

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
February 9, 2016
Bach 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 6:07 pm

Treasurer's Report and Check Register – 6:07 to 6:10 pm

Committee Reports

- Finance Committee – 6:10 to 6:15 pm
- Nomination Committee – 6:15 to 6:20 pm

UHLS Report – 6:20 to 6:23 pm

Director's Report – 6:23 to 6:30 pm

Review Policies and Procedures Grid – 6:30 to 6:32 pm

New Business

- Nomination to Fill Vacant Trustee Seat – Discussion/Action – 6:32 to 6:42 pm
- Proposed 2017 Budget – Discussion – 6:42 to 6:52 pm
- 2016 Budget Modifications – Discussion/Action – 6:52 to 6:57 pm
- Board Retreat Planning – Discussion – 6:57 to 7:02 pm

Old Business

- Quarterly Board Meeting Evaluation – Discussion – 7:02 to 7:10 pm

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

Executive Session (if necessary)

Adjournment – 7:15 pm

Next Meeting – March 8 at North Albany Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library January 12, 2016 Washington Ave. Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Timothy Smith (vice president), Arlene Way (secretary), Donna Dixon, Alison Calacone, Michael Neppi

LATE ARRIVAL: Andrew Bechard (vice president for finance) (6:04 pm), Elissa Kane (6:15 pm)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Chris Sagaas (head of branches for Washington Ave., Arbor Hill/West Hill), Robert Schofield (counsel)

CALL TO ORDER: The meeting was called to order by Piché at 6:01 pm.

ADOPTION OF AGENDA: Dixon made a motion, seconded by Way, to adopt the proposed agenda. The motion was approved unanimously.

PUBLIC COMMENT: Nancy Benedict of Delmar said she was representing Citizens for Public Transportation. Her comments were about the difficulty STAR bus riders have when waiting for the bus to pick them up after the Washington Ave. Branch has closed for the night.

MINUTES: Amendments to the Dec. 8, 2015, board meeting minutes were requested by Piché. Calacone made a motion, seconded by Smith, to approve the amended minutes. The motion was approved by a vote of 6-0-1, with Bechard abstaining.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Nov. 30, 2015) will be filed. The updated check register (covering Dec. 10 through Jan. 13, 2016) was reviewed by the trustees. Bechard made a motion, seconded by Dixon, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

Finance Committee: A report from the last committee meeting was handed out and reviewed. The board discussed the audit process, with the committee recommending that its members attend the exit interview with the external auditors to gain more oversight. Piché also raised the possibility of the board conducting a mid-year internal audit. Schofield said another option, like quarterly audit statements with deviations, might be a better fit. Action item: Schofield will share information with the Finance Committee for consideration.

The committee also suggested the board treasurer attend several board meetings, specifically the ones during which certain finance functions are discussed. Action item:

Administration will invite treasurer to attend the board meetings identified by the Finance Committee.

The board discussed internal controls that are in place, and others that may need to be added. The administration is looking at models used by other libraries. Action item: Finance Committee will work with administration to develop an internal control plan to share with the rest of the board.

UHLS REPORT: The board's UHLS representative is on vacation out of state for the next several months, so there is no report. Trustees that wish to attend the UHLS meetings during this time should contact Jarzombek.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He also fielded questions about the new community engagement officer positions, circulation statistics, and the CDTA universal access program.

POLICY & PROCEDURES GRID: There was no Policy and Governance Committee meeting in the past month, and the next policy review is set for April.

OLD BUSINESS:

Update on Search for Temporary Trustee: The Nominating Committee will interview three candidates and share its recommendation with the full board at the February meeting.

Quarterly Update on Strategic Plan: Metzger reviewed a brief report on strategic plan progress. She noted that the current plan concludes at the end of the year, so it is time to start preparing the next strategic plan.

NEW BUSINESS:

OSC Audit Report: The NYS Office of the Comptroller did a full audit of the library (on site September 2014 through January 2015). The only issue found was with time reporting. As a corrective action, the administration instituted When to Work, a time and attendance tracking and reporting program, that provides a backup and corroboration of time reported in the ADP payroll system. This issue was brought to the library's attention while the auditors were still on site, and the corrective action was implemented within just a few weeks. Schofield noted that this is one of the cleanest library audits he's seen, and credited the good audit report to the library's policies and procedures and responsiveness of the staff to the auditors.

As part of the audit process, the board reviewed the audit report and crafted a written response back to OSC. Bechard made a motion, seconded by Dixon, to approve the audit report, with minor copy edits. The motion was approved unanimously. The corrections will be made and the audit response will be forwarded to OSC.

DASNY Project Management Agreement Amendment: In order to finalize the scope of work and payment for the last items in the Branch Improvement Plan project, an

amendment to the project management agreement with the Dormitory Authority of the State of New York is required. Kane made a motion, seconded by Calacone, to approve the amendment. The motion was approved unanimously.

On a related note, Bechard raised the issue of OSHA training workshops, one of which the library held several years ago with the assistance of DASNY. Bechard would like to see the library continue its relationship with DASNY to provide more of these workshops. Action item: Jarzombek will discuss the possibility with DASNY.

PUBLIC COMMENT: Dennis Karius of Guilderland asked about the status of the public access television station that is house in the basement of the Washington Ave. Branch. Jarzombek noted that the library simply provides space for the studio, which is governed by the city of Albany. He also said the library would share Karius' comments with the board that oversees the studio.

Brian Levine of Central Ave. thanked the board for adding Sunday hours at the Bach Branch. He also noted that there is new legislation that requires a revised petition form, such as those used for people running for library trustee, be implemented this year.

ADJOURNMENT: Smith made a motion, seconded by Kane, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:53 pm.

NEXT MEETING: Tuesday, Feb. 9 – Bach Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

WHEREAS, the Library is party to a certain Project Management Agreement (the "PMA") with the Dormitory Authority of the State of New York ("DASNY"), pursuant to which DASNY has provided project management and construction services to the Library in connection with the Library's Branch Improvement Project; and

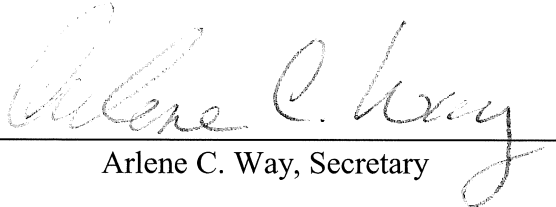
WHEREAS, the PMA has previously been amended to alter the scope of services and/or the fee to be paid to DASNY; and

WHEREAS, once again the PMA needs to be amended to increase the fee to be paid to DASNY for services in connection with the Branch Improvement Plan, as well as to authorize distribution of certain settlement funds, now therefore

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

RESOLVED that, the President of the Board of Trustees is authorized and directed to execute Amendment No. 5 of the Project Management Agreement with the Dormitory Authority of the State of New York in the form annexed to this resolution.

