

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

December 13, 2016

Arbor Hill/West Hill 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 6:05 pm

Public Comment (comments limited to no more than 5 minutes per person) – 6:05 to 6:10 pm

Minutes – 6:10 to 6:15 pm

Treasurer's Report and Check Register – 6:15 to 6:20 pm

Committee Reports and Action Items – 6:20 to 6:25 pm

- Finance Committee Report
- Policy & Governance Committee Report and Action Items
 - Washington Ave. Branch Closing Procedure
 - Use of Equipment and Technology by Staff Policy

Policies and Procedures Review – 6:25 to 6:30 pm

Director's Report – 6:30 to 6:45 pm

Unfinished Business

- Bond Refinance Project Update – Discussion – 6:45 to 6:50 pm
- Budget Modifications for Current Year – Discussion/Action – 6:50 to 7:00 pm
- Strategic Plan Update – Discussion/Action – 7:00 to 7:10 pm
- Results from Quarterly Evaluation of Board Meetings – Discussion – 7:10 to 7:15 pm

New Business

- CDTA Temporary Easement Plan for Washington Ave. Branch – Discussion/Action – 7:15 to 7:30 pm

Public Comment (comments limited to no more than 5 minutes per person) – 7:30 to 7:35 pm

Executive Session (if necessary)

Adjournment – 7:40 pm

Next Meeting – Jan. 10, 2017, at Howe Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library November 8, 2016 Delaware Branch

TRUSTEES IN ATTENDANCE: Michael Neppl (vice president), Arlene Way (secretary), Elissa Kane, Matthew Finn, Karen Strong

LATE: Andrew Bechard (6:05 pm)

Absent: Mary-Ellen Piché (president), Alison Calacone (vice president for finance), Brenda Robinson

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

CALL TO ORDER: The meeting was called to order by Neppl at 6:00 pm.

ADOPTION OF AGENDA: Kane made a motion, seconded by Strong, to adopt the agenda as written. The motion was approved unanimously.

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the Oct. 11 regular board meeting were reviewed. Kane made a motion, seconded by Way, to approve the minutes. The motion was approved unanimously.

The draft minutes from the Oct. 24 special meeting were also reviewed. Way 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 Sept. 30) will be filed. The updated check register (covering Oct. 13 through Nov. 9) was reviewed by the trustees. Strong made a motion, seconded by Bechard, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS: None

POLICY & PROCEDURES GRID: Metzger reviewed the grid, which has not changed since the previous meeting.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and briefly discussed by Jarzombek. He fielded questions about: service to children policy, payroll system, corporate partnerships, and mobile app.

UNFINISHED BUSINESS:

Bond Refinancing Project Update: Cullinan and Jarzombek provided an update on the project to refinance the Branch Improvement Plan bonds to save money. The library received a credit rating of Aa1 by Moody's Investors Services. This high-grade credit rating is just one notch below the top grade and is the same as that of New York State. Cullinan explained that the high rating puts the library in a good position and makes it attractive to bond purchasers. The bond sale is set for Nov. 17.

Five-Year Financial Plan: Cullinan provided a brief overview of the plan that was presented to the board at the October meeting. The five-year financial plan, which is updated annually, will play an important role in determining the 2018 budget.

Strategic Plan Update: Jarzombek provided a brief update on the process, which includes meetings with the board, focus groups with staff and the community, patron surveys, and other data gathering. The board will appoint a Strategic Plan Ad Hoc Committee to guide the process.

NEW BUSINESS:

Additional Space Usage: Jarzombek led a discussion about leveraging the library's real estate portfolio to generate revenue. The Washington Ave. Branch, in particular, has unoccupied space that could be leased to community organizations. There are tentative discussions with Albany Community Action Partnership (ACAP) that would lease space on the third floor of Washington Ave. for two Head Start classrooms to serve the Sheridan Hollow neighborhood. Jarzombek will keep the board apprised of any developments.

Budget Modifications for Current Year: Administration is working with the Finance Committee and will discuss proposed budget modifications with the full board at the December meeting.

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

PUBLIC COMMENT: Danielle Creegan commented about the space usage plans for the Washington Ave. Branch.

EXECUTIVE SESSION: Strong made a motion, seconded by Bechard, to enter into executive session to discuss negotiations regarding the collective bargaining unit. The motion was approved unanimously and the executive session began at 6:40 pm

ADJOURNMENT: Immediately upon re-entering open session, the meeting was adjourned.

NEXT MEETING: Tuesday, Dec. 13 – Arbor Hill/West Hill Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TEN MONTHS ENDED
OCTOBER 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,567,373	547,281	5,472,810	83.33%
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%
Future Operations Income	-			
NYS Grants & Aid	187,150		263,364	140.72%
NYS Construction Grant	25,000	16,306	16,306	65.22%
Federal Grants & Aid	38,000		-	0.00%
Fines and Fees	126,000	15,514	136,442	108.29%
Book Sales	5,000	-	4,243	84.86%
Interest Income	10,000	(5,015)	61,090	610.90%
Foundation Contributions	20,000		-	0.00%
DASNY Project Reimbursement	0	-	3,584	
Copier Printers	15,000	-	-	0.00%
Miscellaneous income & Aid	0	1,433	7,871	
Fund Balance Used	401,467		-	0.00%
Total Support and Revenue	9,248,303	575,519	5,965,710	64.51%
Expenditures				
Payroll and Related costs	5,152,657	384,300	4,057,989	78.76%
Occupancy Costs	761,333	56,503	514,424	67.57%
Materials and Services	655,000	48,296	556,222	84.92%
Administration and Miscellaneous	441,000	28,848	332,698	75.44%
Automation	385,000	37,071	265,994	69.09%
Contingency	-	-	-	
Total Expenditures	7,394,990	555,018	5,727,327	77.45%
Debt Service	1,853,313	-	-	0.00%
Net Income (Loss)	-	20,501	238,383	0.00%

