

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
December 8, 2015
Howe Branch at 6:00 pm

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

Call to Order – 6:00 pm

Adoption of Agenda – 6:00 to 6:01 pm

Public Comment (comments limited to no more than 5 minutes per person) – 6:01 to 6:06 pm

Minutes – 6:06 to 6:08 pm

Treasurer's Report and Check Register – 6:08 to 6:11 pm

Committee Reports:

- **Executive Committee** – 6:11 to 6:14 pm
- **Policy and Governance Committee** – 6:14 to 6:17 pm

UHLS Report – 6:17 to 6:20 pm

Director's Report – 6:20 to 6:25 pm

Review Policies and Procedures Grid – 6:25 to 6:27 pm

- **Comp Time/Flex Time for Administration Policy Review** – Discussion/Action – 6:27 to 6:30 pm
- **Fund Balance Policy Review** – Discussion/Action – 6:30 to 6:35 pm

Old Business:

- **Trustee Evaluation of November Board Meeting** – Discussion/Action – 6:35 to 6:40 pm
- **Plan for Filling Trustee Vacancy** – Discussion/Action – 6:40 to 6:50 pm

New Business:

- **Bach Branch Sunday Hours** – Discussion/Action – 6:50 to 7:00 pm
- **MOA with CSEA** – Discussion/Action – 7:00 to 7:05 pm
- **Payment of Copier Invoices** – Discussion/Action – 7:05 to 7:10 pm

Public Comment (comments limited to no more than 5 minutes per person) – 7:10 to 7:15 pm

Executive Session (if necessary)

Adjournment – 7:20 pm

Next Meeting: Jan. 12, 2016 at Washington Ave. Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library November 10, 2015 Delaware Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Donna Dixon, Timothy Smith, Elissa Kane

LATE ARRIVAL: Michael Neppl at 6:06 pm, Andrew Bechard (vice president for finance) at 6:10 pm, Alison Calacone at 6:19 pm

ABSENT: Arlene Way (secretary)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (head of branches for Delaware, Howe, North Albany), Robert Schofield (counsel)

CALL TO ORDER: The meeting was called to order by Piché at 6:02 pm.

ADOPTION OF AGENDA: The amended agenda was approved by the board.

PUBLIC COMMENT: There were no comments from the public.

PRESENTATION BY CDTA: Ross Farrell and Doug Teeter from CDTA presented about a proposed project that would change the location of bus stops and shelters along Washington Avenue and impact the library's Washington Avenue Branch. In an effort to improve pedestrian safety and traffic flow, several stops on Washington between Lark and Dove streets will be consolidated into two bus stops in front of the library branch, one directly in front of the library and the other across the street. Library leaders have been involved in conversations with CDTA for several months, and some of the concerns raised by the library have been taken into consideration in project updates. CDTA is meeting with property owners and the community about the project, which is still in the design phase and will be implemented in 2016. The trustees shared comments with the CDTA representatives, who will take them into consideration as the project moves forward.

MINUTES: Bechard made a motion, seconded by Smith, to approve the corrected minutes from the Oct. 13, 2015 meeting. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Sept. 30, 2015) will be filed. The updated check register (covering Oct. 15 through Nov. 11, 2015) was reviewed by the trustees. Bechard made a motion, seconded by Calacone, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

Personnel Committee: Report was provided in pre-meeting packet and one item was to be discussed during executive session.

Finance Committee: Report was provided in pre-meeting packet and two items were to be discussed under new business.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and Jarzombek fielded questions about staff and patron surveys and circulation statistics.

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

OLD BUSINESS:

2016 Board of Trustees Meeting Schedule: The board discussed two proposed schedules and, after making modifications, selected a schedule that will keep meetings on the second Tuesday of each month, starting at 6 pm, and rotating through the library's branches. Smith made a motion, seconded by Kane, to approve the 2016 meeting schedule. The motion was approved unanimously.

NEW BUSINESS:

Board Member Resignation: Board Vice President Daniel Curtis resigned his position on the board in November, via a letter, due to work and school commitments. The Nominating Committee will put together a list of possible candidates that will be shared with the full board for discussion.

Board Vice President Vacancy: Smith volunteered to fill the vice president seat that was left vacant due to Curtis' resignation. Kane nominated Smith for the post, which was seconded by Dixon. Bechard made a motion, seconded by Dixon, to close the nominations. That motion was approved unanimously. The board cast ballots electing Smith unanimously, with Smith abstaining from the vote. Smith immediately assumed the role of board vice president.

Budget Modifications: Smith made a motion, seconded by Neppl, to approve the budget modifications as presented. The motion was approved unanimously.

Five-Year Financial Plan: After a brief discussion, Bechard made a motion, seconded by Calacone, to approve the five-year financial plan forecast as presented. The motion was approved unanimously.

Hours Change Report: Jarzombek discussed anecdotal reports of patron satisfaction with the new branch hours, which were changed on Sept. 1. He will present a formal report, based on 12 months of metrics, in September 2016.

RFP for Auditing Services: After a brief discussion, Bechard made a motion, seconded by Dixon, to approve an RFP for auditing services to be issued in early 2016. The motion was approved unanimously.

RFP for Legal Services: After a brief discussion, Bechard made a motion, seconded by Calacone, to approve an RFP for legal services to be issued in early 2016. The motion was approved unanimously.

Quarterly Evaluation of Board Meetings: The trustees filled out a meeting evaluation, the results of which will be compiled and shared at the December meeting.

Tax Cap Override Rescindment: The trustees discussed formally rescinding the tax cap overrides for the 2015 and 2016 budgets. Even though those budgets fell under the tax cap, the overrides were approved due to an abundance of caution as the tax cap formulas were not published at the time of the library's budget approvals. Because the library's budgets were under the tax cap, Albany taxpayers are eligible for a tax rebate.

The board considered a new resolution that "rescinds the following resolution, adopted on March 11, 2014: 'Resolved that pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Albany Public Library overrides, for the purpose of the Albany Public Library 2015 Fiscal Year budget, the tax levy limit imposed by Municipal Law § 3-c(3).' and it is further resolved, that the Albany Public Library's tax levy increase on the 2014-2015 school tax bills (for the Library's 2015 budget) is no greater than the tax levy limit imposed by Municipal Law § 3-c(3)." Bechard made a motion, seconded by Smith, to approve the resolution to rescind the 2015 budget tax cap override. The motion was approved unanimously.