Dated: January 12, 2015


Arlene C. Way, Secretary

Vote: 8 In Favor
0 Opposed
0 Abstentions

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TWELVE MONTHS ENDED
DECEMBER 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	6,434,760	100.00%
Tax Levy- Branch Improvement Plan	1,853,313	1,853,313		1,853,313	100.00%
Future Operations Income	-	66,304	66,304	66,304	
NYS Grants & Aid	197,000	228,406	3,490	232,107	101.62%
NYS Construction Grant	26,250	7,250		7,250	100.00%
Federal Grants & Aid	38,000	40,998		40,998	100.00%
Fines and Fees	170,000	147,703	5,768	144,681	97.95%
Book Sales	0	3,335		4,599	137.90%
Interest Income	5,000	70,000	(2,257)	54,951	78.50%
Foundation Contributions	10,000	10,000	10,000	10,000	100.00%
DASNY Project Reimbursement	0	-		-	
Copier Printers	45,000	1,720	-	1,720	100.00%
Miscellaneous income & Aid	0	22,945	7,497	34,013	
Fund Balance Used	759,732	267,925		-	
Total Support and Revenue	9,539,059	9,154,663	627,032	8,884,696	93.14%
Expenditures					
Payroll and Related costs	4,959,346	4,786,156	308,560	4,863,268	101.61%
Occupancy Costs	1,111,400	978,528	65,621	738,964	75.52%
Materials and Services	715,000	715,000	65,827	660,543	92.38%
Administration and Miscellaneous	535,000	476,666	31,175	423,604	88.87%
Automation	365,000	345,000	19,734	277,965	80.57%
Contingency	-	-	-	-	
Total Expenditures	7,685,746	7,301,350	490,917	6,964,344	95.38%
Debt Service	1,853,313	1,853,313	-	1,853,313	100.00%
Net Income (Loss)	-	-	136,115	67,039	

ALBANY PUBLIC LIBRARY
DETAIL OF EXPENDITURES
FOR THE TWELVE MONTHS ENDED
DECEMBER 31, 2015

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS					
Salaries	3,409,678	3,253,613	258,061	3,342,214	102.72%
NYS Retirement System	545,548	457,208	38,097	457,208	100.00%
Payroll Taxes	261,063	248,604	18,644	245,794	98.87%
Hospital Insurance	721,557	804,211	(10,844)	788,575	98.06%
Payroll processing Costs	20,000	20,000	1,934	18,829	94.15%
Unemployment Insurance	1,500	2,520	2,668	10,648	422.54%
TOTAL	4,959,346	4,786,156	308,560	4,863,268	101.61%
OCCUPANCY COSTS					
Occupancy Costs	20,000	20,000	1,600	19,200	96.00%
Heat & Electric	245,000	187,485	11,977	166,115	88.60%
Telephone	13,000	12,955	777	10,470	80.82%
Maintenance/repairs/supplies	460,000	422,208	27,465	335,891	79.56%
Security	88,400	71,016	5,297	70,482	99.25%
NYS Construction Grant	35,000	33,154	-	8,140	24.55%
Furniture/Building Improvements	250,000	231,710	18,505	128,666	55.53%
TOTAL	1,111,400	978,528	65,621	738,964	75.52%
MATERIALS and SERVICES					
Books, etc.	590,000	590,000	59,515	579,973	98.30%
Serials/Magazines	60,000	60,000	225	41,472	69.12%
On-line Services	65,000	65,000	6,087	39,098	60.15%
TOTAL	715,000	715,000	65,827	660,543	92.38%
ADMINISTRATIVE and MISC.					
Office & Library Supplies	70,000	60,885	5,741	60,111	98.73%
Postage	20,000	12,525	2,170	10,548	84.22%
Publicity, Printing	47,000	47,000	8,565	40,924	87.07%
Training and Travel	30,000	18,500	(902)	16,662	90.06%
Community Activities	8,000	5,000	191	4,082	81.64%
Professional Services	200,000	223,521	5,531	182,720	81.75%
Misc Grant Expense	0		110	110	
Programming Activities	70,000	45,605	4,589	44,817	98.27%
Insurance	90,000	63,630	5,180	63,630	100.00%
TOTAL	535,000	476,666	31,175	423,604	88.87%
AUTOMATION					
Automation Services	240,000	240,000	16,017	185,864	77.44%
Automation Software	15,000	15,000	122	15,122	100.81%
Automation Hardware	110,000	90,000	3,595	76,979	85.53%
TOTAL	365,000	345,000	19,734	277,965	76.15%
CONTINGENCY	0		-	-	0.00%
DEBT SERVICE PAYMENT	1,853,313	1,853,313	1,853,313	1,853,313	100.00%
TOTAL EXPENDITURES	9,539,059	9,154,663	2,344,230	8,817,657	92.44%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jan 14, 2016 to Feb 10, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
5095	1/13/16	First Light Fiber	5,366.78	Telephone Expense/Automation Services
5096	1/14/16	CSEA	1,925.98	Union Fees
5097	1/14/16	MetLife-TSA Contribution	1,826.00	403b
5098	1/14/16	NYS Deferred Comp Plan	749.20	NYS Def. Comp Plan
5099	1/14/16	Pearl Carroll & Associates LLC	9.00	Short Term Disability
5100	1/14/16	The Travelers	1,348.00	403b
5101	2/10/16	Midwest Tape	3,894.94	Audio/Visual
5102	1/20/16	National Grid	5,678.69	Heat, Light and Power
5103	1/26/16	National Grid	6,291.56	Heat, Light and Power
5104	2/10/16	Midwest Tape	1,062.45	Audio/Visual
5105	2/10/16	Midwest Tape	714.25	Audio/Visual
5106	1/28/16	CSEA	1,877.93	Union Fees
5107	1/28/16	MetLife-TSA Contribution	1,826.00	403b
5108	1/28/16	NYS Deferred Comp Plan	775.01	NYS Def. Comp Plan
5109	1/28/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
5110	1/28/16	The Travelers	1,348.00	403b
5111	2/10/16	OverDrive, Inc.	21,807.47	Central Library Materials
5112	2/10/16	Baker & Taylor	6,841.05	Books-Adult
5113	2/10/16	Midwest Tape	5,134.46	Audio/Visual
5114	2/10/16	OverDrive, Inc.	4,375.39	Central Library Materials
5115	2/10/16	Midwest Tape	560.01	Audio/Visual
5116	2/10/16	Staples Advantage	850.98	Office Supplies
5117	2/10/16	3N Document Destruction, Inc.	35.00	Contracted Services
5118	2/10/16	ADP, LLC	357.00	Payroll Services
5119	2/10/16	Alzheimer's Association	50.00	Sunshine Club
5120	2/10/16	SYNCB/AMAZON	995.00	Insurance-Wellness/Sunshine Club
5121	2/10/16	ATSCO Products	324.49	Equipment Repairs/Maintenance
5122	2/10/16	B&H Photo-Video	110.25	Fahy Grant Expense
5123	2/10/16	Bennington Museum	80.00	Books-Adult (Museum Passes)
5124	2/10/16	Blick Art Materials	80.58	Programming YS
5125	2/10/16	Carousel Industries of N. America, Inc.	1,895.18	Automation Services
5126	2/10/16	CDPHP	91,358.68	Insurance-Hospitalization
5127	2/10/16	CDPHP Universal Benefits, Inc.	11,772.72	Insurance-Hospitalization
5128	2/10/16	CDW G	1,753.93	Automation Hardware
5129	2/10/16	Charles Slatterick	870.00	Contracted Services
5130	2/10/16	Danielle Cregan	15.34	Programming Delaware
5131	2/10/16	Dana Sela	60.00	Programming PH
5132	2/10/16	De Lage Landen Financial Services, Inc	2,004.64	Contracted Services
5133	2/10/16	Delta Dental of New York, Inc.	3,820.42	Insurance-Hospitalization
5134	2/10/16	Demco	1,875.35	Office Supplies
5135	2/10/16	Destroyer Escort Historical Museum	270.00	Books-Adult (Museum Passes)
5136	2/10/16	D.S. Specialties, Inc.	150.00	Building Repair/Maint.
5137	2/10/16	Eastern Managed Print Network	57.89	Contracted Services
5138	2/10/16	Ehrlich Co., Inc.	171.00	Maint. Service Contracts
5139	2/10/16	ELM USA	102.95	Office Supplies
5140	2/10/16	EMCOR Services Tri-Tech	623.34	Maint. Service Contracts
5141	2/10/16	Findaway World, LLC	750.46	Books-Audio
5142	2/10/16	First Unum	1,989.42	Insurance-NYS Disability
5143	2/10/16	Folts Foundation	50.00	Sunshine Club
5144	2/10/16	G4S	5,606.07	Security Services
5145	2/10/16	James Davies	40.49	Programming AS/Travel & Staff Development
5146	2/10/16	Jason Lasuna	23.00	Fines and Fees
5147	2/10/16	Jennifer Ward	57.00	Programming Bach
5148	2/10/16	Johnson Controls	46,034.00	Maint. Service Contracts
5149	2/10/16	Kinship	150.50	Books-Adult
5150	2/10/16	Lisa Neuman	13.47	Programming Delaware
5151	2/10/16	MAILFINANCE	119.95	Postage
5152	2/10/16	Main-Care Energy	263.84	Van Operation
5153	2/10/16	Mary Beth Earley	18.41	Programming YS