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE TEN MONTHS ENDED
 OCTOBER 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,440,678	272,535	2,761,587	80.26%
NYS Retirement System	529,714	21,183	372,550	70.33%
Payroll Taxes	261,966	20,116	204,494	78.06%
Hospital Insurance	898,799	67,315	698,003	77.66%
Payroll processing Costs	20,000	3,151	21,347	106.74%
Unemployment Insurance	1,500	-	8	0.53%
TOTAL	5,152,657	384,300	4,057,989	78.76%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	16,000	80.00%
Heat & Electric	245,000	8,360	116,798	47.67%
Telephone	13,000	779	8,190	63.00%
Maintenance/repairs/supplies	375,000	23,031	306,028	81.61%
Security	0	-	18,726	0.00%
NYS Construction Grant	33,333	21,741	21,741	65.22%
Furniture/Building Improvements	75,000	992	26,941	35.92%
TOTAL	761,333	56,503	514,424	67.57%
MATERIALS and SERVICES				
Books, etc.	570,000	44,619	484,856	85.06%
Serials/Magazines	45,000	-	44,062	97.92%
On-line Services	40,000	3,677	27,304	68.26%
TOTAL	655,000	48,296	556,222	84.92%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	50,000	14,638	75,198	150.40%
Postage	6,000	120	3,685	61.42%
Publicity, Printing	50,000	3,575	30,497	60.99%
Training and Travel	22,000	-	20,888	94.95%
Community Activities	8,000	-	3,123	39.04%
Professional Services	175,000	4,512	89,219	50.98%
Misc Grant Expense	0	-	27,253	0.00%
Programming Activities	60,000	490	33,984	56.64%
Insurance	70,000	5,513	48,851	69.79%
TOTAL	441,000	28,848	332,698	75.44%
AUTOMATION				
Automation Services	240,000	23,201	188,813	78.67%
Automation Software	15,000	396	13,873	92.49%
Automation Hardware	130,000	13,474	63,308	48.70%
TOTAL	385,000	37,071	265,994	69.09%
CONTINGENCY				
	0	-	-	0.00%
DEBT SERVICE PAYMENT				
	1,853,313	-	-	0.00%
TOTAL EXPENDITURES				
	9,248,303	555,018	5,727,327	61.93%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Nov 10, 2016 to Dec 14, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6345	11/16/16	Delta Dental of New York, Inc.	3,886.00	Insurance-Hospitalization
6346	11/17/16	CSEA	1,907.89	Union Fees
6347	11/17/16	MetLife-TSA Contribution	1,901.00	403b
6348	11/17/16	NYS Deferred Comp Plan	2,831.30	NYS Def Comp Plan
6349	11/17/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6350	11/17/16	The Travelers	1,348.00	403b
6351	12/14/16	Midwest Tape	2,904.55	Audio/Visual
6352	11/21/16	National Grid	8,360.55	Heat, Light and Power
6353	12/14/16	Midwest Tape	1,029.69	Audio/Visual
6354	12/14/16	Baker & Taylor	4,942.83	Books-Adult
6355	12/1/16	CSEA	1,880.06	Union Fees
6356	12/1/16	MetLife-TSA Contribution	1,801.00	403b
6357	12/1/16	NYS Deferred Comp Plan	2,629.30	NYS Def Comp Plan
6358	12/1/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6359	12/1/16	The Travelers	1,348.00	403b
6360	12/14/16	Midwest Tape	814.68	Audio/Visual
6361	12/14/16	OverDrive, Inc.	4,427.12	Central Library Materials
6362	12/14/16	Midwest Tape	883.56	Audio/Visual
6363	12/14/16	Midwest Tape	610.69	Audio/Visual
6364	12/14/16	Baker & Taylor	8,769.33	Books-Adult
6365	12/14/16	Midwest Tape	2,930.23	Audio/Visual
6366	12/14/16	Home Depot Credit Services	633.62	Supplies (Maint.)
6367	12/14/16	Commissioner of Motor Vehicles	106.50	Van Operation
6368	12/6/16	First Light Fiber	5,850.78	Telephone Expense/Automation Services
6369	12/14/16	Baker & Taylor	4,227.99	Books-Adult
6370	12/14/16	Staples Advantage	631.11	Office Supplies
6371	12/14/16	Accuprint	212.63	Publicity and Printing
6372	12/14/16	Adirondack Health & Wellness	120.00	Exchange Account
6373	12/14/16	S. Leto Companies LLC	7,073.32	Maint. Service Contracts
6374	12/14/16	SYNCB/AMAZON	50.00	Employee Sunshine Club
6375	12/14/16	American Button Machines	390.29	Albany Made Supplies
6376	12/14/16	Barbara Kam.	340.00	Programming PH
6377	12/14/16	Blane Zubris	240.00	Programming PH
6378	12/14/16	Capital District Elevator LLC	385.20	Maint. Service Contracts
6379	12/14/16	Capital Upholstery	991.50	Furniture
6380	12/14/16	Cara Hanley	160.00	Programming PH
6381	12/14/16	CDPHP Universal Benefits, Inc.	11,656.63	Insurance-Hospitalization
6382	12/14/16	CDTA	2,442.99	Fines and Fees Expense
6383	12/14/16	CDW G	474.10	Automation Hardware
6384	12/14/16	Charles Slatterick	810.00	Contracted Services
6385	12/14/16	Danielle Cregan	31.21	Programming Delaware
6386	12/14/16	Dana Sela	70.00	Programming Bach
6387	12/14/16	De Lage Landen Financial Services, Inc	956.12	Contracted Services
6388	12/14/16	Eastern Managed Print Network	101.87	Contracted Services
6389	12/14/16	Envision Architects	4,867.58	Maint. Service Contracts
6390	12/14/16	Eye Med Vision Care	610.81	Insurance-Hospitalization
6391	12/14/16	Findaway World, LLC	533.63	Books-Audio
6392	12/14/16	Grainger	855.19	Supplies (Maint.)
6393	12/14/16	Home Depot Credit Services	895.61	Supplies (Maint.)
6394	12/14/16	Megan Haley	700.00	Programming Delaware/PH
6395	12/14/16	INFORMATION TODAY, INC.	404.53	Books-Adult
6396	12/14/16	James Kranendonk	100.00	Programming Wash.
6397	12/14/16	Johnson Controls	3,530.00	Building Repair/Maint.
6398	12/14/16	MailFinance	119.95	Postage
6399	12/14/16	Main-Care Energy	327.48	Van Operation
6400	12/14/16	National Business Equipment	508.11	Contracted Services
6401	12/14/16	Nolan Doroski	120.00	Travel/Staff Development
6402	12/14/16	Oriental Trading Company, Inc.	513.37	Programming Howe/YS
6403	12/14/16	Phillips Hardware	3.74	Supplies (Maint.)

