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	<u>(524,328)</u>	<u>(1,150,640)</u>	<u>(1,051,972)</u>	<u>98,668</u>
NET CHANGE IN FUND BALANCE	<u>\$ (524,328)</u>	<u>\$ (1,150,640)</u>	<u>\$ (1,051,972)</u>	<u>\$ 98,668</u>

The accompanying notes are an integral part of these statements.

REQUIRED SUPPLEMENTARY INFORMATION

**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**

April 10, 2015

The Board of Trustees
Albany Public Library;

We have audited, 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, the financial statements of the governmental activities and each major fund of Albany Public Library as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated April 10, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Albany Public 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 Albany Public 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 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.

(Continued)

**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**
(Continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Albany Public Library's financial statements are free of 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.

Albany, New York
April 10, 2015

ALBANY PUBLIC LIBRARY

**SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2014**

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 ☒ No

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

☐ Yes ☒ No

Noncompliance material to the financial
statements noted?

☐ Yes ☒ No

Section II - Financial Statement Findings

None.

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library March 10, 2015 Arbor Hill/West Hill Branch

TRUSTEES IN ATTENDANCE: Daniel Curtis (vice president), Andrew Bechard (vice president for finance), Arlene Way (secretary), Timothy Smith, Donna Dixon, John Davis, Alison Calacone

ABSENT: Mary-Ellen Piché (president), Esther Patterson

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Robert Schofield (counsel)

CALL TO ORDER: The meeting was called to order by Curtis at 5:38 pm

ADOPTION OF AGENDA: Dixon made a motion, seconded by Smith, to move the public comment period after the director's report and approve the amended agenda. The motion was approved unanimously.

MINUTES: The board considered the draft minutes from the Feb. 10, 2015 regular meeting. Davis made a motion, seconded by Smith, to approve the minutes. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Dec. 31, 2014) will be filed. The updated check register (covering Feb. 12 through March 11, 2015) was reviewed by the trustees. Calacone made a motion, seconded by Davis, to accept the updated check register and approve it for payment. The motion was approved unanimously.

POLICY AND GOVERNANCE COMMITTEE REPORT: The report was reviewed at the meeting.

UHLS REPORT: Calacone noted: the system's library catalog system goes live on March 31, UHLS is planning a service satisfaction survey for member directors and boards, and the annual meeting is in June.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet. Jarzombek also discussed book circulation, an ongoing project to bring Dewey back to the branches, and Savannah analytics dashboard.

PUBLIC COMMENT: Frank Commisso Jr., director of municipal affairs for the Albany County comptroller, spoke to the trustees about the library participating in the county-wide Government Efficiency Plan. This plan allows taxpayers to receive a property tax credit/rebate for a small percentage of the taxes levied by local governments and special districts, such as the library, in 2015.

REVIEW OF POLICIES AND PROCEDURES GRID: The document was included in the pre-meeting packet and Jarzombek briefly reviewed the contents with the trustees.

Public Access to Library Information and Records Policy Update: The trustees discussed minor changes to the existing policy. Davis made a motion, seconded by Calacone, to approve the updated Public Access to Library Information and Records Policy. The motion was approved unanimously.

Public Comment at Board Meetings Policy Update: The board briefly reviewed one minor change to the existing policy. Davis made a motion, seconded by Smith, to approve the updated Public Comment at Board Meetings Policy. The motion was approved unanimously.

Employee Safety Policy Update: Minor updates to the policy were briefly reviewed. Smith made a motion, seconded by Davis, to approve the revised Employee Safety Policy. The motion was approved unanimously.

Materials Selection Policy Update: Minor revisions to the policy were briefly reviewed by the board. Curtis made a motion, seconded by Davis, to approve the updated Materials Selection Policy. The motion was approved unanimously.

UNFINISHED BUSINESS:

Proposed Hours Changes: Jarzombek presented a tentative schedule change for the hours that each branch is open to the public. The plan would allow “sister” branches in the three service areas to have complementary hours, such as if one location is closed in the morning, the other will be open. The goal is to give staff more time to interact with and serve the public, which can be accomplished by conducting back-office functions while the buildings are closed. By making minor adjustments at all branches, the proposed plan would add a total of six hours to the system. The hours plan would have no impact on the budget. The board will consider the proposal and vote on it at the April meeting.

MOU with Delaware Ave. Merchants Group: Jarzombek and Schofield will draft a memorandum of understanding regarding the sale of bricks for the trolley statue at the Delaware Branch.

NEW BUSINESS:

Tax Cap Override: Scofield informed the board that the NYS Office of the Comptroller recommends that all municipalities pass a resolution overriding the tax cap limit because of the nature of the complex law and formula. He noted that the board has no intention of going over the tax cap. Bechard made a motion, seconded by Curtis, to approve the tax cap override. The motion was approved unanimously.

2016 Proposed Budget: The board’s Finance Committee recommended approval of the library’s proposed 2016 budget, a spending plan that is an increase of 1.6 percent over the current year. This is the first increase since the 2013 budget. The proposed 2016 total library tax levy is \$8,420,686, with \$1,853,313 for the Branch Improvement Plan

and \$6,567,373 for library operations. Bechard made a motion, seconded by Davis, to approve the 2016 budget. The motion was approved unanimously.

2016 Tax Levy: The trustees briefly discussed the proposed 2016 operating tax levy of \$6,567,373, which will be voted on by registered voters in the city of Albany on May 19. Bechard made a motion, seconded by Dixon, to approve the resolution submitting the annual operating tax levy to voters under the requirements of Sections 259 and 260 of the Education Law. The motion was approved unanimously.

Trustee Vacancies: The trustee seats currently held by Davis and Patterson are up for election this May. Schofield shared the election notice resolution with the board that includes information about the candidate election: the two candidates who receive the highest total number of votes cast in their favor will each fill a five-year term ending in 2020, nominating petitions for election must be filed with the city school district clerk on or before 5 pm on April 20, and the election will be held (in conjunction with the school district vote) on May 19. Calacone made a motion, seconded by Davis, to approve the election notice resolution. The motion was approved unanimously.

Nominating Petition/Instruction to Candidates: The trustees briefly reviewed the nominating petition and instruction to trustee candidates, both of which will be available online and in all APL branches starting March 23.

North Albany Update: The trustees briefly discussed the possibility of hosting board meetings at this branch and directed the administration to re-do the schedule to include North Albany as a meeting location. Jarzombek also discussed recent discussions with YMCA leadership indicating that the organization would like to move the library branch to a different, and much smaller, space in the facility. He noted that this topic is an ongoing discussion item and would require public input before any decision is made.

Letter from Albany County: This topic was discussed during the Public Comment portion of the meeting.

Annual Report for NYS: Jarzombek briefly reviewed the 2014 annual report that is required by the NYS Library. Dixon made a motion, seconded by Smith, to approve the report and submit it to the state. The motion was approved unanimously.

Sale of Excess Furniture: Jarzombek asked the board for permission to sell some excess chairs from the Washington Ave. Branch auditorium. Dixon made a motion, seconded by Way, to authorize library administration to sell the excess chairs for the best profit possible. The motion was approved unanimously.

Staff Survey Results: The trustees requested more time to review the survey results. Curtis made a motion, seconded by Davis, to table this agenda item until the April meeting. The motion was approved unanimously.

County Rebate Project: The board briefly discussed the Government Efficiency Plan reviewed earlier in the meeting by Commisso. Curtis made a motion, seconded by Dixon, to direct library administration to participate in the plan if eligible. The motion was approved unanimously.

PUBLIC COMMENT: No comments from the public.

ADJOURNMENT: Davis made a motion, seconded by Dixon, to adjourn. The motion was approved unanimously and the meeting was adjourned at 7:20 pm.

NEXT MEETING: Tuesday, April 14 – Delaware Branch at 5:30 pm

DRAFT

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE ONE MONTH ENDED
JANUARY 31,2015

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,434,764	536,230	536,230	8.33%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants	197,000		-	0.00%
NYS Construction Grant	26,250		-	0.00%
Federal Grants	38,000		-	0.00%
Fines and Fees	170,000	12,155	12,155	7.15%
Book Sales	0	293	293	
Interest Income	5,000	34,553	34,553	691.06%
Foundation Contributions	10,000		-	0.00%
DASNY Project Reimbursement	0		-	
Copier Printers	45,000	1,078	1,078	2.40%
Miscellaneous Income	0	921	921	
Fund Balance Used	759,732		-	0.00%
Total Support and Revenue	9,539,059	585,230	585,230	6.14%
Expenditures				
Payroll and Related costs	4,959,346	387,260	387,260	7.81%
Occupancy Costs	1,111,400	114,244	114,244	10.28%
Materials and Services	715,000	113,770	113,770	15.91%
Administration and Miscellaneous	535,000	37,632	37,632	7.03%
Automation	365,000	26,704	26,704	7.32%
Contingency	-	-	-	
Total Expenditures	7,685,746	679,610	679,610	8.84%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	-	(94,380)	(94,380)	0.00%

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE ONE MONTH ENDED
 JANUARY 31, 2015

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,409,678	260,991	260,991	7.65%
NYS Retirement System	545,548	43,750	43,750	8.02%
Payroll Taxes	261,063	18,800	18,800	7.20%
Hospital Insurance	721,557	61,884	61,884	8.58%
Payroll processing Costs	20,000	1,835	1,835	9.18%
Unemployment Insurance	1,500	-	-	0.00%
TOTAL	4,959,346	387,260	387,260	7.81%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	1,600	8.00%
Heat & Electric	245,000	20,977	20,977	8.56%
Telephone	13,000	1,056	1,056	8.12%
Maintenance/repairs/supplies	460,000	72,195	72,195	15.69%
Security	88,400	5,361	5,361	6.06%
NYS Construction Grant	35,000	6,670	6,670	19.06%
Furniture/Building Improvements	250,000	6,385	6,385	2.55%
TOTAL	1,111,400	114,244	114,244	10.28%
MATERIALS and SERVICES				
Books,etc.	590,000	56,682	56,682	9.61%
Serials/Magazines	60,000	40,946	40,946	68.24%
On-line Services	65,000	16,142	16,142	24.83%
TOTAL	715,000	113,770	113,770	15.91%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	70,000	2,966	2,966	4.24%
Postage	20,000	120	120	0.60%
Publicity, Printing	47,000	195	195	0.41%
Training and Travel	30,000	2,152	2,152	7.17%
Community Activities	8,000	-	-	0.00%
Professional Services	200,000	25,536	25,536	12.77%
Misc Grant Expense	0	-	-	-
Programming Activities	70,000	1,554	1,554	2.22%
Insurance	90,000	5,109	5,109	5.68%
TOTAL	535,000	37,632	37,632	7.03%
AUTOMATION				
Automation Services	240,000	25,524	25,524	10.64%
Automation Software	15,000	-	-	0.00%
Automation Hardware	110,000	1,180	1,180	1.07%
TOTAL	365,000	26,704	26,704	7.32%
CONTINGENCY				
	0	-	-	0.00%
DEBT SERVICE PAYMENT				
	1,853,313	-	-	0.00%
TOTAL EXPENDITURES				
	9,539,059	679,610	679,610	7.12%

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TWO MONTHS ENDED
FEBRUARY 28, 2015

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,434,764	536,230	1,072,460	16.67%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants	197,000		-	0.00%
NYS Construction Grant	26,250		-	0.00%
Federal Grants	38,000		-	0.00%
Fines and Fees	170,000	14,963	27,117	15.95%
Book Sales	0	225	518	
Interest Income	5,000	1,145	35,698	713.96%
Foundation Contributions	10,000		-	0.00%
DASNY Project Reimbursement	0		-	
Copier Printers	45,000	641	1,720	3.82%
Miscellaneous Income	0	382	1,303	
Fund Balance Used	759,732		-	0.00%
Total Support and Revenue	9,539,059	553,586	1,138,816	11.94%
Expenditures				
Payroll and Related costs	4,959,346	399,636	786,895	15.87%
Occupancy Costs	1,111,400	96,760	211,005	18.99%
Materials and Services	715,000	45,477	159,245	22.27%
Administration and Miscellaneous	535,000	31,151	68,783	12.86%
Automation	365,000	8,974	35,678	9.77%
Contingency	-	-	-	
Total Expenditures	7,685,746	581,998	1,261,606	16.41%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	-	(28,412)	(122,790)	0.00%

ALBANY PUBLIC LIBRARY
DETAIL OF EXPENDITURES
FOR THE TWO MONTHS ENDED
FEBRUARY 28, 2015

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,409,678	260,170	521,161	15.28%
NYS Retirement System	545,548	43,750	87,500	16.04%
Payroll Taxes	261,063	19,215	38,014	14.56%
Hospital Insurance	721,557	74,096	135,980	18.85%
Payroll processing Costs	20,000	2,405	4,240	21.20%
Unemployment Insurance	1,500	-	-	0.00%
TOTAL	4,959,346	399,636	786,895	15.87%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	3,200	16.00%
Heat & Electric	245,000	27,227	48,206	19.68%
Telephone	13,000	1,051	2,106	16.20%
Maintenance/repairs/supplies	460,000	37,088	109,283	23.76%
Security	88,400	5,474	10,835	12.26%
NYS Construction Grant	35,000	1,470	8,140	23.26%
Furniture/Building Improvements	250,000	22,850	29,235	11.69%
TOTAL	1,111,400	96,760	211,005	18.99%
MATERIALS and SERVICES				
Books, etc.	590,000	44,649	101,329	17.17%
Serials/Magazines	60,000	-	40,946	68.24%
On-line Services	65,000	828	16,970	26.11%
TOTAL	715,000	45,477	159,245	22.27%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	70,000	9,927	12,892	18.42%
Postage	20,000	3,649	3,769	18.85%
Publicity, Printing	47,000	3,851	4,046	8.61%
Training and Travel	30,000	313	2,465	8.22%
Community Activities	8,000	125	125	1.56%
Professional Services	200,000	5,552	31,088	15.54%
Misc Grant Expense	0	-	-	
Programming Activities	70,000	2,625	4,181	5.97%
Insurance	90,000	5,109	10,217	11.35%
TOTAL	535,000	31,151	68,783	12.86%
AUTOMATION				
Automation Services	240,000	6,616	32,140	13.39%
Automation Software	15,000	170	170	1.13%
Automation Hardware	110,000	2,188	3,368	3.06%
TOTAL	365,000	8,974	35,678	9.77%
CONTINGENCY				
	0	-	-	0.00%
DEBT SERVICE PAYMENT				
	1,853,313	-	-	0.00%
TOTAL EXPENDITURES				
	9,539,059	581,998	1,261,606	13.23%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Mar 12, 2015 to Apr 15, 2015