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Jan 14, 2016 to Feb 10, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
5154	2/10/16	Margaret Maurer	25.00	Travel & Staff Development
5155	2/10/16	Metroland Business Machines	167.05	Postage
5156	2/10/16	National Business Equipment	342.98	Contracted Services
5157	2/10/16	NYS Unemployment Insurance	2,646.25	Insurance-Unemployment
5158	2/10/16	OrangeBoy, Inc.	4,950.00	Contracted Services
5159	2/10/16	Phillips Hardware	62.93	Maint. Supplies
5160	2/10/16	Promevo, LLC	30.00	Automation Software
5161	2/10/16	Richard Waugh	872.51	Insurance-Medicare Reimb.
5162	2/10/16	Sarah Clark	20.71	Albany Made
5163	2/10/16	Scott Jarzombek	59.80	Travel & Staff Development
5164	2/10/16	Siena College -ACE	2,875.00	Contracted Services
5165	2/10/16	SimplexGrinnell	6,926.07	Maint. Service Contracts
5166	2/10/16	Staples Advantage	712.13	Office Supplies
5167	2/10/16	The Albany YMCA	1,600.00	Rent- North Albany
5168	2/10/16	Albany Times Union	760.00	Publicity and Printing
5169	2/10/16	T-Mobile	280.53	Contracted Services
5170	2/10/16	Tor Loney	33.98	Programming YS
5171	2/10/16	Upper Hudson Library System	15,671.50	Automation Services
5172	2/10/16	ULINE	104.80	Office Supplies
5173	2/10/16	UPS	15.73	Postage
5174	2/10/16	Midwest Tape	4,375.28	Audio/Visual
5175	2/10/16	Baker & Taylor	3,189.23	Books-Adult
5176	2/10/16	Midwest Tape	1,744.77	Audio/Visual
5177	2/10/16	ADP, LLC	3,395.07	Payroll Services
5178	2/10/16	Albany Institute of History & Art	765.00	Books-Adult (Museum Passes)
Total			299,850.92	

Finance Committee Meeting: January 28, 2016
Board of Trustees of the Albany Public Library

Start Time: 6:25 pm

Present: Andrew Bechard (Vice President of Finance), Alison Calacone (trustee), Mike Neppl, Mary Cullinan (CFO) and Scott Jarzombek (ED)

Absent: None

Item: 2015 Budget Modification

Discussion: Cullinan explained the Treasurer's Report for the close 2015 and the process of final budget modification, including a breakdown of revenue and expenditures. The organization came under budget by \$67,039. No fund balance was spent in 2015. Cullinan explained the budget modification sheet, including where the money was saved. Jarzombek pointed out money was saved via quarterly purchasing. Cullinan explained salaries were a bit higher than forecast from the November 2015 budget modification, which was due to a clerical issue. There was discussion about future bonding and the Washington Ave. Branch. There was also discussion about the 5-year plan and possible savings. Bechard explained the bonding process and history of bonding with the organization.

Motion: Calacone "Recommend the BOT pass budget modifications as presented."

Seconded: Neppl

Vote: Unanimous

Action: Present budget modification at February full Board meeting.

