



## **MEETING OF THE BOARD OF TRUSTEES OF THE ALBANY PUBLIC LIBRARY**

**January 13, 2015  
Bach 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)

Minutes

Treasurer's Report and Check Register

UHLS Report

Foundation Presentation – 6:10 to 6:20 pm

Personnel Committee Report – 6:20 to 6:25 pm

Director's Report – 6:25 to 6:35 pm

Review Policies and Procedures Grid – 6:35 to 6:40 pm

Unfinished Business

- 2015 Schedule of Service – Discussion/Action – 6:40 to 6:50 pm
- Board Meeting Start Times – Discussion/Action – 6:50 to 7:00 pm

New Business – None

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

Executive Session (if necessary)

Adjournment – 7:05 pm

Next Meeting – Feb. 10 at Pine Hills Branch

## **DRAFT MINUTES**

### **Meeting of the Board of Trustees of the Albany Public Library December 9, 2014 Howe Branch**

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

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

**ALSO IN ATTENDANCE:** Scott Jarzombek (executive director), Melanie Metzger (assistant 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 5:30 pm

**ADOPTION OF AGENDA:** Davis made a motion, seconded by Way, to approve the agenda. The motion was approved unanimously.

**PUBLIC COMMENT:** APL Union President Will Takach spoke about the 2015 schedule of service and requested the board to consider reinstating the two paid days the union feels were lost in that schedule.

**MINUTES:** The board considered the draft minutes from the Nov. 11, 2014 regular meeting. Dixon made a motion, seconded by Smith, to approve the minutes. The motion was approved by a vote of 6-0-1 (with Davis abstaining).

**TREASURER'S REPORT AND CHECK REGISTER:** The treasurer's report (covering finances from Jan. 1 through Oct. 31, 2014) will be filed. The updated check register (covering Nov. 13 through Dec. 10, 2014) was reviewed and discussed by the trustees. Calacone made a motion, seconded by Smith, to accept the updated check register and approve it for payment. The motion was approved unanimously.

**EXECUTIVE COMMITTEE REPORT:** Curtis briefly discussed the committee's report, which was included in the pre-meeting packet.

**POLICY AND GOVERNANCE COMMITTEE REPORT:** Dixon briefly reviewed the committee's meeting minutes, which was included in the pre-meeting packet.

**FINANCE COMMITTEE REPORT:** Bechard briefly reviewed the committee's meeting minutes, which was included in the pre-meeting packet.

**UHLS REPORT:** Calacone provided a brief update.

**EXECUTIVE DIRECTOR'S REPORT:** The report was provided in the pre-meeting packet. Jarzombek also responded to trustee comments about a vandalism incident at the Arbor Hill/West Hill Branch, circulation and door count statistics, possible changes to the Elk Street entrance at the Washington Ave. Branch, and the employee on-board and exit processes.

**UNFINISHED BUSINESS:**

**Website Update:** eLibrarian Deanna DiCarlo, who chairs the APL committee working on the website project, shared the site designs and logo refresh with the trustees and updated them on the project's progress.

**REVIEW OF POLICIES AND PROCEDURES GRID:** The document was included in the pre-meeting packet and Metzger briefly reviewed the contents with the trustees. The board then considered two draft policies for approval.

**Use of Technology and Equipment by Staff Policy:** The draft policy was discussed by the trustees. The group added a clause to one sentence to clarify the language. Davis made a motion, seconded by Smith, to approve the amended Use of Technology and Equipment by Staff Policy. The motion was approved unanimously.

**Budget Modification Policy:** The draft policy was reviewed by the board. Calacone made a motion, seconded by Davis, to approve the Budget Modification Policy. The motion was approved unanimously.

**NEW BUSINESS:**

**Proposed Budget Modifications for 2014:** Cullinan reviewed the proposed modifications with the board. The budget line adjustments are necessary for categories that over- or under-spent. Some of these modifications would require using a portion of the fund balance. Davis made a motion, seconded by Bechard, to adopt the 2014 budget modifications. The motion was approved unanimously.

**Administration Pay Raises:** Jarzombek presented a proposal to the board requesting approval to give the non-contract administrative staff the same total step raise (two percent) that the union employees will receive in 2015. Curtis made a motion, seconded by Davis, to approve the proposal. The motion was approved unanimously.

**Hours of Operation:** Jarzombek began a discussion, which will continue over the next several months, about adjusting the hours of operation across the system. His goal is to ensure that each of the three service areas has at least one location that is open from 10 am until 8 pm, Monday through Friday. The board will continue the discussion at an upcoming meeting.

**Future Board Meeting Times:** Jarzombek discussed the possibility of holding board meetings later than the current 5:30 pm start-time to encourage more public attendance. The board will continue to discuss the topic at an upcoming meeting.

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

**EXECUTIVE SESSION:** Smith made a motion, seconded by Davis, to enter into executive session to discuss potential litigation. The motion was approved unanimously and executive session entered at 7:05 pm.

Immediately up exiting executive session, the meeting was adjourned.

