

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 10, 2017
Howe Branch at 6:00 pm

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

Call to Order – 6:00 pm

Adoption of Agenda – 6:00 to 6:05 pm

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

Minutes – 6:10 to 6:12 pm

Treasurer's Report and Check Register – 6:13 to 6:15 pm

Committee Reports and Action Items – 6:15 to 6:20 pm

- Facilities/Construction Committee Report

Policies and Procedures Review – 6:20 to 6:25 pm

Director's Report – 6:25 to 6:40 pm

Unfinished Business

- Strategic Plan Update: Goal Statements – Discussion/Action – 6:40 to 6:55 pm

New Business

- Democratic Values of APL – Discussion/Action – 6:55 to 7:05 pm
- 2018 Budget Discussion – Discussion – 7:05 to 7:15 pm
- Board Meeting Conflicts w/ Jewish Holidays in April & December – Discussion/Action – 7:15 to 7:25 pm
- Food for Fines Project – Discussion/Action – 7:25 to 7:35 pm
- Biannual Update on APL Foundation – Discussion – 7:35 to 7:45 pm
- Staff Report on Technology – Discussion – 7:45 to 7:55 pm

Public Comment (comments limited to no more than 5 minutes per person) – 7:55 to 8:00 pm

Executive Session (if necessary)

Adjournment – 8:00 pm

Next Meeting – Feb. 14 at Bach Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library December 13, 2016 Arbor Hill/West Hill Branch

TRUSTEES IN ATTENDANCE: Mary-Ellen Piché (president), Michael Neppl (vice president), Alison Calacone (vice president for finance), Arlene Way (secretary), Andrew Bechard, Elissa Kane, Brenda Robinson, Matthew Finn, Karen Strong

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

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

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

PUBLIC COMMENT: There were no members of the public present.

MINUTES: The draft minutes from the Nov. 8 regular board meeting were reviewed. Strong made a motion, seconded by Robinson, 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 Oct. 31) will be filed. The updated check register (covering Nov. 10 through Dec. 14) was reviewed by the trustees. Calacone made a motion, seconded by Bechard, to accept the updated check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS & ACTION ITEMS:

Finance Committee Report: The written report was briefly reviewed with the trustees by Calacone.

Policy and Governance Committee Report: Way briefly reviewed the report with the rest of the board. The trustees discussed the Washington Ave. Branch Closing Procedure, which does not require approval by the board.

The board considered the updated Use of Equipment and Technology by Staff Policy, which was recommended for approval by the committee. Robinson made a motion, seconded by Bechard, to approve this revised policy. The motion was approved unanimously.

POLICY & PROCEDURES GRID: Metzger reviewed the grid with the trustees.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He touched on several items, including the community engagement clerks, printing and copying fees, and staff health care. There were no questions from the trustees.

UHLS REPORT: Way provided a brief overview of her written report about the most recent Upper Hudson Library System meeting, which included discussions about NYS Construction Grant funds and disaster preparedness.

NYS REGENTS ADVISORY COMMITTEE ON LIBRARIES REPORT: Way, who is a member of the statewide committee, provided an oral report of the committee's recent meeting in New York City. The group discussed grassroots advocacy, lobbying elected officials on the behalf of libraries, and the lack of school libraries in the state.

UNFINISHED BUSINESS:

Bond Refinancing Project Update: The project to refinance the Branch Improvement Plan bonds to save money is officially completed with the successful bond sale on Nov. 17 and closing on Dec. 7. Jarzombek said the refinancing will save the library approximately \$200,000 a year, or \$4 million over the life of the 20-year bond. He noted that the trustees should be proud of the Aa1 credit rating issued by Moody's Investors Services, which is just one notch below the top grade and is the same as that of New York State. The board will determine the taxpayer impact of the savings during the 2018 budget process, which starts in early 2017.

Budget Modifications for Current Year: Cullinan reviewed 2016 budget modifications calculations with the trustees. Jarzombek noted that modifications are important, since the library's budget is done so far in advance. Strong made a motion, seconded by Way, to approve the 2016 budget modifications. The motion was approved unanimously.

Strategic Plan Update: Jarzombek provided a brief update on the process. A team of managers is currently reviewing a draft document based on feedback from patrons, community, and staff, as well as focused interviews, leadership discussions, and the board retreat. The draft strategic plan, which will cover 2017-2019, will be ready for the trustees to review and discuss at the January meeting.