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount	Description
3785V	3/24/15	POSTMASTER	-220.00	VOID
3799	3/12/15	City of Albany	300.00	Building Repairs and Maintenance
3800	3/12/15	CSEA	1,935.51	Union Fees
3801	3/12/15	CSEA Employee Benefit Fund	4.71	Insurance-Hospitalization
3802	3/12/15	MetLife-TSA Contribution	1,721.00	403b
3803	3/12/15	NYS Deferred Comp Plan	845.34	NYS Def. Comp.
3804	3/12/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3805	3/12/15	The Travelers	1,878.00	403b
3806	3/12/15	Verizon Wireless	552.53	Automation Services
3807	4/15/15	OverDrive, Inc.	1,897.14	Central Library Materials
3808	4/15/15	Midwest Tape	916.96	Audio Visual
3809	4/15/15	Midwest Tape	601.83	Audio Visual
3810	4/15/15	Midwest Tape	1,028.83	Audio Visual
3811	4/15/15	Midwest Tape	214.29	Audio Visual
3812	3/19/15	First Light Fiber	5,178.45	Telephone Expense/Automation Services
3813	4/15/15	Midwest Tape	1,374.97	Audio Visual
3814	4/15/15	Midwest Tape	2,161.72	Audio Visual
3815	4/15/15	Baker & Taylor	8,796.82	Books-Adult
3816	4/15/15	Baker & Taylor	11,182.68	Books-Adult
3817	4/15/15	OverDrive, Inc.	3,041.20	Central Library Materials
3818	3/26/15	CSEA	1,909.30	Union Fees
3819	3/26/15	CSEA Employee Benefit Fund	4.71	Insurance-Hospitalization
3820	3/26/15	MetLife-TSA Contribution	1,721.00	403b
3821	3/26/15	NYS Deferred Comp Plan	840.83	NYS Def. Comp.
3822	3/26/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3823	3/26/15	The Travelers	1,878.00	403b
3824	3/27/15	Albany Water Board	1,570.02	Building Repairs and Maintenance
3825	3/27/15	National Grid	27,228.62	Heat, Light & Power
3826	4/15/15	MicroMarketing LLC	803.10	Books-Audio
3827	4/15/15	OverDrive, Inc.	2,151.84	Central Library Materials
3828	4/15/15	W.B.Mason Co., Inc.	1,603.19	Supplies (Office/Maintenance)
3829	4/15/15	W.B.Mason Co., Inc.	1,991.10	Supplies (Office/Maintenance)
3830	4/15/15	Midwest Tape	1,615.37	Audio Visual
3831	4/15/15	Midwest Tape	1,073.00	Audio Visual
3832	4/15/15	Midwest Tape	827.64	Audio Visual
3833	4/15/15	Midwest Tape	769.43	Audio Visual
3834	4/15/15	Midwest Tape	1,074.92	Audio Visual
3835	4/15/15	Midwest Tape	440.53	Audio Visual
3836	4/15/15	Midwest Tape	375.98	Audio Visual
3837	4/15/15	W.B.Mason Co., Inc.	1,054.06	Supplies (Office/Maintenance)
3838	4/15/15	W.B.Mason Co., Inc.	2,094.31	Supplies (Office/Maintenance)
3839	4/15/15	3N Document Destruction, Inc.	35.00	Building Repairs/Maintenance
3840	4/15/15	Accuprint	194.50	Publicity and Printing
3841	4/15/15	AC MOORE	9.99	Programming YS
3842	4/15/15	ADP, Inc.	1,821.56	Payroll Services
3843	4/15/15	A. Leto Construction Company	7,130.50	Maintenance Service Contracts
3844	4/15/15	Republic Services #964	2,034.68	Maintenance Service Contracts
3845	4/15/15	Anna Rosen	20.00	Fines & Fees
3846	4/15/15	ATSCO Products	147.00	Maintenance Equipment Repair
3847	4/15/15	Baker & Taylor	2,984.75	Books-Adult
3848	4/15/15	Barbara Kam.	120.00	Programming Pine Hills
3849	4/15/15	Blick Art Materials	101.87	Programming Del/Howe
3850	4/15/15	BlueShield of Northeastern New York	7,388.50	Insurance-Hospitalization
3851	4/15/15	CDPHP	37,475.60	Insurance-Hospitalization
3852	4/15/15	CDPHP Universal Benefits, Inc.	10,943.59	Insurance-Hospitalization
3853	4/15/15	Charles Slatterick	1,890.00	Contracted Services
3854	4/15/15	Chinasa Seyse	33.61	Programming Howe
3855	4/15/15	Clara Leininger	262.80	Medicare Reimbursement
3856	4/15/15	Communication Services	1,650.00	Contracted Services

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Mar 12, 2015 to Apr 15, 2015

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount	Description
3857	4/15/15	Dana Sela	150.00	Programming Delaware
3858	4/15/15	Delta Dental of New York, Inc.	3,420.34	Insurance-Hospitalization
3859	4/15/15	Demco	170.12	Supplies (CMS)
3860	4/15/15	Destroyer Escort Historical Museum	210.00	Books-Adult
3861	4/15/15	Dickman Directories Inc.	272.00	Books-Adult
3862	4/15/15	Eastern Managed Print Network	564.31	Contracted Services
3863	4/15/15	Ehrlich Co., Inc.	159.74	Maintenance Service Contracts
3864	4/15/15	ELM USA	150.45	Supplies (CMS)
3865	4/15/15	Eye Med Vision Care	587.55	Insurance-Hospitalization
3866	4/15/15	G4S	5,479.94	Security Services
3867	4/15/15	Grainger	492.93	Supplies Maintenance Janitorial
3868	4/15/15	Home Depot Credit Services	695.58	Maintenance/Janitorial Supplies/Building Repair
3869	4/15/15	Jaimee Meyer	326.60	Travel/Staff Development YS
3870	4/15/15	James Surano	90.00	Programming Howe
3871	4/15/15	Jennifer Ward	48.63	Programming Bach
3872	4/15/15	Jennifer Wright	17.00	Fines & Fees
3873	4/15/15	Joan Brown	131.40	Medicare Reimbursement
3874	4/15/15	Johnson Controls	2,471.75	Building Repairs/Maintenance/NYS Const. Grant
3875	4/15/15	Kristine Schultz	161.09	Programming Delaware
3876	4/15/15	Lilian T Loveday	115.00	Programming YS
3877	4/15/15	MAILFINANCE	119.95	Postage
3878	4/15/15	Main Bros Oil Company	347.56	Van Operation
3879	4/15/15	Mary Cullinan	220.00	Postage
3880	4/15/15	Mary Beth Earley	417.83	Travel/Staff Development YS
3881	4/15/15	Margaret Maurer	250.92	Programming/Staff Development Reference
3882	4/15/15	MicroMarketing LLC	446.70	Books-Audio
3883	4/15/15	Midwest Tape	652.81	Audio Visual
3883V	4/15/15	Midwest Tape	-652.81	VOID
3884	4/15/15	Nadine Sheldon	15.00	Programming Delaware
3885	4/15/15	Oriental Trading Company, Inc.	290.84	Programming (AH/YS/BACH)
3886	4/15/15	OverDrive, Inc.	2,794.32	Central Library Materials
3887	4/15/15	Overit Multimedia, Inc.	6,138.00	Contracted Services (Website)
3888	4/15/15	P & J Computers, Inc.	2,400.00	Automation Services
3889	4/15/15	Phillips Hardware	34.44	Supplies (Maintenance- Janitorial)
3890	4/15/15	Rebecca S. Lubin	115.94	Programming Delaware/Howe
3891	4/15/15	Rebekkah Smith Aldrich	3,000.00	Community Relations - (Board Retreat)
3892	4/15/15	Recorded Books, INC	247.47	Books-Audio
3893	4/15/15	Richard Waugh	220.00	Medicare Reimbursement
3894	4/15/15	Robert Omer	65.70	Medicare Reimbursement
3895	4/15/15	Sarah Clark	19.77	Programming Washington
3896	4/15/15	Sex Smart Films LLC	274.50	Audio Visual
3897	4/15/15	Shirley Sinsabaugh	131.40	Medicare Reimbursement
3898	4/15/15	Showcases	214.92	Supplies (CMS)
3899	4/15/15	Siena Fence Co., Inc.	910.00	Building Repair/Maintenance Howe
3900	4/15/15	SimplexGrinnell	14,973.00	Maintenance Service Contracts/Building Repairs
3901	4/15/15	Staples Advantage	1,073.05	Supplies (Office/Library)
3902	4/15/15	The Albany YMCA	1,600.00	Rent- North Albany
3903	4/15/15	The Hyde Collection	100.00	Books-Adult
3904	4/15/15	Upper Hudson Library System	14,717.20	Automation Services
3905	4/15/15	UniFirst Corporation	148.30	Maintenance Service Contracts
3906	4/15/15	Upstart	87.34	Programming - Howe
3907	4/15/15	Verizon Wireless	533.98	Automation Services
3908	4/15/15	Whiteman, Osterman & Hanna	6,651.61	Legal and Accounting Fees
3909	4/15/15	WMHT	50.00	Programming Delaware
3910	4/15/15	Bond Schoeneck & King, PLLC	140.00	Travel/Staff Development Admin
3911	4/15/15	Midwest Tape	26.49	Audio Visual
3912	4/15/15	Midwest Tape	667.06	Audio Visual
3913	4/15/15	Siena College- ACE	2,875.00	Contracted Services
3914	4/15/15	Republic Services #964	1,402.24	Maintenance Service Contracts

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Mar 12, 2015 to Apr 15, 2015

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount	Description
3915	4/15/15	ATSCO Products	180.90	Maintenance Equipment Repair
3916	4/15/15	Baker & Taylor	4,188.80	Books-Adult
3917	4/15/15	Bay State Elevator Company	736.09	Maintenance Service Contracts
3918	4/15/15	Berkshire Botanical Garden	100.00	Books-Adult
3919	4/15/15	Edward Mangione Locksmith	15.40	Supplies (Maintenance- Janitorial)
3920	4/15/15	G4S	1,300.50	Security Services
3921	4/15/15	Grainger	164.61	Supplies/Repairs Maintenance
3922	4/15/15	Johnson Controls	279.88	Building Repairs/Maintenance Pine Hills
3923	4/15/15	Lee J. Ricci	109.99	Programming Bach
3924	4/15/15	Movie Licensing USA	150.00	Programming Pine Hills/Arbor Hill
3925	4/15/15	Phillips Hardware	26.96	Supplies (Maintenance- Janitorial)
3926	4/15/15	SimplexGrinnell	2,959.28	Maintenance Service Contracts
3927	4/15/15	UniFirst Corporation	74.15	Maintenance Service Contracts
3928	4/15/15	W.B.Mason Co., Inc.	174.23	Supplies (Maintenance- Janitorial)
3929	4/15/15	Wolberg Electrical Supply Company	464.60	Supplies (Maintenance- Janitorial)
3930	4/15/15	Bonadio & Co., LLP	10,000.00	Legal and Accounting Fees
3931	4/15/15	OverDrive, Inc.	1,335.62	Central Library Materials
3932	4/15/15	Overit Multimedia, Inc.	6,138.00	Contracted Services (Website)
3933	4/15/15	Saile Group, LLC	2,000.00	Staff Development Admin
3934	4/15/15	CSEA	1,922.26	Union Fees
3935	4/15/15	CSEA Employee Benefit Fund	4.71	Insurance-Hospitalization
3936	4/15/15	MetLife-TSA Contribution	1,846.00	403b
3937	4/15/15	NYS Deferred Comp Plan	856.54	NYS Def. Comp.
3938	4/15/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3939	4/15/15	The Travelers	1,878.00	403b
3940	4/15/15	Alexandra Consler	36.05	Programming Washington
3941	4/15/15	OverDrive, Inc.	3,076.86	Central Library Materials
3942	4/15/15	OverDrive, Inc.	3,794.77	Central Library Materials
Total			291,959.04	

Facilities Committee Meeting April 9, 2015 – DRAFT Minutes

- Meeting convened at 5:50PM (in the Albany History Room on 2nd Floor of Washington Avenue Branch)
- First item on the agenda: **Clinton Street Property**
 - S. Jarzombek reviewed the details of the current proposal to demolish existing building, replace with park/green-space, next to Howe Branch
 - Also noted that this project, which would total roughly \$75,000, is anticipated to be funded by previously available funds and will not need to be allocated from operational or reserve funds
 - Also noted that two items have yet to be priced but will be included in final proposal (exterior lighting & security cameras)
 - A. Bechard asked about the nature of the pathway surface in the proposed park
 - S. Jarzombek noted that the proposal calls for pavers
 - A. Calacone inquired as to the nature of the park, would all of it be accessible or would any areas be off limits
 - S. Jarzombek confirmed that no areas (e.g. - grass) would be inaccessible to the public
 - D. Curtis raised the park's availability being limited to Howe Branch hours of operation, noted Sunday would be a potentially high-use day where the park would not be available.
 - A. Bechard inquired as to whether or not this project had solicited three competing bids for the demolition work, as the cost appeared to be over the threshold for our procurement policy
 - S. Jarzombek committed to confirming that both of the actionable proposals on the table for tonight's meeting have complied with the procurement policy
 - The committee deliberated options related to the hours of availability, the options before us seemed to be:
 - Locked gate, prohibiting use of the park during hours when Howe Branch is not open (no members of the committee supported this course of action)
 - Gated, but unlocked, with signage that noted the park's availability as "dawn to dusk" and engaging with APD on ensuring frequent overnight check-ups on the space. (all committee members seemed to agree this was a superior course of action)
 - A. Calacone raised another issue for which the committee did not have any immediate answers/suggestions:
 - Should the Library offer the opportunity to reserve the space at the park for outdoor programming/events
 - The Committee resolved to support moving this proposal to the full Board of Trustees for further discussion and approval.
- Second item on the agenda: **Front of Washington Avenue Branch**
 - S. Jarzombek reviewed the details of a proposal to renovate the area outside the front entrance/exit of the Washington Avenue branch
 - Also noted that this project, which will total just over \$50,000, is being funded in large part from a Construction Fund grant through UHLS
 - Also noted that the goal of this project is both to beautify/replace aging sidewalks and also functionally improve the entrance/exit by addressing various issues

related to loitering around the door, as well as improve upon the seating availability outside the building.