**NEXT MEETING:** Tuesday, Jan. 13 – Bach Branch at 5:30 pm

DRAFT

ALBANY PUBLIC LIBRARY  
TREASURER'S REPORT  
FOR THE ELEVEN MONTHS ENDED  
NOVEMBER 30,2014

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,434,764	536,230	5,898,530	91.67%
Tax Levy- Branch Improvement Plan	1,854,313	1,854,313	1,854,313	100.00%
NYS Grants	216,049	-	216,049	100.00%
NYS Construction Grant	226,850	-	226,850	100.00%
Federal Grants	38,000	-	-	0.00%
Other Grants	0	-	-	
Fines and Fees	152,000	8,162	133,897	88.09%
Book Sales	0	-	3,661	
Interest Income	40,000	4,208	42,046	105.12%
Foundation Contributions	10,000	-	-	0.00%
DASNY Project Reimbursement	0	-	6,187	
Copier Printers	15,000	719	14,030	93.53%
Miscellaneous Income	0	920	13,702	
Fund Balance Used	1,150,640	0	0	
Total Support and Revenue	10,137,616	2,404,552	8,409,265	82.95%
Expenditures				
Payroll and Related costs	4,762,438	384,542	4,333,641	91.00%
Occupancy Costs	1,847,666	164,112	1,770,440	95.82%
Materials and Services	702,776	33,100	639,088	90.94%
Administration and Miscellaneous	527,923	29,496	470,827	89.18%
Automation	442,500	9,609	392,982	88.81%
Contingency	0	-	0	
Budget Revote Direct costs			-	
Total Expenditures	8,283,303	620,859	7,606,978	91.84%
Debt Service	1,854,313	1,854,313	1,854,313	100.00%
Net Income (Loss)	-	(70,620)	(1,052,026)	0.00%

ALBANY PUBLIC LIBRARY  
 DETAIL OF EXPENDITURES  
 FOR THE ELEVEN MONTHS ENDED  
 NOVEMBER 30,2014

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
<b>PAYROLL AND RELATED COSTS</b>				
Salaries	3,241,959	259,158	2,945,197	90.85%
NYS Retirement System	509,589	40,818	468,772	91.99%
Payroll Taxes	244,760	19,319	225,306	92.05%
Hospital Insurance	744,630	63,816	675,704	90.74%
Payroll processing Costs	20,000	1,431	17,330	86.65%
Unemployment Insurance	1,500	-	1,332	88.80%
TOTAL	4,762,438	384,542	4,333,641	91.00%
<b>OCCUPANCY COSTS</b>				
Occupancy Costs	20,000	-	17,600	88.00%
Heat & Electric	214,775	13,938	192,915	89.82%
Telephone	11,500	1,556	11,116	96.66%
Maintenance/repairs/supplies	357,961	28,741	335,946	93.85%
Security	68,226	6,181	63,068	92.44%
NYS Construction Grant	426,689	-	426,689	100.00%
Furniture/Building Impts.	748,515	113,696	723,106	96.61%
TOTAL	1,847,666	164,112	1,770,440	95.82%
<b>MATERIALS and SERVICES</b>				
Books,etc.	630,500	30,480	570,881	90.54%
Serials/Magazines	40,000	-	33,311	83.28%
On-line Services	32,276	2,620	34,896	108.12%
TOTAL	702,776	33,100	639,088	90.94%
<b>ADMINISTRATIVE and MISC.</b>				
Office & Library Supplies	100,000	5,443	91,048	91.05%
Postage	2,000	170	1,629	81.45%
Publicity, Printing	50,000	195	46,452	92.90%
Training and Travel	31,000	3,054	33,198	107.09%
Community Activities	8,000	129	4,279	53.49%
Professional Services	201,000	11,700	166,772	82.97%
Misc Grant Expense	0	-	304	0.00%
Programming Activities	75,000	3,696	71,113	94.82%
Insurance	60,923	5,109	56,032	91.97%
TOTAL	527,923	29,496	470,827	89.18%
<b>AUTOMATION</b>				
Automation Services	267,500	8,709	249,652	93.33%
Automation Software	40,000	-	25,820	64.55%
Automation Hardware	135,000	900	117,510	87.04%
TOTAL	442,500	9,609	392,982	88.81%
<b>CONTINGENCY</b>				
	0	-	-	
<b>DEBT SERVICE PAYMENT</b>				
	1,854,313	1,854,313	1,854,313	100.00%
<b>TOTAL EXPENDITURES</b>				
	10,137,616	2,475,172	9,461,291	93.33%