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Nov 10, 2016 to Dec 14, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6404	12/14/16	Recorded Books, INC	130.48	Books-Audio
6405	12/14/16	Richard Waugh	371.03	Insurance-Medicare Reimb.
6406	12/14/16	Ronco Communications	288.50	Automation Services
6407	12/14/16	Scholastic Inc.	992.50	Programming Community
6408	12/14/16	St. Peter's Hospital Comm. Screenings	224.00	Insurance-Wellness
6409	12/14/16	Sugars Mascot Costumes	2,200.00	Publicity and Printing
6410	12/14/16	The Albany YMCA	1,600.00	Rent- NA
6411	12/14/16	T-Mobile	336.47	Automation Services
6412	12/14/16	Upper Hudson Library System	15,671.50	Automation Services
6413	12/14/16	UniFirst Corporation	86.80	Maint. Service Contracts
6414	12/14/16	Verizon Wireless	559.08	Automation Services
6415	12/14/16	Wells Communication Services, Inc.	329.53	Equipment Repair/Maint.
6416	12/14/16	Whiteman, Osterman & Hanna	5,080.00	Legal and Accounting Fees
6417	12/14/16	Corporate Payment Systems	6,791.84	Auto. Hardware/Comm. Rel/Books/Programming
6418	12/14/16	Commissioner of Motor Vehicles	106.50	Van Operation
6419	12/14/16	CDPHP	5,113.10	Insurance-Hospitalization
6420	12/14/16	BlueShield of Northeastern New York	42,495.49	Insurance-Hospitalization
Total			189,650.62	

Finance Committee Meeting

Date: December 1, 2016

Location: Arbor Hill/West Hill

In attendance: Andrew Bechard (arrived at 5:45), Alison Calacone, Mary Cullinan, Scott Jarzombek, Michael Neppl (arrived at 5:50)

Absent: Andrew Bechard, Michael Neppl

The meeting, scheduled for 5:30 p.m. by the Executive Director. However, it did not start until 5:46pm when there was quorum. There were four main points discussed.

1. Treasurer's Report and Budget Modifications

The CFO discussed the Treasurer's report and the places where budget modifications would be necessary. Some important points were highlighted:

- The fund balance did not have to be used at all this year!
- The library has \$269,518.47 projected to be in excess for this year. Although this seems like a lot of money, many unusual factors contributed to this:
 - The weather- our heat and electricity costs were very low
 - Stock market- retirement costs were not as much as projected
 - Repairs- able to bill DASNY and make use of funds for repairs
 - Fahy Grant
- One line to look at changing in next year's budget is Office and Library Supplies
 - Why was it off in the budget?
 - The library changed copying companies and now has to pay for paper
 - Unknown needed supplies

2. Auditors

The library changed auditors and would like to meet the board, hopefully in January.

3. Bonds

The library, with special thanks to Scott, Mary and Stephanie, has worked very hard to finish the bond deal. Thanks to our very high rating from Moody's, the library should be able to save approximately \$200,000 a year. The bond will be closing next week. We will need to see how this will affect our 2018 budget. A press release will be sent out on Wed by both APL and DASNY.

4. Capital Reserve Fund Policy

It was suggested to library that we should put a Capital Reserve Fund Policy in place. This fund would take money off of the budget projection and give more power back to the board

about making large expenditures. This could help fund facilities projects in the future. The committee will continue to look at the current policy and make changes as needed.

The meeting was adjourned at 6:55.

Use of Equipment and Technology by Staff

PURPOSE:

Employees of Albany Public Library will be provided access to information technology assets and other equipment and resources required to complete the duties associated with their jobs. This policy outlines the guidelines by which these resources may be used by Library employees and how they may be subject to monitoring.

POLICY:

This policy covers equipment and information technology owned by the Library including but not limited to: desktop computers, laptop computers, tablet computers, servers, printers, scanners, modems, WiFi, Internet access, email, phones (both landline and cellular), voicemail, fax machines, other hardware and software.

The Library provides equipment and information technology to employees who need it to perform their job duties. These tools are to be used primarily for official Library business in accordance with the specific rules that follow:

- 1) Personal Use – It is recognized that some personal use of Library owned equipment and information technology will occur. Personal use of equipment and information technology should be kept to a minimum during regular working hours; to the greatest extent practical, employees should limit personal use to break periods. Should an employee's personal use be deemed excessive by the Library in any matter, the Library reserves the right to limit, restrict, or eliminate the employee's personal use.
- 2) Unauthorized Purposes – Equipment and information technology shall not be used: for any commercial promotional purposes, to conduct personal affairs in contravention of this policy, or to communicate any material of a political, religious, illegal, obscene, or derogatory nature, or for any other purpose that would violate any Library policy.
- 3) Authorized Hardware and Software Configurations – All hardware and/or software to be attached to Library equipment or information technology must be approved and supported by the Library's IT Department. IT reserves the right to reconfigure or uninstall hardware or software on any Library equipment or information technology.
- 4) Security – Information technology shall not be left unattended in a state that affords an opportunity for unauthorized or inappropriate access to Library records, or otherwise compromises security.
- 5) Internet and Email Use – All Library employees are expected to be responsible "cybercitizens." That means being familiar with available tools, applicable rules, and cyber etiquette, and behaving accordingly.
 - a. Material posted to Internet newsgroups, listservs, or bulletin boards should not reflect negatively on the Library, and not violate any trust or copyright laws
 - b. Library email is considered to be a public record and may be subject to public disclosure in accordance with applicable law. Routine backup of email will occur as part of the system maintenance performed by the IT Department.
- 6) No Expectation of Privacy for Email or Voicemail – All equipment and information technology provided by the Library remains the property of Library. Accordingly, the Library retains the right to review and control employee usage of such equipment and information technology. ***Employees shall have no expectation of privacy in***

voicemail or email communications. Administration and/or the IT Department will, from time to time, review employee usage and/or information stored, sent or received on the Library's systems and no employee should expect that any such information is private.

- 7) Use of Personally Owned Mobile Devices – While Library employees are not required to use personally owned mobile technology devices to complete their daily job duties, we understand that it sometimes happens. All communication utilizing personally owned mobile devices over the Library's WiFi system are subject to the policies stated above and should be assumed to be unsecure. Personal use of mobile devices not owned by the Library for non-work purposes during working hours is strongly discouraged.

RESPONSIBILITY:

It is the responsibility of all Library employees to use equipment and information technology resources for work related purposes in accordance with the above stated policy. It is the responsibility of Library Administration and the IT Department to ensure that all employees are aware of this policy and to monitor usage of Library-owned equipment and information technology, where necessary.

