

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

March 8, 2016

North Albany 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

UHLS Report – 6:20 to 6:21 pm

Director's Report – 6:22 to 6:30 pm

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

Old Business

- Quarterly Board Meeting Evaluation Report – Discussion/Action – 6:32 to 6:35 pm
- Plans for Board Retreat – Discussion/Action – 6:35 to 6:40 pm

New Business

- Early Closing MOA – Discussion/Action – 6:40 to 6:45 pm
- Tax Cap Override – Discussion/Action – 6:45 to 6:48 pm
- 2017 Proposed Budget – Discussion/Action – 6:48 to 6:58 pm
- Trustee Vacancies – Discussion/Action – 6:58 to 7:03 pm
- Nominating Petition/Instructions to Candidates – Discussion/Action – 7:03 to 7:05 pm
- Staff Survey Analysis – Discussion/Action – 7:05 to 7:15 pm
- Long-Range Plan – Discussion/Action – 7:15 to 7:20 pm
- Board Survey – Discussion/Action – 7:20 to 7:25 pm
- Annual Report – Discussion/Action – 7:25 to 7:30 pm
- Neighborhood Association Meetings – Discussion/Action – 7:30 to 7:37 pm

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

Executive Session (if necessary)

Adjournment – 7:40 pm

Next Meeting – April 12 at Delaware Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library February 9, 2016 Bach Branch

TRUSTEES IN ATTENDANCE: Timothy Smith (vice president), Arlene Way (secretary), Donna Dixon, Alison Calacone, Elissa Kane, John Davis (sworn into office at 6:36 pm)

LATE ARRIVAL: Michael Neppl (6:16 pm), Andrew Bechard (vice president for finance) (7:03 pm)

ABSENT: Mary-Ellen Piché (president)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Mary Coon (head of branches for Bach, Pine Hills), Robert Schofield (counsel)

CALL TO ORDER: The meeting was called to order by Smith at 6:06 pm.

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

PUBLIC COMMENT: No members of the public were in attendance.

MINUTES: The draft minutes from the Jan. 12 board meeting minutes were reviewed. Dixon made a motion, seconded by Kane, to approve the minutes. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: The treasurer's report (covering finances from Jan. 1 through Dec. 31, 2015) will be filed. The updated check register (covering Jan. 14 through Feb. 10) was reviewed by the trustees. Calacone made a motion, seconded by Way, to accept the updated check register and approve it for payment. The motion was approved unanimously.

NOMINATING COMMITTEE REPORT: Dixon briefly discussed the process used to interview candidates for the temporary trustee seat. The board will consider the committee's nomination later in the meeting.

Action item: The Policy and Governance Committee will discuss making the temporary trustee nomination process an official board policy.

UHLS REPORT: No report.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He also fielded questions about the after-hours use at Washington Ave., circulation statistics, and identifying the services APL users want.

FINANCE COMMITTEE REPORT: Neppl briefly reviewed the minutes provided in the pre-meeting packet and noted the Finance Committee is recommending a one percent tax increase for the 2017 budget.

POLICY & PROCEDURES GRID: There was no Policy and Governance Committee meeting in the past month, so there are no updates to the grid.

NEW BUSINESS:

Nomination to Fill Vacant Trustee Seat: Way reviewed the process used to select a candidate to fill the temporary trustee vacancy created when Daniel Curtis resigned from the board in November 2015. The Nominating Committee interviewed three candidates, and chose to recommend John Davis due to his qualifications and experience as a recent Albany Public Library trustee. Calacone made a motion, seconded by Dixon, to approve Davis as a temporary trustee to serve on the board until the May 17 election. The motion was approved unanimously. Davis was sworn in as trustee and immediately took office.

Proposed 2017 Budget: Cullinan reviewed the proposed 2017 budget with the trustees. The Finance Committee is recommending a one percent budget increase. Jarzombek noted that the library is a lean organization that was able to implement some cost containment procedures over the last year. The board discussed related items as well as the anticipated tax cap amount for 2017, which won't be known until this summer. The Finance Committee will meet again in February before presenting its final budget recommendation to the full board in March.

2015 Budget Modifications: Cullinan reviewed the final 2015 budget modifications. Way made a motion, seconded by Neppl, to approve the budget modifications. The motion passed unanimously.

Board Retreat Planning: The trustees discussed tentative plans for a late-spring board retreat.

Action item: The Executive Committee will devise an agenda, date, and location to be discussed at the March meeting.

OLD BUSINESS:

Quarterly Board Meeting Evaluation: The trustees filled out quarterly evaluation forms regarding the board meetings.

Action item: The evaluation results will be shared at the next meeting.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Kane made a motion, seconded by Dixon, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:09 pm.

NEXT MEETING: Tuesday, March 8 – North Albany Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE ONE MONTH ENDED
JANUARY 31,2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,567,373	547,281	547,281	8.33%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants & Aid	187,150		-	0.00%
NYS Construction Grant	25,000		-	0.00%
Federal Grants & Aid	38,000		-	0.00%
Fines and Fees	126,000	15,644	15,644	12.42%
Book Sales	5,000	-		
Interest Income	10,000	31,914	31,914	319.14%
Foundation Contributions	20,000		-	0.00%
DASNY Project Reimbursement	0		-	
Copier Printers	15,000	-	-	0.00%
Miscellaneous income & Aid	0	1,000	1,000	
Fund Balance Used	401,467		-	0.00%
Total Support and Revenue	9,248,303	595,839	595,839	6.44%
Expenditures				
Payroll and Related costs	5,152,657	391,845	391,845	7.60%
Occupancy Costs	761,333	98,229	98,229	12.90%
Materials and Services	655,000	102,200	102,200	15.60%
Administration and Miscellaneous	441,000	33,456	33,456	7.59%
Automation	385,000	23,984	23,984	6.23%
Contingency	-	-	-	
Total Expenditures	7,394,990	649,714	649,714	8.79%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	-	(53,875)	(53,875)	0.00%

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE ONE MONTH ENDED
JANUARY 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,440,678	252,867	252,867	7.35%
NYS Retirement System	529,714	44,143	44,143	8.33%
Payroll Taxes	261,966	18,603	18,603	7.10%
Hospital Insurance	898,799	71,893	71,893	8.00%
Payroll processing Costs	20,000	4,339	4,339	21.70%
Unemployment Insurance	1,500	-	-	0.00%
TOTAL	5,152,657	391,845	391,845	7.60%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	1,600	8.00%
Heat & Electric	245,000	13,355	13,355	5.45%
Telephone	13,000	771	771	5.93%
Maintenance/repairs/supplies	375,000	74,542	74,542	19.88%
Security	0	6,696	6,696	#DIV/0!
NYS Construction Grant	33,333	-	0	0.00%
Furniture/Building Improvements	75,000	1,265	1,265	1.69%
TOTAL	761,333	98,229	98,229	12.90%
MATERIALS and SERVICES				
Books,etc.	570,000	80,211	80,211	14.07%
Serials/Magazines	45,000	21,757	21,757	48.35%
On-line Services	40,000	232	232	0.58%
TOTAL	655,000	102,200	102,200	15.60%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	50,000	8,643	8,643	17.29%
Postage	6,000	317	317	5.28%
Publicity, Printing	50,000	198	198	0.40%
Training and Travel	22,000	2,631	2,631	11.96%
Community Activities	8,000	-	-	0.00%
Professional Services	175,000	14,204	14,204	8.12%
Misc Grant Expense	0	110	110	
Programming Activities	60,000	2,173	2,173	3.62%
Insurance	70,000	5,180	5,180	7.40%
TOTAL	441,000	33,456	33,456	7.59%
AUTOMATION				
Automation Services	240,000	22,693	22,693	9.46%
Automation Software	15,000	30	30	0.20%
Automation Hardware	130,000	1,261	1,261	0.97%
TOTAL	385,000	23,984	23,984	6.23%
CONTINGENCY				
	0	-	-	0.00%
DEBT SERVICE PAYMENT				
	1,853,313	-	-	0.00%
TOTAL EXPENDITURES				
	9,248,303	649,714	649,714	7.03%

ALBANY PUBLIC LIBRARY I
Check Register
For the Period From Feb 11, 2016 to Mar 9, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
5218	2/11/16	CSEA	1,917.69	Union Fees
5219	2/11/16	First Light Fiber	5,384.82	Telephone Expense/Automation Services
5220	2/11/16	MetLife-TSA Contribution	1,826.00	403b
5221	2/11/16	NYS Deferred Comp Plan	762.17	NYS Def. Comp
5222	2/11/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
5223	2/11/16	The Travelers	1,348.00	403b
5224	3/9/16	OverDrive, Inc.	1,647.37	Central Library Materials
5225	3/9/16	Staples Advantage	816.50	Office Supplies
5226	3/9/16	Midwest Tape	715.83	Audio/Visual
5227	3/9/16	OverDrive, Inc.	4,175.12	Central Library Materials
5228	3/9/16	Midwest Tape	944.78	Audio/Visual
5229	2/24/16	National Grid	13,354.19	Heat, Light and Power
5230	2/24/16	Albany Water Board	742.32	Building Repair/Maint.
5231	3/9/16	OverDrive, Inc.	2,060.83	Central Library Materials
5232	3/9/16	Midwest Tape	1,907.40	Audio/Visual
5233	3/9/16	Midwest Tape	1,365.07	Audio/Visual
5234	2/25/16	CSEA	1,898.50	Union Fees
5235	2/25/16	MetLife-TSA Contribution	1,826.00	403b
5236	2/25/16	NYS Deferred Comp Plan	794.90	NYS Def. Comp
5237	2/25/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
5238	2/25/16	The Travelers	1,348.00	403b
5239	3/9/16	Baker & Taylor	2,898.05	Books-Adult
5240	3/9/16	Midwest Tape	465.84	Audio/Visual
5241	3/9/16	Midwest Tape	1,054.33	Audio/Visual
5242	3/9/16	OverDrive, Inc.	4,069.29	Central Library Materials
5243	3/9/16	OverDrive, Inc.	2,560.73	Central Library Materials
5244	3/9/16	OverDrive, Inc.	1,600.39	Central Library Materials
5245	3/9/16	Baker & Taylor	6,396.52	Books-Adult
5246	3/9/16	MicroMarketing LLC	649.68	Books-Audio
5247	3/9/16	Midwest Tape	591.53	Audio/Visual
5248	3/9/16	3M QCK8908	4,264.00	Automation Services
5249	3/9/16	Accuprint	3,559.79	Publicity and Printing
5250	3/9/16	ADP, LLC	639.27	Payroll Services
5251	3/9/16	Albany Pine Bush Preserve Comm.	50.00	Programming Delaware
5252	3/9/16	Alexandra Consler	25.29	Programming NA
5253	3/9/16	SYNCB/AMAZON	29.94	Insurance-Wellness
5254	3/9/16	Anita Sanchez	150.00	Programming Delaware
5255	3/9/16	Baker & Taylor	968.37	Books-Adult
5256	3/9/16	Blick Art Materials	6.36	Programming YS
5257	3/9/16	Bonadio & Co., LLP	2,500.00	Legal and Accounting Fees
5258	3/9/16	CDPHP	46,051.20	Insurance-Hospitalization
5259	3/9/16	CDPHP Universal Benefits, Inc.	12,203.89	Insurance-Hospitalization
5260	3/9/16	CDW G	144.75	Automation Hardware