Item: 2017 Budget

Discussion: Cullinan explained proposed budget version 1, which calls for a 1 percent increase in the tax levy. She explained changes in specific lines. During a discussion about the book budget, Jarzombek explained the 2016 goals and change in collection development philosophy. Cullinan explained proposed budget version 2, which calls for no tax increase and stays below the possible cap. There was a discussion about the tax rebate and implications. Neppl asked for clarification of implications of minimum wage increase. There was a discussion about health care costs. Jarzombek asked Neppl for clarification on some of the tax cap law.

Motion: Neppl "Move to recommend version 1 with 1 percent increase"

Seconded: Calacone

Vote: Unanimous

Action: Present both versions of budget for February meeting. Neppl and Jarzombek (via legal counsel) will seek clarification about tax cap law. Jarzombek will seek clarification on bonding.
Discussion on BOT process to adopt budget.

Meeting Adjourned: 7:33 pm

Respectfully Submitted by Andrew Bechard

**BOARD OF TRUSTEES
NOMINATING COMMITTEE**

DATE: January 14, 2016, convened 5:00 PM, adjourned 5:35 PM.

PRESENT: Arlene Way, chairperson; Donna Dixon, trustee; Elissa Kane, trustee.

Public: No members of the public were present.

TOPIC	DISCUSSION	ACTION
1. 2016 Interview & Nomination Process	Ms. Way presented a proposed process and timeline for interviewing candidates for the temporary vacant trustee seat that is open. The committee reviewed the applications received by the deadline of January 11 (Timothy Truscott, John Davis, and Ruth Ann Smalley).	The committee agreed to the proposed timeline and process (attached), and set aside time for interviews on Wednesday, January 27. NB, an additional slot was added on Thursday, January 28, at a later time, to accommodate a candidate who was not available on the 27 th .

**Respectfully submitted,
Donna Dixon**

**BOARD OF TRUSTEES
NOMINATING COMMITTEE**

DATES: January 27-28, 2016, convened 4 PM, adjourned 5:45 PM January 27; convened 4 PM, adjourned 5:45 PM January 28.

PRESENT: Arlene Way, chairperson; Donna Dixon, trustee; Elissa Kane, trustee.

Public: No members of the public were present.

TOPIC	DISCUSSION	ACTION
1. 2016 Interview & Nomination Process	On January 27, the committee interviewed Timothy Truscott and John Davis for the vacant trustee position, and explained the process and timeline to each candidate. On January 28, the committee interviewed Ruth Ann Smalley for the vacant trustee position and explained the timeline and process to her.	The committee discussed the interview results on January 28, and agreed to recommend Mr. Davis for the position. Ms. Way emailed the recommendation to the APL Board of Trustees email list on January 29, 2016.

**Respectfully submitted,
Donna Dixon**

2016 Interview & Nomination Process for Temporary Vacancy

Create a context for interview and preliminary understanding of what we're looking for	<p>Team will provide a brief description of:</p> <ul style="list-style-type: none"> • APLS organization; • Work of the Board of Trustees, committee assignments, meeting schedule, Term of office; • Board Appointment and electoral process
Team will assess candidate for:	<ul style="list-style-type: none"> • Knowledge of Libraries in general and APLS specifically • Passion for Libraries and compatibility with current team • Candidate perception of personal/professional style • Projected learning curve
Questions:	<ol style="list-style-type: none"> 1. What is your experience with Libraries? With Albany Public Libraries? 2. What motivates you to apply to serve as a Trustee for the APLS Library System? 3. Tell us about your background, including your education, work experience and special skills you will bring to the position of Trustee for the APLS Library System 4. Tell us about your prior experience with Boards of Directors? 5. What are three critical issues facing libraries today and how should Trustees be engaged to address them? 6. How would colleagues describe you if called to provide a reference and what qualities would they talk about most? 7. Are you available to attend monthly Trustee meetings and committee meetings as scheduled? 8. Are you available to attend Trustee Orientations and Training?

Next steps for filling Temporary Vacancy

What	Dates	Action Plan
Interviews	Wednesday, Jan 27, 2016	<ul style="list-style-type: none"> • Interview applicants: John Davis, Ruth Smalley, Tim Trustcott between 6 and 4 pm. Location to be determined by APL staff and space availability. • In the event of library closing due to inclement weather, interviews will occur as scheduled via teleconference.
Nominating Committee Recommendation	Thursday, January 28, 2016	<ul style="list-style-type: none"> • Emailed to Board President, Executive Director and APLS Attorney
Full Board Action	Tuesday February 9	<ul style="list-style-type: none"> • Minutes and recommendation made to full Board for action

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES REPORT FEBRUARY 2016



EXECUTIVE SUMMARY

Library leadership took the first few weeks of January to reflect on the previous year and to set goals for this year. A memo went out to all staff who are responsible for collection development outlining the administration's philosophy (addendum). Supervisors also met and set two internal goals for the library in 2016. These goals were sent in an additional memo to all staff (addendum).

The administration has also worked on closing out the financial year, drafting the 2017 budget, responding to the OSC audit, and implementing a purchase order system for the entire organization. We have entered into our second round of interviews for IT manager. This round will include IT representatives from Guilderland and Bethlehem Public libraries as well as Upper Hudson. We have hired the full time Community Engagement Clerk, and will start interviews for the part time positions.

Walter Huntly, one of our community engagement clerks worked with two teen artists and they have been invited to the Grammy Awards in Los Angeles. In a recent TU feature on the young men, all the photos were taken at the Howe Branch. The "quiet area" is finished at the Washington Ave. Branch. There are now seats for 26 patrons in a naturally lit section of the library. The structure on Clinton Street has been completely taken down, and if the weather continues to stay warm, we will begin the fencing late winter.

A team is working on this year's SPARKS grant. We are seeking funding for tablet software that will help staff communicate with new Americans who are not natural English speakers. APL, partnering with the APL Foundation and Albany Bicycle Coalition, is seeking grant funding for exterior bike repair stations at three of our locations.

The Foundation has selected dates for this year's major events. Albany Reads will take place on Saturday, April 16. This year's gala will take place on Saturday, Oct. 22, at the Arbor Hill/West Hill Branch. The Friends will be hosting their Spring Book and Author event with Lyn Miller-Lachmann at the Washington Ave. Branch on Saturday, April 9th.

Special Report: Christmas and New Year's Eve

At the November 2014 meeting, the board changed the schedule of service so the library would be open until 3 pm on Dec. 24, 2015. An argument for closing on that day, and to possibly closing on Dec. 31, was based on under-usage due to the preceding holiday. Below is an analysis of patron use based on circulation and door count.