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Dec 11, 2014 to Jan 14, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
3241V	12/16/14	Mental Health Association in NYS, Inc.	-100.00	VOID
3430	12/18/14	CSEA	1,794.32	Union Fees
3431	12/18/14	CSEA Employee Benefit Fund	4.71	Vision Insurance (Voluntary contribution)
3432	12/18/14	MetLife-TSA Contribution	1,571.00	403b
3433	12/18/14	NYS Deferred Comp Plan	788.43	NYS Def. Comp Plan
3434	12/18/14	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3435	12/18/14	The Travelers	1,878.00	403b
3436	12/22/14	First Light Fiber	6,115.36	Telephone Expense/Automation Services
3437	12/22/14	National Grid	13,937.65	Heat, Light and Power
3438	1/2/15	CSEA	1,844.84	Union Fees
3439	1/2/15	CSEA Employee Benefit Fund	4.71	Vision Insurance (Voluntary contribution)
3440	1/2/15	MetLife-TSA Contribution	1,721.00	403b
3441	1/2/15	NYS Deferred Comp Plan	775.64	NYS Def. Comp Plan
3442	1/2/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
3443	1/2/15	The Travelers	1,878.00	403b
3444	1/14/15	W.B.Mason Co., Inc.	851.66	Supplies (Office/Library and Maintenance)
3445	1/14/15	Midwest Tape	2,341.02	Books-Audio
3446	1/14/15	Baker & Taylor	11,481.67	Books-Adult
3447	1/14/15	Baker & Taylor	2,846.00	Books-Adult
3448	1/14/15	Baker & Taylor	8,367.20	Books-Adult
3449	1/14/15	Midwest Tape	1,648.55	Books-Audio
3450	1/14/15	Midwest Tape	821.25	Books-Audio
3451	1/14/15	Midwest Tape	1,042.33	Books-Audio
3452	1/14/15	Midwest Tape	1,515.78	Books-Audio
3453	1/14/15	Midwest Tape	1,295.98	Books-Audio
3454	1/14/15	Staples Advantage	1,605.76	Supplies (Office and Library)
3455	1/14/15	Midwest Tape	2,305.98	Books-Audio
3456	1/14/15	Home Depot Credit Services	1,793.40	Supplies (Maintenance/Janitorial)
3457	1/14/15	Accuprint	3,756.48	Publicity and Printing
3458	1/14/15	ADP, Inc.	1,386.72	Payroll Services
3459	1/14/15	Albany Water Board	176.62	Building Repairs/Maintenance Howe
3460	1/14/15	A LETO Construction Company	6,260.00	Maintenance Service Contracts
3461	1/14/15	Anthony G. Schettino	225.00	Programming Arbor Hill
3462	1/14/15	ASSA ABLOY Entrance Systems US Inc	328.63	Building Repairs/Maintenance Wash.
3463	1/14/15	Baker & Taylor	4,287.51	Books-Adult
3464	1/14/15	Beth Jacobs	100.00	Programming-Washington
3465	1/14/15	Boopsie Inc.	6,995.00	Electronic Databases
3466	1/14/15	Brad Rose Landscaping, Inc.	690.00	Maintenance Service Contracts
3467	1/14/15	Budget Library Supplies	1,585.50	Supplies (Office and Library)
3468	1/14/15	Cardona's Market, Inc.	73.89	Community Relations
3469	1/14/15	Carousel Industries of N. America, Inc.	1,895.18	Automation Services
3470	1/14/15	CDPHP	42,993.38	Insurance-Hospitalization
3471	1/14/15	CDPHP Universal Benefits, Inc.	17,728.43	Insurance-Hospitalization
3472	1/14/15	CDW G	357.66	Automation Hardware
3473	1/14/15	Charles Slatterick	750.00	Contracted Services
3474	1/14/15	Christina Stenson-Carey	5.99	Programming Pine Hills
3475	1/14/15	City of Albany	13.67	Buildings (Water tax)
3476	1/14/15	Communication Services	1,650.00	Contracted Services
3477	1/14/15	Danielle Cregan	40.00	Programming Delaware
3478	1/14/15	Delta Dental of New York, Inc.	3,767.42	Insurance-Hospitalization
3479	1/14/15	Dell Marketing L.P.	33,748.85	Automation Hardware
3480	1/14/15	Demco	114.97	Supplies (Office and Library)

## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Dec 11, 2014 to Jan 14, 2015