The board considered a new resolution that "rescinds the following resolution, adopted on March 10, 2015: 'Resolved that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Albany Public Library overrides, for the purpose of the Albany Public Library 2016 Fiscal Year budget, the tax levy limit imposed by Municipal Law § 3-c(3).' and it is further resolved, that the Albany Public Library's tax levy increase on the 2015-2016 school tax bills (for the Library's 2016 budget) is no greater than the tax levy limit imposed by Municipal Law § 3-c(3)." Calacone made a motion, seconded by Bechard, to approve the resolution to rescind the 2016 budget tax cap override. The motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

EXECUTIVE SESSION: Kane made a motion, seconded by Dixon, to enter into executive session to discuss the employment terms of a specific employee and collective bargaining negotiations with CSEA. The motion was approved unanimously and the board entered executive session at 7:40 pm. The executive session ended at 7:55 pm and the open session of the board meeting resumed.

EXECUTIVE DIRECTOR COMPENSATION: Dixon made a motion, seconded by Kane, to approve the executive director's compensation plan with a few minor edits. The amended plan was approved unanimously.

ADJOURNMENT: The meeting adjourned after the previous agenda item.

NEXT MEETING: Tuesday, Dec. 8 – Howe Branch at 6:00 pm

DRAFT

ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Albany Public Library, upon a motion made by A. Bechard, and seconded by T. Smith, it was

RESOLVED that the Board of Trustees of the Albany Public Library rescinds the following resolution, adopted on March 11, 2014:

“RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Albany Public Library overrides, for the purpose of the Albany Public Library 2015 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).”

and it is further

RESOLVED, that the Albany Public Library’s tax levy increase on the 2014-2015 school tax bills (for the Library’s 2015 budget) is no greater than the tax levy limit imposed by Municipal Law §3-c(3).

Dated: November 10, 2015



Arlene C. Way, Secretary

Vote: 7 In Favor
 0 Opposed
 0 Abstentions

ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Albany Public Library, upon a motion made by A. Calacone, and seconded by A. Bechard, it was

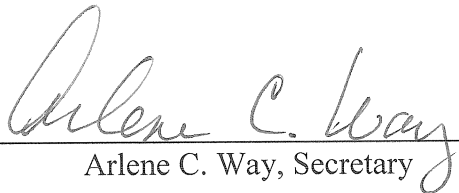
RESOLVED that the Board of Trustees of the Albany Public Library rescinds the following resolution, adopted on March 10, 2015:

“RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Albany Public Library overrides, for the purpose of the Albany Public Library 2016 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).”

and it is further

RESOLVED, that the Albany Public Library’s tax levy increase on the 2015-2016 school tax bills (for the Library’s 2016 budget) is no greater than the tax levy limit imposed by Municipal Law §3-c(3).

Dated: November 10, 2015



Arlene C. Way, Secretary

Vote: 7 In Favor
0 Opposed
0 Abstentions

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TEN MONTHS ENDED
OCTOBER 31,2015

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	AMENDED % BUDGET EXPENDED
Support and Revenue					
Tax Levy-Library Operations	6,434,764	6,434,764	536,230	5,362,300	83.33%
Tax Levy- Branch Improvement Plan	1,853,313	1,853,313		-	0.00%
Future Operations Income	-	66,305			
NYS Grants & Aid	197,000	302,000	197,212	228,618	75.70%
NYS Construction Grant	26,250	7,250		7,250	100.00%
Federal Grants & Aid	38,000	38,000		-	0.00%
Fines and Fees	170,000	147,703	14,457	125,233	84.79%
Book Sales	0	3,335	565	3,900	116.94%
Interest Income	5,000	70,000	(1,186)	61,104	87.29%
Foundation Contributions	10,000	10,000		-	0.00%
DASNY Project Reimbursement	0	-		-	
Copier Printers	45,000	1,720	-	1,720	100.00%
Miscellaneous income & Aid	0	-	1,300	26,383	
Fund Balance Used	759,732	312,768		-	
Total Support and Revenue	9,539,059	9,247,158	748,578	5,816,508	60.98%
Expenditures					
Payroll and Related costs	4,959,346	4,798,615	393,568	3,996,166	83.28%
Occupancy Costs	1,111,400	976,709	28,394	633,696	64.88%
Materials and Services	715,000	715,000	54,569	537,612	75.19%
Administration and Miscellaneous	535,000	558,521	25,928	356,501	63.83%
Automation	365,000	345,000	56,380	247,664	71.79%
Contingency	-	-	-	-	
Total Expenditures	7,685,746	7,393,845	558,839	5,771,639	78.06%
Debt Service	1,853,313	1,853,313	-	-	0.00%
Net Income (Loss)	-	-	189,739	44,869	

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE TEN MONTHS ENDED
OCTOBER 31,2015