PROCEDURE:

As stated above

APPROVED ON:

December 9, 2014
Revised on December 2016

REVIEW DATE:

December 2018

Policy Master List

Updated 11/30/16

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		Aug. 2016	Aug. 2018	Safety Cmt.
First Aid	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		Aug. 2016	Aug. 2018	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 2016	April 2018	Web Devel. Cmt.
Website Privacy	X		X		April 2016	April 2018	Web Devel. Cmt.
Washington Library Closing		X	X		Dec. 2016	Dec. 2017	Public Serv. Cmt.
Fine Limit		X	X		May 2015	May 2017	Pub. Serv.
Library Card Registration		X			Aug. 2016	Jan 2017	LEAN committee wrkg. on
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv.
Children's Card		X	X		June 2014	June 2016	Public Serv. Cmt.
Banning Re-Entry		X	X		June 2016	June 2018	Safety Cmt.
Wireless Use	X		X		Oct. 2016	Oct. 2018	Public Serv. Cmt
Tutoring	X		X		Oct. 2016	Oct. 2018	Public Serv. Cmt
Displays, Exhibits & Public Notices	X		X		May 2016	May2018	Public Serv. Cmt
Internet Use	X		X		April 2016	April 2018	IT Dept.
Meeting Room Use	X		X		June 2016	June 2018	Public Serv. Cmt. – Discussing Registration Form
Materials Selection	X		X		Mar. 2015	Mar. 2017	CMS

Behavior	X		X		April 2016	April 2018	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2015	Mar. 2017	Board
Tobacco Use	X		X		June 2016	June 2018	Safety Cmt.
Art Exhibition	X		X		May 2015	May 2017	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2016	Oct. 2018	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		Oct. 2016	Oct. 2017	Youth Services
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. 2016	Dec. 2018	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. 2016	Oct. 2018	Legal – Finance
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. 2016	Feb. 2018	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

EXECUTIVE SUMMARY



"Libraries are SO important in a community! A place for kids to grow and learn, many resources for adults!" – APL patron survey response

Health Care

The library's health insurance deadline was Dec. 1. Due to a halt in negotiations by the union, the library put its proposed plans in place so staff would have no lapse in coverage. Within a very short timeframe we achieved 100 percent enrollment of eligible staff (70 employees), and by the end of the month had all retirees enrolled as well. It took a team effort of HR and administration, including frontline managers to get everyone enrolled and to clear up any misinformation. HR had been working on these plans since June, a task that was fairly difficult because the organization has been moved from a large group to a small group under the Affordable Care Act.

Printing and Copying

Print release stations are being decommissioned due to user feedback. The program was put in place this summer and the reaction among users was not positive. The stations will be taken down and we have found another Wi-Fi printing software that will work without them. We will also be reducing printing costs at all locations. After analysis of the cost of paper, software, and printers, we realized our markup was too high. Black and white copies will now be 15 cents each and color copies, where available, will be 20 cents each.

Other Branch News

Arbor Hill/West Hill has seen an increase of new Americans using that facility. Staff at Washington Ave. did an outreach a local Head Start to teach parents about early literacy. Julia Pinto-Martin is the new branch librarian at Delaware, and there has already been marked improvement in operations reflected in 0 incident reports. Book groups at Bach are growing in popularity. That branch is also experiencing a strange phenomenon where birds are flying into its windows.

Bond Refinance

The library received a credit rating of Aa1 from Moody's investors. The new bonds, which closed on Dec. 7, will be for \$22.8 million, and will save an average of \$200,000 a year or \$4.002 million over the 20-year life of the bonds. This project took a significant amount of work to complete, and kudos should be given to the business department for shepherding the process, the PR department for taking on a tremendous amount of work, and even frontline staff who helped with the research.

NYLA

This year, we had 19 staff members attend the annual New York Library Association conference in Saratoga Springs. Some members attended pre-conference sessions that provided an in-depth look at various topics and others attended the daily sessions, which gave a brief yet informative look into the myriad of issues facing today's libraries. We were also lucky enough to have four of our employees present on some of our initiatives here at Albany Public Library.

Castro

Albany-Cuba Solidarity, a group that regularly reserves a room at Washington Ave. for its meetings, recently held a special program "Celebrating the Life of Fidel Castro." We received 5-6 phone calls complaining about us holding the event. We had three protesters the day of the event. While we had 0 interactions via the library's social media, there were a handful of public negative posts on the Albany-Cuba Solidarity Facebook page. The majority of individuals we spoke with believed that this was a library event or that the library was promoting it in some way. After a quick audit of

all the library's communication channels, it was determined that in no way did the library promote this program, and the group putting the program on in no way indicated any sponsorship by the library. We explained to those calling to make a complaint that the group was not violating any policy, and that if they wanted they could voice their displeasure to the board via a letter of public comment period at one of our BOT meetings.

DIRECTOR'S CALENDAR

11/1 CDTA	11/8 DASNY (Phone Conference)
11/2 Moody's Financial Services (Phone Conference)	11/10 LTV Experiential Price Chopper Distribution Center
11/2 Urban Libraries Unite Day of Service	11/15 Downtown BID
11/2 Central Libraries Board meeting	11/15 LTV Experiential Joan Nicole Prince Home
11/2 LTV Current Social Issues in Education: Refugee and Immigrant Students	11/16 DASNY (Phone Conference)
11/4 DASNY (Phone Conference)	11/17 DASNY Bond Pricing (Phone Conference)
11/4 NYLA Conference	11/18 LTV: Community Service and Non Profits
11/5 NYLA Conference	11/19 LTV Experiential: Gazette Holiday Parade
11/7 DASNY (Phone Conference)	11/22 ACAP
11/8 Moody's Financial Services Ratings Presentation (Phone Conference)	11/28 DASNY (Phone Conference)

APL TOTALS

	Number	YTD Change
Circulation	62283	-9%
eCirculation	4725	+5%
Door Count	65669	-6%
Computer Use	12422	-1%
WiFi	40385	-5%
Program Attend.	3601	+19%
Meeting Room Usage	175	+13%

DEPARTMENT REPORTS

Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	19256	-12%	1
Door Count	27566	-12%	1
Computer Use	4034	-12%	1
WiFi	18589	-1%	1
Program Attend.	995	+18%	1
Meeting Room Usage	96	+17%	1

Adult Services

- Library staff presented the program "Empowering Your Community with Financial Literacy" at the 2016 NYLA Conference, along with the Affordable Housing Partnership. Staff also presented the program "Transgender Competency" with Transhelp NY. Both programs were sponsored by the Reference and Adult Services Section of NYLA, which includes two library staffers on its board.
- The branch participated in 2016 NaNoWriMo by offering a drop-in writing lab every Monday in November. NaNoWriMo (National Novel Writers Month) challenges professional and amateur writers to write a novel in one month.

- John Simon, musician, writer, and producer of The Band, discussed his work Nov. 4 to a full auditorium of music lovers, some of whom traveled from out-of-state to attend. Co-sponsored by The Egg, the program was part of the New York Living Legacy Project.