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Check #	Date	Payee	Amount	Description
3481	1/14/15	DePaula Chevrolet	1,773.60	Van Maintenace
3482	1/14/15	Dormitory Authority of State of NY	7,277.50	Contracted Services
3483	1/14/15	Eastern Managed Print Network	239.78	Contracted Services
3484	1/14/15	EBSCO	12,136.84	Periodicals
3485	1/14/15	Ehrlich Co., Inc.	159.74	Maintenance Service Contracts
3486	1/14/15	EMCOR Services Tri-Tech	623.32	Maintenance Service Contracts
3487	1/14/15	Eye Med Vision Care	599.07	Insurance-Hospitalization
3488	1/14/15	Family & Children's Service	525.00	Staff Development
3489	1/14/15	Findaway World, LLC	3,131.04	Books-Audio
3490	1/14/15	G4S	6,302.83	Security Services
3491	1/14/15	Grainger	1,442.06	Supplies (Maintenance/Janitorial)
3492	1/14/15	Home Depot Credit Services	426.52	Supplies (Maintenance/Janitorial)
3493	1/14/15	James Davies	36.84	Programming Washington/Pine Hills
3494	1/14/15	James Surano	450.00	Programming Howe
3495	1/14/15	Johnson Controls	890.40	Building Repairs/Maintenance Pine Hills
3496	1/14/15	Kristine Schultz	122.12	Programming Delaware
3497	1/14/15	Groupe Lacasse LLC	286.36	Furniture Washington
3498	1/14/15	Library Trustees Association of NYS	525.00	Memberships
3499	1/14/15	MAILFINANCE	119.95	Postage
3500	1/14/15	Main Bros Oil Company	319.59	Van Operation
3501	1/14/15	Mark Capon	75.00	Programming Washington
3502	1/14/15	MicroMarketing LLC	342.36	Books-Audio
3503	1/14/15	Midwest Tape	179.01	Books-Audio
3504	1/14/15	New Horizons of Albany	5,000.00	Automation Hardware
3505	1/14/15	News Bank, Inc.	8,202.48	Periodicals
3506	1/14/15	Nicole Hodge-Insomniadict Gems	100.00	Programming Howe
3507	1/14/15	No Name Graphics	292.14	Programming Pine Hills
3508	1/14/15	OrangeBoy, Inc.	625.00	Contracted Services
3509	1/14/15	Oriental Culture Enterprise Co, Inc.	266.14	Books-Adult
3510	1/14/15	OverDrive, Inc.	310.84	Electronic Databases
3511	1/14/15	Overit Multimedia, Inc.	12,276.00	Contracted Services (Website)
3512	1/14/15	Pete Toigo	75.00	Programming Washington
3513	1/14/15	Regional Computer Recycling & Recovery	217.50	Contracted Services
3514	1/14/15	Ronald Pollock	27.44	Supplies (Office and Library)
3515	1/14/15	Standard Commercial Interiors	73.04	Furniture Washington
3516	1/14/15	Staples Advantage	178.63	Supplies (Office and Library)
3517	1/14/15	Stephanie Anderson	39.45	Programming Pine Hills
3518	1/14/15	The Albany YMCA	1,600.00	Rent (North Albany)
3519	1/14/15	UniFirst Corporation	186.30	Maintenance Service Contracts
3520	1/14/15	Verizon Wireless	383.09	Automation Services
3521	1/14/15	Whiteman, Osterman & Hanna	12,657.23	Legal Services
3522	1/14/15	Wolberg Electrical Supply Company	69.14	Building Repairs/Maintenance Howe
3523	1/14/15	ADP, Inc.	382.51	Payroll Services
3524	1/14/15	Clara Leininger	262.80	Insurance-Medicare Reimb.
3525	1/14/15	Joan Brown	131.40	Insurance-Medicare Reimb.
3526	1/14/15	Robert Omer	65.70	Insurance-Medicare Reimb.
3527	1/14/15	Shirley Sinsabaugh	131.40	Insurance-Medicare Reimb.
3528	1/14/15	Adam Stump	52.64	Mileage Reimbursement
3529	1/14/15	Art in the Pines	540.00	Programming Pine Hills
3530	1/14/15	Overit Multimedia, Inc.	500.00	Contracted Services (Website)
3531	1/14/15	Society for Human Resource Management	1,387.50	Staff Development
3532	1/14/15	Upper Hudson Library System	14,856.96	Automation Services



## ALBANY PUBLIC LIBRARY I

## Check Register

For the Period From Dec 11, 2014 to Jan 14, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
3533	1/14/15	A LETO Construction Company	782.50	Maintenance Service Contracts
3534	1/14/15	Allerdice Building Supply	245.92	Building Improvements Washington
3535	1/14/15	Republic Services #964	1,238.37	Maintenance Service Contracts
3536	1/14/15	ATSCO Products	147.00	Building Repairs/Maintenance Wash.
3537	1/14/15	Bay State Elevator Company	1,080.88	Maintenance Service Contracts
3538	1/14/15	Dow Electric, Inc.	3,441.00	Building Improvements Washington
3539	1/14/15	Johnson Controls	27,560.00	NYS Construction Grant (Controls Project)
3540	1/14/15	LaCorte Companies, Inc.	2,915.57	Building Repairs/Maintenance Arbor Hill
3541	1/14/15	Phillips Hardware	339.50	Supplies (Maintenance/Janitorial)
3542	1/14/15	TriCity Fire Extinguisher	740.00	Maintenance Service Contracts
3543	1/14/15	UniFirst Corporation	62.10	Maintenance Service Contracts
3544	1/14/15	W.B.Mason Co., Inc.	789.85	Furniture Washington
3545	1/14/15	Charles Slatterick	360.00	Contracted Services
Total			<u>337,656.09</u>	



**BOARD OF TRUSTEES  
PERSONNEL COMMITTEE**

**DATE:** January 6, 2015. Convened 6:00PM, adjourned 6:39PM

**PRESENT:** Mary-Ellen Piche, Chairperson, Trustee John Davis, Trustee Esther Patterson, and Executive Director Scott Jarzombek

**Note:** No members of the public were present.

TOPIC	DISCUSSION	ACTION
<b>1. ED floating holiday schedule</b>	Scott presented a request to make MLK Day, Presidents Day, Columbus Day and Veterans Day floating holidays for him. As these are busy days in the libraries, he generally works them.	<b>Recommend approval.</b>
<b>2. Union contract</b>	Negotiations begin this month; next Labor/Management meeting is scheduled for Jan. 16.	ED and Counsel will manage negotiations and present a proposal to the Personnel Committee.
<b>3. On-boarding process for new trustees</b>	This is an action item from the Board's self-assessment plan. Need to revise the process to include feedback and evaluation.	John and Esther will ask Alison to join them in redesigning this process.
<b>4. Executive Session</b>	The committee entered Executive Session to review the draft performance appraisal of the Executive Director. The committee agreed that the current evaluation tool could be improved.	<b>Revisions made to the first draft will be presented to the BOT at the Jan meeting. Mary-Ellen will request samples of performance plans and evaluations from Tim Burke.</b>

Respectfully submitted,

Mary-Ellen Piche

**EXECUTIVE DIRECTOR'S REPORT  
ALBANY PUBLIC LIBRARY  
JANUARY 2015**

**STATE OF THE LIBRARY**

December was a busy month at Washington Ave. with the opening of a new room for children and teens. The youth services, facilities, and automation staff should all be commended for their hard work. Staff is planning a ribbon cutting ceremony on Feb. 3 (Tuesday) at 10 am. The Mayor will speak, and the public is invited to attend. We also opened two public study rooms at this location. In the two weeks they were open, the study rooms were used an average of five to six hours a day.