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS					
Salaries	3,409,678	3,253,613	257,760	2,697,971	82.92%
NYS Retirement System	545,548	457,208	38,101	381,010	83.33%
Payroll Taxes	261,063	261,063	19,053	198,653	76.09%
Hospital Insurance	721,557	804,211	71,684	695,130	86.44%
Payroll processing Costs	20,000	20,000	1,510	15,422	77.11%
Unemployment Insurance	1,500	2,520	5,460	7,980	316.67%
TOTAL	4,959,346	4,798,615	393,568	3,996,166	83.28%
OCCUPANCY COSTS					
Occupancy Costs	20,000	20,000	1,600	16,000	80.00%
Heat & Electric	245,000	245,000	9,774	143,638	58.63%
Telephone	13,000	13,000	785	8,896	68.43%
Maintenance/repairs/supplies	460,000	422,208	9,526	289,320	68.53%
Security	88,400	71,016	5,733	58,241	82.01%
NYS Construction Grant	35,000	35,000	-	8,140	23.26%
Furniture/Building Improvements	250,000	170,485	976	109,461	64.21%
TOTAL	1,111,400	976,709	28,394	633,696	64.88%
MATERIALS and SERVICES					
Books,etc.	590,000	590,000	54,019	467,508	79.24%
Serials/Magazines	60,000	60,000	-	41,245	68.74%
On-line Services	65,000	65,000	550	28,859	44.40%
TOTAL	715,000	715,000	54,569	537,612	75.19%
ADMINISTRATIVE and MISC.					
Office & Library Supplies	70,000	70,000	3,060	48,986	69.98%
Postage	20,000	20,000	160	8,239	41.20%
Publicity, Printing	47,000	47,000	5,552	31,565	67.16%
Training and Travel	30,000	30,000	1,080	13,980	46.60%
Community Activities	8,000	8,000	184	3,826	47.83%
Professional Services	200,000	223,521	5,682	158,323	70.83%
Misc Grant Expense	0	-	-	-	-
Programming Activities	70,000	70,000	5,030	38,312	54.73%
Insurance	90,000	90,000	5,180	53,270	59.19%
TOTAL	535,000	558,521	25,928	356,501	63.83%
AUTOMATION					
Automation Services	240,000	240,000	23,116	163,106	67.96%
Automation Software	15,000	15,000	-	13,358	89.05%
Automation Hardware	110,000	90,000	33,264	71,200	79.11%
TOTAL	365,000	345,000	56,380	247,664	67.85%
CONTINGENCY					
	0	-	-	-	0.00%
DEBT SERVICE PAYMENT					
	1,853,313	1,853,313	-	-	0.00%
TOTAL EXPENDITURES					
	9,539,059	9,247,158	558,839	5,771,639	60.51%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Nov 12, 2015 to Dec 9, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
4785V	11/13/15	Windrush Corporation	-250.00	VOID
4824	11/18/15	First Light Fiber	5,391.28	Telephone Expense/Automation Services
4825	11/19/15	CSEA	1,917.19	Union Fees
4826	11/19/15	MetLife-TSA Contribution	1,826.00	403b
4827	11/19/15	NYS Deferred Comp Plan	746.79	NYS Def. Comp Plan
4828	11/19/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4829	11/19/15	The Travelers	1,948.00	403b
4830	11/19/15	National Grid	5,114.98	Heat, Light and Power
4833	11/23/15	National Grid	4,659.92	Heat, Light and Power
4831	12/9/15	OverDrive, Inc.	1,608.62	Central Library Materials
4832	12/9/15	Midwest Tape	923.59	Audio/Visual
4834	12/9/15	Midwest Tape	702.43	Audio/Visual
4835	12/9/15	OverDrive, Inc.	1,435.59	Central Library Materials
4836	12/9/15	Baker & Taylor	8,946.56	Books-Adult
4837	12/9/15	OverDrive, Inc.	1,586.25	Central Library Materials
4838	12/9/15	OverDrive, Inc.	2,847.75	Central Library Materials
4839	12/9/15	Midwest Tape	373.17	Audio/Visual
4840	12/9/15	Midwest Tape	2,201.04	Audio/Visual
4841	12/9/15	Midwest Tape	1,561.78	Audio/Visual
4842	12/9/15	Home Depot Credit Services	868.38	Supplies (Maintenance)
4843	12/9/15	MicroMarketing LLC	702.67	Books-Audio
4844	12/9/15	Staples Advantage	648.50	Supplies (Office)
4845	12/9/15	Accuprint	388.56	Publicity and Printing
4846	12/9/15	Admin Arsenal Corporation	89.10	Automation Software
4847	12/9/15	ADP, Inc.	1,472.49	Payroll Services
4848	12/9/15	S. Leto Companies LLC	8,156.66	Maintenance Service Contracts/Building Repair
4849	12/9/15	SYNCB/AMAZON	359.14	Insurance-Wellness
4850	12/9/15	Audio Visual Sales & Service Inc.	711.00	Automation Services
4851	12/9/15	Baker & Taylor	9,212.85	Books-Adult
4852	12/9/15	Bay State Elevator Company	379.92	Maintenance Service Contracts
4853	12/9/15	Blick Art Materials	238.74	Programming Pine Hills
4854	12/9/15	BlueShield of Northeastern New York	7,355.40	Insurance-Hospitalization
4855	12/9/15	Bobby Kendall	100.00	Programming Wash.
4856	12/9/15	Book House	67.06	Programming Delaware/Community
4857	12/9/15	Brad Rose Landscaping, Inc.	3,800.00	Maintenance Service Contracts
4858	12/9/15	CDPHP	38,810.61	Insurance-Hospitalization
4859	12/9/15	CDPHP Universal Benefits, Inc.	12,421.44	Insurance-Hospitalization
4860	12/9/15	CDW G	2,048.68	Automation Hardware
4861	12/9/15	Charles Slatterick	480.00	Contracted Services
4862	12/9/15	Chris Kobuskie	100.00	Programming Wash.
4863	12/9/15	Chris Sagaas	161.00	Travel and Staff Development
4864	12/9/15	Christina Stenson-Carey	19.65	Programming Pine Hills
4865	12/9/15	Dana Sela	45.00	Programming Pine Hills
4866	12/9/15	Darhon Rees-Rohrbacher	100.00	Programming Pine Hills
4867	12/9/15	De Lage Landen Financial Services, Inc	924.00	Contracted Services
4868	12/9/15	Delta Dental of New York, Inc.	3,573.38	Insurance-Hospitalization
4869	12/9/15	Demco	863.91	Supplies (Office/Processing)
4870	12/9/15	Douglas Goodbee	225.00	Programming Howe
4871	12/9/15	Eastern Managed Print Network	101.24	Contracted Services
4872	12/9/15	Ehrlich Co., Inc.	171.00	Maintenance Service Contracts
4873	12/9/15	Elizabeth Karp	100.00	Programming Wash.
4874	12/9/15	EMCOR Services Tri-Tech	623.34	Maintenance Service Contracts
4875	12/9/15	Federal Express	16.91	Postage
4876	12/9/15	Findaway World, LLC	5,715.41	Books-Audio
4877	12/9/15	G4S	5,322.65	Security Services
4878	12/9/15	Grainger	50.29	Supplies (Maintenance)
4879	12/9/15	Home Depot Credit Services	570.41	Supplies (Maintenance)
4880	12/9/15	Megan Haley	140.00	Programming Pine Hills

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Nov 12, 2015 to Dec 9, 2015

Check #	Date	Payee	Amount	Description
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Filter Criteria includes: Report order is by Date.