ALBANY PUBLIC LIBRARY I
Check Register
For the Period From Feb 11, 2016 to Mar 9, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
5261	3/9/16	Charles Slatterick	720.00	Contracted Services
5262	3/9/16	Corporate Payment Systems	2,466.76	Contracted Services/AudVis/Books/Fahy Grant
5263	3/9/16	De Lage Landen Financial Services, Inc	1,002.32	Contracted Services
5264	3/9/16	Delta Dental of New York, Inc.	3,573.24	Insurance-Hospitalization
5265	3/9/16	Dell Marketing L.P.	961.90	Automation Hardware
5266	3/9/16	Demco	397.05	Office Supplies
5267	3/9/16	Douglas Goodbee	150.00	Programming Howe
5268	3/9/16	Eastern Managed Print Network	113.34	Contracted Services
5269	3/9/16	Ebony Graham	45.00	Fines and Fees
5270	3/9/16	Family & Children's Service	600.00	Travel/Staff Development
5271	3/9/16	G4S	3,582.71	Security Services
5272	3/9/16	Grainger	217.99	Maint. Supplies
5273	3/9/16	Hamilton News Co., Inc.	22,371.04	Periodicals
5274	3/9/16	HP Inc.	494.54	Automation Hardware
5275	3/9/16	Jennifer Ward	19.85	Programming Bach
5276	3/9/16	John Edvalson	143.85	Programming AH
5277	3/9/16	Josette Pastore	170.00	Programming Delaware
5278	3/9/16	MAILFINANCE	119.95	Postage
5279	3/9/16	Main-Care Energy	240.31	Van Operation
5280	3/9/16	Mary Clement	150.00	Programming PH
5281	3/9/16	Marjorie K. Reinhart	809.00	Wellness/Staff Development
5282	3/9/16	Midwest Tape	535.03	Audio/Visual
5283	3/9/16	Monoprice, Inc.	20.24	Automation Hardware
5284	3/9/16	National Business Equipment	61.41	Contracted Services
5285	3/9/16	New York Library Association	1,105.00	Travel/Staff Development
5286	3/9/16	NYS Unemployment Insurance	7.87	Insurance-Unemployment
5287	3/9/16	Oriental Culture Enterprise Co, Inc.	1,895.09	Books-Adult
5288	3/9/16	Oriental Trading Company, Inc.	312.71	Programming NA
5289	3/9/16	OverDrive, Inc.	885.74	Central Library Materials
5290	3/9/16	Overit Multimedia, Inc.	875.00	Contracted Services
5291	3/9/16	PSI Plastic Graphics	3,956.51	Office Supplies
5292	3/9/16	Richard Waugh	90.65	Insurance-Medicare Reimb.
5293	3/9/16	Ronco Communications & Electronics	275.00	Automation Services
5294	3/9/16	Samantha Brown	35.58	Programming Howe
5295	3/9/16	Scholastic Library Publishing	11,911.00	Central Library Materials
5296	3/9/16	Scholastic Inc.	872.50	Programming Howe/Community
5297	3/9/16	Sentry Technology Corporation	175.25	Automation Services
5298	3/9/16	Staples Advantage	224.20	Office Supplies
5299	3/9/16	Stephanie Preston	68.63	Programming PH
5300	3/9/16	The Albany YMCA	1,600.00	Rent-NA
5301	3/9/16	T-Mobile	385.20	Automation Services
5302	3/9/16	Upper Hudson Library System	1,041.00	Automation Services
5303	3/9/16	W.B.Mason Co., Inc.	389.45	Office Supplies

ALBANY PUBLIC LIBRARY I
Check Register
For the Period From Feb 11, 2016 to Mar 9, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
5304	3/9/16	Whiteman, Osterman & Hanna	566.21	Legal and Accounting Fees
Total			201,374.99	

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES REPORT

MARCH 2016

EXECUTIVE SUMMARY



In February, administration was busy compiling the annual report for the state. This year was much easier than our experience in the past, as much of the data had already been collected for monthly board reports. The library also began its annual internal audit, which is a particularly heavy lift for the business office.

The library was invited to be a part of the annual CA\$H Coalition press event at City Hall. The Executive Director was invited to CDTA's "State of" event and spoke briefly about the library's role as the "beta testers" for the new Navigator card. The library has also been invited to multiple meetings about PEG over the last few weeks. A new studio coordinator has been hired by the committee and the library will continue to monitor the operation for that group.

While winter weather has been mild this year, it has still caused some building issues. A break in a water suppression system at Arbor Hill/West Hill flooded the vestibule, program room, and part of the library. The facilities crew acted quickly and the damage was limited, though we did need to close that location for one day.

The library administration hosted two groups for informational sessions about the library. University at Albany class IST 601 was given a tour of Washington Ave. and two weeks later met again at the Bach Branch to learn about how public libraries operate and are governed. Leadership Tech Valley also met at the library for an experiential. The group learned about the library and were given a tour by the Assistant Director, who is a member of the 2014 class.

A team has been put together to compile the library's first community report. This will provide information included in our annual report along with public comments and the final expenditures for 2015. The community report will be produced in several formats, including a bookmark, single sheet, PDF booklet, and short video. The report will be distributed in March.

The foundation is currently preparing for its annual Albany Reads Event which takes place on April 16. The Friends of APL spring book and author event is April with have their author event on April 9.

DIRECTOR'S CALENDAR

2/2: Youth FX, IST 601 SUNY Albany
2/3: State of CDTA, Albany School Board representative, Young Noble Gents Sendoff , CANA
2/4: Tech Valley Young Professionals Network: Mayor's 2020 Vision
2/5: UHLS DA, CDLC: Politics of Library Advocacy
2/8: Times Union
2/10: EITC press conference at City Hall

2/16: IST 601
2/17: Executive Coaching
2/18: Youth FX
2/22: UHLS ADHOC Stats Committee
2/23: LTV Experiential - Presentation of Library Services
2/24: Satellite Branch Arbor Hill/West Hill
2/26: Albany Business Review DISRUPTERS event

**Trustees must request a physical copy of the board packet for the meeting by 2 pm on Monday, March7.*

APL TOTALS

	Number	YTD Change
Circulation	64404	-9%
Door Count	64939	-3%
Computer Use	12942	+4%
WiFi	46092	+25%
Program Attend.	5057	+39
Meeting Room Usage	619	7%
eBook	2695	+4%
eAudio	1472	+54%
eVideo	21	-70%
eMagazine	560	+36%

DEPARTMENT REPORTS

Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	22470	-9%	1
Door Count	28023	-12%	1
Computer Use	4750	-3%	1
WiFi	22223	+20%	1
Program Attend.	1262	+16%	1
Meeting Room Usage	101	+12	1

Adult Services

- APL's VITA Program started on Feb. 3 with the library's extensive low-income tax assistance preparation services that will take place at Washington Avenue every Wednesday through April 13.
- The Creative Services Department has teamed up with a local teacher to showcase artwork by local high school students. Through April, the display cabinet at the Washington Avenue entrance will feature masks created for the "Faces of Humanity" project, which challenged students to create a mask that reflects their relationship to their cultural or social environment. The base for every mask was a head cast of Michelangelo's sculpture of David; each student individualized his or her mask from that base.
- Since January, over 50 patrons have received one-on-one help, either during the Career Center drop-in hours, or through the one-on-one digital literacy training sessions. The most frequently requested digital help has been with establishing an email account and basic web searching.

Youth Services

- 71 children and 12 teens (83 total) chose free books to take home and keep on "Take Your Child to the Library Day" Feb. 6.
- The "Beat Bots" robotics program held Sneak Preview/Pizza Parties on Feb. 10 at Washington Ave. and Pine Hills. Teens were excited for the start of the program on March 2 (33 teens at Wash.; 27 at Pine Hills). Preparations for this 3-month, twice-a-week program have been ongoing.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	3768	-33%	6
Door Count	2823	-18%	7

Computer Use	1232	-1%	5
WiFi	3255	+27%	6
Program Attend.	174	+65%	7
Meeting Room Usage	64	+16	5

Adult Services

- United Tenants of Albany and the library are in discussion for the branch to host information sessions for the public.
- Two AH/WH staffers were promoted to different positions within APL and staffing rearrangements are ongoing.

Youth Services

- Library staff have been conducting story times next door at Kreative Kidz Zone daycare center on Tuesday afternoons from 4-5 pm.
- Winter Break Afternoon Craft Sessions were a popular draw for children.
- Library staff participated in the Winter Break Ice Skating Party event at Swinburne Park on Feb. 19.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	9365	+11	3
Door Count	6458	+23%	4
Computer Use	1249	+27%	4
WiFi	4327	+54%	3
Program Attend.	827	+8%	3
Meeting Room Usage	103	+119%	3

Adult Services

- People are returning Adult Winter Reading Program completed reading records. Lots of positive remarks. Looking forward to a summer version.
- Library Links has begun with the first few deliveries of books, to homebound senior citizens, made last week. Recipients are very grateful, and there are many volunteer-courier offers from mobile Bach patrons. Our volunteer has been writing the monthly LL newsletter. Program partner NNORC has designed and printed LL bookmarks.
- The Non Fiction Book Group was well attended. A TU photographer took photos for an article in the April edition of "518," a free magazine the TU produces.