Results from Quarterly Evaluation of Board Meetings: The results were shared in the trustee packet, with no discussion at the meeting.

NEW BUSINESS:

CDTA Temporary Easement Plan for Washington Ave. Branch: CDTA is planning a major project to add bus lanes and relocate shelters that will impact the sidewalk and roadway in front of the Washington Ave. Branch. In order to do the construction work, which is expected to start in 2017, CDTA has requested a temporary easement on branch property for the storage and use of equipment during the site work and construction. After a discussion, Kane made a motion, seconded by Way, to authorize and direct the

executive director to “execute an agreement granting a non-exclusive temporary easement to the Capital District Transportation Authority (“CDTA”) over an area in front of the Washington Avenue Branch...for the purpose of CDTA’s construction of its new BusPlus improvements on Washington Avenue, including improvements to the area on Library property in front of the Washington Avenue Branch.” The motion was approved unanimously. The temporary easement will last no more than two years after its issuance.

PUBLIC COMMENT: Meghan Wakeman, an APL librarian representing the employee union, spoke about the way the contract negotiations are described in the executive director’s report to the board.

EXECUTIVE SESSION: The board entered into executive session to discuss the executive director’s performance appraisal.

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

NEXT MEETING: Tuesday, Jan. 10, 2017 – Howe Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE ELEVEN MONTHS ENDED
November 30, 2016

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	AMENDED % BUDGET EXPENDED
Support and Revenue					
Tax Levy-Library Operations	6,567,373	6,567,372	547,281	6,020,091	91.67%
Tax Levy- Branch Improvement Plan	1,853,313	1,853,313	-	-	0.00%
Future Operations Income	-	38,595	38,595	38,595	100.00%
NYS Grants & Aid	187,150	267,004		263,364	98.64%
NYS Construction Grant	25,000	35,056		16,306	46.51%
Federal Grants & Aid	38,000	38,000		-	0.00%
Fines and Fees	126,000	155,866	9,478	145,918	93.62%
Book Sales	5,000	5,298	1,055	5,298	100.00%
Interest Income	10,000	61,090	(37,208)	23,883	39.09%
Foundation Contributions	20,000	20,000		-	0.00%
DASNY Project Reimbursement	0	3,584		3,584	100.00%
Copier Printers	15,000	-	-	-	0.00%
Miscellaneous income & Aid	0	8,571	222	7,793	90.92%
Fund Balance Used	401,467	-		-	
Total Support and Revenue	9,248,303	9,053,749	559,423	6,524,832	70.55%
Expenditures					
Payroll and Related costs	5,152,657	4,962,895	385,693	4,446,704	89.60%
Occupancy Costs	761,333	602,869	33,421	575,381	95.44%
Materials and Services	655,000	652,814	37,338	593,561	90.92%
Administration and Miscellaneous	441,000	403,933	39,877	372,573	92.24%
Automation	385,000	308,408	15,693	281,688	91.34%
Contingency	-	-	-	-	
Total Expenditures	7,394,990	6,930,919	512,022	6,269,907	90.46%
Debt Service	1,853,313	1,853,313	-	-	
Net Income (Loss)	-	269,517	47,401	254,925	

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE ELEVEN MONTHS ENDED
 November 30, 2016