4881	12/9/15	James Davies	135.00	Travel and Staff Development
4882	12/9/15	Janway Company USA, Inc.	1,266.55	Programming Community
4883	12/9/15	Julia Pinto-Martin	119.86	Programming Pine Hills
4884	12/9/15	Laura Hagan	75.00	Programming Bach
4885	12/9/15	MAILFINANCE	119.95	Postage
4886	12/9/15	Main Bros Oil Company	351.31	Van Operation
4887	12/9/15	Mary Beth Earley	75.05	Programming YS
4888	12/9/15	MicroMarketing LLC	61.53	Books-Audio
4889	12/9/15	Midwest Tape	601.23	Audio/Visual
4890	12/9/15	OverDrive, Inc.	570.12	Central Library Materials
4891	12/9/15	P & J Computers, Inc.	36,265.16	Automation Hardware
4892	12/9/15	Progressive Business Publications	299.00	Periodicals
4893	12/9/15	Richard Waugh	730.83	Insurance-Medicare Reimb.
4894	12/9/15	Ryan Stewart	100.00	Programming Wash.
4895	12/9/15	Sarah Clark	135.00	Travel and Staff Development
4896	12/9/15	Sarah Stanwicks	217.00	Travel and Staff Development
4897	12/9/15	Scott Jarzombek	272.50	Travel and Staff Development
4898	12/9/15	Staples Advantage	140.34	Supplies (Office)
4899	12/9/15	Televend Services, Inc.	2,061.85	Fines and Fees
4900	12/9/15	The Albany YMCA	1,600.00	Rent- North Albany
4901	12/9/15	Tor Loney	220.70	Travel and Staff Development
4902	12/9/15	UniFirst Corporation	80.40	Maintenance Service Contracts
4903	12/9/15	UPS	2.40	Postage
4904	12/9/15	Verizon Wireless	475.09	Automation Services
4905	12/9/15	W.B.Mason Co., Inc.	938.56	Supplies (Maintenance)
4906	12/9/15	William K. Sanford Town Library	19.95	Fines and Fees
4907	12/9/15	William Takach	32.27	Programming AH
4908	12/9/15	Wolberg Electrical Supply Company	703.33	Building Repair/Maintenance
4909	12/9/15	WORLD BOOK, INC.	4,495.00	Books-Adult
4910	12/3/15	CSEA	1,869.32	Union Fees
4911	12/3/15	MetLife-TSA Contribution	1,726.00	403b
4912	12/3/15	NYS Deferred Comp Plan	724.46	NYS Def. Comp Plan
4913	12/3/15	Pearl Carroll & Associates LLC	9.00	Short Term Disability
4914	12/3/15	The Travelers	1,948.00	403b
4915	12/9/15	Chinasa Seyse	143.27	Programming Howe
4916	12/9/15	Lisa Neuman	77.95	Programming Delaware
Total			209,347.31	

**BOARD OF TRUSTEES
POLICIES AND GOVERNANCE COMMITTEE**

DATE: November 30, 2015, convened 6:03 PM, adjourned 7:00 PM.

PRESENT: Donna Dixon, chairperson; Tim Smith, VP BOT; Mike Neppel, trustee; Scott Jarzombek, executive director; Melanie Metzger, assistant director; Robert Schofield, counsel.

Public: No members of the public were present.

TOPIC	DISCUSSION	ACTION
1. Draft Policy Review	<p>Ms. Metzger presented drafts and existing policies for the following for review by the committee:</p> <ul style="list-style-type: none"> • Work Schedule, Flex Time, and Overtime/Compensatory Time Policy for Administrative Staff • Fund Balance Policy 	<ul style="list-style-type: none"> • The Work Schedule Policy is recommended for continuation as is. • The Fund Balance Policy is to be reviewed by our auditors as to any changes in GASB rules. Assuming there are none, it is recommended for continuation as is with the agreement of the Finance Committee.
2. Closing Procedures	Ms. Metzger presented the Closing Procedures effective February 1, 2014, for the Washington Avenue Branch for discussion only.	<ul style="list-style-type: none"> • No action needed, other than administration reinforcing the procedures as needed with closing staff.
3. Emergency Action Plan	Ms. Metzger presented a sample of the Emergency Action Plans that have been developed for each branch.	<ul style="list-style-type: none"> • No action needed; it was recommended that the Facilities Manager be listed first on the call list rather than the ED, as the ED would



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		like to have an assessment from the FM when he is called.
4. Meeting Room Requests and Policy.	Ms. Metzger presented the existing policy for discussion.	<ul style="list-style-type: none">• There have been some instances where non-profit community groups have had trouble reserving meeting space due to for-profits reserving space by attesting that they meet the criteria. Library leadership is considering an application process for each group requesting space for the first time, to more thoroughly review requests to ensure that the groups abide by the regulations already set forth in the policy. The P&G committee will review a draft application when it is ready.
5. Old Business	Two items referred to other groups require follow-up, and a P&G item requires more action.	<ul style="list-style-type: none">• The Foundation is reviewing the donations/plaques issue.• The Finance Committee is reviewing the Investment Policy.• The Service to Children Policy discussion will continue once responses to the letter sent to local college presidents are received.

**Respectfully submitted,
Donna Dixon**

EXECUTIVE SUMMARY



Families had a great time creating turkey decorations using potatoes, feathers, beads, and pipe cleaners at the Delaware Branch. We got some terrific instruction from the Tang Teaching Museum, too. What fun Thanksgiving centerpieces!

November is traditionally a very busy month for administration. APL and CSEA have signed an MOA for a one-year contract extension, which still needs to be ratified by the Board. This agreement will give the library a year for contract negotiations and learn more about the impact of the Affordable Health Care Act moving into the future. The library has become involved in conversations about the future of PEG, including the possibility of the library taking over administration of the public access television station.

The library received a letter of condemnation from the city on the Clinton Street property and we are now waiting on approval from the Department of Labor. We have already started some work on the parking lot to expand parking at the John A. Howe Branch and allow for a dumpster. We have also begun working on the periodical section of Washington Ave., a project that will provide natural light via two new windows, a first floor work room for staff,

and expanded seating for the public.

The organization has started the process for new hiring a new IT manager. Marcia Middleton will be retiring Dec. 18 after 30 years with the library. We are grateful for Ms. Middleton's hard work and years of service. The library had its annual staff development day on Nov. 14 with 81 employees participating in the day-long training. This is the last time staff development day will be held November, as it has been moved to April to have less of an impact on the service schedule.

In response to the user survey that was done in March we have made some changes to the way we handle new and popular books. All new books are now loaned out for 14 days. While first copies of new books will be available to UHLS patrons, all additional copies can only be requested by APL patrons. We are also moving toward a more centralized system for ordering bestselling and popular books. Our tablet/MiFi program was successfully launched and was covered by an article in the TU.

Library Support: The second annual Literary Legends Gala was a huge success. While not all of the money has been received, we have surpassed \$25,000. The Foundation is already planning next year's event and its winter appeal. The Foundation's biannual art show had its fall opening, and it was well received. Members of the Friends attended a regional gathering of Library Friends hosted by the upper Hudson Library System. The Friends have also voted to gift the library \$5,000 for upgrades to the Washington Ave. Branch's shelving.

Scheduling Change Report: At the December 2013 meeting, the board voted for the library to be open on the day after Thanksgiving. This was the first time all locations would be open after the holiday since 2007. During the discussion administration was tasked to report library usage on this day, as the decision for closing was originally based on lack of use by patrons. However, no statistical evidence could be found to back the claim.