Youth Services

- Ice Cream for Breakfast Day had good attendance by babies through senior citizens. Kids enjoyed the written quiz and many folks read the story walk, an illustrated history of ice cream. Branch is planning to do this again next year.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	14220	-3%	2
Door Count	9765	+13%	2
Computer Use	2433	+34%	2
WiFi	6935	+41%	2
Program Attend.	809	+65%	4
Meeting Room Usage	196	0%	2

Adult Services

- Hosted another popular art class series, along with a new session of “With Pen in Hand, Writing your Story” with a new teacher.

Youth Services

- Children’s librarian is working on a literacy event with the city's Head Start that is scheduled for March 17. She will be reading a story and telling parents about library services and also what they could do at home to improve their child's literacy.
- Children’s librarians are continuing to promote Sensory Story Time. Typically, have around 3-5 attendees on the first Saturday of every month. Librarians have reached out to the Parsons school, various Head Start locations in the area as well as the Wildwood School in Schenectady.
- Two of our librarians are attending an Autism Spectrum Fair at the Montessori Magnet School on March 29. The event features sensory play stations for kids as well as promotion of agencies that can help children and adults learn more about sensory processing disorders and that cater to that need. Last year we got positive feedback from attendees about our efforts to serve patrons that are suffering from these disorders. We look forward to making new connections this year.

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	7380	-12%	4
Door Count	6264	-3%	5
Computer Use	1186	-9%	6
WiFi	4204	+62%	4
Program Attend.	522	-4%	5
Meeting Room Usage	93	-32%	4

Adult Services

- Adult coloring program is popular and attendance grows every month.

Youth Services

- Branch offered six special programs for Winter Break with more than 175 kids and caregivers in attendance. Two of the programs had maximum registrations (painting Eric Carle-style for 4-7 year olds and pottery for young people). The other programs were drop-in and very well attended (painting for older kids, collage by the Tang Museum, annual doll tea party, and a movie screening of “Minions”).
- Teen Fika continues to be a popular after-school activity, where teens meet for coffee, sweets, and conversation.
- A mom who brought her three kids and their three friends to the pottery workshop thanked us for providing tween/teen programming that was unique. Her daughter said working with clay and learning how to use the wheel was "better than staying at home and playing video games."

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	4494	-35%	5
Door Count	7495	-5%	3
Computer Use	1429	-11%	3
WiFi	3825	+1%	5
Program Attend.	1161	+105%	2

Meeting Room Usage	62	-18%	6
---------------------------	----	------	---

Adult Services

Youth Services

- Two Together came to visit the library and built with LEGOs. The new American Girl doll donated to us from the Junior League arrived, and the branch's young patrons named her Janetta.
- Young South End singers Lee Reh and Rahmene McDuffie had party to thank the community for supporting their big win – a songwriting contest hosted by Above the Influence. The Hackett Middle School students won tickets to attend the Grammys, as well as a cash prize. They worked with Howe's community engagement clerk on their award-winning song.
- Historic Cherry Hill led a program where the children created large valentines for their loved ones.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2707	+25%	7
Door Count	4111	+39%	6
Computer Use	663	+7%	7
WiFi	1323	-25%	7
Program Attend.	302	+134%	6
Meeting Room Usage	N/A	N/A	N/A

Adult Services

- North Albany put together many different displays this month, including; Black History Month, Valentine's Day, New York Times bestsellers and Oscar nominees

Youth Services

- The YMCA Holiday Club made visits into the library during school break. Children used the library resources of books, coloring sheets, board games, and the public computers to keep entertained while on school vacation.

OPERATIONS

AUTOMATION

	Number	YTD Change
Help Desk Tickets		

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	38 volunteers	

- Partnered with the City of Albany Department of Parks and Recreation to present a free ice skating event during February break. About 60 children and 22 adults came out Feb. 19 to skate for free at Swinburne Park when they showed their APL library card.
- Community presentations are being scheduled for spring at neighborhood association meetings.
- Will be a featured attraction at the Kids Expo at Empire State Plaza on Saturday, March 5.

COLLECTION MANAGEMENT

- CMS is actively supporting the goal of increasing book circulation with two new initiatives: social media "Book of the Week" promotion on Fridays (new adult books with multiple copies, that haven't generated many holds yet) and in-branch "New Release Tuesdays" (display several newly released books and movies on the first floor of the Washington Ave.).

- New clerk started Feb. 29.
- Spent a good portion of the month troubleshooting, and finally solving, some persistent problems with Sierra EDI ordering.
- Scheduled several training sessions over the next few months, alternating between the Washington Avenue computer lab and other branches, on collection ordering and reporting on various platforms.

FACILITIES

	Number	YTD Change	Rank
Work Orders			
<ul style="list-style-type: none"> • Currently removing shelving at Washington Ave. to make room for new Technology Commons area. • In process of installing new nursing mothers' lounges/private spaces for staff at branches. Washington Ave. will be getting one for patrons. • Repainting walls at AH/WH. • Fencing has been ordered to border Clinton Street property and we are meeting next week to go over beginning phase of garden area in this new pocket park adjacent to Howe Branch. 			

FINANCE

- Audit by Bonadio Group: Spent the month compiling requested information for the annual audit and uploaded the information to Bonadio's secure site. Auditors worked at Washington Ave. Branch week of Feb. 22 and asked for and received samples from payroll, payables, employee files and journal entries. Bonadio is now working on annual report.
- Prepared several 5-year plan scenarios for the Finance Committee meeting Feb. 25. Finance Committee reviewed options and is presenting a 1 per cent increase budget proposal to the full board for approval at the March meeting.
- Sent DASNY first invoices on the demolition of Clinton Street building for project reimbursement.

HUMAN RESOURCES

	Number	YTD Change	
Hires			
Resignation			
Transfers			
Write Ups			
Training	11 staff/ 64 hours	-71.25% staff / -54.03% hours	
<ul style="list-style-type: none"> • Personnel Changes: Hired one public information specialist, one FT community engagement clerk, one temporary library assistant to cover maternity leave, one temporary library assistant for robotics grant; promoted one Sr. Tech Support Specialist to Information Tech Manager; accepted resignation of one library page. • Wellness: Surveyed staff with assistance from CDPHP on future wellness programs, began an eight-week weight loss challenge for staff, conducted two yoga nidra/guided meditation classes. • Health Insurance & ADP: Working with ADP to complete tax documents for Affordable Care Act due by March 7, 2016. • Branch Visits: Visited Arbor Hill/West Hill and Pine Hills. 			

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	37,274	-18%	
Facebook Likes	2,336	+17%	

Twitter Followers	2,241	+21%	
Instagram Followers	1,652	+83%	
Online Contacts	47	NA	
Press Releases	2	-66%	

- Notable Media Coverage: TU feature on most popular books at APL in 2015, included in TU feature (cover of Preview section) about programs local libraries have to offer, News10 at two APL locations with librarian interviews for story on legacy of Harper Lee, and AH/WH mentioned in several media reports about voting issues at polling locations for AHS re-vote.
- Publications: Community report (in several formats) in progress, March/April program guide distributed, and May/June guide in progress.
- eNotes: Distributed every Monday, covering tablets at all branches, income tax assistance, February break activities, Beat Bots, new program guide, Facebook, Albany Reads, and art exhibition.
- Notable Social Media Engagements: American Girl Doll donation by Junior League of Albany on Facebook (1,300 reach and 60 engagements), ice skating party at Swinburne on Twitter (3,000 impressions and 16 engagements), Teen Fika at Delaware on Instagram (30 likes and four comments)
- Other Social Media: Created official APL LinkedIn profile for use by current and prospective staff, revamped Pinterest page for upcoming programs by librarians, organized Google+ pages for each branch.

PATRON CULTURE

	Number	YTD Change	
Incidents	18	-27.27%	
Positive Comments	1	-25%	
Neutral Comments	4	-50%	
Negative Comments	0	-26.92%	



Implementation and Status of ED Performance Goals

Updated: **March 2016**

Develop a comprehensive plan for fund raising and provide regular updates to the Board on Foundation activity			
Foundation	Planned	Implemented	Completed
<ul style="list-style-type: none"> Help with the planning of key Foundation events. Include a Foundation update in the monthly director's report. Include Foundation leadership in organizational meetings and conversations. Establish an annual budget for the Foundation. Identify grant opportunities for Foundation. 	6/14 6/15 11/14	6/14 7/15 11/14	Ongoing Ongoing Ongoing
Friends	Planned	Implemented	Completed
<ul style="list-style-type: none"> Reengage the Friends to do additional fundraising. Include a Friends update in the monthly director's report. Include Foundation leadership in organizational meetings and conversations. 	7/14 6/15 11/14	8/14 7/15 11/14	Ongoing Ongoing Ongoing
Grants	Planned	Implemented	Completed
<ul style="list-style-type: none"> 2015 Bullet Aid 2015 IMLS SPARKS Grant 2015 DLD Grant 2015 Best Buy Grant 2016 IMLS SPARKS Grant 	5/15 2/15 7/15 6/15 12/15	5/15 2/15 9/15 9/15 1/15	6/15 8/15 9/15 9/15
Outside Revenue Sources	Planned	Implemented	Completed
<ul style="list-style-type: none"> CDTA bus pass program Identify and meet with local non- profits who are looking for space at 161 Washington Ave. 	8/14 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
<ul style="list-style-type: none"> Work with HR Dept. to identify outside agency for staff survey Create staff survey to be distributed to staff Distribute survey Analyze data Decision on how often survey will be done Identify organizational changes to address concerns of survey. Implement changes to address concern of survey Quarterly "all staff" meetings. Bi Annual attendance of department meetings by member of administration. Extended "satellite" office hours for key administrators. Change in format and date for "Staff Development Day" 	9/14 11/14 12/14 12/14 12/14 4/15 5/15 1/16 1/16 12/15 11/15 2/16	9/14 11/14 1/15 3/15 3/15 4/15 6/15 2/16 1/16 2/16	9/14 9/14 2/15 3/15 5/15 5/15 Ongoing Ongoing Ongoing
Report to Board turnover rates and key staff changes:	Planned	Implemented	Completed
<ul style="list-style-type: none"> This is now a part of the director's report submitted to the board on a monthly basis. 	6/14	8/14	9/14
Off Boarding Process	Planned	Implemented	Completed
<ul style="list-style-type: none"> Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey. 	2/15	5/15	Ongoing