Average circulation in December on a Thursday was 3,543. On Dec. 24 we circulated 2,468 items. On Dec. 31, we circulated 2,847 items. Hourly circulation for on a Thursday in December was 494 items per hour. On Dec. 24, we saw an average of 686 and on Dec. 31 we saw an average of 812. (An increase of +38.9% and +63.4% respectively).

Average visits in December on a Thursday was 2,713. On Dec. 24 we had 1,303. On Dec. 31, we 1,297 visits. On average, hourly door counts were 371 visits per hour. On Dec. 24 we saw an average of 350 and on Dec. 31 we saw an average of 348. (A decrease of only -5.6% and -6.2% respectively)

While there was a daily drop in visits compared to other days that month, all of the branches were active, and hourly circulation was higher than average. From a statistical point of view being open on these days, even with an early closing, provided needed services to the public.

DIRECTOR'S CALENDAR

1/5: NYS Office of State Comptroller
 1/6: Wildwood
 1/11: UHLS
 1/12: City Hall
 1/12: Albany Public Library Foundation
 1/13: PEG Concerned Citizens
 1/14: PEG President
 1/19: Albany Public Library Foundation
 1/19: CSEA Local
 1/22: WOH Public Affairs Roundtable Breakfast- Congresswoman Elise Stefanik
 1/22: Albany Public Library Foundation
 1/25: State of the City
 1/25: Refugee RoundTable
 1/27: PEG Board
 1/29: Annual Open House Assembly member Patricia A. Fahy

**Trustees must request a physical copy of the board packet for the meeting by 2 pm on Monday, Feb. 8.*

DEPARTMENT REPORTS

Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	24410	-12.57%	1
Door Count	28796	-14.76%	1
Computer Use	4162	-17.32%	1
WiFi	21815	+22.31%	1
Program Attend.	928	+14%	2
Meeting Room Usage	294	+80.37%	1

Adult Services

- The Albany Made Creative Lab has expanded its services to the public and is now open on the 1st and 3rd Saturday afternoon of each month.
- Overhaul of the 1st floor continues and there is now a brand new quiet reading area set up to include access to all of the daily newspapers and periodicals. The next steps are readying the floor to relocate public access computers from the 2nd floor.

Youth Services

- Staff have been co-facilitating a monthly Transgender Book Discussion Group with a school psychologist at Albany High. The program is funded through an Albany Fund for Education grant, and is meeting once a month during the 2015-16 school year.

- Youth FX began a year of filmmaking workshops at multiple APL branches, funded by a \$9,600 grant from the Best Buy Foundation. Eight teens participated in the first workshop in the series.
- “Folktales of Zora Neale Hurston” was presented at the Washington Ave. Branch on Jan. 30 (11:00 am at Washington Ave. and 3:00 at Howe). This program came to us via a partnership with NYS Writers Institute & UAlbany Performing Arts Center. Every child went home with a picture book of Zora’s collected folktales.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	4105	-40.62%	6
Door Count	4977	-1.39%	6
Computer Use	1365	-9.12%	4
WiFi	3353	+22.96	6
Program Attend.	131	+162%	7
Meeting Room Usage	101	+34.67%	4

Adult Services

- January featured the rollout of the Arbor Hill/West Hill Branch's tablet lending program and the community is enjoying the new devices.
- Staff attended the "Next Time is Now" community event on Jan. 29 at the Arbor Hill Community Center. The event was well attended by other members of the community, focusing on the future of today's youth.

Youth Services

- The branch honored Dr. Martin Luther King, Jr. by offering day-long activities for the community including the screening of related documentaries and speeches, as well as presenting related crafts and print materials.
- The Play Away collection at the branch has enjoyed early success since its recent debut. The community has quickly taken to the format and have been borrowing each and every one.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	9095	0%	3
Door Count	6426	+13.21%	4
Computer Use	1171	+4.74%	6
WiFi	4034	+50.63	5
Program Attend.	724	-8.47%	3
Meeting Room Usage	140	+164.15%	3

Adult Services

- Very positive comments about Bach Sunday hours. One “frequent family” dropped off a plate of homemade chocolate chip cookies with a thank you note!
- Soup Tasting was very well received and branch is inspired to try more multigenerational culinary events.
- So far, 38 Bach adults and 25 Pine Hills adults have signed up for Winter Reading Program.

Youth Services

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	14890	-6.1%	2

Door Count	10091	+5.84	2
Computer Use	2442	+23.52	2
WiFi	7024	+42.1%	2
Program Attend.	617	+58.21%	4
Meeting Room Usage	166	-0.6%	2

Adult Services

- Yoga classes held on Wednesday evenings at Pine Hills with instructor from Albany's Department of Recreation.
- Art classes continue to be high demand and fill up quickly.

Youth Services

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	6816	-21.4%	4
Door Count	6288	-4.81%	5
Computer Use	1355	-7.63%	5
WiFi	6767	+137.27%	3
Program Attend.	272	-7.8%	5
Meeting Room Usage	67	-46.4%	6

Adult Services

- January book displays included MLK Day, Recommended Bedtime Stories, Early Literacy at the Library, Star Wars and New Books
- Weeding has continued in films, biographies and fiction, as well as some juvenile areas.

Youth Services

- The new activity cube and the Lego table arrived in the children's room. We have a lot of parents who come to the library to study and having an assortment of activities for their kids to enjoy while they study has been well received.
- Developing a plan for a teen/tween "Fika" afterschool time in the community room. Fika is a Swedish custom where you drink coffee and eat sweets. Many of the teens who come in are just looking for a quick place to meet up with friends, eat a snack, and use the Wi-Fi. Having Fika in the community room allows them to do this without disrupting the rest of the library. Branch hosted three impromptu sessions so far, all successful, and so planning to turn this into a regular program.