We still aren't confident in the accuracy of the circulation numbers since the migration to the new ILS, so we selected library visits as our metric. Nov. 27 (the day after Thanksgiving) saw 2,125 visits to the library. We can compare that to the average visits on the other Fridays (2,125/2,648) and the daily median visits in the month of November

(2,125/2,927). There were five days in November that saw fewer visits than “Black Friday.” While we are unsure of the data from SIERRA, we did some analysis of the circulation. Average circulation for Fridays, as reported by the ILS, were 1,974 items per day. Circulation on Nov. 27 surpassed that with 2,023 items.

As expected, usage did decline the day after the holiday. However, the decrease in visits does not indicate under usage. Conservative estimates would show that over 1,000 to 1,500 citizens were served by the library. The amount of traffic was a surprise to the administration. It is important to keep in mind the public often takes a year or two to develop usage patterns around scheduling changes. We feel that, from a statistical standpoint, keeping the library open on the day after Thanksgiving was warranted. From a service point of view, it was the right decision to make.

DIRECTOR’S CALENDAR

11/4—University Club

11/6—UHLS: DA

11/6—City Hall: PEG

11/10—Capital City Mission: Code Blue Event

11/11—Saile Group: Executive Coaching

11/12—City Hall: Broad Band Committee

11/12—City Hall: PEG

11/13—Continuing Education: “Our Data Isn’t Doing Us

Justice! A Provocative Conversation on Meaningful

Assessment in Libraries” with James P. Honan

11/17—Schuyler Mansion Outreach

11/18—Armory

11/19—Saint Rose Media Department

11/20—CDLC Annual Meeting

11/20—Denise McCoy Legacy Award

11/23—Albany Promise Stakeholders meeting

11/24—Saile Group: Executive Coaching

11/24—City Hall: Albany Civil Service

11/30—UHLS: DA Statistics ADHOC Committee

**Trustees must request a physical copy of the board packet for the meeting by 2 pm on Monday, Dec. 7.*

DEPARTMENT REPORTS

Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	24913	-4.8%	1
Door Count	28083	-8.1%	1
Computer Use	4025	-9.3%	1
WiFi	20001	+22.1%	1
Program Attend.	985	+99.8%	1
Meeting Room Usage	75	+120.6%	1

Adult Services

- Eight Android tablets are now available for checkout for two weeks at the Washington Avenue circulation desk.
- Clerks have been busy transitioning new fiction from a 7-day to a 14-day loan period in response to patron requests for longer loan periods for new fiction titles. We will monitor how this impacts circulation statistics as well as circulation workflow.
- The Albany Made Digital Skills Lab opened this month, allowing library staff to help customers one-on-one with job searching, resume creating, and computer use skills. This is a revamped version of the services we previously provided as a part of the ARRA grant and staffed with volunteers and students. Internal analysis of the program allowed us to reformat and provide it again as a library program staffed by library personnel, which will improve our ability to analyze the program and consistently offer programming.

Youth Services

- Early Literacy Outreach staff did a story time and read aloud info session for teen moms and their children at Albany Medical Center on Nov. 4. This presentation helped kick off the first of 4 “Strong Mom” sessions held by AMC’s Story Time Stars group.
- Minecraft Fan Fiction Writing Workshop attracted 19 kids who learned to write Minecraft-themed stories with tips from published author Mark Cheverton. Young writers took home Minecraft notebooks with their own stories inside.
- At the 1st Saturday for Families “Family Sing-A-Long” on Nov. 7, 31 participants sang along with library staffers (on guitar and ukulele), and went home with custom-made songbooks.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	4031	-27.7%	6
Door Count	4790	+13.1%	6
Computer Use	1080	-17.7%	5
WiFi	2670	+5.0%	6
Program Attend.	65	+30%	7
Meeting Room Usage	5	+25%	Tie 5

Adult Services

- A new full-time library assistant was hired at the branch. Community outreach and education will be a focus for the new hire.
- The Adult Basic Education Class offered at this branch by BOCES has had consistent attendance this month. A number of library patrons also, while visiting the branch, inquired about the class.
- This branch offered a program on how to make baskets out of recycled paper.

Youth Services

- Thanks to APL's VISTA Fellow, tutoring is beginning to take shape at Arbor Hill/West Hill. There are currently two UAlbany students who will be volunteering scheduled time to help neighborhood youth with homework.
- The branch continues to offer youth an end-of-the-week game time on alternating Fridays to play on the Wii U gaming system.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	7495	-10.7%	3
Door Count	5867	+2.6%	5
Computer Use	897	-15.0%	6
WiFi	3224	+14.5%	5
Program Attend.	625	+7.2%	4
Meeting Room Usage	5	-37.5%	Tie 5

Adult Services

- Poulin Project books, highlighting small presses and NY authors, on display and available for borrowing.
- The new Knitting and Stitching group asked for a second meeting time each month.
- Working with volunteer coordinator to continue Bach’s computer skills classes. Our present instructor has agreed to teach another series starting in January 2016. We are also working to set up a drop-in class for electronic devices help.

Youth Services

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	14977	0%	2
Door Count	10059	+4.7%	2
Computer Use	2010	+10.0%	2
WiFi	6428	+25.1%	2
Program Attend.	693	+45.3%	3
Meeting Room Usage	14	0%	3

Adult Services

- New adult fiction will now circulate for 14 days.
- Art Exhibition opened Nov. 6 with a well-attended reception. The exhibition runs through March 26.
- Classes continue to be popular, with art and Pilates well attended in November.

Youth Services

- Charlie Brown Thanksgiving program saw 30 kids enjoying a screening of the TV special, cinnamon toast, popcorn and ping pong.

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	6987	-11.7%	4
Door Count	6663	+11.4%	3
Computer Use	1265	-11.4%	3
WiFi	3861	+46.9%	4
Program Attend.	240	-28.8%	5
Meeting Room Usage	16	+45.5%	2

Adult Services

Youth Services

- A significant weeding of the young adult fiction collection was accomplished this month. Next we plan to work on the DVDs and adult fiction.
- We participated in ALA's International Game Day on Nov. 21 and the meeting room was filled with 40 people playing quick and easy games like Candy Land, Connect Four and Uno and more challenging games such Battle Sheep.

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	4955	-25.9%	5
Door Count	6498	-7.9%	4
Computer Use	1204	-21.3%	4
WiFi	4173	-20.3%	3
Program Attend.	922	+393.0%	2
Meeting Room Usage	10	-16.7%	4

Adult Services

- Howe is being used as a document repository for the Gansevoort/Franklin Street ERP Site (Site #B00055). Electronic copies are available for interested parties.