Our branches are rolling right along too. At Bach, the Maimonides Hebrew Day School loaned the branch a 5th and 6th grade art project of self-portraits in the style of Andy Warhol. In an effort to engage the teen population at Delaware, the branch's work-study student from Albany Medical Center coordinated a Jiu-Jitsu demonstration that was well attended. Plans are under way to do more early this year. Since the change in weather, staff at Howe are taking their show on the road, visiting community groups and schools for story times. We have closed on the Clinton Ave property and are working a site plan to present to the community.

We had a significant spike in incident reports at Washington Ave. this past month, with some spill over at Arbor Hill/West Hill. Many of these incidents were connected to one group of youth. Staff, security, administration, and the Albany Police Department have worked together to identify those involved. While this caused some stress in the organization, I believe it has helped us improve security procedures and relationships with our community officers.

We have our final numbers for 2014. Circulation is down four percent compared to last year. However, new cardholders are up nine percent, with a significant spike at the end of the year. Digital circulation grew by 20 percent, but digital materials only make up four percent of our overall circulation. Arbor Hill/West Hill and Howe are the only two locations that saw growth in circulation compared to last year. We hope to improve our measuring and reporting of metrics in the coming year. This includes both the OrangeBoy dashboard and a traditional internal report.

The administration is working on creating uniformity in scheduling by moving all staff scheduling to an online system. We hope to have the new system in place for all staff at the end of February. The library will also be using a new ILS at the end of February as well. Training began in December and will continue until launch. In December, the administration and CMS started the planning process of returning multiple branches back to Dewey. This changeover has been requested by the public and staff. The return to Dewey is also expected to create some cost savings.

## **SERVICES**

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

#### **Adult Services**

- Hosted a holiday jazz performance for adults

#### **Youth Services**

- A holiday cookie decorating program for youth was well received

### **BACH**

#### **Youth Services**

- December's Saturday Science and Technology program was Take Apart Lab where families deconstructed old electronics.
- Maimonides Hebrew Day School loaned the branch a 5th and 6th grade art project of self-portraits in the style of Andy Warhol.

### **DELAWARE**

#### **Adult Services**

- Beading classes were very popular and attendees have asked for more in 2015

#### **Youth Services**

- Continued the science series by making magic melting snowmen with dedicated teen volunteers on hand to help out
- In an effort to engage the teen population, the branch's work study student from Albany Medical Center coordinated a Jiu-Jitsu demonstration that was well attended. Plan to have another one early in 2015.
- It was brought to the staff's attention (on Dec. 19) that the Hoffman Community Center is no longer allowing teens in until 6:30 pm. This explains the recent growth of teens using the library as a place to go directly after school. All branch staff are aware of the situation.

### **HOWE**

#### **Adult Services**

- Albany Housing Authority is pleased we are able to help them track down films they will show for Black History Month.
- The Sew What program is on hiatus until a new instructor is found. So far, the search for an inexpensive instructor has been difficult.

#### **Youth Services**

- With the colder weather, the librarian has been going out into the neighborhood to do story times and visits with community groups and at schools. In December this included Albany Free School, Lincoln Square, and Olivia Rorie.

### **NORTH ALBANY**

#### **Adult Services**

- The LA position remains unfilled, but hope to fill two regular LA positions next month.
- The monthly book club is still meeting with half-a-dozen people attending in December
- One-on-one computer assistance sessions occurred three times in December.

## **Youth Services**

- Story time continues to be well-attended by the Hannaford Early Learning Center children (and staff as well as the North Albany Academy students) while being run by fill-in staff until the LA position is filled.

## **PINE HILLS**

### **Adult Services**

- Harpist performance of holiday music and decoupage program in December got great reviews
- Representative from Capital Carshare discussed the program with patrons
- Automation Services and Dell worked on the public computers and believe this part replacement will solve the chronic shutdown problem

### **Youth Services**

- An MSIS candidate from University at Albany will intern with the youth services librarians

## **WASHINGTON AVE.**

### **Adult Services**

- The Adult Services Department hired a Full-Time Library Assistant who will be very involved in the opening of the Albany Made Creative Lab in early 2015. Staffing holes were also filled with 2 new clerks being hired.

### **Youth Services**

- The new Youth Services space opened to the public on Dec. 18, three weeks earlier than originally anticipated. Youth Services staff presented to the Library's Friends Group on "Great Books To Buy For Kids Or Teens For The Holidays.