- The Committee inquired about some of the details related to the proposal, and resolved that it should be moved forward to the Board of Trustees for approval.
- Third item on the agenda: **Back Desk at Washington Avenue Branch**
 - S. Jarzombek described plans to close down and remove staff from the back desk at Washington Avenue Branch
 - Also noted that access, excepting emergency access, would now be limited to elevator only in order to get to other floors
 - Also noted that book drop would remain open, that the project will cost roughly \$15k initially but result in roughly a \$50k/year savings (annually)
 - Also noted that 1.3% of checked-out material were checked out at back desk, and that a camera would be installed in the hallway to monitor traffic
 - A. Bechard raised concerns about whether the exit would still be secured from theft of property, and how many people would be prevented from checking out at the back door.
 - A. Calacone noted that this will present some inconvenience to patrons, notably the absence of stairs for regular use.
 - D. Curtis inquired as to the potential savings, and noted that it seemed as though the conveniences provided by having a staff person placed at the back door didn't seem to outweigh the potential savings - and questioned the nature of work done by staff who are working in that position
 - The committee resolved to move this forward to the full Board of Trustees for further discussion
- Fourth item on the agenda: **19 Dove Street (Harmanus Bleecker Building)**
 - S. Jarzombek shared details of recent conversations surrounding the sale of the Bleecker Building and inquiry of APL considering the space as a replacement for Washington Avenue Branch
 - A. Bechard inquired as to the nature of the space, and whether all services could continue to be rendered, S. Jarzombek noted that no services would need to be cut
 - D. Curtis inquired as to whether all current equipment would fit into the space, S. Jarzombek confirmed that it would
 - A. Calacone inquired about parking availability, S. Jarzombek noted the facility includes an 80-spot parking garage
 - The committee resolved to table the issue until June 2015
- The Meeting Adjourned at 6:30PM

Respectfully Submitted,

Dan Curtis
VP, Board of Trustees
Member, Buildings Committee

**EXECUTIVE DIRECTOR'S REPORT
ALBANY PUBLIC LIBRARY
APRIL 2014**

STATE OF THE LIBRARY

The library staff have been focusing on the ILS migration. Kudos the staff of Automation Services and CMS for going above and beyond. Their tireless work not only ensured a near seamless transition for our library, but helped shepherd the process for the rest of the system. Library Assistant Nolan Doroski, who was designated as our head SIERRA trainer, should be recognized for his hard work as well. Both the APL administration and UHLS staff were impressed with his teaching abilities.

Tax help at several of our locations brought hundreds of Albany citizens into our buildings. Washington Ave. also hosted several popular financial literacy classes. Four of our locations provided space for the city's Summer Youth Employment Program to assist teens fill out and submit applications for the popular jobs program. Pine Hills had a successful closing to the art show. Bach has started a new book club and Arbor Hill/West Hill and the Friends of APL hosted a Poetry Slam.

The library facilitated and organized the "Toddler Zone" at this year's Kidz Expo at the Empire State Plaza. This program included craft stations, a play area, story times, and Summer Reading Program promotion. Both library employees and volunteers staffed the event.

The weather took a toll on several of our buildings. We have seen damage to the sidewalks and façades of multiple locations. A safety fence has gone up around the property at 51 Clinton St., adjacent to the Howe Branch. We continue to tweak the layout of the Washington Avenue Branch's first floor. The majority of feedback we have received about these changes has been positive.

STATISTICAL ANALYSIS

Due to the transition to SIERRA, many of our circulation numbers and statistics are skewed. This is especially due to the prolonged period in which holds could not be filled and two days without recorded circulation. However, foot traffic and Wi-Fi usage went up at the majority of our locations. Washington Avenue had a much lower than anticipated drop in visits, a surprise since we have been strictly enforcing the patron code of conduct and have banned several patrons who come in and out of the library throughout the day.

SERVICES

ARBOR HILL/WEST HILL BRANCH

Adult Services

- Family Board Game Night took place on March 9.
- The Friends of APL hosted monthly Open Mic Poetry Slam on March 16.

Youth Services

- The Saturday Afternoon Family Matinee screening of "Big Hero 6" on March 14 saw higher than usual attendance as the Washington Avenue Branch was closed due to the St. Patrick's Day parade.
- The branch hosted representatives who assisted with applications for the City's Summer Youth Employment program on six days during the month.

BACH

Adult Services

- Inaugural adult fiction book group well attended. Participants enjoyed and plan to return with friends.

Youth Services

- Monday Science Lab for Kids, grades 4-6, started with bubble experiments.

Building Issues

- Increase in number of patrons noticing the trees are gone and asking why they were cut down (more in sadness than anger). Staff using talking points from initial tree removal day.

DELAWARE

Adult Services

- Longtime head clerk, who kept circulation running at this branch, retired after almost 25 years. With her daily supervision and guidance missing, staff are trying to adjust to the change.
- Focused on arts-and-crafts programming (for National Craft Month) with macramé, beading, and block printing classes, all of which were well attended.

Youth Services

- Outreach visits to Delaware Community School for annual Literacy Week there. Met with six classes for read-alouds, book talks, and information about library resources.
- Planning end-of-the-school-year visits, to promote SRP, at TOAST and others.
- Coordinated with city's Summer Youth Employment Program to host three job clinics where teens could sign up for the program.
- Bonner student prepared and led two college preparation programs for teens: College 101 (financial aid, common application, SAT, ACT) and Resume Writing 101.
- The Siena Writing Partnership meets Monday nights when the library is open. Word of mouth among the regular participants has expanded the group. A handful of teens have been attending weekly since they noticed that there was something happening in our large meeting room. Some of the Siena students have been helping with additional

tutoring during the program, and this has helped to bring a few of our teens out of their comfort zones and join the group on a weekly basis.

HOWE

Adult Services

- Sew! What? program is building a following; some attendees bring their own sewing machines now.
- Tax assistance was popular with all time slots scheduled, so some customers were referred to other locations for help.

Youth Services

- Did outreach story times at Albany Free School, Lincoln Square, and Olivia Rorie Center.
- Play and Grow now a pop-up program run whenever younger kids (ages 5 and under) are observed in the children's room.
- Hosted four summer job clinics for teens interested in signing up for city's Summer Youth Employment Program.

NORTH ALBANY

- With full-time clerk's move to Delaware Branch, North Albany is managing with fill-in clerks from other branches until the position is filled. A full-time library assistant has been hired.
- A new volunteer (former elementary teacher) is doing story time on Friday mornings.
- A new set of shelves was set up allowing materials to be shifted. As part of this project, CDs were moved next to the Books-on-CD and the juvenile items that were in storage were put out on the shelves.

PINE HILLS

Adult Services

- New program series, "Read a Play, See the Play!" getting extremely positive reviews from both presenter and attendees. The program continues into April.
- The winter art show closing reception, which was part of Albany's First Friday Series, was a success! Forty people showed up to hear the selected entries to the writing contest read by the authors, along with many of the artists and writers.
- Winter exhibition de-installation took place March 21-22. "Knife and Fork" exhibit is still up with exhibition coordinator working to arrange de-installation with artist.

Youth Services

- Juvenile fiction circulation has increased in February—from 2,206 (last year) to 2,784 (this year). Part of the increase is due to the new categories section we implemented with help from our intern.

WASHINGTON AVE.

Adult Services

- Reorganization and remodeling of the first floor space at Washington Avenue continued and saw the receipt of new comfortable seating and additional chairs and tables for laptop users. A major shelving unit move also took place.

- Financial literacy programming during the month focused on “Ways to Manage Your Money” with a three-part workshop series. Most attendees attended all programs on topics such as foundations of investing and surviving on a limited income.

Youth Services

- Washington Avenue YS staff was very involved in the Kidz Expo on Saturday, March 7, at the Empire State Plaza and staffed craft stations, a toddler zone and Summer Reading Program promotion.
- YS staff presented on “Tips 'n Tricks for Explosive Marketing & Outreach” at the NYLA-YSS Spring Conference.

OPERATIONS

AUTOMATION

- Focused on preparations for Sierra migration
 - Third party vendor integration issues (SAM, Point of Sale, DiscXpress systems, APL Mobile app, web site links, etc.)
 - Set up with CMS for electronic ordering
 - Printers, templates and receipt printer set up and testing
 - Staff user documentation
 - Staff user accounts in Sierra
- Networking preparation for optimal integration with new online Java-based Sierra client software systems
- Back-end technology updates and preparation for upcoming roll out of new website
- Upgrades/updates for servers, wireless access set up, logos used on public machines, etc.
- Updated Citrix images at two sites for public computers

COMMUNITY ENGAGEMENT

- Featured attraction at the 10th annual OGS Kids Expo at the Empire State Plaza on March 7. Hundreds of children and their caregivers enjoyed a library atmosphere of books, play materials and crafts in the Toddler Zone of the Kids Expo. This was a great promotional opportunity and a chance to meet new and current patrons.
- Four branches hosted City Youth Employment Clinics.
- Provided story times to ACAP and Head Starts at several locations.
- Pine Hills staff worked with Historic Albany Foundation to provide a youth program at the Madison Theater.
- Toured the Capital South Campus Center and began partnership arrangements.
- Will be meeting with staff at Department of Recreation to establish a summer program collaboration.
- Developing a series of kindergarten readiness programs for August.
- Volunteer activity: 111 volunteers proved 1,065 hours of service

COLLECTION MANAGEMENT

- Staff completed changing Pine Hills Adult and YA non-fiction materials to Dewey before the Sierra migration. Plan to return there to complete the Juvenile non-fiction once staff are comfortable and caught up with entering new materials in Sierra.
- CMS staff started learning to use Sierra cataloging and serials functions on March 23. Several migration errors have been identified, and where necessary, UHLS has been notified.
- Preparations are well underway for using Sierra's acquisitions module, enabling EDI ordering and electronic invoicing with major vendors.
- Have UHLS to change certain settings in Sierra so that only APL patrons can place holds on our new Adult fiction and non-fiction. Once these items are no longer new, they can fill hold requests for any UHLS patron. This should enable our patrons to borrow more and wait less.

FACILITIES

- Preparing Pine Hills for upcoming art show installation
- Cleaning up at all locations from winter damage/disrepair
- HVAC control system at Washington Ave. almost complete

FINANCE

- Point of Sale (POS) System was not up and running at the start of the new Sierra system. Upper Hudson is working with vendor to purchase necessary licensing and hoped to have this up and running by April 3. For the short term, until this issue is resolved, APL is unable to collect fines and fees.

HUMAN RESOURCES

Personnel Changes

- One senior library clerk retired
- Hired one full time custodial worker I

Clean up Fridays

- Began work on third floor with administration staff to weed and organize supply area, HR records closet and business office. (This work continues until complete)

Wellness

- Began to sign up staff for CDPHP's annual workplace challenge.
- Continued CDPHP 5 week "weight 2 be" program to assistant staff with weight loss.

Training

- 131 employees completed 234.5 hours of training in March
- Topics included Transgender Sensitivity and Issues, NYS Historic Newspapers, Youth Services Section Spring Conference, WhentoWork, Savannah, and Evanced

PUBLIC RELATIONS

- **Website:** Final push to complete all content and back-end items for website launch required great deal of department's time and attention this month. Website will launch April 7.

- **Media Relations:** Worked with NewsChannel 13 on story about new Albany Made room that aired March 13. Press releases on: upcoming budget vote and Game of Thrones program.
- **Publications:** Completed May/June program guide content creation and layout; guide currently being printed. Created and distributed informational/promotional materials for upcoming budget vote and candidate election, Sierra catalog upgrade project, youth services (Kids Expo event).
- **Social Media:** Slight growth in Twitter and Facebook (1 percent each) and Instagram (4 percent). Reached more than 2,000 Facebook likes this month, an internal milestone we've been striving to attain. Most notable engagements on Facebook regarding Albany Summer Youth Employment job clinics, retirement of longtime Delaware employee, and Albany Made story on NewsChannel 13.