Youth Services

- Youth FX filmmaking workshop for teens is a smash hit with 13 kids participating.
- Howe Branch is partnering with the Basketball and Books program at Giffen Elementary School. Once a month the branch librarian will present a story time and craft for program participants grades K – 3.
- All the kids at Howe are grateful for the purchase of the new 48” flat screen TV that is used to play games.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2559	+13.4%	7
Door Count	3245	+6.1%	7
Computer Use	422	-36.0%	7
WiFi	1555	+2.1	7
Program Attend.	159	+169.5%	6
Meeting Room Usage	n/a	n/a	n/a

Adult Services

- Self-serve holds have been introduced at the branch.

Youth Services

- North Albany hosted a Ready to Read initiative program with the Raising a Reader and Black Child Development Institute on Nov. 19. Six families were given a library introduction and tour, and five children signed up for their first MyCards and checked out items.
- A Family Bingo Night was held on Nov. 4. Families who were able to get BINGO! won gift baskets of goodies and gift cards.

OPERATIONS

AUTOMATION

	Number	YTD Change
Help Desk Tickets		

- Resolved Aruba wireless system controller issues and updated firmware and operating system
- Updated AirWave software to current release (wireless system reporting tool)
- Worked on setting up newer LG G-Tab tablets replacing the Samsung tablets and created/ updated documentation for tablet loaning program
- Consultation with networking consultant to resolve server downtime and web site security issues, and worked with Overit on website maintenance
- Started transition process with Automation Services staff

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	104 for 452.5 hours	

- Tabled at the annual Latino Youth Conference and the annual IGNITE volunteer event
- Participated in the ASH family literacy event
- Seeking a grant opportunity with CMOST for spring/summer program funding

COLLECTION MANAGEMENT

- Tablet computers were cataloged and processed for circulation.
- Presented two sessions at Staff Development Day, offering Sierra tips on ordering, entering magazines, and finding help, as well as some insights into Dewey.
- In order to increase borrowing, the leadership team has decided to change the loan period for all new adult fiction to 14 day loan. Staff at the branches will be instructed to re-sticker these books as soon as possible, or when they are checked in.

FACILITIES

	Number	YTD Change	Rank
Work Orders			
<ul style="list-style-type: none">• Parking lot at Howe has been extended by two spaces.• Water and sewer at 36 Clinton Street have been disconnected. We are awaiting National Grid to remove gas line.• The installation of two new windows at Washington Avenue has begun. They will add natural lighting to the periodical space. We have also begun to enlarge the periodical section to make it a more relaxing and larger seating space.			

FINANCE

- Issued bond payment in the amount of \$1,853,313 and NYS Retirement payment in the amount of \$457,208.
- Held conference call with DASNY and executive director to review status of reimbursable projects.
- Worked with HR to finalize 2016 Healthcare for staff and retirees. Staff healthcare costs will be flat in 2016. By switching the retiree healthcare within CDPHP, with minimal copay increases for retirees, APL will lower retiree healthcare costs by 26.89%.
- Developed 2016 salary charts by position title that reflects 1% raise and step increases.

HUMAN RESOURCES

	Number	YTD Change	
Hires			
Resignation			
Transfers			
Write Ups			
Training	82 staff / 487 hours	-20.4% / -36%	

- Began recruitment for Public Information Specialist and Information Technology Manager
- Open Enrollment with CDPHP with plan year to begin on Dec 1, 2015 – November 30, 2016
- Continued open enrollment for MSFA and DCAP through December 10, 2015
- Change from BS to CDPHP Medicare Advantage Retiree Plan (Savings of 27% from 2015)
- Continue to work with ADP to be in compliance with the Affordable Care Act for 2016
- Agreement to extend current contract with 1% raise and continue CDPHP High Deductible Insurance with 100% reimbursement from APL.
- Annual Staff Development Day held Nov. 12
- Completed annual evaluation of staff

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	34,599	-21%	
Facebook Likes	2,257	+25%	

Twitter Followers	2,124	+23%	
Instagram Followers	1,380	+135%	
Online Contacts	45	NA	
Press Releases	2	-1	

- Media (traditional/online) covered Literary Legends event and tablet lending program
- Completed Jan/Feb program guide for distribution week of Dec. 21
- Started distributing eNotes weekly (every Monday) on Nov. 23
- Notable social media engagements: Facebook – tablet lending, Women Who Rock program, public information specialist job announcement; Instagram – tablet lending, Literary Legends “live” event coverage, art exhibition, Thanksgiving programming photos

PATRON CULTURE

	Number	YTD Change	Rank
Incidents	15	-37.5%	
Positive Comments	3	-57%	
Neutral Comments	5	-88.4%	
Negative Comments	0	-100%	



Implementation and Status of ED Performance Goals

Updated: **December of 2015**

Develop a comprehensive plan for fund raising and provide regular updates to the Board on Foundation activity			
Foundation	Planned	Implemented	Completed
• Help with the planning of key Foundation events.	6/14	6/14	Ongoing
• Include a Foundation update in the monthly director's report.	6/15	7/15	Ongoing
• Include Foundation leadership in organizational meetings and conversations.	11/14	11/14	Ongoing
Friends	Planned	Implemented	Completed
• Reengage the Friends to do additional fundraising.	7/14	8/14	Ongoing
• Include a Friends update in the monthly director's report.	6/15	7/15	Ongoing
• Include Foundation leadership in organizational meetings and conversations.	11/14	11/14	Ongoing
Grants	Planned	Implemented	Completed
• 2015 Bullet Aid	5/15	5/15	6/15
• SPARKS Grant	2/15	2/15	8/15 NA
• 2015 DLD Grant	7/15	9/15	9/15
• 2015 Best Buy Grant	6/15	9/15	9/15
Outside Revenue Sources	Planned	Implemented	Completed
• CDTA bus pass program	8/14		

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
• Work with HR Dept. to identify outside agency for staff survey	9/14	9/14	9/14
• Create staff survey to be distributed to staff	11/14	11/14	9/14
• Distribute survey	12/14	1/15	2/15
• Analyze data	12/14	3/15	3/15
• Decision on how often survey will be done	12/14	3/15	5/15
• Identify organizational changes to address concerns of survey.	4/15	4/15	5/15
• Implement changes to address concern of survey	5/15	6/15	Ongoing
Report to Board turnover rates and key staff changes:	Planned	Implemented	Completed
• 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
• Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey.	2/15	5/15	Ongoing