# **OPERATIONS**

## **AUTOMATION**

- Back-end prep for Sierra implementation
- Started rollout of new Sierra client software
- Continued troubleshooting 7010 shutdown problems
- Set up technology needs for Washington Ave. Youth Services move on Dec. 17
- Continued preparations for upcoming migrations (website, ILS, Evanced and Comprise)

## **COMMUNITY ENGAGEMENT**

- Partnering with city Department of Recreation to provide a free ice skating day at Swinburne Park during February break. Most of the sponsorship is expected to come from the City.
- Submitted a proposal to NYS OGS to take on a bigger role as a program presenter at the 10<sup>th</sup> annual Kids Expo. Over 10,000 people attend this annual event last year.
- APL staff met with members of the group Tru Heart to discuss collaboration and volunteer opportunities.

- Staff is planning a ribbon cutting ceremony for the new Youth Services Room at the Washington Ave. Branch on Feb. 3 (Tuesday) at 10 am. The Mayor will speak, and the public is invited to attend.
- Continued participation in the Albany Promise and the Community Roundtable meetings. APL promotional materials will be included in all Kindergarten registration packets for 2015.
- In the last four months of 2014, we had 199 volunteers complete a total of 1,588 volunteer hours at APL.

### **COLLECTION MANAGEMENT**

- One employee is moving to Adult Services. Until that position can be filled, other CMS staff will take on DVD and CD item entry and processing as much as possible.
- The disc cleaner has been installed and locations are sending their damaged discs to CMS, where staff are setting up a routine for time spent resurfacing DVDs, music CDs, and CD audiobooks.
- Two staff attended an introduction to Sierra acquisitions. Thorough training in acquisitions and serials cataloging for other staff scheduled for Jan. 6-8.
- UHLS e-content committee, with approval of member library directors, has begun work on selecting e-magazine titles to purchase through the new Overdrive digital magazine platform, "NOOK Newstand." APL will allow our current Zinio platform and e-magazine titles to expire this April.

### **FACILITIES**

#### **Washington Ave. Branch**

- New Youth Services Room open and only few items left to install
- Old children's area is being painted and carpet will be finished this week in work toward creating a new programming space there
- Controls system for HVAC is nearing completion
- Most major projects are now complete with the exception of waiting for the new doors to close off the old children's area
- New fencing has been installed around the new chiller plant

### **FINANCE**

- Completed the NYS Comptrollers Audit including final meeting with APL Director, CFO and Chair of the Finance Committee. Some suggestions on continuing strengthening Financial approvals by the Finance Committee and the board (this is being instituted by the Finance Committee), timesheet reconciliations reporting to schedules (being addressed by When to Work) and the continued discussion on fund balance. OSC gave praise for sound financial controls on cash handling, salary administration and accounts payable.
- Secured insurance for Clinton Street building
- Continue to work on closing 2014

## **HUMAN RESOURCES**

### **Personnel Changes**

- 4 PT Library Clerks hired
- 1 FT Account Clerk changed title to Human Resources Technician

### **Staff Survey**

- Continued work to get this rolling by the 1st quarter of 2015

### **Civil Service**

- Completed RPC's for all staff
- Completed all payroll information with HR Technician for ADP data entry

### **Health Insurance**

- Completed open enrollment

## **PUBLIC RELATIONS**

- **Messaging:** Started working with OrangeBoy on Savannah messaging tool for targeted emails to different cardholder groups.
- **Publications:** Distributed monthly eNotes newsletter via email and January/February program guide to APL locations (and via eNotes). Starting work on March/April guide. Also working on tax help materials for all locations.
- **Social Media:** Continue regular growth with 2 percent increase in both Twitter and Facebook. (Instagram climbed 33 percent, but the platform is having spam follower issues and our numbers will fluctuate until the company sorts it out.) Notable Facebook engagements regarding new Youth Services Room at Washington Ave. and APL book donation to new homeowners via Habitat for Humanity. Live-tweeted from TEDx. Top Instagrams with 40+ ♥s including jazz performance in stacks, closing early snow photo, and Pete the Cat in new YS room.
- **Website:** Signed off on final website designs and logo refresh. Overit team now working on development and APL PR on writing content.

## **INCIDENT REPORTS & COMMENT CARDS**

### **Incident Reports:** 58 total incidents (36 youth and 22 adult)

- 7 were of a violent nature (fire extinguisher, shelves kicked, threatening staff verbally)
- Emergency personnel were called in 26 times (mainly for banned teens, but also for intoxication, fire alarm, and medical issues)
- Breakdown by branch:
  - Washington Ave. – 44
  - Howe – 6
  - Pine Hills – 4
  - Arbor Hill/West Hill – 3
  - North Albany – 1
  - Delaware – 0
  - Bach – 0

**Comment Cards:** 16 total with 10 general suggestions, 4 suggested titles, and 2 positive comments complementing the staff at the Arbor Hill/West Hill and Pine Hills Branches

**DIRECTOR'S CALENDAR**

12/2: State Comptroller's Office

12/2: APL Foundation

12/2: SUNY Albany MLIS Dept.