INCIDENT REPORTS & COMMENT CARDS

- **Incident Reports:** 38 total—12 youth, 26 adult, 13 police/EMT involved, 7 violent, 18 Washington Ave., 10 Delaware, 10 Howe
- **Comment Cards:** 15 total—2 positive Washington Ave., 2 negative Howe, 1 positive on Delaware, 6 title suggestions, 4 general suggestions

DIRECTOR'S OUTREACH CALENDAR

3/3 – Forum on Community Policing
 3/6 – UHLS Directors Association
 3/7 – Kidz Expo
 3/16 – Presentation to NYS Board of Regents
 3/18 – Heidelberg Neighborhood Association
 3/26 – Center Square Neighborhood Association
 3/30 – Albany County District Attorney's Office

DIRECTOR'S CONTINUING EDUCATION CALENDAR

3/17 – Savannah Training
 3/31 – Nonprofit Revitalization Act

**Albany Public Library
Monthly Statistical Report
March 2015**

Circulation by Material Type (all locations)						
	Mar '14	Change	Mar '15	YTD 2014	Change	YTD 2015
Audiobook	7,908	-31%	5,461	22,602	-24%	17,183
Fiction	12,247	-18%	10,102	35,583	-7%	32,995
Nonfiction	11,765	-25%	8,873	33,223	-12%	29,198
Children's	15,732	-19%	12,716	44,883	-9%	40,686
Video	45,571	-26%	33,751	133,171	-16%	111,927
Periodicals	1,645	-42%	958	4,629	-31%	3,203
Overdrive Dnld	3,179	43%	4,539	9,421	38%	13,006
Other Dnld	543	-72%	150	1,224	-26%	900
Total	98,590	-22%	76,550	284,736	-13%	249,098

: NUMBERS EXCLUDE MARCH 30 and 31

Circulation by Location						
	Mar '14	Change	Mar '15	YTD 2014	Change	YTD 2015
Arbor/West	8,182	-30%	5,695	22,619	-16%	18,897
Bach	10,550	-24%	8,043	29,846	-11%	26,574
Delaware	10,551	-25%	7,865	31,240	-16%	26,301
Howe	8,232	-26%	6,123	25,372	-15%	21,499
Washington	38,257	-18%	31,503	108,939	-9%	99,585
North Albany	3,555	-35%	2,306	10,330	-25%	7,698
Pine Hills	19,263	-22%	15,015	56,390	-14%	48,544
Total	98,590	-22%	76,550	284,736	-13%	249,098

Computer Use						
	Mar '14	Change	Mar '15	YTD 2014	Change	YTD 2015
Arbor/West	1,608	-30%	1,124	5,019	-27%	3,675
Bach	1,391	-26%	1,028	3,643	-17%	3,031
Delaware	1,644	-10%	1,482	4,380	-2%	4,279
Howe	1,766	-19%	1,436	5,302	1%	5,347
Washington	6,051	-9%	5,487	17,649	-13%	15,379
North Albany	485	2%	493	1,728	-4%	1,665
Pine Hills	2,586	-12%	2,270	6,926	-11%	6,183
Total	15,531	-14%	13,320	44,647	-11%	39,559

WiFi Use						
	Mar '14	Change	Mar '15	YTD 2014	Change	YTD 2015
Arbor/West	1,794	74%	3,125	6,146	35%	8,327
Bach	2,029	71%	3,467	3,141	183%	8,890
Delaware	3,230	47%	4,732	4,996	130%	11,486
Howe	3,914	40%	5,465	9,377	50%	14,073
Washington	20,237	-12%	17,843	50,352	8%	54,576
North Albany	2,700	-2%	2,635	7,338	-11%	6,496
Pine Hills	4,538	56%	7,073	11,442	48%	16,939
Total	38,442	15%	44,340	92,792	30%	120,787

Reference Transactions						
	Mar '14	Change	Mar '15	YTD 2014	Change	YTD 2015
Arbor/West	946	-52%	455	2,238	-47%	1,187
Bach	468	-3%	454	1,361	13%	1,535
Delaware	1,426	-1%	1,405	3,972	5%	4,153
Howe	1,657	-67%	555	3,910	-9%	3,542
Washington	6,561	-21%	5,192	19,800	-24%	15,015
North Albany	278	22%	339	942	13%	1,064
Pine Hills	1,580	88%	2,971	4,599	68%	7,704
Total	12,916	-12%	11,371	36,822	-7%	34,200

Visitors						
	Mar '14	Change	Mar '15	YTD 2014	Change	YTD 2015
Arbor/West	5,998	-6%	5,666	16,596	-40%	9,915
Bach	6,181	0%	6,160	17,364	-1%	17,145
Delaware	7,602	10%	8,393	21,259	47%	31,250
Howe	7,401	27%	9,435	20,538	21%	24,848
Washington	33,370	6%	35,310	100,371	-1%	99,802
North Albany	3,349	-4%	3,215	10,301	-10%	9,231
Pine Hills	11,046	-13%	9,631	30,532	-11%	27,197
Total	74,947	4%	77,810	216,961	1%	219,388

New Borrower Registrations						
	Mar '14	Change	Mar '15	YTD 2014	Change	YTD 2015
Arbor/West	33	36%	45	118	-19%	95
Bach	55	-55%	25	151	8%	163
Delaware	71	-8%	65	214	-25%	161
Howe	36	3%	37	111	6%	118
Washington	281	-6%	265	878	-11%	778
North Albany	8	-50%	4	28	21%	34
Pine Hills	93	-3%	90	284	-5%	270
SubTotal	577	-8%	531	1,784	-9%	1,619
New E-Patrons	117	-16%	98	139	-9%	127
Total	694	-9%	629	1,923	-9%	1,746

Hours of Operation						
	Mar '14	Change	Mar '15	YTD 2014	Change	YTD 2015
Arbor/West	172	2%	176	172	-1%	170
Bach	172	2%	176	172	-1%	170
Delaware	172	2%	176	172	-1%	170
Howe	172	2%	176	172	-1%	170
Washington	280	-2%	275	268	-1%	264
North Albany	172	2%	176	172	-1%	170
Pine Hills	172	2%	176	172	-1%	170
Total	1,312	1%	1,331	1,300	-1%	1,284

Implementation and Status of ED Performance Goals
Updated: March of 2015

Develop a process to monitor and evaluate staff morale to include satisfaction surveys, exit interviews and regular reporting of turnover rates and key staff changes to the Board of Trustees.			
Develop Staff Survey	Planned	Implemented	Completed
<ul style="list-style-type: none"> Work with HR Dept. to identify outside agency for staff survey Create staff survey to be distributed to staff Distribute survey Analyze data Decision on how often survey will be done Identify organizational changes to address concerns of survey. 	9/14 11/14 12/14 12/14 12/14	9/14 11/14 1/15 3/15 3/15	9/14 9/14 2/15 3/15
Report to Board turnover rates and key staff changes:	Planned	Implemented	Completed
<ul style="list-style-type: none"> This is now a part of the director's report submitted to the board on a monthly basis. 	6/14	8/14	9/14
Off Boarding Process	Planned	Implemented	Completed
<ul style="list-style-type: none"> Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey. 	2/15		
Complete an assessment of staff diversity and implement a plan to fill gaps.			
Develop Staff Census	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create staff census HR work with EOM to accurately report staff ethnicity 	8/14 9/14	9/14 9/14	Ongoing Ongoing
Civil Service	Planned	Implemented	Completed
<ul style="list-style-type: none"> Work with Municipal Civil Service on residency points or requirements for several positions Work with Municipal Civil Service to change the nature of the clerk exam. 	7/14 6/14	1/15	
Outreach	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create plan with Outreach Coordinator to reach out to organizations for purpose of educating members of the community about job opportunities. 	10/14	11/14	11/14

Execute the Strategic Plan while developing a strong process to measure outcomes.			
Director's Report <ul style="list-style-type: none"> Develop new version of director's report that includes statistical analysis Reassign a position in CMS to collect and distribute statistical data 	Planned	Implemented	Completed
	6/14 8/14	8/14 10/14	Ongoing Ongoing
Reorganization <ul style="list-style-type: none"> Create service areas, and additional head of branch services, to oversee operation and budget of branches. Create leadership team whose job is to examine and make decisions based on the strategic plan 	Planned	Implemented	Completed
	8/14 9/14	8/14 9/14	8/14 9/14
Orange Boy dashboard implementation <ul style="list-style-type: none"> Create dashboard Launch multi-level dashboard Training for leadership on dashboard 	Planned	Implemented	Completed
	10/14 12/14 1/15	12/14 2/15 3/15	3/15 3/15 3/15

Develop and implement a Quality Management Program to include a process for evaluating and improving process efficiency.			
Budget <ul style="list-style-type: none"> Create and approve Budget Modification Policy Develop system of budget reporting by quarter Assign budget responsibility to Branch Managers for their Service Area 	Planned	Implemented	Completed
	12/14	12/14	12/14
	12/14	1/15	Ongoing
	12/14	12/14	1/15

Establish a process for employee development.			
Continuing Education Tracking <ul style="list-style-type: none"> Create tracking mechanism for staff development hours 	Planned	Implemented	Completed
	9/14	9/14	Ongoing

Develop an integrated approach to civility and safety in the workplace.			
Incident Reports <ul style="list-style-type: none"> Develop written procedure for incident reports Change security model 	Planned	Implemented	Completed
	12/14 1/15	12/14	12/14

*Please note that this is a working document and there will be additions. These are only the action that have been planned, implemented or completed.

Policy Master List

Updated 4/10/15

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
SAFETY							
Safety Mission Statement	X		X		July 2014	July 2016	Safety Cmt.
First Aid	X		X		July 2014	July 2016	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		July 2014	July 2016	Safety Cmt.
Hazard Communications Standard	X			June 2015			To Be Created (Federal Changes)
Emergency Action Plan for Each Building		X		Jan. 2015			Safety Cmt. – Have a few modifications
Employee Safety	X		X		Mar. 2015	Mar. 2017	Safety Cmt.
Workplace Violence Prevention and Incident Reporting	X		X		Mar. 2013	Mar. 2015	Safety Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
SERVICES TO PUBLIC							
Social Media	X		X		April 2014	April 2016	Web Devel. Cmt.
Website Privacy	X		X		April 2014	April 2016	Web Devel. Cmt.
Main Library Closing		X	X		Jan. 2014	Jan 2015	Public Serv. Cmt.
Fine Limit		X	X		Jan. 2014	July 2014	Public Serv. Cmt.
Library Card Registration		X					Public Serv. Cmt. – On hold until new ILS
Overdue Fine Structure		X	X		Nov. 2013	July 2014	Public Serv. Cmt.
Children's Card		X	X		June 2014		Public Serv. Cmt.
Banning Re-Entry		X	X		Oct. 2013	Oct. 2015	Safety Cmt.
Wireless Use	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Tutoring	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Displays, Exhibits & Public Notices	X		X		Oct. 2014	Oct. 2016	Public Serv. Cmt
Internet Use	X		X		April 2014	April 2016	IT Dept.
Meeting Room Use	X		X		Jan. 2010	May 2016	Public Serv. Cmt.
Materials Selection	X		X		Mar. 2015	Mar. 2017	CMS
Behavior	X		X		April 2014	April 2016	Safety Cmt. / Public

Public Comments at Board Meetings	X		X		Mar. 2015	Mar. 2017	Board
Tobacco Use	X		X		June 2014	June 2016	Safety Cmt.
Art Exhibition	X		X		Apr. 2013	Apr. 2015	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2014	Oct. 2016	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		Dec. 2012	Dec. 2014	HR (Need info from Bob)
Confidentiality of Records	X		X		April 2014	April 2015	Web Devel. Cmt.
Service to Children	X		X		Dec. 2012	Dec. 2014	Public Serv. (being reviewed)
Public Access to Library Information and Records	X		X		Mar. 2015	Mar. 2017	Web Devel. Cmt.
Albany Made	X		X		Nov. 2014		Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
INTERNAL							
Comp Time and Flex Policy for Admin Staff	X		X		Oct. 2013	Oct. 2015	HR
Travel Reimbursement (policy and form)	X		X		Mar. 2014	Mar. 2015	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2014	Dec. 2016	Admin
Purchasing	X		X		Aug. 2012	Aug. 2014	Finance Office (Tabled for Next mtg)
Whistle Blower	X		X		Nov. 2014		Admin – P&G
Conflict of Interest	X		X		Nov. 2014		Admin – P&G

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 2014	Feb. 2016	Board
Fund Balance	X		X		Oct. 2013	Oct. 2015	Board
Reserve Fund	X		X		Nov. 2014	Nov. 2016	Board Finance
Board Member Expectations		X	X				Board
Board Code of Conduct	X		X				Board

	Sunday	Monday	Tuesday
CENTRAL			
Washington Ave (Current)	1pm - 5pm	9am - 9pm	9am - 9pm
Washington Ave (Proposed)	1pm - 5pm	10am - 8pm	10am - 8pm
Arbor Hill (Current)	CLOSED	12pm - 8pm	10am-6pm
Arbor Hill (Proposed)	CLOSED	10am - 6pm	12pm - 8pm
EAST			
Delaware (Current)	CLOSED	12pm - 8pm	10am - 6pm
Delaware (Proposed)	CLOSED	10am - 6pm	12pm - 8pm
Howe (Current)	CLOSED	12pm - 8pm	10am - 6pm
Howe (Proposed)	CLOSED	12pm - 8pm	10am - 6pm
North Albany (Current)	CLOSED	12pm - 8pm	10am - 6pm
North Albany (Proposed)	CLOSED	10am - 6pm	10am - 6pm
WEST			
Pine Hills (Current)	CLOSED	12pm - 8pm	10am - 6pm
Pine Hills (Proposed)	CLOSED	12pm - 8pm	10am - 6pm
Bach (Current)	CLOSED	12pm - 8pm	10am - 6pm
Bach (Proposed)	CLOSED	10am - 6pm	12pm - 8pm