Action Plan in response to staff survey	Planned	Implemented	Completed
Evaluate staff survey.	2/16	3/16	

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 3/16
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

• 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
• Develop written procedure for incident reports	12/14	12/14	12/14
• Change security model	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 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

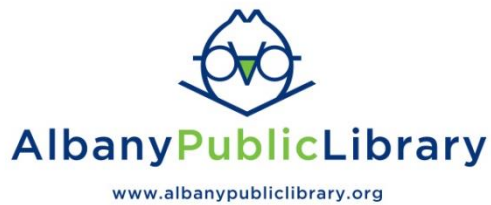
Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SERVICES TO PUBLIC							
Social Media	X		X		April 2014	April 2016	Web Devel. Cmt.
Website Privacy	X		X		April 2014	April 2016	Web Devel. Cmt.
Washington Library Closing		X	X		Dec. 2015	Dec. 2016	Public 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



BOARD OF TRUSTEES MEETING EVALUATION: Feb. 9, 2016

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The board packet contained useful information in a form that helped trustees understand the issues.	8				
2. All trustees came to the meeting fully prepared.	4	3	1		
3. The agenda focused on important issues.	7	1			
4. Trustees had ample opportunity to ask questions and express their opinions.	7	1			
5. The board meeting was efficient and effective.	7	1			

6. What did you like best about the meeting?

- Thoughtful discussion
- It's efficiency
- Opportunity to explore issues and come to resolution
- Organization, getting things done
- Crispness of moving through the agenda
- Excellent presentation of budget and mods.
- Informational info on budget, Executive Director Report.
- Everyone was able to voice their opinions.

7. What did you like least about the meeting?

- Would like more information such as board retreat in our packets.
- Late arrival of 3 trustees. We did not start on time due to lack of quorum.
- 6 PM start

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

- I'm considering some things but not ready to share them just yet.

MEMORANDUM OF AGREEMENT

BETWEEN

ALBANY PUBLIC LIBRARY

AND THE

CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.

AFSCME LOCAL 1000, AFL-CIO

This Memorandum of Agreement is entered into on the ____th day of February, 2016 by and between the Albany Public Library, a municipal corporation existing by and under the laws of the State of New York (hereinafter referred to as "APL" or "Library") and the Civil Service Employees Association, Local 1000 AFSCME, AFL-CIO, for the Albany Public Library Unit of the Albany County Local 801 (hereinafter referred to as "CSEA"). (Collectively known as the "Parties")

1. APL agrees to reimburse leave accruals charged on December 24, 2015 and December 31, 2015 from 3pm to the end of the employees' normally work hours by all bargaining unit members who were normally scheduled to work, regardless of whether they took the entire day off to leave credits or worked through the 3pm closure.

Except as specifically modified by this Memorandum of Agreement, the terms of the collective bargaining agreement shall remain unmodified and continued in full force and effect.

Agreed, by undersigned,

ALBANY PUBLIC LIBRARY

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

Scott Jarzombek, Executive Director

William Takach, CSEA Unit President

Dated

Dated

Charles Barley, Labor Relations Specialist

Dated

	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	

Year	Increase %	Tax Levy		Amount Of Assessed																		
				Tax	\$100K	\$125K	\$150K	\$175K	\$200K	\$225K	\$250K	\$275K	\$300K	\$325K	\$350K	\$375K	\$400K	\$425K	\$450K	\$475K	\$500K	
2016		\$8,420,686		1.53001	153.00	191.25	229.50	267.75	306.00	344.25	382.50	420.75	459.00	497.25	535.50	573.75	612.00	650.25	688.50	726.75	765.01	
2017	1%	\$8,504,893		1.54531	154.53	193.16	231.80	270.43	309.06	347.69	386.33	424.96	463.59	502.23	540.86	579.49	618.12	656.76	695.39	734.02	772.66	
Increase \$					\$0.02	\$1.53	\$1.91	\$2.30	\$2.68	\$3.06	\$3.44	\$3.83	\$4.21	\$4.59	\$4.97	\$5.36	\$5.74	\$6.12	\$6.50	\$6.89	\$7.27	\$7.65



APL WORKPLACE DYNAMICS STAFF SURVEY

2015 TIMES UNION/WORKPLACE DYNAMICS STAFF SURVEY
AND WHAT WE HAVE LEARNED FROM IT

STRENGTHS

Our commitment to empowering our staff and the community through our work. The shift in organizational priorities are more inline with our mission statement. APL cares about the employees and compensation and benefits are reasonable within the field.

WEAKNESSES

Communication between organizational levels seems to be lacking. Staff feel that information is not provided to them in a timely manner or that important decisions are hidden from them making them feel not appreciated as members of the team.

OPPORTUNITIES

Utilize the commitment to and positive impact on the community from staff to further develop programming and our collections to further our mission to Educate, Entertain and Empower both the members of our staff and the members of our community.

THREATS

Unless we constantly assess and modify our methods of staff communication, both up and down the organizational structure, we run the risk of further alienating our staff and creating a rift between front line employees and management.

SWOT ANALYSIS

Albany Public Library

Annual Report For Public And Association Libraries - 2015

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Part 1

Report all information in Part 1 as of December 31, 2015, except for questions related to the current library director/manager (

1.1	Library ID Number	8400010060	8400010060
1.2	Library Name	ALBANY PUBLIC LIBRARY	ALBANY PUB.
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Albany *	Albany *
1.6	Beginning Fiscal Reporting Year	01/01/2015	01/01/2014
1.7	Ending Fiscal Reporting Year	12/31/2015	12/31/2014
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2015	01/01/2014
1.12	Ending <u>Local</u> Fiscal Year	12/31/2015	12/31/2014
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	161 WASHINGTON AVENUE	161 WASHINGTON AVENUE
1.15	City	ALBANY	ALBANY
1.16	Zip Code	12210	12210
1.17	Mailing Address	161 WASHINGTON AVENUE	161 WASHINGTON AVENUE
1.18	City	ALBANY	ALBANY
1.19	Zip Code	12210	12210
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 427-4300	(518) 427-4300

1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 449-3386	(518) 449-3386
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	washingtonave@albanypubliclibrary.org	aplweb@albar
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.albanypubliclibrary.org	www.albanypu
1.24	Population Chartered to Serve (per 2010 Census)	97,839	97,839
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School Distric
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	09/13/2002	09/13/2002
1.30	Date the library was last registered	12/29/2003	12/29/2003
1.31	Federal Employer Identification Number	320034205	320034205
1.32	County	ALBANY	ALBANY
1.33	School District	Albany City School District	Albany City Sc
1.34	Town/City	Albany	N/A
1.35	Library System	Upper Hudson Library System	Upper Hudson
NOTE: For questions 1.36 through 1.41, report all information for the <u>current</u> library director/manager.			
1.36	Title of Library Director/Manager (select one):	Mr.	Mr.
1.37	First Name of Library Director/Manager	Scott	Scott
1.38	Last Name of Library Director/Manager	Jarzombek	Jarzombek
1.39	NYS Public Librarian Certification Number	21576	21576

1.40	E-mail Address of the Director/Manager	jarzombeks@albanypubliclibrary.org	jarzombeks@a
1.41	Fax Number of the Director/Manager	(518) 449-3386	(518) 449-3386
1.42	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y

Part 2

1.43	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2015? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.44.	Y	Y
1.	Name of municipality or district holding the public vote	Albany	Albany School
2.	Indicate the type of municipality or district holding the public vote	School District	School District
3.	Date the vote was held (mm/dd/2015)	05/19/2015	05/15/2012
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	N/A
6a.	Most recent prior year approved appropriation from a public vote:	\$6,434,764	\$6,434,764
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$0	
6c.	Total proposed appropriation (sum of 6a and 6b):	\$6,434,764	

This question should only be answered if "No" was answered in Q1.43 OR the library has votes from different municipality years, both current and prior.

1.44	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2015) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.45.		77.63
1.	Name of municipality or district holding the public vote		
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)		
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?		

Part 3

1.45	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.46.	N	N
1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	0
4.	Dollar amount of contract	\$0	\$0
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.46	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>State</u> note; if no, please go to Part 2, Library Collection.	N	N
------	--	---	---

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions. This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been acquired by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative level of each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	76,402	82,872
2.2	Adult Non-fiction Books	73,785	86,069
2.3	Total Adult Books (Total questions 2.1 & 2.2)	150,187	168,941
2.4	Children's Fiction Books	49,999	48,601
2.5	Children's Non-fiction Books	18,925	19,635
2.6	Total Children's Books (Total questions 2.4 & 2.5)	68,924	68,236
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	219,111	237,177

Other Print Materials

2.8	Total Uncataloged Books	110	120
2.9	Total Print Serials	2,226	2,082
2.10	All Other Print Materials	0	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,336	2,202
2.12	Total Print Materials (Total questions 2.7 and 2.11)	221,447	239,379

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	28,865	22,344
------	------------------	--------	--------

2.14	Local Electronic Collections	2	1
2.15	NOVEL ^{NY} Electronic Collections	10	11
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	12	12
2.17	Audio - Downloadable Units	9,234	7,542
2.18	Video - Downloadable Units	705	645
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0	63
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	38,816	30,606
Non-Electronic Materials			
2.21	Audio - Physical Units	21,103	22,210
2.22	Video - Physical Units	53,647	41,657
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	779	40
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	75,529	63,907
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	335,792	333,892

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	337	347
------	------------------------------------	-----	-----

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	17,835	22,578
2.28	All Other Print Materials	2,940	5,437
2.29	Electronic Materials	8,501	9,339
2.30	All Other Materials	7,479	8,017
2.31	Total Additions (Total questions 2.27 through 2.30)	36,755	45,371

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.26 as of the end of the fiscal year reported in Part 1; report information on q

year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	861,524	890,421
3.2	Registered resident borrowers	86,015	74,464
3.3	Registered non-resident borrowers	417	413

Please report information on WRITTEN POLICIES as of 12/31/15.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/15.