Youth Services

- Weekly Minecraft Mayhem program is bringing in a consistently fun crowd—more than we have logins for at the moment. The IT department is working to get more logins so we can expand this popular program. The mother of a young Minecraft participant reports, “My son is concerned that we won’t be back from Disney World in time for Minecraft night at the library!”
- Youth Services librarians from Washington Ave. and Pine Hills went to the Ontario Early Education Center, a division of ACAP, on Nov. 9 to present to parents on the importance of early literacy. The presentation focused on New York State’s Every Child Ready to Read standards, and was supported by the Upper Hudson Library System’s ProPEL grant. Parents were encouraged to read, write, play, sing, and talk with their children to help them develop pre-reading skills.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	5817	-9%	5
Door Count	5568	-3%	5
Computer Use	1812	+16%	3
WiFi	3291	+4%	4
Program Attend.	174	+95%	7
Meeting Room Usage	16	-17%	4

Adult Services

- An adult book club has begun reserving meeting room space for its discussion groups. Literature for Anarchafeminism (Lit AF) was well attended by over 20 people. The group plans to make it a monthly event.
- Yoga continues to be a regularly attended and popular program.

Youth Services

- A large number of refugee children from Afghanistan have been regularly coming to the branch, signing up for MyCARDS, and participating in library programs.
- Library staff continues do outreach with our neighbor, the Kreative Kidz Zone daycare center, for story time. Staff took turns visiting the center for the Thanksgiving holiday.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	9083	+8%	3
Door Count	6325	+8%	4
Computer Use	1279	+18%	5
WiFi	3219	-17%	5
Program Attend.	441	-3%	4
Meeting Room Usage	7	+49%	6

Adult Services

- A Nov. 17 collaborative book discussion of Colson Whitehead’s *Underground Railroad: A Novel* was a success. The title is currently on the NY Times bestseller list and had won the National Book Award the day before the program. Seven students of Dr. Derek Smith’s literature class facilitated the discussion. It wasn’t long before the Bach group was cross-questioning the students. The deep discussion lasted 75 minutes and there were compliments from many afterward.

- An expansion of intergenerational and community book discussions is being considered. The Bach Branch has had recent success with teens and seniors participating in fiction book discussions, as well as a parent-child book group in years' past.

Youth Services

- Attendance at Toddler Story Time & Play Group and LEGO Club remains good.
- Attendance at After School Art Club and 4:00 Lab is low due to competition with after-school programs at New Scotland Elementary School.
- The one-on-one tutoring with students from Albany College of Pharmacy and Albany Medical College is a popular service with 83 children and teens receiving 41.5 hours of tutoring in November.
- Two fifth grade classes (43 children, 6 adults) from New Scotland Elementary School visited the branch on Nov. 10. Youth Services librarian showed students and teachers databases and online resources available on the library website. Most students brought library cards and checked out books.
- A first grade class from New Scotland Elementary School visited on Nov. 30. Students and teachers saw a presentation about holidays celebrated in December.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	13707	-8%	2
Door Count	10355	+1%	2
Computer Use	2198	+8%	2
WiFi	6586	-2%	2
Program Attend.	620	+8%	3
Meeting Room Usage	29	+23%	2

Youth Services

- Youth Services librarian did another pop-up library at Head Start and those have been going well. Youth Services staff attended the Pine Hills Elementary Literacy Night.
- We have had two program highlights this month when we did the Fantastic Beasts & Where to Find Them program and the Charlie Brown Thanksgiving. They were very successful and had participants that ranged from young child to teenager. The Youth Services librarians are proposing a NYLA workshop about doing successful multi-age programs.
- International Games day went well for a Saturday program. Sensory Storytime, also on Saturdays, expands to weekly in 2017.

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	6708	-11%	4
Door Count	5327	-12%	6
Computer Use	1188	-6%	6
WiFi	2776	-17%	6
Program Attend.	713	+83%	2
Meeting Room Usage	8	+23%	5

Adult Services

- Several adult collections have been shifted to new locations in the branch to improve visibility. These collections include the new, adult fiction and mystery titles, adult romance novels, large print books, and adult mystery. Simple, but effective signage highlights these collection changes. Comments of these changes from patrons have been predominantly positive.

- Another large order of CDs was placed in response to patron requests and gaps/missing titles. Circulation of adult music continues to be strong, and our new layout and simplified categories continue to receive appreciative comments.

Youth Services

- The new cushions for our three board book benches in the Children's Area arrived. They look great and give the Children's Section an updated look. They were crafted by Capital Upholstery, who used a washable, heavy-duty vinyl that should last longer than the fabric ones did.
- New teen titles are circulating well, and a large order of fiction and nonfiction titles will be added shortly. A deep weed is also underway for this collection that will give us space for new titles and direct future ordering. Magazine subscriptions will also be changing in 2017 in response to circulation patterns and patron requests.
- The librarian received funds to purchase extra Spanish/English books for children and is working with Delaware Community School's dual-language teachers to determine which Spanish/English books would do best in our collection (best translations, most popular, authors most used in the dual-language's curriculum).
- Girls Who Code continues to meet weekly. The girls are discovering that working together on projects is more fun than working alone. The group's librarian leader was contacted by the Lt. Governor's office about the possibility of her coming to meet the club when the legislature is back in session next year. The girls were very excited to hear about that!

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	4957	-23%	6
Door Count	6381	-10%	3
Computer Use	1388	-5%	4
WiFi	4364	-8%	3
Program Attend.	358	-13%	5
Meeting Room Usage	19	-4%	3

Youth Services

- The branch celebrated International Percussion Month Nov. 16 by making drums out of balloons and some recycled materials. 12 children created custom designs on their drum shells using multicolored duct tape. A number of teamwork strategies were implemented to stretch the balloons over the drums to create the drum heads.
- Home Depot visited us on Veterans Day to lead two building projects: birdhouses and chalk boards. The 10 kids had fun exploring their creative styles painting their birdhouses.
- This month's Youth FX program is going well, with record attendance for its first session. We are very happy that we will be continuing to offer this awesome program through 2017!

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2755	+10%	7
Door Count	4147	+17%	7
Computer Use	523	+5%	7
WiFi	1560	-29%	7
Program Attend.	300	+80%	6
Meeting Room Usage	n/a	n/a	n/a

Youth Services

- Children's programming this month included; Club Wii, Legos, Day of the Dead sugar skulls, Election Day windsocks, and edible turkeys.

OPERATIONS

AUTOMATION

	Number	YTD Change
Help Desk Tickets	52 opened/50 closed	

- Resolved 50 Help Desk tickets
- Begun Cisco-Meraki WiFi upgrade deployment
- Migrated credit card system to "Converge" platform; removed outdated "PC Charge" platform
- (Washington Branch) Piloted deployment of new "PrinterOn" Wireless Print system
- (Washington Branch) Piloted direct print on Public PCs, removed Print Release Stations

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	14 people/63.55 hours	

- APL presented a pop up library at ACAP at Ontario Street. Several new MyCARDS were issued and replaced and a few items checked out. Staff met with about 15 youth and their parents. As part of the PROPEL grant we also spent time speaking to parents about early literacy and how they can read with their children and be their child's first teacher.
- Plans for services to seniors are progressing and relationships with senior care organizations are being developed.
- APL tabled at the City of Albany tree lighting ceremony.