Wednesday	Thursday	Friday	Saturday	Total Change in Hours
9am - 9pm	10am - 6pm	10am - 6pm	10am - 5pm	
10am - 8pm	10am - 6pm	10am - 6pm	10am - 5pm	- 6 Hours
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
10am - 6pm	12pm - 8pm	12pm - 6pm	12pm - 5pm	+ 3 Hours
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
10am - 6pm	12pm - 8pm	12pm - 6pm	12pm - 5pm	+ 3 Hours
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
12pm - 8pm	12pm - 6pm	12pm - 6pm	12pm - 5pm	+1 Hour
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
12pm - 8pm	12pm - 6pm	12pm - 6pm	12pm - 5pm	+1 Hour
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
12pm - 8pm	12pm - 6pm	12pm - 6pm	12pm - 5pm	+ 1 Hour
12pm - 8pm	12pm - 6pm	12pm - 6pm	1pm - 5pm	
10am - 6pm	12pm - 8pm	12pm - 6pm	12pm - 5pm	+3 Hours
			Total Change in Hours	+ 6 Hours to Public

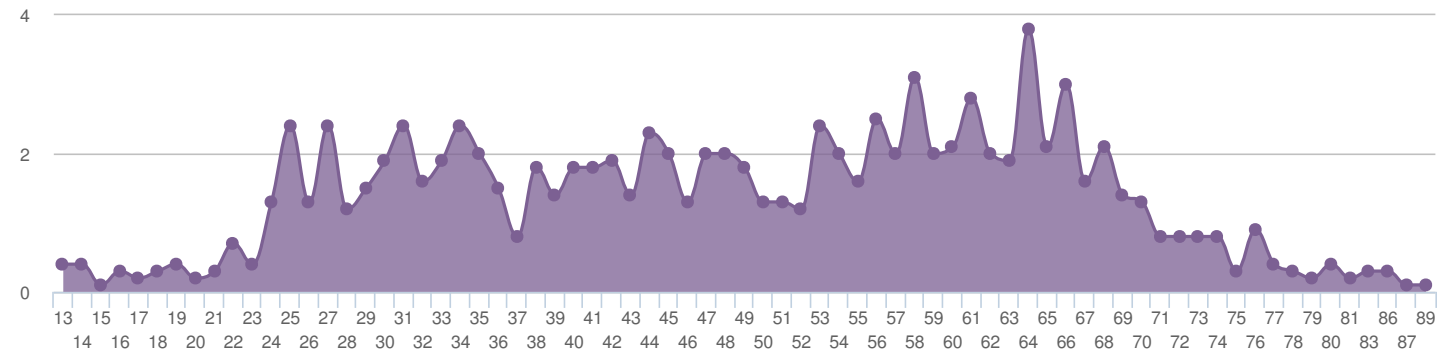
2015 MEETING SCHEDULE ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES

- All APL Board of Trustees meetings are held on the second Tuesday of each month at 5:30 pm, unless otherwise noted.
- The public is encouraged to attend and has an opportunity to speak to the board at the beginning and end of each meeting.

DATE	LIBRARY BRANCH
January 13	Bach Branch 455 New Scotland Ave.
February 10	Pine Hills Branch 517 Western Ave.
March 10	Arbor Hill/West Hill Branch 148 Henry Johnson Blvd.
April 14	Delaware Branch 331 Delaware Ave.
May 12	Howe Branch 105 Schuyler St.
June 9	Bach Branch 455 New Scotland Ave.
July 14	Pine Hills Branch 517 Western Ave.
August 11	Arbor Hill/West Hill Branch 148 Henry Johnson Blvd.
September 8	Delaware Branch 331 Delaware Ave.
October 13	Howe Branch 105 Schuyler St.
November 10	Bach Branch 455 New Scotland Ave.
December 8	Pine Hills Branch 517 Western Ave.

Satisfaction Survey Summary Report

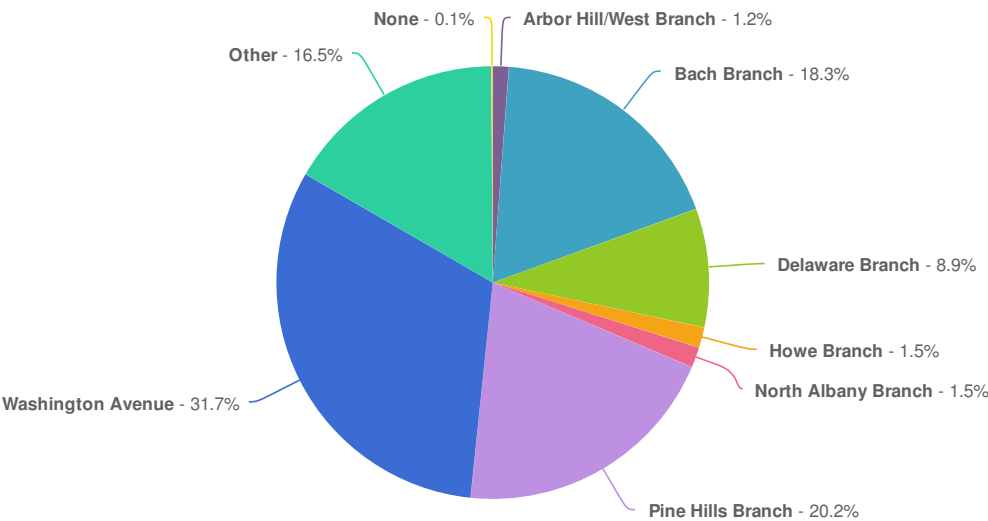
. Age




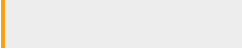
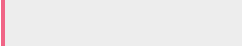
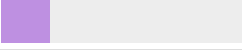
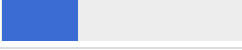
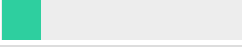
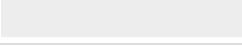
Statistics

Sum	44,637.0
Average	48.8
StdDev	16.0
Max	89.0
Total	914

Last Activity Location



Arbor Hill/West Branch	1.2%		11
Bach Branch	18.3%		167
Total			914

Delaware Branch	8.9%		81
Howe Branch	1.5%		14
North Albany Branch	1.5%		14
Pine Hills Branch	20.2%		185
Washington Avenue	31.7%		290
Other	16.5%		151
None	0.1%		1
Total			914

1. How often do you use library resources for each of the following activities?

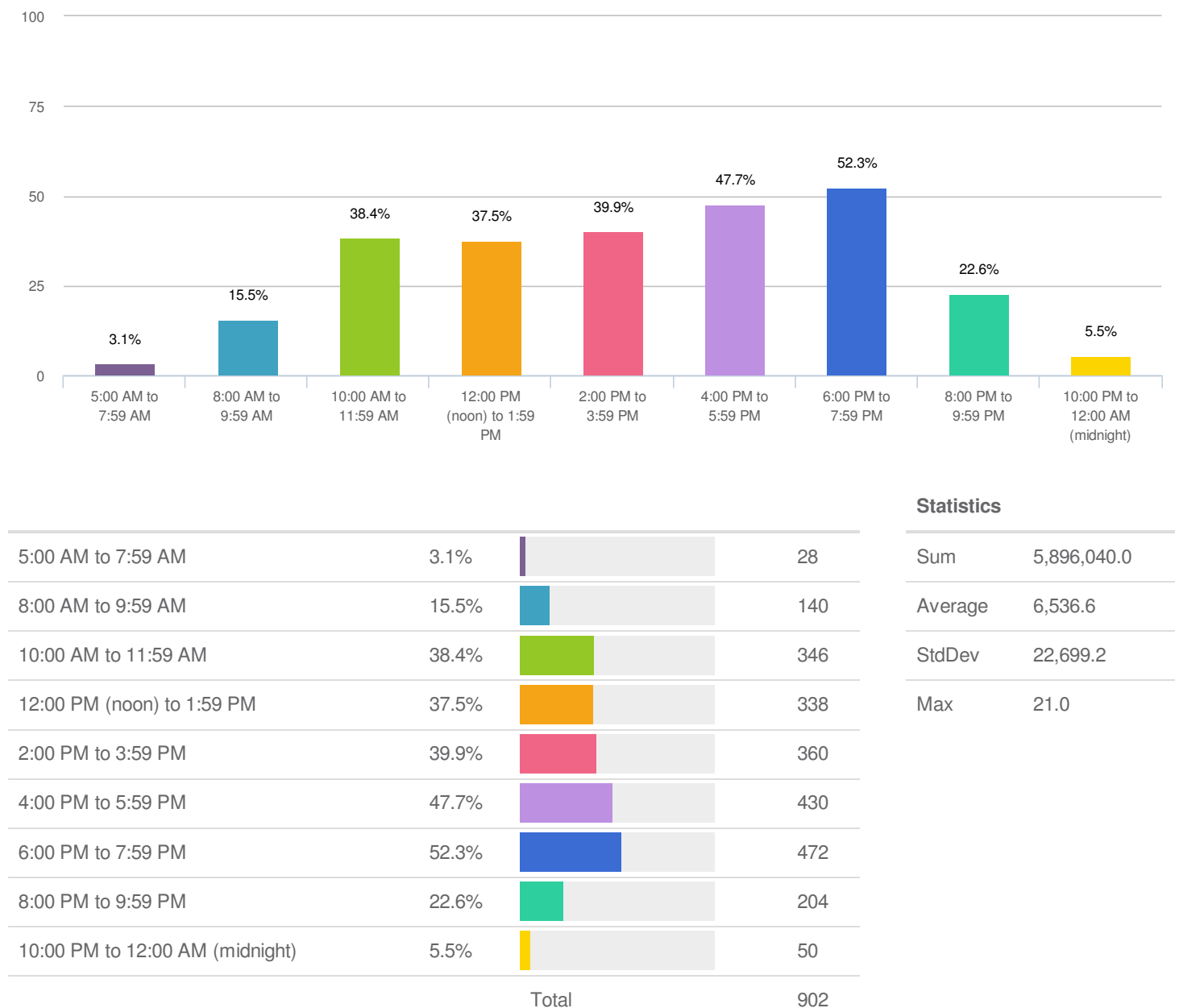
	Never	Sometimes	Frequently	Responses
Browse the shelves at the Library for reading materials	101 11.2%	483 53.4%	320 35.4%	904
Study or work	503 56.5%	293 32.9%	95 10.7%	891
Pick up items on hold/reserve	125 14.0%	374 41.7%	397 44.3%	896
Reach newspapers or other periodicals	543 60.7%	307 34.3%	44 4.9%	894
Access free WiFi from a personal device	500 55.9%	289 32.3%	106 11.8%	895
Meet or gather with others	540 60.4%	286 32.0%	68 7.6%	894
Conduct research	417 46.6%	394 44.1%	83 9.3%	894
Use the catalog on the Library's website	158 17.7%	331 37.0%	406 45.4%	895
Look or apply for a job	745 83.5%	129 14.5%	18 2.0%	892

2. How often do you attend different types of events at the Library?

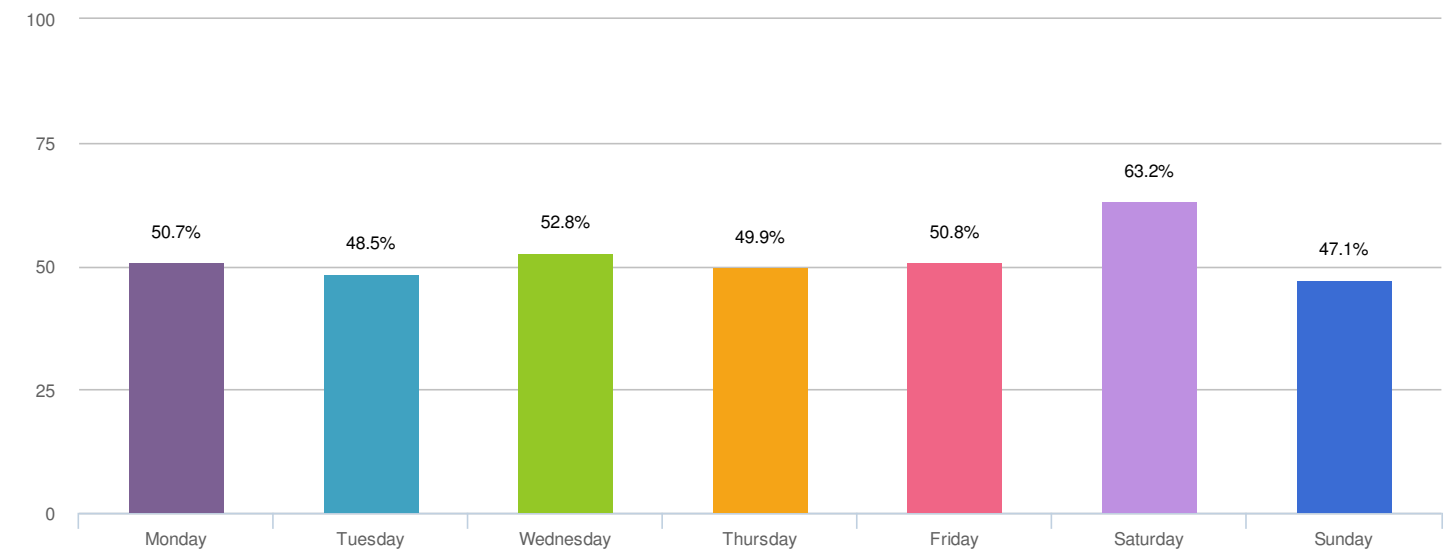
	Never	Sometimes	Frequently	Responses
Programs or events to expand my skills or expertise, such as computer training, learning a language, or personal finance	663 72.9%	225 24.8%	21 2.3%	909
Programs or events that foster my love of reading, such as author visits or book club discussions	621 68.7%	243 26.9%	40 4.4%	904

	Never	Sometimes	Frequently	Responses
Programs or events to learn more about topics that interest me, such as cooking, genealogy, or knitting	614 67.8%	254 28.1%	37 4.1%	905
Programs or events as a source of entertainment, such as movies or concerts	583 64.6%	280 31.0%	40 4.4%	903
Programs or events for children, such as story times	704 77.9%	133 14.7%	67 7.4%	904
Programs or events for teens and young adults, such as college application help or crafts	801 88.7%	88 9.7%	14 1.6%	903