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N
3.12	Does the library have large print books?	Y	
3.13	Does the library have assistive technology for the blind and visually impaired?	N	
3.14 - If so, what do you have?			
	screen reader, such as JAWS or Windoweyes	No	

refreshable Braille keyboard	No
screen magnification software, such as Zoomtext	No
electronic scanning and reading software, such as OpenBook	No

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.15	Adult Program Sessions	1,893	1,043
3.16	Young Adult Program Sessions	485	305
3.17	Children's Program Sessions	1,896	1,454
3.18	All Other Program Sessions	0	0
3.19	Total Number of Program Sessions (Total questions 3.15 through 3.18)	4,274	2,802
3.20	One-on-One Program Sessions	98	
3.21	Adult Program Attendance	18,478	13,438
3.22	Young Adult Program Attendance	4,398	4,133
3.23	Children's Program Attendance	34,373	32,068
3.24	All Other Program Attendance	0	0
3.25	Total Program Attendance (Total questions 3.21 through 3.24)	57,249	49,639
3.26	One-on-One Program Attendance	98	

Please report information on SUMMER READING PROGRAMS for the 2015 calendar year.

SUMMER READING PROGRAM

3.27 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2015.

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	No	No
d.	Summer Reading at New York Libraries name and/or logo used	No	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	No
f.	N/A	No	No
3.28	Library outlets offering a summer reading program	7	7

3.29	Children registered for the library's summer reading program	990	577
3.30	Young adults registered for the library's summer reading program	213	184
3.31	Adults registered for the library's summer reading program	0	0
3.32	Total number registered for the library's summer reading program (total 3.29 + 3.30 + 3.31)	1,203	761
3.33	Children's program sessions - Summer 2015	311	244
3.34	Young adult program sessions - Summer 2015	163	101
3.35	Adult program sessions - Summer 2015	0	0
3.36	Total program sessions - Summer 2015 (total 3.33 + 3.34 + 3.35)	474	345
3.37	Children's program attendance - Summer 2015	7,526	9,798
3.38	Young adult program attendance - Summer 2015	1,189	1,393
3.39	Adult program attendance - Summer 2015	0	0
3.40	Total program attendance - Summer 2015 (total 3.37 + 3.38 + 3.39)	8,715	11,191

COLLABORATORS

3.41	Public school district(s) and/or BOCES	1	1
3.42	Non-public school(s)	3	0
3.43	Childcare center(s)	10	3
3.44	Summer camp(s)	7	3
3.45	Municipality/Municipalities	3	1
3.46	Literacy provider(s)	2	1
3.47	Other (describe using the State note)	6	1
3.48	Total Collaborators (total 3.41 through 3.47)	32	10

Please report information on EARLY LITERACY PROGRAMS for the 2015 calendar year.

EARLY LITERACY PROGRAMS

3.49	Did the library offer early literacy programs? (Enter Y for Yes, N for No)		Y
3.50	Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry	Yes	Yes

b.	Focus on parents & caregivers	Yes	Yes
c.	Combined audience	Yes	Yes
d.	N/A	No	No

3.51 - Number of sessions

a.	Focus on birth - school entry	582	701
b.	Focus on parents & caregivers	0	0
c.	Combined audience	0	1
d.	N/A	0	0
3.52	Total Sessions	582	702

3.53 - Attendance at sessions

a.	Focus on birth - school entry	11,262	14,619
b.	Focus on parents & caregivers	0	0
c.	Combined audience	0	0
d.	N/A	0	0
3.54	Total Attendance	11,262	14,619

3.55 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	No
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2015 calendar year.

ADULT LITERACY

3.56	Did the library offer adult literacy programs?	Yes	Yes
3.57	Total group program sessions	220	262
3.58	Total one-on-one program sessions	0	
3.59	Total group program attendance	1,155	6,530
3.60	Total one-on-one program attendance	0	
3.61 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	No
c.	Non-Public Schools	No	Yes
d.	Other (see instructions and describe using State Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2015 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.62	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	Y
3.63	Children's program sessions	0	12
3.64	Young adult program sessions	0	0
3.65	Adult program sessions	268	224
3.66	One-on-one program sessions	0	
3.67	Total program sessions (total 3.63 + 3.64 + 3.65)	268	236
3.68	Children's program attendance	0	96
3.69	Young adult program attendance	0	0
3.70	Adult program attendance	1,066	2,300
3.71	One-on-one program attendance	0	
3.72	Total program attendance (total 3.68 + 3.69 + 3.70)	1,066	2,396
3.73 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Other (describe using the State note)	No	No

Please report information on DIGITAL LITERACY for the 2015 calendar year.

DIGITAL LITERACY

3.74	Did the library offer digital literacy programs?	Y	Y
3.75	Total group program sessions	152	289
3.76	Total one-on-one program sessions	0	
3.77	Total group program attendance	1,260	1,941
3.78	Total one-on-one program attendance	0	

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered

CATALOGED BOOK CIRCULATION

150,298

151,706

4.1	Adult Fiction Books		
4.2	Adult Non-fiction Books	127,576	130,424
4.3	Total Adult Books (Total questions 4.1 & 4.2)	277,874	282,130
4.4	Children's Fiction Books	116,045	120,569
4.5	Children's Non-fiction Books	27,185	26,087
4.6	Total Children's Books (Total questions 4.4 & 4.5)	143,230	146,656
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	421,104	428,786

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	512,738	599,566
4.9	Circulation of Children's Other Materials	36,539	45,360
4.10	Circulation of Electronic Materials	52,039	45,993
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	601,316	690,919
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	1,022,420	1,119,705
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	179,769	192,016

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	135,799	142,796
4.15	Does the library offer virtual reference?	Y	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	110,860	99,998
------	--------------------------	---------	--------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	124,929	117,481
------	--------------------------	---------	---------

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2015.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y

5.4	Annual number of visits to the library's web site	403,102	473,506
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Number of uses (sessions) of public Internet computers per year	155,542	185,109
5.7	Name of the person responsible for the library's Information Technology (IT) services	Marcia Middleton	Marcia Middle
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 427-4340	(518) 427-4340
5.9	IT contact's email address	middletonm@albanypubliclibrary.org	middletonm@albanypubliclibrary.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, multiply the number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers a full-time position. Round to two decimal places.

FTE (FULL-TIME EQUIVALENT) CALCULATION

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5	37.5
-----	--	------	------

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	37	35
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	14	10
6.9	Vacant Library Specialist/Paraprofessional (not certified)	1	5
6.10	Other Staff	63	66
6.11	Vacant Other Staff	3	9
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	115.00	112.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	4.00	14.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	<i>1</i>
6.15	Salary - Entry Level Librarian (certified)	\$46,935	<i>\$46,015</i>
6.16	FTE - Library Director (certified)	1	<i>1</i>
6.17	Salary - Library Director (certified)	\$100,000	<i>\$100,000</i>
6.18	FTE - Library Manager (not certified)	0	<i>0</i>
6.19	Salary - Library Manager (not certified)	\$0	<i>\$0</i>

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2015. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	<i>Y</i>
7.2	2. Has a board-approved written long range plan of service.	Y	<i>Y</i>
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	<i>Y</i>
7.4	4. Has board-approved written policies for the operation of the library.	Y	<i>Y</i>
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	<i>Y</i>
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	<i>Y</i>
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	<i>Y</i>
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	<i>Y</i>

7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electro following:			
7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before c

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlet

8.1	Main Library	0	1
8.2	Branches	7	6
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	7	7

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	0.00	59
8.7	Minimum Weekly Total Hours - Branch Libraries	303.00	240
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	303.00	299.00
8.10	Annual Total Hours - Main Library	0.00	3,135
8.11	Annual Total Hours - Branch Libraries	15,328.00	12,058

8.12	Annual Total Hours - Bookmobiles	0.00	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	15,328.00	15,193.00

9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

1.	Outlet Name	Albany Public Library	<i>Albany Public</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	161 WASHINGTON AVENUE	<i>161 WASHINGTON AVENUE</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	ALBANY	<i>ALBANY</i>
6.	Zip Code	12210	<i>12210</i>
7.	Phone (enter 10 digits only) (518) 427-4300		<i>(518) 427-4300</i>
8.	Fax Number (enter 10 digits only) (518) 449-3386		<i>(518) 449-3386</i>
9.	E-mail Address	washingtonave@albanypubliclibrary.org	<i>aplweb@albanypubliclibrary.org</i>
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/washington-avenue-branch/	<i>WWW.ALBANYPUBLICLIBRARY.ORG</i>
11.	County	Albany	<i>Albany</i>
12.	School District	Albany	<i>Albany</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson</i>
14.	Outlet Type Code (select one):	BR	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,049	<i>3,135</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	Y	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	3,765	<i>404</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1963	<i>1963</i>

24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2013	2013
25.	Square footage of the outlet	67,000	67,000
26.	Total number of Internet terminals at this outlet used by the general public	41	36
27.	Type of connection on the outlet's public Internet computers	Fiber	Leased Line
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	7 Greater than
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	7 Greater than
30.	Internet Provider	Other (specify using the State note)	Other (specify
31.	WiFi Access	No restrictions to access	No restrictions
32.	Number of wireless sessions provided by the library wireless service per year	241,758	239,143
33.	Does the outlet have interactive videoconferencing capability for public use?	N	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	<i>LIBID</i>	8400010060	8400010060
37.	<i>FSCSID</i>	NY0697	NY0697
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no chan
1.	Outlet Name	Arbor Hill/West Hill Branch	Arbor Hill/We.
2.	Outlet Name Status	00 (for no change)	00 (for no chan
3.	Street Address	148 Henry Johnson Boulevard	148 Henry Joh
4.	Outlet Street Address Status	00 (for no change)	00 (for no chan
5.	City	ALBANY	ALBANY
6.	Zip Code	12210	12210
7.	Phone (enter 10 digits only)	(518) 694-0596	(518) 694-0596
8.	Fax Number (enter 10 digits only)	N/A	N/A
9.	E-mail Address	arborhillwesthill@albanypubliclibrary.org	aplwl@albany
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/arborhill-westhill/	http://www.alb