COLLECTION MANAGEMENT

- Worked with UHLS to help get East Greenbush Community Library set up for ordering their materials through the Sierra acquisitions function.
- Department head attended NYLA annual conference in Saratoga and was a panelist for a program on "Managing Across Generations."
- Magazine renewals for 2017 were submitted to EBSCO.
- Trained two new selectors from the Washington Avenue youth services department. This brings the total number of APL selectors using our vendor portals to 35.

FACILITIES

	Number	YTD Change	Rank
Work Orders	147 placed/138 completed		

- Delaware: sidewalk has new ADA access along the side, a new pad was installed for the book drop bin, two new ADA parking spots are being painted to allow for better access.
- Washington Ave.: shelving units on first floor are moving to new locations, new reference desk has been ordered, work is beginning on new cameras and security.
- Arbor Hill/West Hill: new heater in entrance is complete to prevent pipe freezing.
- All facilities: final winter cleanups and preparations for snow have been done.

FINANCE

- Worked diligently to get the Bond Refinancing completed. The refinancing will save approximately \$200,000 annually and \$4 million over the life of the bonds.
- Met with the Finance Committee to review the 2016 forecast and suggested budget modifications.
- Working on closing out 2016 year.

HUMAN RESOURCES

	Number	YTD Change	
Full Time	60	-8%	
Part Time/Temp	60	+15%	
Promotion	2		
Resignation	0		
Termination	1		
Vacancy	3		
Staff Size	120	+2.5%	
Training	42 staff / 240.5 hours	-38% staff / +12% hours	

- **Personnel Changes:** Hired one Temporary Librarian I and one PT Library Assistant. One FT Library Assistant resigned, as did two Temporary Library Assistants. One PT Lib Assistant was terminated during probation period.
- **Benefits:** HR manager attended several meetings with JFA & CSEA to discuss health insurance benefits. The library was unable to come to an agreement with the union, so APL selected three plans for staff including CDPHP and two plans with Blue Cross of North East. Enrolled 70 employees including five retirees (under age 65) during open enrollment in three-and-a-half days. HR staff accomplished this by using a new portal called Employee Navigator, presentations from JFA, emails, phone calls and personal visits by HR and the Executive Director.
- **Evaluations:** All annual staff evaluations completed by organization
- **Wellness:** Yoga Nidra sessions provided at Washington Avenue
- **Payroll:** Continue to integrate with the new payroll company Paylocity. Department working to resolve problems with the calculation of accrued time off for staff. APL accrual system is complicated and taking more time to resolve than originally anticipated.

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	29,386	-15%	
Facebook Likes	2,826	+25%	
Twitter Followers	2,502	+18%	
Instagram Followers	2,513	+83%	
Online Contacts	32	0%	
Press Releases	2	0%	

- **Marketing & Publications:** Completed January/February program guide, launched new “get a library card” and “new cardholder” marketing materials, developed “our fave books of 2016” materials.
- **eNotes:** Distributed weekly to 20,000+ emails on topics including: art exhibition, books returned 47 years late, book baskets for browsing, Youth FX filmmaking workshops, holiday schedule.
- **Notable Social Media Engagements:** Facebook – 47-year overdue books returned with sweet note (1,732 reached, 98 reactions/comments/shares, 580 post clicks). Twitter – #Bookoftheweek (862 impressions, 3 engagements). Instagram – paper airplane play video (135 views).

PATRON CULTURE

	Number	YTD Change		
Incidents	31	-15%		
Positive Comments	2	+56%		
Neutral Comments	4	-26%		
Negative Comments	1	-38%		

FOR IMMEDIATE RELEASE
December 7, 2016 at 1:30 pm

Contact: Stephanie Simon
Phone: (518) 427-4344
Email: simons@albanypubliclibrary.org

PRESS RELEASE

Albany Public Library Gives Early Holiday Present to Taxpayers Bond Refinancing Saves \$200,000 Annually for Next 20 Years

ALBANY, NY—Albany Public Library is sharing a special gift with the people of Albany this holiday season—savings on their library taxes. The library is able to save \$200,000 each year for the next 20 years by refinancing the 2007 Branch Improvement Plan bonds, which funded the construction of two library branches and renovation of three others.

“We are thrilled to save Albany taxpayers \$200,000 a year through the new bond,” said APL Executive Director Scott Jarzombek. “The project is a similar concept to refinancing a home mortgage, where a new interest rate results in lower annual payments. By refinancing our branch construction bonds, the library is saving a total of \$4 million over the 20-year life of the bond. This is significant savings for Albany Public Library and the city’s taxpayers.”

The new bonds are rated Aa1 by Moody’s Investors Services. This is an extremely high-grade credit rating, just one notch below the top grade of AAA, and one that is shared by New York State. According to the credit opinion issued by Moody’s, “The Aa1 rating reflects the library district’s moderately-sized tax base, moderate resident income levels, ample reserves and liquidity, and minimal debt burden.” The skill of the library’s management team and strong financial administration were also cited.

“Our careful and prudent stewardship of the library’s finances is evidenced by the excellent credit rating assigned by Moody’s. That Aa1 rating helped pave the way for a very successful sale of our Branch Improvement Plan bonds, resulting in a savings of \$4 million to the people of Albany,” Jarzombek said.

“The people of Albany are the true winners of this process,” said Mary-Ellen Piché, president of the Albany Public Library Board of Trustees. “The savings we achieved from refinancing the bonds will go back into taxpayers’ pockets and help the library maintain the high quality services, programs, and materials our patrons expect and deserve.”

The new bonds, like those originally sold in 2007, are issued by the Dormitory Authority of the State of New York (DASNY). The bond refinancing project took about four months to complete during which time the library worked with DASNY and a finance team. The bond deal officially closed today.

-- More --

Albany Public Library Gives Early Holiday Present to Taxpayers – 2

“DASNY is proud to partner with Albany Public Library and support the role it plays as a center for learning, gathering, and advancement in its community,” said Gerrard P. Bushell, DASNY president and CEO. “This refunding is a testament to DASNY’s effort to provide libraries in New York State with a low-cost financing alternative that helps them better serve New Yorkers.”

During the 2018 budget process, the library’s elected Board of Trustees will clarify the savings impact on taxpayers. The next board meeting is Tuesday, Dec. 13, at 6:00 pm at the Arbor Hill/West Hill Branch. Library board meetings are open to the public and include public comment periods at the start and end of each meeting.