3. Please select the time or times that you would IDEALLY visit your local library.

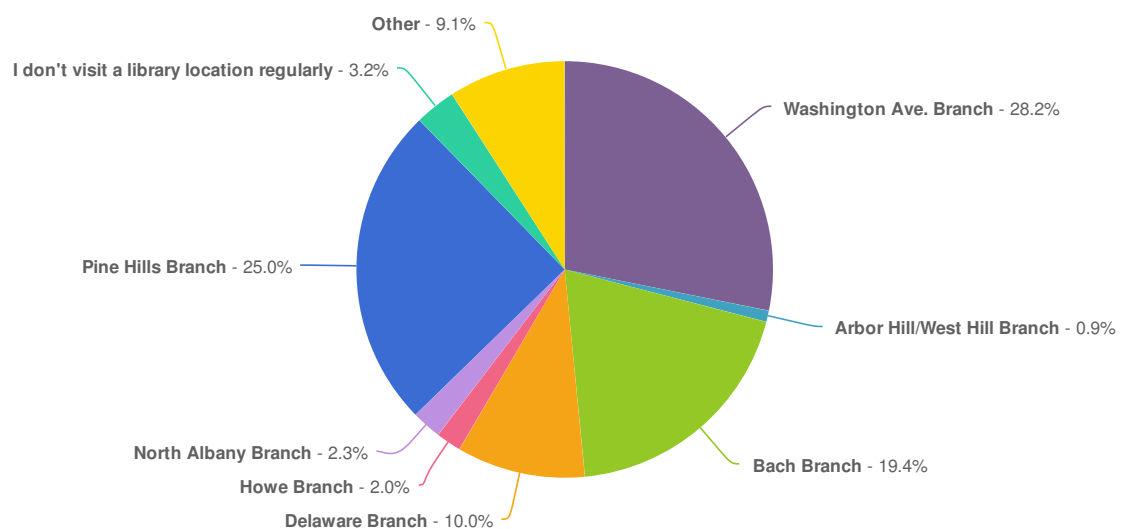



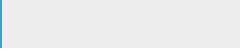
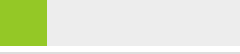
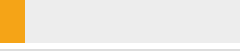
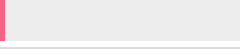
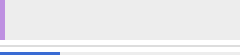
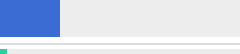
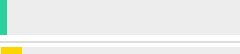
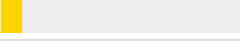
4. Which day or days of the week would you IDEALLY visit your local library?



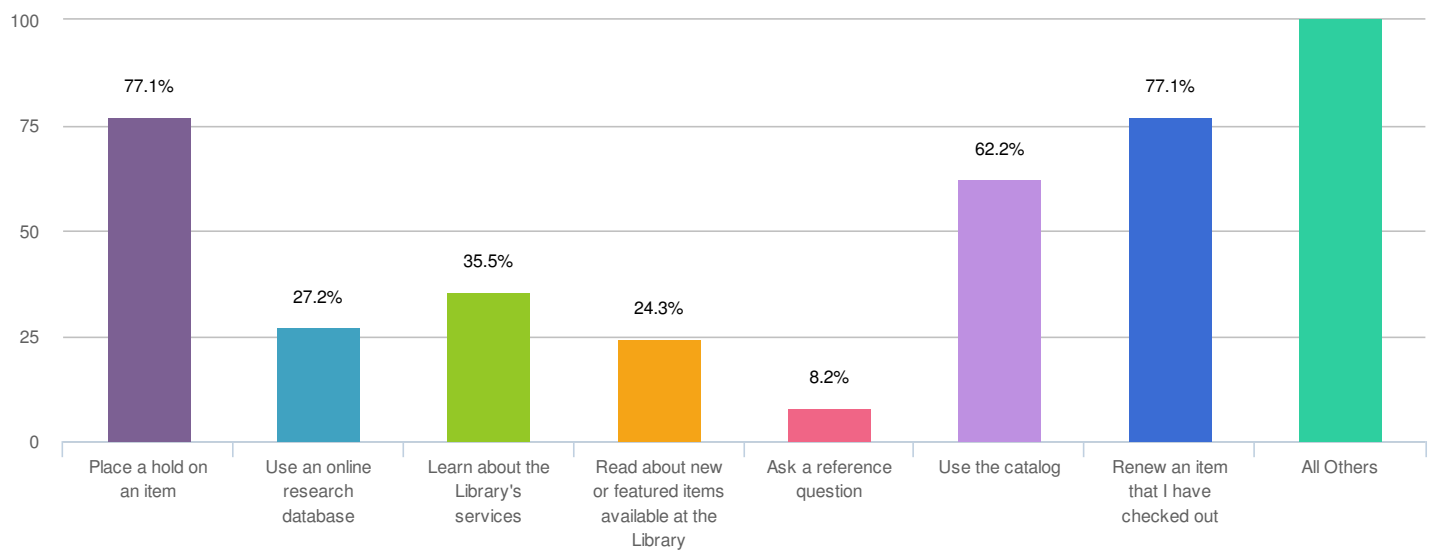
Monday	50.7%	<div></div>	451
Tuesday	48.5%	<div></div>	432
Wednesday	52.8%	<div></div>	470
Thursday	49.9%	<div></div>	444
Friday	50.8%	<div></div>	452
Saturday	63.2%	<div></div>	562
Sunday	47.1%	<div></div>	419
Total			890


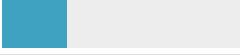
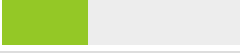
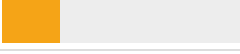
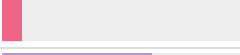


5. Which Albany Public Library location do you visit the most often?



Washington Ave. Branch	28.2%		257
Arbor Hill/West Hill Branch	0.9%		8
Bach Branch	19.4%		177
Delaware Branch	10.0%		91
Howe Branch	2.0%		18
North Albany Branch	2.3%		21
Pine Hills Branch	25.0%		228
I don't visit a library location regularly	3.2%		29
Other	9.1%		83
Total			912

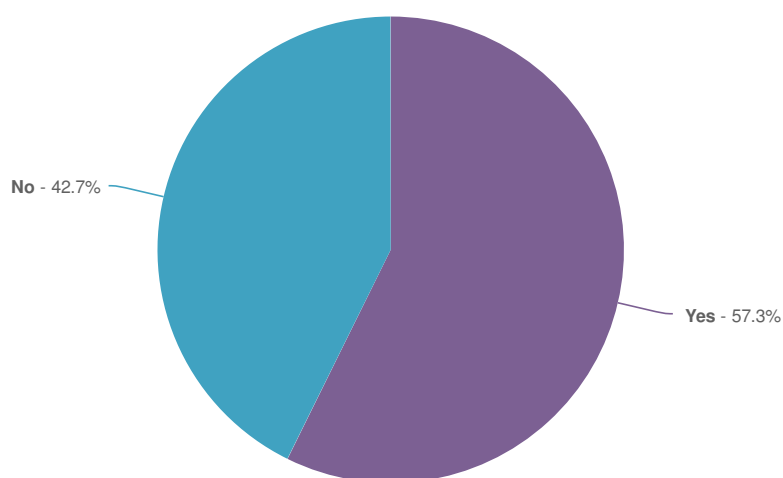
6. Please select any of the ways that you use the Library website (select ALL that apply).



Place a hold on an item	77.1%		679
Use an online research database	27.2%		240
Learn about the Library's services	35.5%		313
Read about new or featured items available at the Library	24.3%		214
Ask a reference question	8.2%		72
Use the catalog	62.2%		548
Renew an item that I have checked out	77.1%		679
Total			881

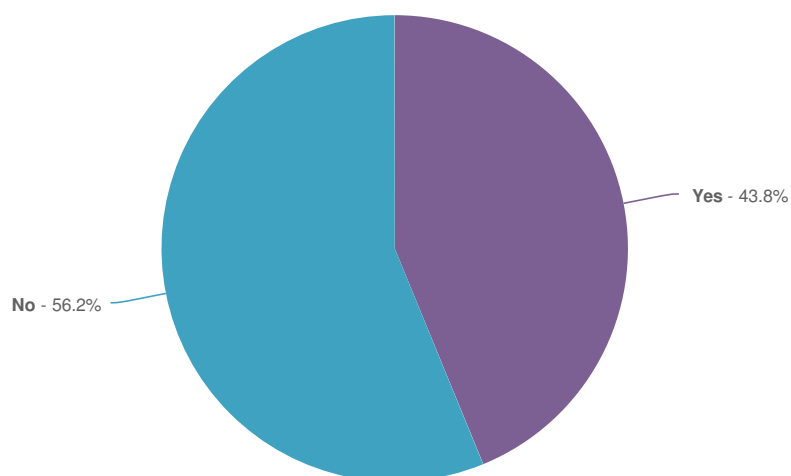
Look up the Library's hours of operation	71.2%	<div><div></div></div>	627
Find out about upcoming events at the Library	38.8%	<div><div></div></div>	342
Download an eBook, audiobook, music, or movies	40.4%	<div><div></div></div>	356
Make a donation or support the Library	3.8%	<div><div></div></div>	33
Find a Library location	31.6%	<div><div></div></div>	278
Other (please specify)	3.6%	<div><div></div></div>	32
Total			881

7. Have you ever accessed Library services from a mobile device, such as a smart phone or tablet?



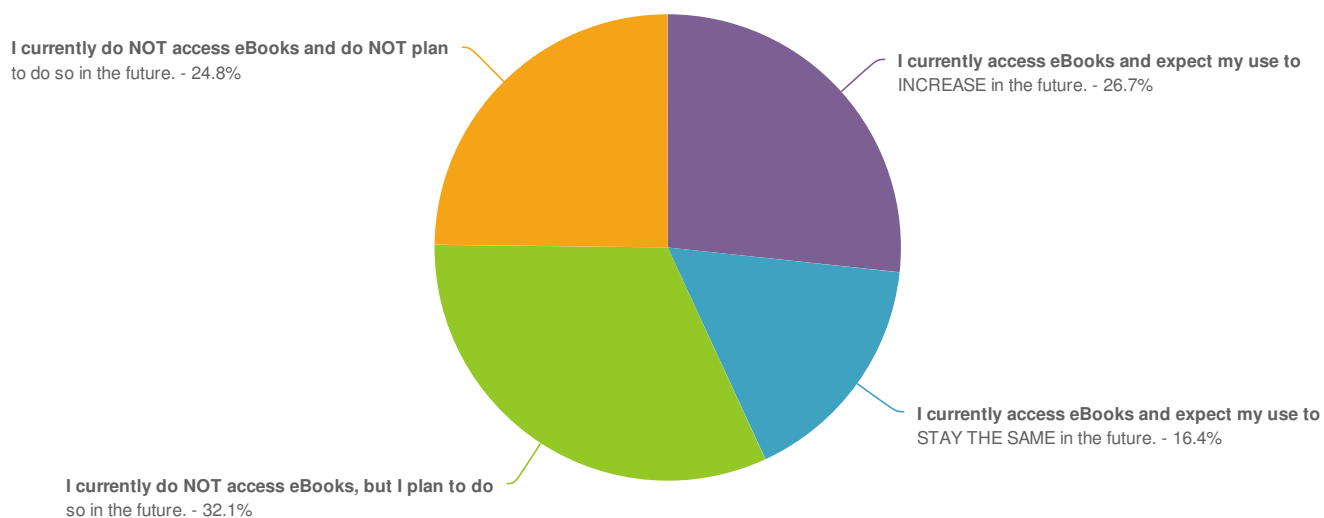
Yes	57.3%	<div><div></div></div>	514
No	42.7%	<div><div></div></div>	383
Total			897

8. Have you ever downloaded an eBook, audiobook, music, or movies from the Albany Public Library's website?



Yes	43.8%	<div><div></div><div></div></div>	393
No	56.2%	<div><div></div><div></div></div>	504
Total			897

9. Which statement best describes your use of eBooks?



I currently access eBooks and expect my use to INCREASE in the future.	26.7%	<div><div></div><div></div></div>	239
I currently access eBooks and expect my use to STAY THE SAME in the future.	16.4%	<div><div></div><div></div></div>	147
Total			895

I currently do NOT access eBooks, but I plan to do so in the future.	32.1%	<div><div></div></div>	287
I currently do NOT access eBooks and do NOT plan to do so in the future.	24.8%	<div><div></div></div>	222
Total			895

10. On a scale from 1 (Very Unlikely) to 5 (Very Likely), how likely is it that each of the following improvements to the Library's services would encourage you to use the Library more often?