11.	County	Albany	<i>Albany</i>
12.	School District	Albany	<i>Albany</i>
13.	Library System	Upper Hudson Library System	<i>Upper Hudson</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,070	<i>2,009</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	Y	<i>Y</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	1,038	<i>114</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	2010	<i>2010</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010	<i>2010</i>
25.	Square footage of the outlet	12,000	<i>12,000</i>
26.	Total number of Internet terminals at this outlet used by the general public	24	<i>26</i>
27.	Type of connection on the outlet's public Internet computers	Fiber	<i>Leased Line</i>
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>7 Greater than</i>
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>7 Greater than</i>
30.	Internet Provider	Other (specify using the State note)	<i>Other (specify</i>
31.	WiFi Access	No restrictions to access	<i>No restrictions</i>
32.	Number of wireless sessions provided by the library wireless service per year	37,581	<i>31,132</i>

33.	Does the outlet have interactive videoconferencing capability for public use?	N	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	<i>LIBID</i>	8400010060	8400010060
37.	<i>FSCSID</i>	NY0697	NY0697
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no change from previous year)
1.	Outlet Name	Delaware Branch	Delaware Branch
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	331 DELAWARE AVENUE	331 DELAWARE AVENUE
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	Albany	Albany
6.	Zip Code	12209	12209
7.	Phone (enter 10 digits only) (518) 463-0254		(518) 463-0254
8.	Fax Number (enter 10 digits only)	N/A	N/A
9.	E-mail Address	delaware@albanypubliclibrary.org	APLD1@albanypubliclibrary.org
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/delaware/	http://www.albanypubliclibrary.org/locations/delaware/
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,074	2,013
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	1,972	111
20.	Enter the appropriate outlet code (select one):	LO	LO

21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1962	<i>1962</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009	<i>2009</i>
25.	Square footage of the outlet	9,500	<i>9,500</i>
26.	Total number of Internet terminals at this outlet used by the general public	16	<i>16</i>
27.	Type of connection on the outlet's public Internet computers	Fiber	<i>Leased Line</i>
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>7 Greater than</i>
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>7 Greater than</i>
30.	Internet Provider	Other (specify using the State note)	<i>Other (specify</i>
31.	WiFi Access	No restrictions to access	<i>No restrictions</i>
32.	Number of wireless sessions provided by the library wireless service per year	45,139	<i>37,302</i>
33.	Does the outlet have interactive videoconferencing capability for public use?	N	<i>N</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	<i>LIBID</i>	8400010060	<i>8400010060</i>
37.	<i>FSCSID</i>	NY0697	<i>NY0697</i>
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no chan</i>
1.	Outlet Name	John A. Howe Branch	<i>John A. Howe</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no chan</i>
3.	Street Address	105 Schuyler Street	<i>105 Schuyler S</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no chan</i>
5.	City	ALBANY	<i>ALBANY</i>

6.	Zip Code	12202	12202
7.	Phone (enter 10 digits only)	(518) 472-9485	(518) 472-948.
8.	Fax Number (enter 10 digits only)	(518) 472-9406	(518) 472-940.
9.	E-mail Address	howe@albanypubliclibrary.org	APLH1@alban
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/howe/	http://www.alb
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,009	2,009
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	687	154
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1929	1929
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009	2009
25.	Square footage of the outlet	9,500	9,500
26.	Total number of Internet terminals at this outlet used by the general public	16	16
27.	Type of connection on the outlet's public Internet computers	Fiber	Leased Line
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	7 Greater than

29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	7 Greater than
30.	Internet Provider	Other (specify using the State note)	Other (specify
31.	WiFi Access	No restrictions to access	No restrictions
32.	Number of wireless sessions provided by the library wireless service per year	54,155	49,122
33.	Does the outlet have interactive videoconferencing capability for public use?	N	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	<i>LIBID</i>	8400010060	8400010060
37.	<i>FSCSID</i>	NY0697	NY0697
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no chan
1.	Outlet Name	John J. Bach Branch	John J. Bach E
2.	Outlet Name Status	00 (for no change)	00 (for no chan
3.	Street Address	455 New Scotland Avenue	455 New Scotl
4.	Outlet Street Address Status	00 (for no change)	00 (for no chan
5.	City	Albany	Albany
6.	Zip Code	12208	12208
7.	Phone (enter 10 digits only)	(518) 482-2154	(518) 482-215
8.	Fax Number (enter 10 digits only)	N/A	N/A
9.	E-mail Address	bach@albanypubliclibrary.org	aplbl@albany
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/bach/	http://www.alb
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,070	2,009
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y

18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	741	38
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	2010	2010
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010	2010
25.	Square footage of the outlet	8,500	8,500
26.	Total number of Internet terminals at this outlet used by the general public	16	16
27.	Type of connection on the outlet's public Internet computers	Fiber	Leased Line
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	7 Greater than
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	7 Greater than
30.	Internet Provider	Other (specify using the State note)	Other (specify
31.	WiFi Access	No restrictions to access	No restrictions
32.	Number of wireless sessions provided by the library wireless service per year	51,264	31,873
33.	Does the outlet have interactive videoconferencing capability for public use?	N	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	<i>LIBID</i>	8400010060	8400010060
37.	<i>FSCSID</i>	NY0697	NY0697

38.	Number of Bookmobiles in the Bookmobile Outlet Record	0	0
39.	Outlet Structure Status	00 (for no change from previous year)	00 (for no change from previous year)
1.	Outlet Name	North Albany Branch	North Albany Branch
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	616 North Pearl Street	616 North Pearl Street
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	ALBANY	ALBANY
6.	Zip Code	12204	12204
7.	Phone (enter 10 digits only)	(518) 463-1581	(518) 463-1581
8.	Fax Number (enter 10 digits only)	N/A	N/A
9.	E-mail Address	northalbany@albanypubliclibrary.org	northalbany@albanypubliclibrary.org
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/north-albany/	http://www.albanypubliclibrary.org/locations/north-albany/
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	2,028	2,009
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N	N
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	0	0
20.	Enter the appropriate outlet code (select one):	LR	LR
21.	Who owns this outlet building?	Other (specify using the State note)	Other (specify using the State note)
22.	Who owns the land on which this outlet is built?	Other (specify using the State note)	Other (specify using the State note)
23.	Indicate the year this outlet was initially constructed	2005	2005
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	N/A
25.	Square footage of the outlet	2,500	2,500

26.	Total number of Internet terminals at this outlet used by the general public	6	6
27.	Type of connection on the outlet's public Internet computers	Fiber	Leased Line
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	7 Greater than
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	7 Greater than
30.	Internet Provider	Other (specify using the State note)	Other (specify
31.	WiFi Access	No restrictions to access	No restrictions
32.	Number of wireless sessions provided by the library wireless service per year	22,598	26,516
33.	Does the outlet have interactive videoconferencing capability for public use?	N	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	<i>LIBID</i>	N/A	N/A
37.	<i>FSCSID</i>	N/A	N/A
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	N/A	N/A
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no change)
1.	Outlet Name	Pine Hills Branch	Pine Hills Branch
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	517 Western Ave.	517 Western Ave.
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	ALBANY	ALBANY
6.	Zip Code	12203	12203
7.	Phone (enter 10 digits only)	(518) 482-7911	(518) 482-7911
8.	Fax Number (enter 10 digits only)	(518) 482-7916	(518) 482-7916
9.	E-mail Address	pinehills@albanypubliclibrary.org	APLP1@albany
10.	Outlet URL	http://www.albanypubliclibrary.org/locations/pine-hills/	http://www.albany
11.	County	Albany	Albany
12.	School District	Albany	Albany
13.	Library System	Upper Hudson Library System	Upper Hudson

14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,028	<i>2,009</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	Y	<i>Y</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	1,981	<i>180</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1930	<i>1930</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009	<i>2009</i>
25.	Square footage of the outlet	18,000	<i>18,000</i>
26.	Total number of Internet terminals at this outlet used by the general public	24	<i>24</i>
27.	Type of connection on the outlet's public Internet computers	Fiber	<i>Leased Line</i>
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>7 Greater than</i>
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	<i>7 Greater than</i>
30.	Internet Provider	Other (specify using the State note)	<i>Other (specify</i>
31.	WiFi Access	No restrictions to access	<i>No restrictions</i>
32.	Number of wireless sessions provided by the library wireless service per year	84,115	<i>62,007</i>

33.	Does the outlet have interactive videoconferencing capability for public use?	N	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	<i>LIBID</i>	8400010060	8400010060
37.	<i>FSCSID</i>	NY0697	NY0697
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2015. All public and association libraries are required by Education Law to have a board of trustees.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2015 to December 31, 2015)	12	12
10.2	Number of voting library board positions stated in the library's charter.	5-15	5-15
10.3	Number of current <u>voting</u> positions on library board.	9	9
10.4	Trustee term length	5 years	5 years

BOARD MEMBER SELECTION

10.5	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	EP - board members are elected in a public election
------	---	---	---

List Officers and Board Members as of February 1, 2016. Complete one record for each board member. There must be a record for each board member. Do not include non-voting positions.