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	4954	-38.43%	5
Door Count	7542	-8.76%	3
Computer Use	1387	-17.34%	3
WiFi	4852	+10.7%	4
Program Attend.	1202	+375.01%	1
Meeting Room Usage	70	-6.67%	5

Adult Services

Youth Services

- Pre-school storytimes: Tuesdays with Free School and Wednesdays alternate with Olivia Rorie Center and Lincoln Square Headstart.
- Teens formed a professional gaming club and are using the library space and equipment to practice for an upcoming tournament at Pasttime Legends in Troy.
- As part of the New York State Writer's Institute "Eyes on Zora" event, branch hosted "The Folktales of Zora Neale Hurston," a children's workshop on African American Folktales. Forty-eight people attended.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2706	+7.64%	7
Door Count	4249	+33.74%	7
Computer Use	619	-7.06%	7
WiFi	1577	-9.63%	7
Program Attend.	183	+154.17%	6
Meeting Room Usage	N/A	N/A	N/A

Adult Services

Youth Services

- Brand new this month, the branch shows family friendly movies on Wednesdays nights, snacks and bean bag chairs included. Families have enjoyed having a place to bring their young children to watch a newer movie, browse for books and DVDs, and use the computers.
- Branch put together many different displays including: Martin Luther King Jr Day, Star Wars, New York Times Best Seller Books and an Oscar Nominees
- The North Albany preteens and teens love to come make their own one-of-a-kind artwork on Tuesdays and Thursdays during Crafternoons. Activities included: New Year's Eve resolutions dreamcatchers, snowman mobiles, snowman faces, snowman wreaths, snow globe pictures, popsicle snowmen, polar bear plates, hot cocoa mugs, and snow hats.

OPERATIONS

AUTOMATION

	Number	YTD Change
Help Desk Tickets		

- Print Release Stations are live (still rolling out, live at Washington Ave. Branch)
- Chromebook testing is underway, coming soon for loaning to patrons for in-library use only
- Plans for the new Washington Ave. 1st floor computer lab have begun
- Hired the new IT manager

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	36	

- Through a collaboration between APL, Albany High School, SUNY Albany Performing Arts Center and the New York State Writers Institute, we were able to present 2 family focused performances of *The Folktales of Zora Neale Hurston*. About 50 children and adults attended each performance, one at Washington Ave and one at the Howe Branch.

- Partnering with CMOST for a family science program for spring and summer, which was successfully funded by a grant. The dates are being scheduled for summer 2016.
- Submitted a SPARKS! Grant proposal for handheld, multi-language intake tablets for use with non-native English speakers to facilitate basic library transactions.
- Partnering with the City of Albany Department of Parks and Recreation to present a free ice skating event during February break. All children under 18 who present an APL library card will skate for free at Swinburne Park on Friday, Feb. 19.

COLLECTION MANAGEMENT

- Full-time librarian returned from maternity leave. Temporary, part-time librarian completed her assignment. Library clerk resigned in order to a position out-of-state. Clerk from another branch will transfer to CMS to fill that vacancy.
- Selectors of adult materials met to discuss strategies for achieving the goal of increased circulation.
- Head of department met with selectors in charge of the new centralized ordering lines, showing them how to manage their carts, where to track their spending in Sierra, and discussing ideas for promoting circulation.
- Head of department continues to provide reports and training to selectors and branch staff on weeding and ordering.

FACILITIES

	Number	YTD Change	Rank
Work Orders			

FINANCE

- Worked on 2015 year-end closeout.
- Worked with DASNY to bill the final installments of the Branch Improvement Plan project.
- Had meeting with the Office of the State Comptrollers to review final audit report. APL submitted final response to OSC and final report should be public shortly.
- Had Finance Committee meeting to review final budget modifications and the preliminary 2017 budget. These will be presented at the February Board meeting.

HUMAN RESOURCES

	Number	YTD Change	
Hires			
Resignation			
Transfers			
Write Ups			
Training	12 staff / 24.5 hours	-79% staff / -79% hours	

- Completed year-end documents for worker's compensation, payroll and civil service.
- Hired one part-time library clerk. One part time library clerk resigned and became a temporary library clerk. One full time library clerk resigned.
- Began recruitment for Temporary Librarian I and Temporary Library Assistants for YS.
- Met with CDPHP representative to begin planning wellness programs for 2016.
- Completed meetings with retirees for new Medicare advantage plan with CDPHP.
- Completed certified payroll report for civil service year beginning 2016.

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	38,817		

Facebook Likes	2,303	+18%	
Twitter Followers	2,192	+21%	
Instagram Followers	1,550	+81%	
Online Contacts	52	NA	
Press Releases	1	-80%	

- Media coverage was solid this month with several stories in Times Union: 40 free things to do at your local public library (all APL programs and services), 'Fight' song a knockout (photos taken in Howe Branch of middle schoolers who won Grammy contest), Libraries add programs with aim of fostering social engagement (quotes and examples from our executive director)
- Finished March/April program guide (distribution week of Feb. 17)
- eNotes distributed every Monday, covering: Sunday hours at Bach, eBooks, BOT meetings, Code Blue partner, Youth FX filmmaking workshops, Reading BINGO, Gale Virtual Reference Library, Sensory Story Time
- Promotion/publications for: full year of Youth FX workshops, tablet lending
- Notable social media engagements: Instagram had several posts with 40+ hearts (Ms. Alice blog, Martin Luther King Jr. Day, Reading BINGO, North Albany boy at craft program) and Facebook had several posts with 30+ likes (Ms. Alice blog, TU article of Grammy contest boys at Howe Branch, TU article of cool things to do at library)

PATRON CULTURE

	Number	YTD Change	Rank
Incidents	30	-6.25%	
Positive Comments	2	-50%	
Neutral Comments	15	-21.1%	
Negative Comments	2	(None last year)	



MEMO: Albany Public Library Collection Development Philosophy

Theory: Collection development goes beyond the purchasing of books. It also includes shelf maintenance, looking at sections of the collection, finding holes and saturation of a genre or subject. It is making sure those books are available and accessible, and using displays and lists to market them. It also goes beyond the books themselves. Collection development means outreach and interacting with patrons. It involves finding out what your community wants out of the collection and the library as a service provider.

Goal: The goal for members of the collection development team is to be tactical in your collection development. Use the money you have in your budget to purchase what the public wants (sometimes before they even know that they want it). Connect the collection to programming and library usage. Display books to make the collection more attractive to the public and drive up circulation and collection use.

Dear Selector,

No matter what pundits and even fellow professionals say, books are not going anywhere. Your job as part of the collection development team is as important as ever. The organization's goal is to reorganize how we do collection development in a way that allows you to concentrate on the important part of your job, as described in the theory section.

In a survey distributed this time last year, we found two trends that were driving down book circulation. The first was that members of the public were not finding "new and bestselling books." This was true even after such books had stopped being highly requestable items. The second is that the hold times for popular and bestselling items was too long. The library has taken a few measures to answer the users' input. First, we have made part of the new book collection APL-requestable only. Additional changes are outlined below.

We are not the only library to experience downward trends in circulation. Multiple libraries and systems have taken on this very problem. Many have found that buying multiple copies of bestsellers and popular fiction has moved their circulation in a positive direction. There is a concern that the shelf-life of these books will be short. It is better for an item to circulate multiple times and be weeded within a short period of time, than sit on the shelf and circulate only a handful of times.