The refinancing project secured a lower interest rate on the original bonds, thereby decreasing the tax levy for the BIP libraries and reducing the cost to Albany taxpayers. The new \$22.8 million, 20-year bonding saves taxpayers an average of \$200,000 each year, or a total of \$4.002 million over the life of the bonds. The original 30-year, \$29.1 million bonds were sold in 2007, after voter approval, to fund the renovation of three library branches and construction of two new branches. Those libraries—Arbor Hill/West Hill, Bach, Delaware, Howe, and Pine Hills—opened between November 2009 and June 2010 and were named “Best Use of Public Funds” by Metroland magazine.

###

Albany Public Library (APL) educates, entertains, and empowers our community. APL operates seven award-winning branches serving the residents of Albany. Each month, about 74,000 people use the libraries to borrow materials, attend programs, access computers, and research information. More than 85,000 books, DVDs, and other materials are circulated each month. The libraries also provide 45,000 WiFi sessions and 13,000 public computer sessions monthly. Visit APL online at www.albanypubliclibrary.org. Look for the free “Albany Public Library Mobile” app for Apple and Android devices. And, follow @AlbanyNYLibrary on social media.

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE TEN MONTHS ENDED
OCTOBER 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED	ANNUAL BUDGET	Nov	Dec	Estimate TOTAL Year	VB\$	
Support and Revenue										
Tax Levy-Library Operations	6,567,373	547,281	5,472,810	83.33%	6,567,373	547,281	547,281	6,567,372	(1)	Source
Tax Levy- Branch Improvement Plan	1,853,313		-	0.00%	1,853,313			1,853,313	0	
Future Operations Income						38,595		38,595	38,595	Source
NYS Grants & Aid	187,150		263,364	140.72%	187,150		3,640	267,004	79,854	Source
NYS Construction Grant	25,000	16,306	16,306	65.22%	25,000		18,750	35,056	10,056	Source
Federal Grants & Aid	38,000		-	0.00%	38,000		38,000	38,000	0	
Fines and Fees	126,000	15,514	136,442	108.29%	126,000	9,712	9,712	155,866	29,866	Source
Book Sales	5,000	-	4,243	84.86%	5,000	1,055		5,298	298	Source
Interest Income	10,000	(5,015)	61,090	610.90%	10,000	0		61,090	51,090	Source
Foundation Contributions	20,000		-	0.00%	20,000		20,000	20,000	0	
DASNY Project Reimbursement	0	-	3,584		-			3,584	3,584	Source
Copier Printers	15,000	-	-	0.00%	15,000			0	(15,000)	Use
Miscellaneous income & Aid	0	1,133	7,571		-	500	500	8,571	8,571	Source
Fund Balance Used	401,467		-	0.00%	401,467			0	(401,467)	Will Not Be Used
Total Support and Revenue	9,248,303	575,219	5,965,410	64.50%	9,248,303	597,143	637,883	9,053,748	(194,555)	

ALBANY PUBLIC LIBRARY
DETAIL OF EXPENDITURES
FOR THE TEN MONTHS ENDED
OCTOBER 31, 2016

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED	ANNUAL BUDGET	Nov	Dec	TOTAL Year	VB\$	
PAYROLL AND RELATED COSTS										
Salaries	3,440,678	272,535	2,761,587	80.26%	3,440,678	272,535	408,803	3,442,925	2,247	Use 3 Payrolls in December
NYS Retirement System	529,714	21,183	372,550	70.33%	529,714	21,183	21,183	414,916	(114,798)	Source
Payroll Taxes	261,966	20,116	204,494	78.06%	261,966	20,116	31,125	255,735	(6,231)	Source
Hospital Insurance	898,799	67,658	686,346	76.36%	898,799	67,658	67,658	821,662	(77,137)	Source
Payroll processing Costs	20,000	3,151	21,347	106.74%	20,000	3,151	3,151	27,649	7,649	Use
Unemployment Insurance	1,500	-	8	0.53%	1,500	-	-	8	(1,492)	Source
TOTAL	5,152,657	384,643	4,046,332	78.53%	5,152,657	384,643	531,920	4,962,895	(189,762)	
OCCUPANCY COSTS										
Occupancy Costs	20,000	1,600	16,000	80.00%	20,000	1,600	1,600	19,200	(800)	Source
Heat & Electric	245,000	8,360	116,798	47.67%	245,000	9,500	10,000	136,298	(108,702)	Source
Telephone	13,000	779	8,190	63.00%	13,000	779	779	9,748	(3,252)	Source
Maintenance/repairs/supplies	375,000	13,102	296,103	78.96%	375,000	13,102	13,102	322,307	(52,693)	Source
Security	0	-	18,726	0.00%	0	-	-	18,726	18,726	Use
NYS Construction Grant	33,333	21,741	21,741	65.22%	33,333	-	25,000	46,741	13,408	Use
Furniture/Building Improvements	75,000	-	25,949	34.60%	75,000	10,600	13,300	49,849	(25,151)	Source
TOTAL	761,333	45,582	503,507	66.13%	761,333	35,581	63,781	602,869	(158,464)	
MATERIALS and SERVICES										
Books,etc.	570,000	44,619	484,856	85.06%	570,000	44,619	44,619	574,094	4,094	Use
Serials/Magazines	45,000	-	44,062	97.92%	45,000	-	-	44,062	(938)	Source
On-line Services	40,000	3,677	27,304	68.26%	40,000	3,677	3,677	34,658	(5,342)	Source
TOTAL	655,000	48,296	556,222	84.92%	655,000	48,296	48,296	652,814	(2,186)	
ADMINISTRATIVE and MISC.										
Office & Library Supplies	50,000	14,628	75,188	150.38%	50,000	14,628	14,628	104,444	54,444	Use
Postage	6,000	120	3,685	61.42%	6,000	120	120	3,925	(2,075)	Source
Publicity, Printing	50,000	3,575	30,497	60.99%	50,000	3,575	3,575	37,647	(12,353)	Source
Training and Travel	22,000	-	20,888	94.95%	22,000	-	-	20,888	(1,112)	Source
Community Activities	8,000	-	3,123	39.04%	8,000	-	-	3,123	(4,877)	Source
Professional Services	175,000	4,512	89,219	50.98%	175,000	18,081	4,512	111,812	(63,188)	Source
Misc Grant Expense	0	-	27,253	0.00%	0	-	-	27,253	27,253	Use
Programming Activities	60,000	490	33,984	56.64%	60,000	490	490	34,964	(25,036)	Source
Insurance	70,000	5,513	48,851	69.79%	70,000	5,513	5,513	59,877	(10,123)	Source
TOTAL	441,000	28,838	332,688	75.44%	441,000	42,407	28,838	403,933	(37,067)	
AUTOMATION										
Automation Services	240,000	7,530	173,141	72.14%	240,000	7,814	7,530	188,485	(51,515)	Source
Automation Software	15,000	396	13,873	92.49%	15,000	396	5,396	19,665	4,665	Use
Automation Hardware	130,000	13,474	63,308	48.70%	130,000	13,474	23,474	100,256	(29,744)	Source
TOTAL	385,000	21,400	250,322	65.02%	385,000	21,684	36,400	308,406	(76,594)	
CONTINGENCY	0	-	-	0.00%	0	-	-	-	-	
DEBT SERVICE PAYMENT	1,853,313	-	-	0.00%	1,853,313	-	1,853,313	1,853,313	-	
TOTAL EXPENDITURES	9,248,303	528,759	5,689,071	61.51%	9,248,303	532,611	2,562,548	8,784,230		