BOARD PRESIDENT

10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mrs.	Ms.
10.7	First Name	Mary Ellen	Mary Ellen
10.8	Last Name	Piche'	Piche
10.9	Mailing Address	66 Elm Street	66 Elm Street
10.10	City	Albany	Albany
10.11	Zip Code (5 digits only)	12202	12202
10.12	Phone (enter 10 digits only)	(518) 463-3904	(518) 463-3904
10.13	E-mail Address	picheme@gmail.com	picheme@gmail.com

10.14	Term Begins - Month	July	<i>July</i>
10.15	Term Begins - Year (yyyy)	2012	<i>2012</i>
10.16	Term Expires - Month	June	<i>June</i>
10.17	Term Expires - Year (yyyy)	2017	<i>2017</i>
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	07/10/2012	<i>07/10/2015</i>
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2012	<i>07/11/2015</i>
10.20	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Timothy	<i>Timothy</i>
3.	Last Name of Board Member	Smith	<i>Smith</i>
4.	Mailing Address	322 Hudson Ave.	<i>322 Hudson Ave.</i>
5.	City	Albany	<i>Albany</i>
6.	Zip Code (5 digits only)	12210	<i>12210</i>
7.	E-mail address	itimoithys@aol.com	<i>itimoithys@aol</i>
8.	Office Held or Trustee	Vice President	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2011	<i>2011</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2016	<i>2016</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/10/2011	<i>07/12/2011</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2011	<i>07/13/2011</i>
15.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Donna	<i>Donna</i>
3.	Last Name of Board Member	Dixon	<i>Dixon</i>
4.	Mailing Address	46 Fleetwood Avenue	<i>46 Fleetwood Ave.</i>
5.	City	Albany	<i>Albany</i>
6.	Zip Code (5 digits only)	12208	<i>12208</i>
7.	E-mail address	donnadixon@gmail.com	<i>donnadixon@</i>
8.	Office Held or Trustee	Trustee	<i>Vice President</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2011	<i>2011</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2016	<i>2016</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/12/2011	<i>07/12/2011</i>

14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/13/2011	07/13/2011
15.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mr.	Mr.
2.	First Name of Board Member	Andrew	Andrew
3.	Last Name of Board Member	Bechard	Bechard
4.	Mailing Address	27 Forest Avenue	27 Forest Ave
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12208	12208
7.	E-mail address	abechard@gmail.com	abechard@gm
8.	Office Held or Trustee	Vice President	Vice President
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2009	2009
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2019	2019
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2014	07/14/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2014	07/15/2014
15.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Ms.	Ms.
2.	First Name of Board Member	Arlene	Arlene
3.	Last Name of Board Member	Way	Way
4.	Mailing Address	17 Second Street	17 Second Stre
5.	City	Albany	Albany
6.	Zip Code (5 digits only)	12210	12210
7.	E-mail address	away7mad@aol.com	away7mad@a
8.	Office Held or Trustee	Secretary	Secretary
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2012	2012
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2017	2017
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/10/2012	07/10/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/11/2011	07/11/2012
15.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mrs.	Mr.
2.	First Name of Board Member	Alison	Daniel

3.	Last Name of Board Member	Calacone	<i>Curtis</i>
4.	Mailing Address	148 Ramsey Place	<i>338D Hackett</i>
5.	City	Albany	<i>Albany</i>
6.	Zip Code (5 digits only)	12209	<i>12208</i>
7.	E-mail address	a.calacone@me.com	<i>daniel.curtis.a</i>
8.	Office Held or Trustee	Trustee	<i>Vice President</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2014	<i>2012</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2019	<i>2017</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/08/2014	<i>07/10/2012</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/09/2014	<i>07/11/2012</i>
15.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Elissa	<i>Esther</i>
3.	Last Name of Board Member	Kane	<i>Patterson</i>
4.	Mailing Address	27 Cuyler Ave	<i>27 Grandview</i>
5.	City	Albany	<i>Albany</i>
6.	Zip Code (5 digits only)	12209	<i>12202</i>
7.	E-mail address	eeekievonkane@gmail.com	<i>patterson.Esth</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2015	<i>2010</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2020	<i>2015</i>
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2015	<i>07/13/2010</i>
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2015	<i>07/14/2010</i>
15.	Is this a brand new trustee?	Y	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Michael	<i>John</i>
3.	Last Name of Board Member	Neppl	<i>Davis</i>
4.	Mailing Address	21 Elk St # 401	<i>19 Ten Eyck A</i>
5.	City	Albany	<i>Albany</i>
6.	Zip Code (5 digits only)	12207	<i>12209</i>
7.	E-mail address	neptacular@gmail.com	<i>enrufo@aol.cc</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>May</i>

10.	Term Begins - Year (year)	2015	2013
11.	Term Expires	June	June
12.	Term Expires - Year (yyyy)	2020	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/14/2015	07/08/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/15/2015	07/09/2013
15.	Is this a brand new trustee?	Y	N
1.	Title of Board Member (select one):	Vacant	Ms.
2.	First Name of Board Member	N/A	Alison
3.	Last Name of Board Member	N/A	Calacone
4.	Mailing Address	N/A	148 Ramsey Pl
5.	City	N/A	Albany
6.	Zip Code (5 digits only)	N/A	12209
7.	E-mail address	N/A	a.calacone@m
8.	Office Held or Trustee		Trustee
9.	Term Begins - Month		May
10.	Term Begins - Year (year)	N/A	2013
11.	Term Expires		June
12.	Term Expires - Year (yyyy)	N/A	2019
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	07/08/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	07/09/2013
15.	Is this a brand new trustee?		Y

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y	Y
1.	Source of Funds	School District	School District
2.	Name of funding County, Municipality or District	Albany School District	Albany School
3.	Amount	\$8,354,377	\$8,289,073
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N/A	N/A

11.2	TOTAL LOCAL PUBLIC FUNDS	\$8,354,377	\$8,289,073
------	---------------------------------	-------------	-------------

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$34,895	\$32,969
11.4	Central Library Aid (CLDA and/or CBA)	\$197,212	\$186,378
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$2,747	\$690
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$234,854	\$220,037

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$75,000	\$246,410
------	---	----------	-----------

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$40,998	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$40,998	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$0	\$0
11.15	Fund Raising	\$10,000	\$10,000
11.16	Income from Investments	\$54,951	\$33,678
11.17	Library Charges	\$151,000	\$176,386
11.18	Other	\$38,516	\$47,421
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$254,467	\$267,485
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$8,959,696	\$9,023,005
11.21	BUDGET LOANS	\$0	\$0
TRANSFERS			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$1,051,942

11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$1,051,942
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$2,926,953	\$2,926,953
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$11,886,649	\$13,001,900

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

Please click [here](#) to read general instructions before completing this section.

12.1	Certified Librarians	\$1,145,258	\$1,243,161
12.2	Other Staff	\$2,196,956	\$1,977,129
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$3,342,214	\$3,220,290
12.4	Employee Benefits Expenditures	\$1,521,054	\$1,484,968
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$4,863,268	\$4,705,258

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$621,445	\$655,777
12.7	Electronic Materials Expenditures	\$39,098	\$41,891
12.8	Other Materials Expenditures	\$0	\$0
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$660,543	\$697,668

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$136,806	\$733,061
12.11	From Other Funds (71OF)	\$0	\$454,249
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$136,806	\$1,187,310

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$335,891	\$364,228
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$335,891	\$364,228
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$255,797	\$228,174
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$591,688	\$592,402

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$60,111	\$97,450
12.19	Telecommunications	\$10,470	\$12,157
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$10,548	\$4,248
12.22	Professional & Consultant Fees	\$182,720	\$194,841
12.23	Equipment	\$0	\$0
12.24	Other Miscellaneous	\$389,138	\$667,576
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$652,987	\$976,272
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$59,052	\$61,724

DEBT SERVICE**Capital Purposes Loans (Principal and Interest)**

12.27	From Local Public Funds (73PF)	\$1,853,313	\$1,854,313
12.28	From Other Funds (73OF)	\$0	\$0
12.29	Total (Add Questions 12.27 and 12.28)	\$1,853,313	\$1,854,313
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$1,853,313	\$1,854,313

12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$8,817,657	\$10,074,947
-------	--	-------------	--------------

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$0	\$0
12.35	From Other Funds (76OF)	\$0	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0	\$0
12.37	Transfer to Other Funds	\$0	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$0	\$0
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$8,817,657	\$10,074,947
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2015	\$3,068,992	\$2,926,953
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$11,886,649	\$13,001,900

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/08/2016	03/10/2015
-------	--	------------	------------

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	12/31/2014	12/31/2013
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2014-12/31/2014	01/01/2013-12
12.45	Indicate type of audit (select one):	Private Accounting Firm	Private Account

CAPITAL FUND

12.46	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
-------	--	---

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to re-section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$7,250	\$25,881
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$7,250	\$25,881

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
------	--------------------------	-----	-----

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$0	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$7,250	\$25,881
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$7,250	\$25,881
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$263,994	\$263,994
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$271,244	\$289,875

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

Please click [here](#) to read general instructions before completing this section.

14.1	Construction	\$7,250	\$25,881
14.2	Incidental Construction	\$0	\$0
Other Disbursements			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$7,250	\$25,881
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$7,250	\$25,881
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2015	\$263,994	\$263,994
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$271,244	\$289,875

15. CENTRAL LIBRARIES

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)
Reference: Commissioners Regulations 90.4
 Central Book Aid is a flat sum of \$71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.
 Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

Purchased Services:

15.1.1	Did the central/co-central library expend CBA funds for purchased services for CBA library materials? Enter Y for Yes, N for No.	N	N
--------	---	---	---

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. See the instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each vendor contract. Enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A
15.1.2	Total Expenditure - Purchased Services	\$0	\$0
15.1.3	Supplies and Materials: Did the central/co-central library expend CBA funds for adult non-fiction and foreign language library materials? Enter Y for Yes, N for No.	Y	Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. See the instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Expenditure Category	Non-print resources (electronic content)	Non-print resources
2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	\$64,134	\$60,611
15.1.4	Total Expenditure - Supplies and Materials	\$64,134	\$60,611
15.1.5	Total Expenditure (total 15.1.2 and 15.1.4)	\$64,134	\$60,611
15.1.6	Cash Balance at the Opening of the Current Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	\$0
15.1.7	Total Allocation received from the system.	\$64,134	\$60,611
15.1.8	Cash Balance at the End of the Current Fiscal Year (total 15.1.7 - 15.1.5 + 15.1.6)	\$0	\$0
15.1.9	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	The Central Book Aid was used to purchase adult non-fiction e-content (e-books, audiobooks and video), which are available to all library users throughout the UHLS service area.	Response has been provided

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)**Reference:** Commissioners Regulations 90.4

The formula is \$0.32 per capita or \$105,000 whichever is greater, to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information. Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. The fiscal year for Central Library Development Aid (CLDA) is the calendar year.