There is always a base collection—popular items that every library needs based on a ratio of collection uses. Sometimes this is used as an argument for centralized collection development where a department, or group of professionals, buys books for an entire system. For the last few years we have followed a decentralized model, with a little bit of skill sharing based on subject or genre.

We now are moving into a hybrid centralized model for adult material where popular titles are purchased centrally. We will, with the input of library staff, be adjusting the ratio each year. Users and even communities change. We need to stay dynamic in the way we build and maintain our collections. We have also beta tested this idea with our films and media to some success. We would like to try it with our print collection.

Feedback is welcome. Again, the ratio of how your money is spent will be based in the information you provide us along with metrics and user feedback. Thank you for your hard work.

Thank you,

Scott C. Jarzombek
Executive Director, Albany Public Library

MEMORANDUM

To: Albany Public Library Staff

From: Scott Jarzombek, Executive Director

Date: Jan. 25, 2016

Re: **2016 Goals for Albany Public Library**

Every year, the library administration and supervisors meet to set internal goals for the organization. These goals are based on our strategic plan, user feedback, and opportunities for improvement identified by our metrics.

This year we will be focusing on book circulation and device usage. Working together, I believe we can accomplish these goals. However, it will take the entire team to do it. I encourage everyone at all levels of the library to play his or her part in helping us reach these goals and improve our service to the community.

Goal: Increase circulation of books by Albany patrons by 5 percent

We'll use these strategies to accomplish this goal:

- Streamline collection development and enhance tactical decision making about the collection
- Employ innovative and interesting book marketing (e.g.: displays, programing, etc.)
- Improve shelf maintenance
- Enhance face-to-face readers services
- Increase book-driven, library-created content

Goal: Increase use of untethered and user-owned devices by 20 percent (Wi-Fi usage)

We'll adopt these strategies to fulfill this goal:

- Increase digital literacy instruction and one-on-one digital tutoring
- Improve wireless service
- Implement wireless printing
- Increase lendable devices
- Enhance staff training on device use and related library services



Implementation and Status of ED Performance Goals

Updated: **February 2016**

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
• 2015 IMLS SPARKS Grant	2/15	2/15	8/15
• 2015 DLD Grant	7/15	9/15	9/15
• 2015 Best Buy Grant	6/15	9/15	9/15
• 2016 IMLS SPARKS Grant	12/15	1/15	
Outside Revenue Sources	Planned	Implemented	Completed
• CDTA bus pass program	8/14		
• Identify and meet with local non- profits who are looking for space at 161 Washington Ave.	2/16	2/16	

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
• Quarterly "all staff" meetings.	1/16		
• Bi Annual attendance of department meetings by member of administration.	1/16	2/16	
• Extended "satellite" office hours for key administrators.	12/15	1/16	Ongoing
• Change in format and date for "Staff Development Day"	11/15	2/16	
	2/16		
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
Action Plan in response to staff survey	Planned	Implemente d	Complete d

Evaluate staff survey.	2/16		

Complete an assessment of staff diversity and implement a plan to fill gaps.			
Develop Staff Census	Planned	Implemented	Completed
<ul style="list-style-type: none"> Create staff census HR work with EOM to accurately report staff ethnicity 	8/14 8/14	9/14 8/14	Ongoing Ongoing
Civil Service	Planned	Implemented	Completed
<ul style="list-style-type: none"> Work with Municipal Civil Service on residency points or requirements for several positions Work with Municipal Civil Service to change the nature of the clerk exam. Creation of the Customer Service Clerk. 	7/14 6/14 4/15	1/15 6/15	Ongoing Ongoing
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	8/14 10/14	Ongoing 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 Reestablish Senior clerk position 	8/14 9/14 1/16	8/14 9/14 2/16	8/14 9/14
Creation of Library Dashboard	Planned	Implemented	Completed
Metrics identified and recorded Tool for reporting measurements	8/15 7/15	9/15	Ongoing
Creation of Customer Service Survey	Planned	Implemented	Completed
First survey 2016 Survey	2/15 12/15	3/15	3/15
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 12/14	12/14 Ongoing 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 1/15	12/14 12/15	12/14

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

Policy Master List

Updated 2/2/16

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. 2017	Safety Cmt.
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.
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