Complete an assessment of staff diversity and implement a plan to fill gaps.			
Develop Staff Census	Planned	Implemented	Completed
• Create staff census	8/14	9/14	Ongoing
• HR work with EOM to accurately report staff ethnicity	9/14	9/14	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. Creation of the Customer Service Clerk 	7/14	1/15	Ongoing
	6/14	6/15	Ongoing
	4/15		
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	Ongoing
CDTA	Planned	Implemented	Completed
<ul style="list-style-type: none"> Universal access program for library employees 	9/14	9/15	12/15

Execute the Strategic Plan while developing a strong process to measure outcomes.			
Director's Report	Planned	Implemented	Completed
<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 	6/14	8/14	Ongoing
	8/14	10/14	Ongoing
Reorganization	Planned	Implemented	Completed
<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 	8/14	8/14	8/14
	9/14	9/14	9/14
Creation of Library Dashboard	Planned	Implemented	Completed
Metrics identified and recorded	8/15	9/15	Ongoing
Tool for reporting measurements	7/15		
Creation of Customer Service Survey			
First survey	2/15	3/15	3/15
Second survey	12/15		

Develop and implement a Quality Management Program to include a process for evaluating and improving process efficiency.			
Budget	Planned	Implemented	Completed
<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 	12/14	12/14	12/14
	12/14	1/15	Ongoing
	12/14	12/14	Ongoing

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

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

*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 12/1/15

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	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				Sept. 2015	Sept. 2017	Safety Cmt.
Emergency Action Plan for Each Building		X	X		Dec.2015	Dec. 2015	P&G Reviewed
Employee Safety	X		X		Mar. 2015	Mar. 2017	Safety Cmt.
Workplace Violence Prevention and Incident Reporting	X		X		May 2015	May 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	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.
Washington Library Closing		X	X		Dec. 2015	Dec. 2016	Public Serv. Cmt. – P&G Reviewed
Fine Limit		X	X		May 2015	May 2017	Pub. Serv.
Library Card Registration		X					Public Serv. Cmt. – On hold 2016
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv.
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. – Discussing Registration Form
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		May 2015	May 2017	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2014	Oct. 2016	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		June 2015	June 2017	HR
Confidentiality of Records	X		X		May 2015	May 2017	Web Devel. Cmt.
Service to Children	X		X		June 2015	August 2015	Board Vote and Comm. Discussion
Group Visit Policy	X		X		June 2015	July 2017	Youth Services
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 /Reviewed	Date for Review	Comments
INTERNAL							
Comp Time and Flex Policy for Admin Staff	X		X		Dec. 2015	Dec. 2017	HR
Travel Reimbursement (policy and form)	X		X		May 2015	May 2017	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2014	Dec. 2016	Admin
Purchasing	X		X		May 2015	May 2017	Finance Office
Whistle Blower	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Conflict of Interest	X		X		Nov. 2014	Nov. 2016	Admin – P&G
Investment	X		X		Oct. 2009	May 2015	Legal – Finance (need to review)
EEO / Anti-Discrimination / Anti-Harassment	X		X		June 2015	June 2017	HR
Unrepresented Employee Evaluation	X		X		June 2015	June 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 2014	Feb. 2016	Board
Fund Balance	X		X		Dec. 2015	Dec. 2017	Board
Reserve Fund	X		X		Nov. 2014	Nov. 2016	Board Finance

Board Member Expectations		X	X				Board
Board Code of Conduct	X		X				Board
Dissemination of Library Information	X		X		June 2015	June 2017	Board
Evaluation of Board of Trustees Operational Procedures		X	X		June 2015	June 2017	Board
Community Relations Goals		X	X		June 2015	June 2017	Board
Evaluation of the Executive Director	X		X		June 2015	June 2017	Board

Work Schedule, Flex Time, and Overtime / Compensatory Time Policy for Administrative Staff

PURPOSE:

It is generally expected that administrative staff can complete their work in a normal (37.5 hour) work week. However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required.

POLICY:

Work Schedule

The administration department—which includes the offices of assistant director, business, finance, human resources, public information, and facilities—operates between the hours of 8:30 a.m. and 6 p.m., Monday through Friday. All administrative staff members will work a set eight hour shift each day within these hours, which shall include a 30 minute unpaid lunch. Each employee's schedule will be approved by his/her supervisor and posted to the entire administrative team.

Flex Time

Under special and/or unusual circumstances, employees may request a temporary adjustment of their normal work schedule, referred to as a flex schedule, from their supervisor. Also, exempt employees are encouraged to take advantage of flex time scheduling within a pay period to minimize excessively long hours, for example, when the employee is required to work in the evening to attend a Board meeting or library event. Any request for flex time must be approved in writing via email. Supervisors must notify the executive director in writing via email of any flex schedule approved.

Overtime / Compensatory Time

It is generally expected that administrative staff can complete their work in a normal (37.5 hour) work week. However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required. When required to work beyond their normal 37.5 hour schedule, non-exempt employees will be paid at their normal hourly rate until they have worked 40 hours, and then at a time-and-a-half rate for each hour worked thereafter.

Compensatory time is paid time off granted to an **exempt** employee who has done unusual and significant work outside of the expected work schedule, for example, when an employee is required to present at multiple community meetings during the Library's budget cycle. Exempt employees are strongly encouraged to take advantage of flex time scheduling within a pay period to minimize excessively long hours, however, when that is not possible, exempt employees may earn compensatory time, upon the approval of the Executive Director, for time they are required to work beyond 37.5 hours. Compensatory time shall be earned in 30-minute increments and may be take in 30-minute increments subject to mutual agreement between the employee and his/her immediate supervisor. A maximum of 30 hours compensatory time may be accrued annually. Compensatory time may not be carried over from year to year.

Library policies are posted on the Albany Public Library web site (www.albanypubliclibrary.org) and are available upon request. Requests should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

PROCEDURE:

As stated above

RESPONSIBILITY:

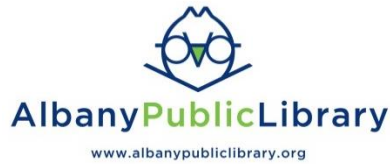
It is the responsibility of the Administrative Staff to ensure compliance with this policy.

APPROVED:

October 8, 2013 – Reviewed December 2015

REVIEW DATE:

December 2017



Fund Balance Policy

Need for this Policy:

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 in February 2009, incorporating changes in the reporting requirements for fund balances on the balance sheets of Governmental Funds. Statement No. 54 requires the use of five new classifications: non-spendable, restricted, committed, assigned and unassigned. The objective of Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions. Statement No. 54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The Albany Public Library accounting advisors recommended adoption of a fund balance policy in annual reports of 2011 and 2012. Fund Balance is the measurement of available resources and represents the difference between total assets and total liabilities.