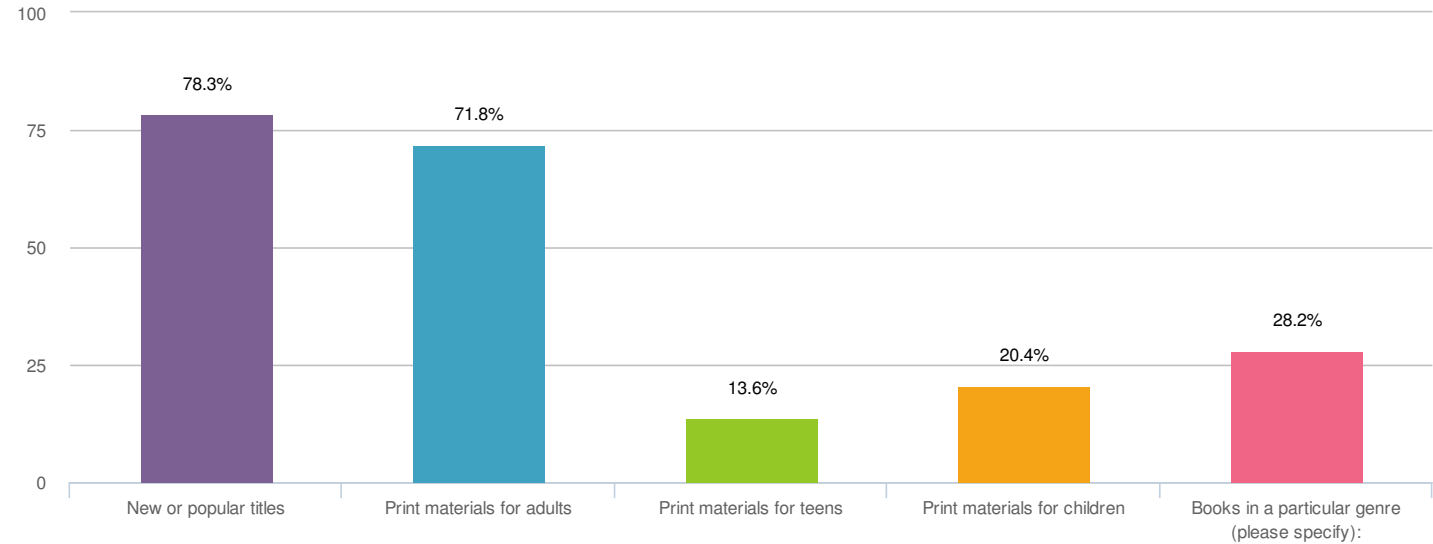
	1 - Very Unlikely	2	3	4	5 - Very Likely	Responses
Easier or more convenient ways to download digital materials to personal devices	161 18.4%	60 6.8%	170 19.4%	132 15.1%	354 40.4%	877
Increased availability of public computers	408 46.6%	136 15.5%	159 18.2%	69 7.9%	103 11.8%	875
Shorter wait times for reserved items	161 18.3%	108 12.3%	219 24.9%	166 18.9%	224 25.5%	878
More meeting rooms or group spaces	372 42.6%	134 15.3%	207 23.7%	84 9.6%	77 8.8%	874
Increased staff interaction	276 31.6%	168 19.2%	259 29.6%	100 11.4%	71 8.1%	874
More assistance with job searches	553 63.8%	115 13.3%	109 12.6%	41 4.7%	49 5.7%	867
Homework help centers	575 66.6%	85 9.8%	109 12.6%	41 4.7%	54 6.3%	864
Friendly, approachable staff	144 16.5%	70 8.0%	230 26.3%	181 20.7%	250 28.6%	875

11. On a scale from 1 (Very Unlikely) to 5 (Very Likely), how likely is it that each of the following improvements to the Library's materials would encourage you to use the Library more often?

	1 - Very Unlikely	2	3	4	5 - Very Likely	Responses
Increased availability of print books	82 9.3%	48 5.4%	186 21.1%	195 22.1%	371 42.1%	882
Increased availability of A/V materials	230 26.4%	102 11.7%	206 23.7%	155 17.8%	178 20.4%	871
Increased availability of digital materials to stream or download	162 18.5%	75 8.6%	142 16.2%	157 17.9%	340 38.8%	876
Increased programs and other activities	168 19.3%	125 14.4%	245 28.2%	159 18.3%	173 19.9%	870

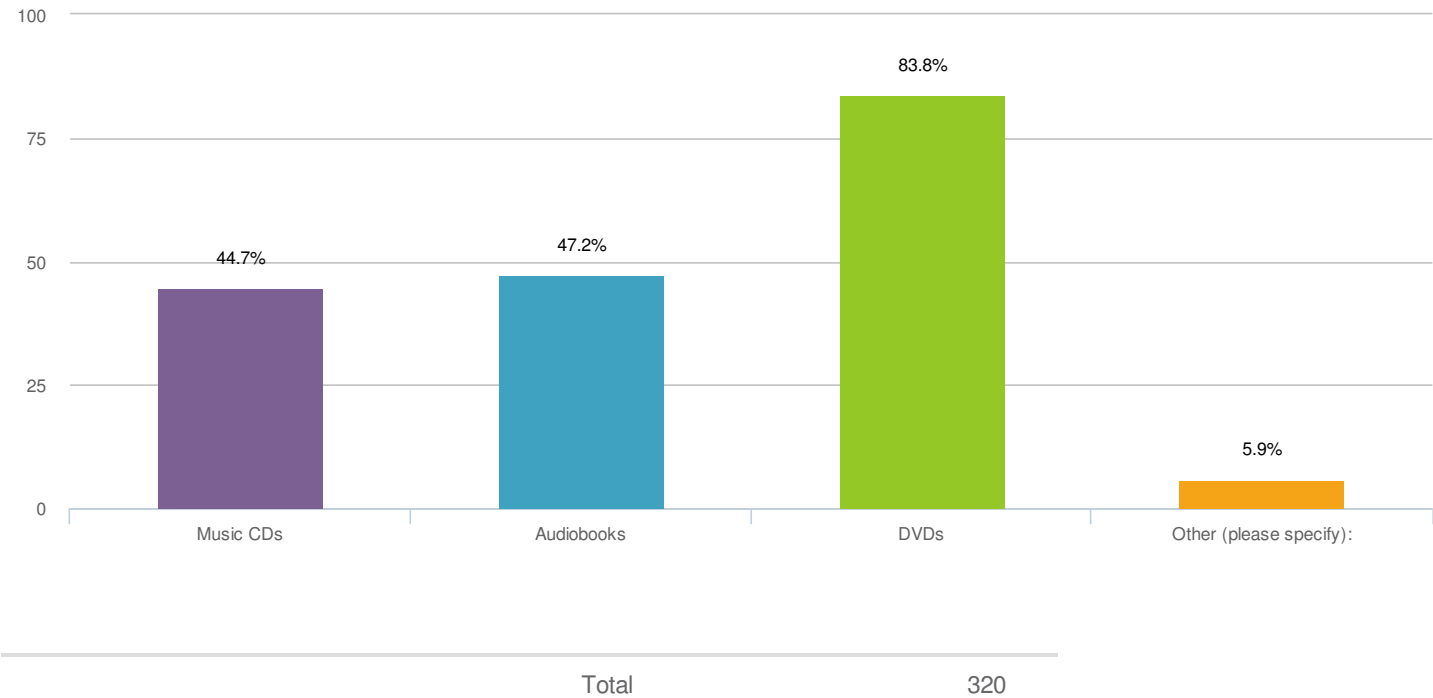
12. Which kinds of print materials would encourage you to use the Library more often? Please select ALL that

apply.



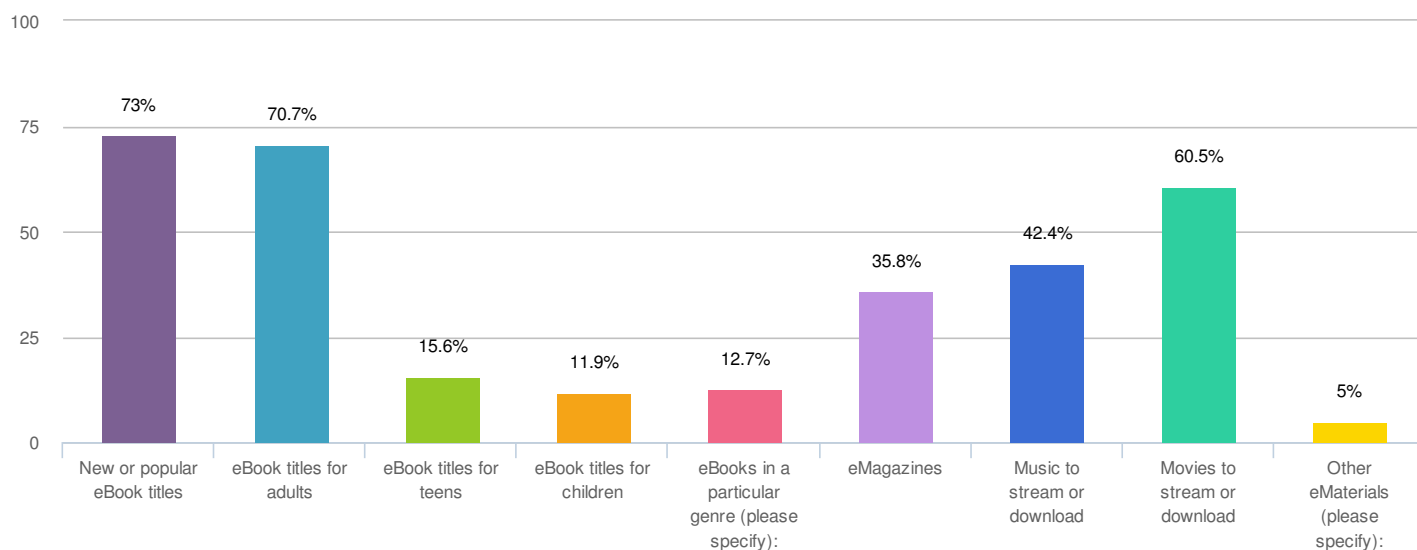
				Statistics	
New or popular titles	78.3%	<div><div></div></div>	433	Sum	100.0
Print materials for adults	71.8%	<div><div></div></div>	397	Average	0.2
Print materials for teens	13.6%	<div><div></div></div>	75	Max	100.0
Print materials for children	20.4%	<div><div></div></div>	113		
Books in a particular genre (please specify):	28.2%	<div><div></div></div>	156		
Total			553		

13. Which kinds of A/V materials would encourage you to use the Library more often? Please select ALL that apply.



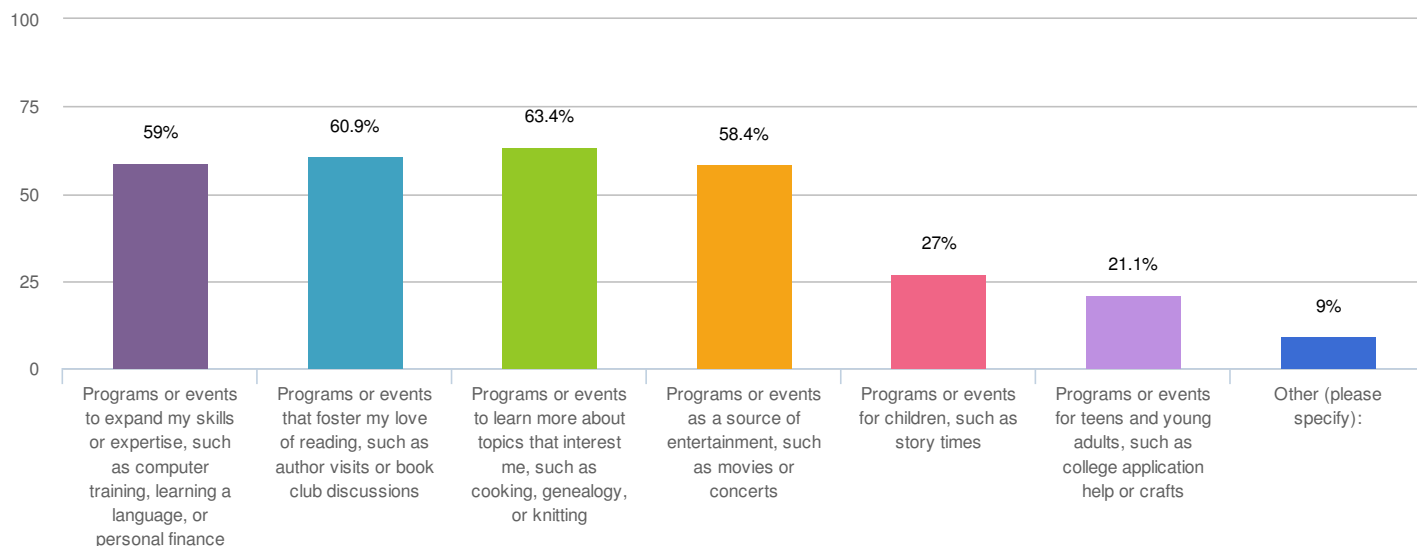
Music CDs	44.7%	<div><div></div><div></div></div>	143
Audiobooks	47.2%	<div><div></div><div></div></div>	151
DVDs	83.8%	<div><div></div><div></div></div>	268
Other (please specify):	5.9%	<div><div></div><div></div></div>	19
Total			320

14. Which kinds of digital materials would encourage you to use the Library more often? Please select ALL that apply.



New or popular eBook titles	73.0%	<div><div></div><div></div></div>	351
eBook titles for adults	70.7%	<div><div></div><div></div></div>	340
eBook titles for teens	15.6%	<div><div></div><div></div></div>	75
eBook titles for children	11.9%	<div><div></div><div></div></div>	57
eBooks in a particular genre (please specify):	12.7%	<div><div></div><div></div></div>	61
eMagazines	35.8%	<div><div></div><div></div></div>	172
Music to stream or download	42.4%	<div><div></div><div></div></div>	204
Movies to stream or download	60.5%	<div><div></div><div></div></div>	291
Other eMaterials (please specify):	5.0%	<div><div></div><div></div></div>	24
Total			481

15. Which types of programs or activities would encourage you to use the Library more often? Please select ALL that apply.