2016 Budget Modifications

Uses	Category	Estimate	Budget	Use	Applied	Remaining	Applied	Remaining						
Revenue	Copier	0	15,000	(15,000)	(15,000)		0		NYS Grants and Aid (15,000)					
Expenses														
	Salaries	3,442,925	3,440,678	2,247	(2,247)		0		NYS Grants and Aid (2,247)					
	Payroll Processing Costs	27,649	20,000	7,649	(7,649)		0		NYS Grants and Aid (7,649)					
	Security	18,726	0	18,726	(18,726)		0		Future Operations(18,726)					
	NYS Construction Grant	46,741	33,333	13,408	(13,408)		0		Future Operations (13,408)					
	Books,etc.	574,094	570,000	4,094	(4,094)		0		Future Operations Income (4,094)					
	Office & Library Supplies	104,444	50,000	54,444	(54,444)		0		NYS Grants and Aid (54,444)					
	Misc Grant Expense	27,253	0	27,253	(27,253)		0		NYS Grants & Aid(25410),(1843) fromFuture Operations Income					
	Automation Software	19,665	15,000	4,665	(4,665)		0		NYS Construction Grant (4665)					
Sources														
Category	Estimate	Budget	Source	Applied	Remaining	Applied	Remaining	Applied	Remaining	Applied	Remaining	Applied	Remaining	
Revenue														
	NYS Grants	267,004	187,150	79,854	(15,000)	64,854	(2,247)	62,607	(7,649)	54,958	(54,444)	514		Copier (15,000),Slaries (2247), Payroll(7649) Office & Library Supplies (54,444)
	Future Operations Income	38,595	0	38,595	(4,094)	34,501	(18,726)	15,775	(13,408)	2,367	(1,843)	524		Books(4,094) Security(18,726), NYS Construction(13,408) Misc Grant Expense (1,843)
	NYS Grants & Aid	267,004	187,150	79,854	(54,444)	25,410	(25,410)	0						Office & Lib. Supplies(54,444), Misc Grant Expense (25,410)
	NYS Construction Grant	35,056	25,000	10,056	(4,665)	5,391								Automation Software (4665), Will Not Use Fund Balance
	Federal Grants & Aid	38,000	38,000	0										Will Not Use Fund Balance
	Fines and Fees	155,866	126,000	29,866										Will Not Use Fund Balance
	Book Sales	5,298	5,000	298										Will Not Use Fund Balance
	Interest Income	61,090	10,000	51,090										Will Not Use Fund Balance
	Foundation Contributions	20,000	20,000	0										Will Not Use Fund Balance
	DASNY Project Reimbursement	3,584	0	3,584										Will Not Use Fund Balance
	Miscellaneous income & Aid	8,571	0	8,571										Will Not Use Fund Balance
Expenses		Estimate	Budget	Source										
	NYS Retirement	414,916	529,714	(114,798)	Will Not Use Fund Balance									
	Payroll Taxes	255,735	261,966	(6,231)	Will Not Use Fund Balance									
	Hospital Insurance	821,662	898,799	(77,137)	Will Not Use Fund Balance									
	Occupancy Costs	19,200	20,000	(800)	Will Not Use Fund Balance									
	Heat & Electric	136,298	245,000	(108,702)	Will Not Use Fund Balance									
	Telephone	9,748	13,000	(3,252)	Will Not Use Fund Balance									
	Maintenance/repairs/supplies	322,307	375,000	(52,693)	Will Not Use Fund Balance									
	Furniture/Building Improvements	49,849	75,000	(25,151)	Will Not Use Fund Balance									
	Serials/Magazines	44,062	45,000	(938)	Will Not Use Fund Balance									
	On-line Services	34,658	40,000	(5,342)	Will Not Use Fund Balance									
	Postage	3,925	6,000	(2,075)	Will Not Use Fund Balance									
	Publicity, Printing	37,647	50,000	(12,353)	Will Not Use Fund Balance									
	Training and Travel	20,888	22,000	(1,112)	Will Not Use Fund Balance									
	Community Activities	3,123	8,000	(4,877)	Will Not Use Fund Balance									
	Professional Services	111,812	175,000	(63,188)	Will Not Use Fund Balance									
	Programming Activities	34,964	60,000	(25,036)	Will Not Use Fund Balance									
	Insurance	59,877	70,000	(10,123)	Will Not Use Fund Balance									
	Automation Services	188,485	240,000	(51,515)	Will Not Use Fund Balance									
	Automation Hardware	100,256	130,000	(29,744)	Will Not Use Fund Balance									
					Will Not Use Fund Balance									

BOARD OF TRUSTEES MEETING EVALUATION: Nov 8, 2016

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The board packet contained useful information in a form that helped trustees understand the issues.	6				
2. All trustees came to the meeting fully prepared.	1	4	1		
3. The agenda focused on important issues.	5	1			
4. Trustees had ample opportunity to ask questions and express their opinions.	5	1			
5. The board meeting was efficient and effective.	5	1			
6. What did you like best about the meeting?					
<ul style="list-style-type: none"> • Getting there early to socialize with board/staff • Meetings are productive, all voices heard. • Rapid movement through the agenda, but allowing for multiple questions. 					
7. What did you like least about the meeting?					
<ul style="list-style-type: none"> • Nothing- it was a good meeting. 					
8. What suggestions do you have for how the meeting could be improved?					
<ul style="list-style-type: none"> • Appreciated the apples • In the past, sometimes we've moved too quickly and there wasn't ample time for discussion. The Chair needs to carefully gauge when more discussion is needed, and when it needs to be cut off. My view is there should be a bias toward ample discussion- even if the meetings aren't as efficient. 					