	Budget 2014	Orig Budget 2015	Estimate Not Final 2015	2016 Budget	2017 Assumptions
SUPPORT AND REVENUE					
Tax Levy - Library Operations	6,434,764	6,434,764	6,434,760	6,567,373	6,652,455
Tax Levy - Branch Improvement Plan	<u>1,854,313</u>	<u>1,853,313</u>	<u>1,853,313</u>	<u>1,853,313</u>	<u>1,852,438</u>
TOTAL TAX LEVY	8,289,077	8,288,077	8,288,073	8,420,686	8,504,893 1.0% Increase
OTHER REVENUE					
Future Operations Income			66,304		
NYS Grants	197,000	197,000	232,107	187,150	187,150
Federal Grants	38,000	38,000	40,998	38,000	38,000
Other Grants /Construction Grant	140,000	26,250	7,250	25,000	25,000
Fines and Fees	190,000	170,000	144,681	126,000	130,213
Interest Income	40,000	5,000	54,951	10,000	10,000
Foundation Contribution	10,000	10,000	10,000	20,000	20,000
Book Sales			4,599	5,000	5,000
Miscellaneous			34,013		10,000
DASNY Reimbursement			-	-	-
Copier and Printers Fees	<u>45,000</u>	<u>45,000</u>	<u>1,720</u>	<u>15,000</u>	<u>1,500</u>
Subtotal Other Revenue	660,000	491,250	596,623	426,150	426,863
Total Fund Balance Used	<u>458,101</u>	<u>759,732</u>	<u>(67,039)</u>	<u>401,467</u>	<u>382,849</u>
TOTAL Other Revenue	1,118,101	1,250,982	529,584	827,617	809,711
TOTAL SUPPORT AND REVENUE	9,407,178	9,539,059	8,817,657	9,248,303	9,314,605
EXPENDITURES					
PAYROLL AND RELATED COSTS					
Salaries	3,256,861	3,409,678	3,342,214	3,440,678	3,630,971 Assume 1.75% Raise (includes step)
NYS Retirement System	500,000	545,548	457,208	529,714	496,709
Payroll Processing & Unemployment Insurance	276,019	282,563	275,271	283,466	299,054
Health Insurance	<u>678,233</u>	<u>721,557</u>	<u>788,575</u>	<u>898,799</u>	<u>867,433</u> 10% Increase Over 2015 Estimate
TOTAL	4,711,113	4,959,346	4,863,268	5,152,657	5,294,167
OCCUPANCY COSTS					
Rent	20,000	20,000	19,200	20,000	20,000
Utilities & Telephone	316,000	258,000	176,585	258,000	215,000
Maintenance/repairs/supplies	370,000	460,000	335,891	375,000	350,000
Security	85,000	88,400	70,482	0	5,000 Bring In House 2016
Miscellaneous/ Grant Expense (Construction)	186,667	35,000	8,140	33,333	35,000
Furniture/Building Improvements.	<u>120,000</u>	<u>250,000</u>	<u>128,666</u>	<u>75,000</u>	<u>50,000</u>
TOTAL	1,097,667	1,111,400	738,964	761,333	675,000
MATERIALS and SERVICES					
Books, Periodicals, Magazines	615,585	650,000	621,445	610,000	610,000
On-line Services	<u>100,000</u>	<u>65,000</u>	<u>39,098</u>	<u>45,000</u>	<u>45,000</u>
TOTAL	715,585	715,000	660,543	655,000	655,000
ADMINISTRATIVE and MISC.					
Office & Library Supplies	70,000	70,000	60,111	50,000	60,000
Postage	38,000	20,000	10,548	6,000	8,000
Publicity, Printing	50,000	55,000	40,924	50,000	45,000
Training and Travel & Community Activities	25,000	30,000	20,744	30,000	25,000
Professional Services	250,000	200,000	182,830	175,000	185,000
Programming Activities	63,000	70,000	44,817	60,000	60,000
Insurance	<u>90,000</u>	<u>90,000</u>	<u>63,630</u>	<u>70,000</u>	<u>70,000</u>
TOTAL	586,000	535,000	423,604	441,000	453,000
AUTOMATION					
Automation Services	267,500	240,000	185,864	240,000	240,000
Automation Software	40,000	15,000	15,122	15,000	15,000
Automation Hardware	<u>135,000</u>	<u>110,000</u>	<u>76,979</u>	<u>130,000</u>	<u>130,000</u>
TOTAL	442,500	365,000	277,965	385,000	385,000
TOTAL EXPENDITURES - LIBRARY OPERATIONS	7,552,865	7,685,746	6,964,344	7,394,990	7,462,167
DEBT SERVICE					
Total Debt Service Payment on Branch Improvement Plan	1,854,313	1,853,313	1,853,313	1,853,313	1,852,438
TOTAL EXPENDITURES	9,407,178	9,539,059	8,817,657	9,248,303	9,314,605

<u>Year</u>	<u>Increase %</u>	<u>Tax Levy</u>	<u>Tax</u>	<u>Amount Of Assessed</u>										
				<u>\$100K</u>	<u>\$130K</u>	<u>\$150K</u>	<u>\$200K</u>	<u>\$250K</u>	<u>\$300K</u>	<u>\$350K</u>	<u>\$400K</u>	<u>\$450K</u>	<u>\$500K</u>	
2016		\$8,420,686	1.53001	153.00	198.90	229.50	306.00	382.50	459.00	535.50	612.00	688.50	765.01	
2017	1%	\$8,504,893	1.54531	154.53	200.89	231.80	309.06	386.33	463.59	540.86	618.12	695.39	772.66	
Increase \$				\$0.02	\$1.53	\$1.99	\$2.30	\$3.06	\$3.83	\$4.59	\$5.36	\$6.12	\$6.89	\$7.65

2015 Budget Modifications

Sources:	ANNUAL	Revised #1	Revised #2	YEAR TO	Revised #2	
	BUDGET	AMENDED BUDGET	AMENDED BUDGET	DATE	V. Revised #1	
NYS Grants & Aid	197,000	228,406	232,107	232,107	3,701	Source
Book Sales	0	3,335	4,599	4,599	1,264	Source
Miscellaneous income & Aid	0	22,945	34,013	34,013	11,068	Source
Fund Balance Used	759,732	267,925	(67,039)	-	334,964	Source
Payroll Taxes	261,063	248,604	245,794	245,794	2,810	Source
Hospital Insurance	721,557	804,211	788,575	788,575	15,636	Source
Payroll processing Costs	20,000	20,000	18,829	18,829	1,171	Source
Occupancy Costs	20,000	20,000	19,200	19,200	800	Source
Heat & Electric	245,000	187,485	166,115	166,115	21,370	Source
Telephone	13,000	12,955	10,470	10,470	2,485	Source
Maintenance/repairs/supplies	460,000	422,208	335,891	335,891	86,317	Source
Security	88,400	71,016	70,482	70,482	534	Source
NYS Construction Grant	35,000	33,154	8,140	8,140	25,014	Source
Furniture/Building Improvements	250,000	231,710	128,666	128,666	103,044	Source
Books,etc.	590,000	590,000	579,973	579,973	10,027	Source
Serials/Magazines	60,000	60,000	41,472	41,472	18,528	Source
On-line Services	65,000	65,000	39,098	39,098	25,902	Source
Office & Library Supplies	70,000	60,885	60,111	60,111	774	Source
Postage	20,000	12,525	10,548	10,548	1,977	Source
Publicity, Printing	47,000	47,000	40,924	40,924	6,076	Source
Training and Travel	30,000	18,500	16,662	16,662	1,838	Source
Community Activities	8,000	5,000	4,082	4,082	918	Source
Professional Services	200,000	223,521	182,720	182,720	40,801	Source
Programming Activities	70,000	45,605	44,817	44,817	788	Source
Automation Services	240,000	240,000	185,864	185,864	54,136	Source
Automation Hardware	110,000	90,000	76,979	76,979	13,021	Source
Uses:						
Tax Levy-Library Operations	6,434,764	6,434,764	6,434,760	6,434,760	(4)	Use
Fines and Fees	170,000	147,703	144,681	144,681	(3,022)	Use
Interest Income	5000	70000	54951	54951	-15049	Use
Salaries	3,409,678	3,253,613	3,342,214	3,342,214	(88,601)	Use
Unemployment Insurance	1,500	2,520	10,648	10,648	(8,128)	Use
Misc Grant Expense	0		110	110	(110)	Use
Automation Software	15,000	15,000	15,122	15,122	(122)	Use

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.					
2. All trustees came to the meeting fully prepared.					
3. The agenda focused on important issues.					
4. Trustees had ample opportunity to ask questions and express their opinions.					
5. The board meeting was efficient and effective.					

6. What did you like best about the meeting?

7. What did you like least about the meeting?

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