History:

The GASB in their Statement No. 1, Governmental Accounting and Financial Reporting Principles, paragraphs 118–121, initially established the fund balance classifications for governmental funds and issued said statement in July 1984. Statement No. 34, Basic Financial Statements for State and Local Governments, was further issued in June 1999 and retained these classification requirements. After implementation of Statement No. 34, GASB research found considerable differences in how governments interpret and apply the standards for fund balance reporting resulting in Statement No. 54.

Definitions:

Definitions and examples of the five classifications within the Fund Balance are:

1. Non-spendable: The amounts that cannot be spent because they are in a non-spendable form. An example is prepaid insurance.
2. Restricted: The amounts subject to externally enforceable legal purpose restrictions imposed by certain creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. The Albany Public Library (APL) Board of Trustees (the Board) does not intend to use this Restricted category. However, the Board will continue to carry the Restricted category for use if and when needed.
3. Committed (Unrestricted) – The amounts constrained to specific purposes by a government itself using its highest level decision making authority (the Board). Amounts assigned to this category, such as Capital, Debt, Repair and other Reserves, will be assigned via Board passage of an annual budget

that includes such reserves, if needed. In order to add or remove a constraint on Committed (Unrestricted) funds the Board must take formal action before the end of the fiscal year.

4. Assigned (Unrestricted) – The amounts that are subject to a purpose constraint that represents an intended use established by the government’s highest level decision making authority (the Board), or by the Board’s designated body or official (generally the Executive Director). The purpose of the assignment must be narrower than the purpose of the general fund. In funds other than the general fund, assigned fund balance will be the residual amount of fund balance.
5. Unassigned (Unrestricted) - All balances remaining after considering the other four categories for the general fund and could result in a surplus or a deficit. Use is least constrained in this category.

Assignment of Fund Balances by APL Board of Trustees:

The Board of Trustees has the authority to set up a fund balance by a formal action of the Board. Amendments or modifications to the fund balance must be approved by formal action of the Board of Trustees. Fund balances do not lapse at year end. The formal action required to restrict or commit fund balances shall be by board resolution or majority vote.

Library policies are posted on the Albany Public Library web site (www.albanypubliclibrary.org) and are available upon request. Requests should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

Adopted: October 8, 2013

BOARD OF TRUSTEES MEETING EVALUATION

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The board packet contained useful information in a form that helped trustees understand the issues.	3	2			
2. All trustees came to the meeting fully prepared.	1	4	1		
3. The agenda focused on important issues.	3	3			
4. Trustees had ample opportunity to ask questions and express their opinions.	4	1	1		
5. The board meeting was efficient and effective.	3	3			

6. What did you like best about the meeting?

- **All board members are given a voice**
- **Both comprehensive and efficient**
- **Professionalism of staff**
- **Preparation for meetings**
- **Having a presentation from the community (CDTA)**
- **Efficient and cordial**

7. What did you like least about the meeting?

- **6PM start time**
- **I would enjoy some water**
- **Having time limits**
- **We had to begin without a quorum due to tardiness. Fine, since we had non-actionable items to begin with, but if we had not, it would have been frustrating.**

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

- **None**
- **Nothing at this time**
- **None at this time, thank you.**

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is entered into by and between the ALBANY PUBLIC LIBRARY ("Library") and CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000 AFSCME, AFL-CIO ("CSEA") for the period of January 1, 2016 through November 30, 2016 and continues all terms and conditions of employment contained in the Agreement between the Library and CSEA, dated January 1, 2012 through December 31, 2015, except as expressly amended or modified herein.

1. ARTICLE 21 – WAGES AND CLASSIFICATIONS

Section 2 - SALARY TABLES *is amended as follows:*

B. The salary tables reflect the following increases:

~~Effective January 1, 2011 a 2.75% increase.~~

~~Effective with the first paycheck in January 2012 a 2.0% increase.~~

~~Effective with the first paycheck in January 2013 a 1.75% increase.~~

~~Effective with the first paycheck in January 2014 a 1.75% increase.~~

~~Effective with the first paycheck in January 2015 a 2.0% increase.~~

Effective with the first paycheck in January 2016 a 1.0% increase.

APPENDIX C is deleted and replaced with a salary table consistent with the above increase.

2. ARTICLE 25 – TERMINATION, MODIFICATION & SIGNATURES *is amended as follows:*

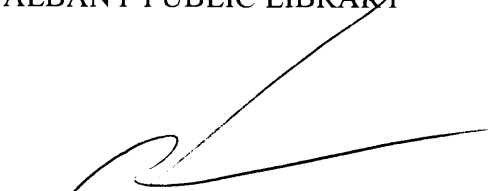
This Agreement shall be in full force and effect from January 1, ~~2012~~2016 through ~~December 31, 2015~~November 30, 2016, and from year to year thereafter unless written notice of desire to change or modify the agreement is served by either party upon the other by mail at least 180 days prior to the date of expiration or any subsequent annual date of expiration.

3. Prior to its taking effect, this Memorandum of Agreement is subject to ratification by CSEA and approval by the Albany Public Library's Board of Trustees.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed by their authorized representative.

[SIGNATURE PAGE FOLLOWS]

ALBANY PUBLIC LIBRARY

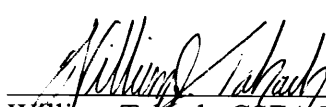


Scott Jarzombek, Executive Director

Dated

11/15/15

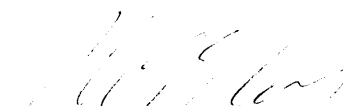
CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC., LOCAL 1000
AFSCME, AFL-CIO



William Takach, CSEA Unit President

Dated

11/13/15



Charles Barley, Labor Relations Specialist

Dated

11/13/15

APL Board of Trustees 2016 Meeting Schedule

All meetings are held on Tuesday evenings at 6 pm, unless otherwise noted.

DATE	LIBRARY BRANCH
January 12	Washington Avenue Branch
February 9	Bach Branch
March 8	North Albany Branch
April 12	Delaware Branch
May 10	Pine Hills Branch
June 14	Arbor Hill/West Hill Branch
July 12	Howe Branch
August 9	Bach Branch
September 13	Washington Avenue Branch
October 11	Pine Hills Branch
November 8	Delaware Branch
December 13	Arbor Hill/West Hill Branch