12/4: Albany History and Art: SUNY Press Book Release

12/5: UHLS Directors Association

12/10: Whiteman Osterman & Hanna: Public Affairs Roundtable

12/31: Times Union



# Monthly Statistical Report

## Dec-14

Circulation by Material Type (all locations)						
	Dec '13	Change	Dec '14	YTD 2013	Change	YTD 2014
Audiobook	6,371	-17%	5,268	90,232	-8%	82,985
Fiction	11,863	-22%	9,223	155,075	-6%	146,338
Nonfiction	10,153	-19%	8,201	140,735	-10%	126,979
Children's	13,487	-5%	12,812	196,669	-4%	189,732
Video	40,521	-3%	39,244	510,805	-3%	497,635
Periodicals	1,524	-19%	1,232	19,774	-14%	16,943
Overdrive Dnld	2,982	0%	2,986	31,387	19%	37,199
Other Dnld	311	96%	609	2,909	83%	5,321
<b>Total</b>	<b>87,212</b>	<b>-9%</b>	<b>79,575</b>	<b>1,147,588</b>	<b>-4%</b>	<b>1,103,132</b>

Circulation by Location						
	Dec '13	Change	Dec '14	YTD 2013	Change	YTD 2014
Arbor/West	6,380	-9%	5,797	81,041	9%	88,003
Bach	9,093	-3%	8,865	127,915	-2%	125,366
Delaware	10,158	-20%	8,157	133,230	-10%	119,401
Howe	7,011	7%	7,488	92,620	2%	94,401
Washington	33,651	-9%	30,708	423,545	-2%	416,942
North Albany	3,229	-11%	2,858	44,595	-6%	41,802
Pine Hills	17,690	-11%	15,702	244,642	-11%	217,217
<b>Total</b>	<b>87,212</b>	<b>-9%</b>	<b>79,575</b>	<b>1,147,588</b>	<b>-4%</b>	<b>1,103,132</b>

Computer Use						
	Dec '13	Change	Dec '14	YTD 2013	Change	YTD 2014
Arbor/West	1,507	-15%	1,282	21,038	-5%	19,949
Bach	1,099	8%	1,184	15,457	-7%	14,426
Delaware	1,566	-7%	1,460	20,692	-6%	19,439
Howe	1,611	-5%	1,530	21,801	-5%	20,755
Washington	5,645	-5%	5,371	74,042	2%	75,341
North Albany	559	-100%	-	8,919	-12%	7,882
Pine Hills	1,929	2%	1,965	27,052	1%	27,317
<b>Total</b>	<b>13,916</b>	<b>-8%</b>	<b>12,792</b>	<b>189,001</b>	<b>-2%</b>	<b>185,109</b>

Reference Transactions						
	Dec '13	Change	Dec '14	YTD 2013	Change	YTD 2014
Arbor/West	827	-21%	652	9,621	2%	9,774
Bach	314	221%	1,009	8,937	-20%	7,192
Delaware	1,533	8%	1,650	17,857	14%	20,313
Howe	665	7%	713	10,591	25%	13,252
Washington	6,278	-24%	4,762	66,706	-9%	60,932
North Albany	228	-100%	-	3,507	20%	4,218
Pine Hills	1,325	82%	2,418	24,128	12%	27,115
<b>Total</b>	<b>11,170</b>	<b>0%</b>	<b>11,204</b>	<b>141,347</b>	<b>1%</b>	<b>142,796</b>

Door Count						
	Dec '13	Change	Dec '14	YTD 2013	Change	YTD 2014
Arbor/West	4,850	9%	5,295	62,202	13%	70,534
Bach	5,600	4%	5,849	82,256	-9%	75,196
Delaware*	10,602	-36%	6,766	94,240	-3%	91,457
Howe	3,800	119%	8,326	92,614	-5%	88,195
Washington*	35,442	-10%	31,959	399,410	0%	397,595
North Albany*	3,122	3%	3,219	40,202	12%	45,042
Pine Hills**	14,494	-40%	8,687	216,184	-43%	122,402
<b>Total</b>	<b>77,910</b>	<b>-10%</b>	<b>70,101</b>	<b>987,108</b>	<b>-10%</b>	<b>890,421</b>

\*2012 counts used when 2013 counters malfunctioned.

\*\*2013 counts for Pine Hills may have double-counted some months

New Borrower Registrations						
	Dec '13	Change	Dec '14	YTD 2013	Change	YTD 2014
Arbor/West	41	20%	49	504	76%	888
Bach	42	14%	48	824	-12%	722
Delaware	63	-21%	50	1,026	2%	1,044
Howe	34	26%	43	527	19%	626
Washington	208	30%	270	3,583	1%	3,624
North Albany	9	167%	24	197	79%	352
Pine Hills	70	16%	81	1,174	18%	1,384
<b>SubTotal</b>	<b>467</b>	<b>21%</b>	<b>565</b>	<b>7,835</b>	<b>10%</b>	<b>8,640</b>
<b>New E-Patrons</b>	<b>93</b>	<b>-13%</b>	<b>81</b>	<b>664</b>	<b>-12%</b>	<b>584</b>
<b>Total</b>	<b>560</b>	<b>15%</b>	<b>646</b>	<b>8,499</b>	<b>9%</b>	<b>9,224</b>