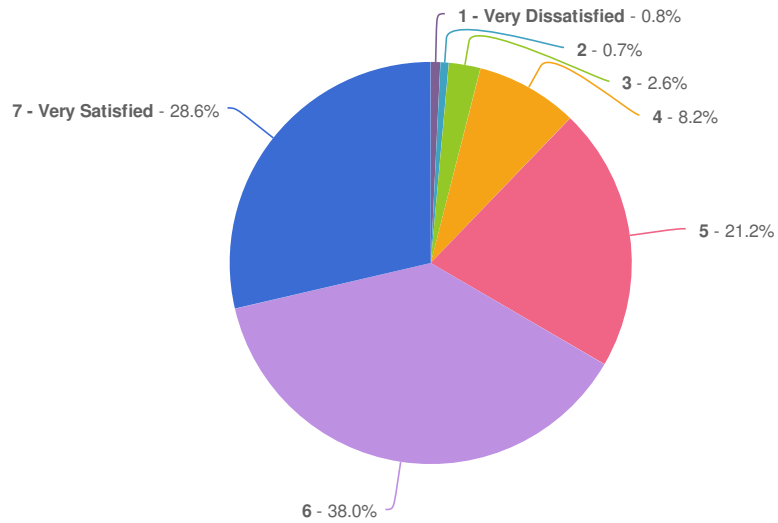
Programs or events to expand my skills or expertise, such as computer training, learning a language, or personal finance	59.0%	<div><div></div></div>	190
Programs or events that foster my love of reading, such as author visits or book club discussions	60.9%	<div><div></div></div>	196
Programs or events to learn more about topics that interest me, such as cooking, genealogy, or knitting	63.4%	<div><div></div></div>	204
Programs or events as a source of entertainment, such as movies or concerts	58.4%	<div><div></div></div>	188
Programs or events for children, such as story times	27.0%	<div><div></div></div>	87
Programs or events for teens and young adults, such as college application help or crafts	21.1%	<div><div></div></div>	68
Other (please specify):	9.0%	<div><div></div></div>	29
Total			322

16. On a scale from 1 (Very Dissatisfied) to 7 (Very Satisfied), please rate each of the following library features. Select "N/A" if you have never used that particular library service.

	1 - Very Dissatisfied	2	3	4	5	6	7 - Very Satisfied	N/A	Responses
Hours of operation	37 4.1%	59 6.6%	109 12.2%	134 15.0%	147 16.4%	177 19.8%	210 23.5%	21 2.3%	894
Seating areas at Library locations	12 1.3%	32 3.6%	67 7.5%	126 14.1%	129 14.5%	157 17.6%	212 23.8%	156 17.5%	891
Staff assistance	5 0.6%	7 0.8%	29 3.3%	74 8.3%	105 11.8%	184 20.7%	449 50.4%	37 4.2%	890
Friendliness of staff	5 0.6%	7 0.8%	25 2.8%	57 6.4%	97 10.9%	181 20.3%	495 55.6%	23 2.6%	890

	1 - Very Dissatisfied	2	3	4	5	6	7 - Very Satisfied	N/A	Responses
Safety at Library locations	11 1.2%	23 2.6%	37 4.2%	74 8.4%	96 10.8%	188 21.2%	402 45.4%	54 6.1%	885
General condition and upkeep of the Library's facilities	16 1.8%	20 2.3%	41 4.6%	79 8.9%	126 14.2%	202 22.7%	379 42.7%	25 2.8%	888
Parking at Library locations	55 6.2%	65 7.3%	91 10.2%	124 13.9%	143 16.1%	116 13.0%	176 19.8%	119 13.4%	889
The Library catalog	8 0.9%	14 1.6%	45 5.1%	147 16.7%	166 18.8%	200 22.7%	224 25.4%	78 8.8%	882
Collection of new and current materials	12 1.3%	18 2.0%	76 8.5%	136 15.3%	207 23.3%	230 25.8%	160 18.0%	51 5.7%	890
Reading materials collection	10 1.1%	17 1.9%	62 7.0%	149 16.9%	195 22.1%	208 23.6%	168 19.0%	74 8.4%	883
Music CD collection	8 0.9%	18 2.1%	54 6.2%	109 12.4%	96 10.9%	93 10.6%	91 10.4%	409 46.6%	878
Audiobook collection	11 1.3%	30 3.4%	54 6.1%	129 14.7%	99 11.3%	96 10.9%	77 8.8%	383 43.6%	879
Movies/DVDs collection	10 1.1%	21 2.4%	49 5.5%	132 14.9%	165 18.6%	166 18.7%	133 15.0%	212 23.9%	888
Digital materials collection (eBooks and other eMaterials)	10 1.1%	25 2.9%	55 6.3%	147 16.8%	134 15.3%	90 10.3%	64 7.3%	349 39.9%	874
The Library website	8 0.9%	12 1.4%	35 4.0%	139 15.7%	149 16.8%	238 26.9%	244 27.6%	60 6.8%	885
WiFi access at Library locations	5 0.6%	5 0.6%	22 2.5%	62 7.1%	68 7.8%	128 14.6%	195 22.3%	390 44.6%	875
Public computers at Library locations	13 1.5%	13 1.5%	27 3.1%	86 9.8%	86 9.8%	94 10.7%	118 13.5%	440 50.2%	877

17. Please rate your overall satisfaction with the library.

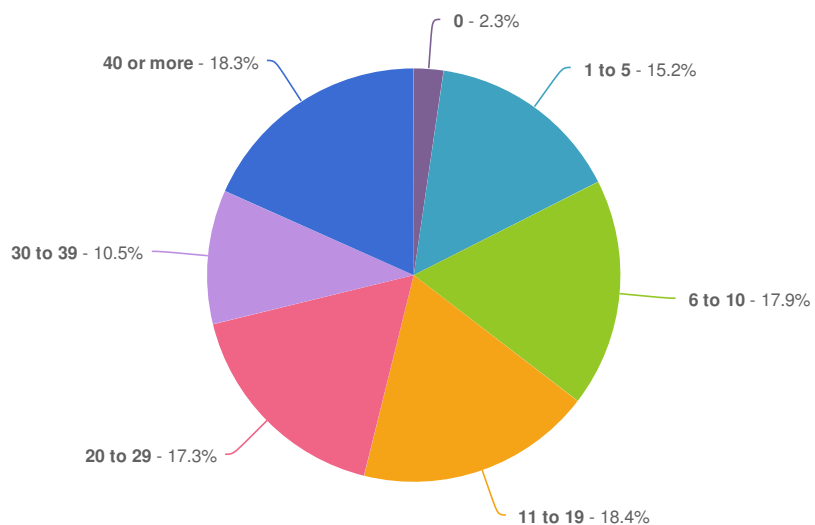


1 - Very Dissatisfied	0.8%		7
2	0.7%		6
3	2.6%		23
4	8.2%		74
5	21.2%		191
6	38.0%		342
7 - Very Satisfied	28.6%		258
Total			901

Statistics

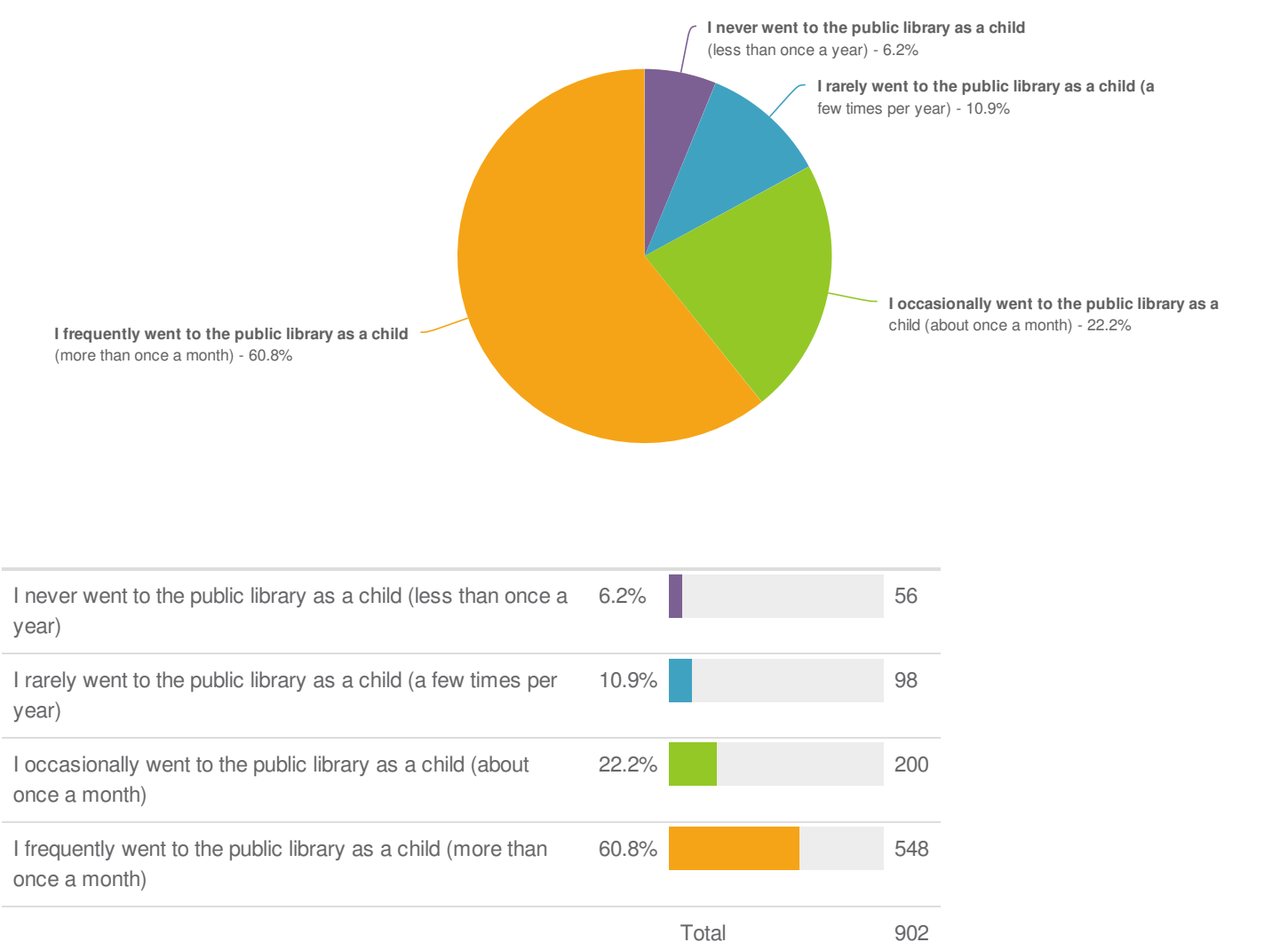
Sum	5,197.0
Average	5.8
StdDev	1.1
Max	7.0

18. How many books have you read or listened to in the past 12 months?



				Statistics	
0	2.3%		21	Sum	15,577.0
1 to 5	15.2%		138	Average	17.2
6 to 10	17.9%		162	StdDev	13.8
11 to 19	18.4%		167	Max	40.0
20 to 29	17.3%		157		
30 to 39	10.5%		95		
40 or more	18.3%		166		
Total			906		

19. If you think about your childhood, how would you describe your library usage?

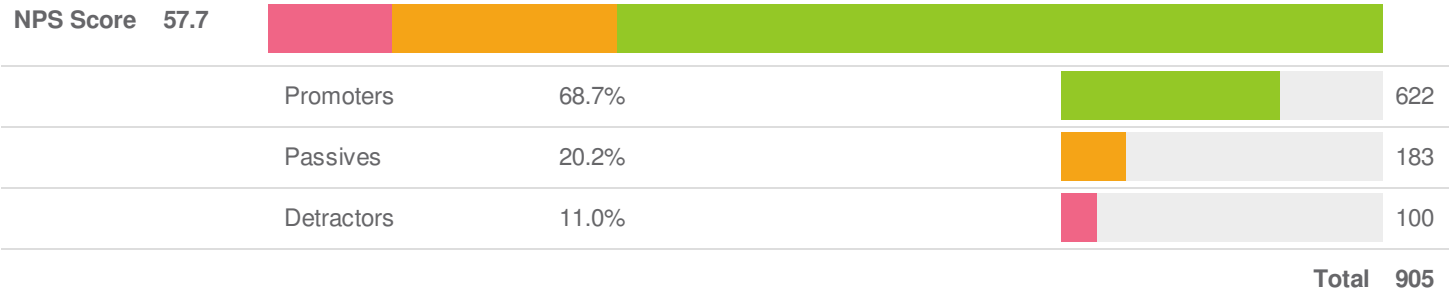


20. Are you the parent or guardian of any children in each of the following age ranges?

Yes	No	Responses
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	Yes	No	Responses
Ages 0-4	81 9.8%	747 90.2%	828
Ages 5-12	143 16.6%	716 83.4%	859
Ages 13-17	90 10.8%	742 89.2%	832

21. How likely are you to recommend the Library to others?



Thank you for supporting the Albany Public Library!

ALBANY PUBLIC LIBRARY DONATION FORM

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City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail Address: _____

GIFT AMOUNT AND PURPOSE

Enclosed is my gift of \$ _____
to support Albany Public Library programs,
services, and facilities.

I would like to direct my gift to:

- ☐ Where the need is greatest
- ☐ Programs for library users
- ☐ Books and materials
- ☐ Arbor Hill/West Hill Branch
- ☐ John J. Bach Branch
- ☐ Delaware Branch
- ☐ John A. Howe Branch
- ☐ North Albany Branch
- ☐ Pine Hills Branch
- ☐ Washington Avenue Branch
- ☐ Other: _____

MEMORIALS AND TRIBUTES

This is a special gift:

- ☐ In Memory of: _____

- ☐ In Honor of: _____

- ☐ *I am interested in having a memorial or tribute plaque placed at a library branch. Please contact me to discuss the requirements.*

Please send an acknowledgement to the honoree or next of kin listed:

Name(s): _____

Address: _____

City: _____

State: _____ Zip: _____

Please make checks payable to:

Albany Public Library
161 Washington Avenue, Albany, NY 12210

To charge your donation or memorial contribution to Master Card or VISA, please complete the following:

Name on Card: _____

Credit Card Number: _____

Expiration Date: _____ / _____

Authorized Signature: _____