15.2.1 - 15.2.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (

15.2.1	Total Full-Time Equivalents (FTE)	.75	0.75
--------	--------------------------------------	-----	------

15.2.2	Total Expenditure for Professional Salaries	\$35,201	\$34,510
--------	--	----------	----------

15.2.3 - 15.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid fro

15.2.3	Total Full-Time Equivalents (FTE)	0	0
--------	--------------------------------------	---	---

15.2.4	Total Expenditures for Other Staff Salaries	\$0	\$0
--------	--	-----	-----

15.2.5 **Employee Benefits:**

Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	\$0	\$0
--	-----	-----

15.2.6	Purchased Services: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.	Y	Y
--------	---	---	---

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. See the instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts	Commercial electronic content
2.	Provider of Services	Overdrive	OverDrive
3.	Expenditure	\$12,000	\$12,000

1.	Expenditure Category	Commercial electronic content vendor contracts	Commercial electronic content
2.	Provider of Services	Overdrive, Tumblebooks	OverDrive, Tumblebooks
3.	Expenditure	\$85,877	\$79,257

15.2.7	Total Expenditure - Purchased Services	\$97,877	\$91,257
--------	---	----------	----------

Supplies and Materials

15.2.8	:		
	Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.	N	N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected. See the instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	N/A	N/A
2.	Expenditure	N/A	\$0

15.2.9	Total Expenditure - Supplies and Materials	\$0	\$0
--------	---	-----	-----

15.2.10	Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.	N	N
---------	--	---	---

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of travel	N/A	N/A
2.	Expenditure	N/A	\$0

15.2.11	Total Expenditures - Travel	\$0	\$0
---------	------------------------------------	-----	-----

15.2.12	Equipment and Furnishings: Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.	N	N
---------	--	---	---

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group

1.	Type of item	N/A	N/A
2.	Quantity	N/A	N/A
3.	Unit cost	N/A	N/A
4.	Expenditure	N/A	\$0

15.2.13	Total Expenditure - Equipment and Furnishings	\$0	\$0
---------	--	-----	-----

15.2.14	Total Expenditure (total 15.2.2, 15.2.4, 15.2.5, 15.2.7, 15.2.9, 15.2.11 and 15.2.13)	\$133,078	\$125,767
---------	--	-----------	-----------

15.2.15	Cash Balance at the Opening of the Fiscal Year		
	NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	\$0
15.2.16	Total Allocation received from the system:	\$133,078	\$125,767
15.2.17	Cash Balance at the end of the Current Fiscal Year (total 15.2.16 - 15.2.14 + 15.2.15)	\$0	\$0
15.2.18	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	The Central Library Development Aid was used to support the growth and development of the System's communal e-content collection. CLDA is used specifically to fund the annual OverDrive platform fee, along with the purchase of e-content available to all library users through the UHLS service area. In addition, .75 of an FTE librarian I at the Central Library is funded by CLDA to support collection development of the e-content collection.	Response has been received

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	35.63	33.75
16.2	Total Librarians	49.69	47.81
16.3	All Other Paid Staff	61.88	70.31
16.4	Total Paid Employees	111.57	118.12
16.5	State Government Revenue	\$307,107	\$465,757
16.6	Federal Government Revenue	\$40,998	\$0
16.7	Other Operating Revenue	\$257,214	\$268,175
16.8	Total Operating Revenue	\$8,959,696	\$9,023,005
16.9	Other Operating Expenditures	\$1,303,727	\$1,630,398
16.10	Total Operating Expenditures	\$6,827,538	\$7,033,324
16.11	Total Capital Expenditures	\$144,056	\$1,213,191
16.12	Print Materials	221,447	239,379
16.13	Total Registered Borrowers	86,432	74,877
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Total Number of Internet Terminals Used by the General Public	143	140

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8400010060	8400010060
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD

17.4	<i>Administrative Structure Code</i>	MO	<i>MO</i>
17.5	<i>FSCS Public Library Definition</i>	Y	<i>Y</i>
17.6	<i>Geographic Code</i>	SD1	<i>SD1</i>
17.7	<i>FSCS ID</i>	NY0697	<i>NY0697</i>
17.8	<i>SED CODE</i>	010100700039	

SUGGESTED IMPROVEMENTS

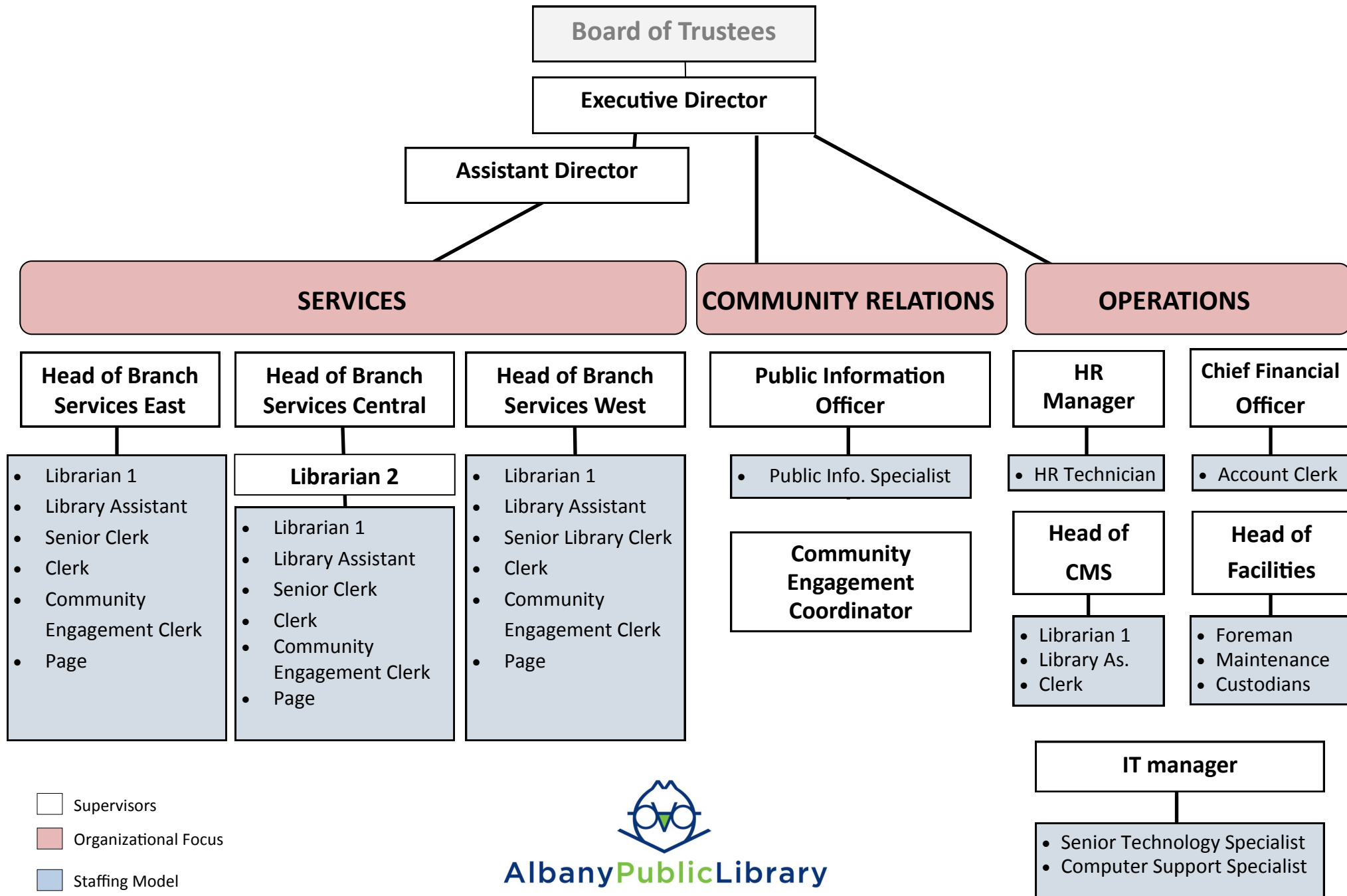
Library Name:	ALBANY PUBLIC LIBRARY	<i>ALBANY PUB.</i>
Library System:	Upper Hudson Library System	<i>Upper Hudson</i>
Name of Person Completing Form:	Scott Jarzombek	<i>Scott Jarzombek</i>
Phone Number:	(518) 427-4300	<i>(518) 427-4300</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!		

Neighborhood Association Meeting Schedule – 2016

Updated 3/2/16

DATE	GROUP	PRESENTERS
March 16	Helderberg NA	Jarzombek, Coon
March 17	Center Square NA	Jarzombek, Sagaas
April 6	CANA	Jarzombek, Metzger, Cullinan, Simon
April 7	New Scotland NA	Jarzombek, Coon
April 11	Sheridan Hollow NA	Jarzombek, Sagaas
April 14	Delaware NA	Jarzombek, Lubin
April 20	Hudson Park NA	Jarzombek, Sagaas
April 21	Pine Hills NA	Jarzombek, Coon
April 25	Arbor Hill NA	Jarzombek, Sagaas
April 26	Eagle Hill NA	Jarzombek, Coon
April 26	South End NA	Jarzombek, Lubin
April 27	Mansion Hill NA	Jarzombek, Lubin
May 2	APL Candidate/Budget Forum @ Washington Ave. Branch	Jarzombek, Metzger, Cullinan, Simon
May 5	APL Candidate/Budget Forum @ Pine Hills Branch	Jarzombek, Metzger, Cullinan, Simon
May 10	Beverwyk NA	Jarzombek

Albany Public Library Organizational Chart



AlbanyPublicLibrary

www.albanypubliclibrary.org