Hours of Operation						
	Dec '13	Change	Dec '14	YTD 2013	Change	YTD 2014
Arbor/West	158	6%	168	2,007	0%	2,009
Bach	158	6%	168	2,007	0%	2,009
Delaware	158	6%	168	2,011	0%	2,013
Howe	158	6%	168	2,007	0%	2,009
Washington	253	5%	265	3,131	0%	3,135
North Albany	158	6%	168	2,007	0%	2,009
Pine Hills	158	6%	168	2,007	0%	2,009
<b>Total</b>	<b>1,198</b>	<b>6%</b>	<b>1,270</b>	<b>15,177</b>	<b>0%</b>	<b>15,193</b>

# Policy Master List

Updated 1/6/15

## Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed	Date for Review	Comments
<b>SAFETY</b>							
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.
Employee Safety	X		X		Dec. 2012	Dec. 2014	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
<b>SERVICES TO PUBLIC</b>							
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		Dec. 2012	Dec. 2014	CMS
Behavior	X		X		April 2014	April 2016	Safety Cmt. / Public

Public Comments at Board Meetings	X		X		Dec. 2012	Dec. 2014	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
Confidentiality of Records	X		X		April 2014	April 2015	Web Devel. Cmt.
Service to Children	X		X		Dec. 2012	Dec. 2014	Public Serv.
Public Access to Library Information and Records	X		X		Dec. 2012	Dec. 2014	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
<b>INTERNAL</b>							
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
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
<b>BOARD</b>							
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		Board Finance
Board Member Expectations		X	X				Board
Board Code of Conduct	X		X				Board

## MEMORANDUM

To: APL Board of Trustees  
From: Scott Jarzombek, Executive Director  
Date: January 6, 2015  
RE: 2015 Schedule of Service Issue

As requested by members of the Board of Trustees, I would like to clarify an issue brought to the board's attention at our December board meeting.

The union is concerned that their unit is losing two days in the 2015 schedule of service. Below, in my narrative, I have listed the days we are closed in 2015—a total of 12, which conforms to the contract. In 2014, Easter Sunday was not counted as a closing.

Days Closed in 2015	Days Closed in 2014
1. Jan. 1 – New Year's	1. Jan. 1 – New Year's
2. April 5 – Easter *	2. April 20 – Easter *
3. May 23 – Memorial Day Weekend	3. May 24 – Memorial Day Weekend
4. May 24 – Memorial Day Weekend	4. May 25 – Memorial Day Weekend
5. May 25 – Memorial Day Weekend *	5. May 26 – Memorial Day Weekend *
6. July 3 – Independence Day Weekend**	6. July 4 – Independence Day
7. July 4 – Independence Day Weekend	7. Aug. 30– Labor Day Weekend
8. Sept. 5 – Labor Day Weekend	8. Aug. 31 – Labor Day Weekend
9. Sept. 6 – Labor Day Weekend	9. Sept. 1 – Labor Day Weekend *
10. Sept. 7 – Labor Day Weekend *	10. Nov. 27 – Thanksgiving Day
11. Nov. 26 – Thanksgiving Day	11. Nov. 28 – Day After Thanksgiving
12. Dec. 25 – Christmas Day	12. Dec. 24 – Christmas Eve
* Sundays	13. Dec. 25 – Christmas Day
** Independence Day falls on a Saturday	* Sundays

### Narrative

#### Essence of the Issue:

The union contract calls for the library to be closed 12 days each year. The administration selected 12 days to close in 2015, but the union has an issue with some of the specific days selected for closure.

#### Additional Day in 2014:

- In 2014, the library was closed 13 days, not 12, which is the number required by the contract.
- In the past, two Sundays were counted as closings, but Easter was not.

#### Message to the Community:

- In 2014, the library was closed 2 days that were not federally recognized holidays. In 2015, we are open those days.

Note: I have already spoken with members of the public who were unhappy with the closing of our libraries this year for non-holidays (July 11 for SummerFest in conjunction with Delaware community day and Nov. 13 for staff development day). The public wants our buildings open.

#### Black Friday:

- We were one of very few libraries, municipal organizations, or businesses that are closed on Black Friday, which is not a recognized holiday.
- Our philosophy is to be open on days that school is closed.
- We are open the days after Christmas, Memorial Day Weekend, Labor Day Weekend, and July 4<sup>th</sup> which are all major travel holidays for individuals.
- Just like other “travel” holidays, staff who travel to visit family may take the following day off.
- The day after Thanksgiving is typically slow, allowing us to operate at minimal staffing.

#### Christmas Eve:

- Christmas Eve, when observed as a religious holiday, does not begin until sundown the day before Christmas. We will be closing to 3 pm that day, which provides ample time for employees to travel home to observe.
- Just like other religious holidays that we are not closed for, staff who observe Christmas Eve as a religious holiday may take it off.
- The day before Christmas is typically slow, allowing us to operate at minimal staffing.

Note: I am not whole heartedly opposed to being closed Christmas Eve. However, I like to think the less fortunate in our community, especially families, can use the library as a way to borrow items they could not afford to purchase as gifts, making it a bit of a merrier Christmas for them.

#### **Contract Language**

##### Article 8: Holidays/ Section 1B: Library Closed

“All employees scheduled to work on a day on which the Library is closed to observe a holiday will be paid their current hourly wage multiplied by their average work day. For purposes of this article, the average work day is defined as the number of hours paid in a pay period divided by the number of days in a pay period (10). The employee’s average work day will be based on the previous quarter.”