	ANNUAL BUDGET	AMENDED BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS					
Salaries	3,440,678	3,442,925	272,519	3,034,104	88.13%
NYS Retirement System	529,714	414,916	21,058	393,608	94.86%
Payroll Taxes	261,966	255,735	20,095	224,589	87.82%
Hospital Insurance	898,799	821,662	70,958	770,989	93.83%
Payroll processing Costs	20,000	27,649	1,063	23,406	84.65%
Unemployment Insurance	1,500	8		8	100.00%
TOTAL	5,152,657	4,962,895	385,693	4,446,704	89.60%
OCCUPANCY COSTS					
Occupancy Costs	20,000	19,200	1,600	17,600	91.67%
Heat & Electric	245,000	136,298	9,774	126,573	92.86%
Telephone	13,000	9,748	786	8,978	92.10%
Maintenance/repairs/supplies	375,000	322,307	21,261	328,417	101.90%
Security	0	18,726	-	18,726	100.00%
NYS Construction Grant	33,333	46,741	-	48,024	102.74%
Furniture/Building Improvements	75,000	49,849	-	27,063	54.29%
TOTAL	761,333	602,869	33,421	575,381	95.44%
MATERIALS and SERVICES					
Books, etc.	570,000	574,094	37,113	521,970	90.92%
Serials/Magazines	45,000	44,062	-	44,062	100.00%
On-line Services	40,000	34,658	225	27,529	79.43%
TOTAL	655,000	652,814	37,338	593,561	90.92%
ADMINISTRATIVE and MISC.					
Office & Library Supplies	50,000	104,444	3,144	78,341	75.01%
Postage	6,000	3,925	170	3,855	98.22%
Publicity, Printing	50,000	37,647	2,413	32,909	87.41%
Training and Travel	22,000	20,888	120	21,008	100.57%
Community Activities	8,000	3,123	336	3,459	110.76%
Professional Services	175,000	111,812	23,560	112,779	100.86%
Misc Grant Expense	0	27,253	-	27,253	100.00%
Programming Activities	60,000	34,964	4,621	38,605	110.41%
Insurance	70,000	59,877	5,513	54,364	90.79%
TOTAL	441,000	403,933	39,877	372,573	92.24%
AUTOMATION					
Automation Services	240,000	188,485	9,039	197,852	104.97%
Automation Software	15,000	19,665	115	13,989	71.14%
Automation Hardware	130,000	100,258	6,539	69,847	69.67%
TOTAL	385,000	308,408	15,693	281,688	73.17%
CONTINGENCY	0		-	-	0.00%
DEBT SERVICE PAYMENT	1,853,313	1,853,313	-	-	0.00%
TOTAL EXPENDITURES	9,248,303	8,784,232	512,022	6,269,907	67.80%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Dec 15, 2016 to Jan 11, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6469	12/15/16	CSEA	1,897.96	Union Fees
6470	12/15/16	MetLife-TSA Contribution	1,801.00	403b
6471	12/15/16	NYS Deferred Comp Plan	2,634.28	NYS Def. Comp Plan
6472	12/15/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6473	12/15/16	The Travelers	1,348.00	403b
6474	12/27/16	Albany Water Board	96.12	Building Repair/Maint.
6475	12/27/16	National Grid	6,274.78	Heat, Light and Power
6476	12/29/16	CSEA	1,927.40	Union Fees
6477	12/29/16	MetLife-TSA Contribution	1,801.00	403b
6478	12/29/16	NYS Deferred Comp Plan	2,674.15	NYS Def. Comp Plan
6479	12/29/16	Pearl Carroll & Associates LLC	11.08	Short Term Disability
6480	12/29/16	The Travelers	1,348.00	403b
6481	1/11/17	Midwest Tape	1,465.88	Audio/Visual
6482	1/11/17	Midwest Tape	1,789.32	Audio/Visual
6483	1/11/17	Baker & Taylor	11,514.67	Books-Adult
6484	1/11/17	Midwest Tape	1,759.52	Audio/Visual
6485	1/11/17	MicroMarketing LLC	851.21	Books-Audio
6486	1/11/17	EBSCO	11,671.83	Periodicals
6487	1/11/17	Ingram Library Services	181.84	Books-Adult
6488	1/11/17	3N Document Destruction, Inc.	35.00	Contracted Services
6489	1/11/17	Accuprint	3,361.98	Publicity and Printing
6490	1/11/17	Adam Stump	132.30	Travel/Staff Development
6491	1/11/17	ADP, LLC	995.56	Payroll Services
6492	1/11/17	S. Leto Companies LLC	5,126.66	Maint. Service Contracts
6493	1/11/17	ASSA ABLOY Entrance Systems US Inc	14.87	Building Repair/Maint.
6494	1/11/17	Baker & Taylor	6,061.33	Books-Adult
6495	1/11/17	BlueShield of Northeastern New York	49,303.17	Insurance-Hospitalization
6496	1/11/17	Boopsie Inc.	4,995.00	Publicity and Printing
6497	1/11/17	Brad Rose Landscaping, Inc.	997.99	Maint. Service Contracts
6498	1/11/17	CDPHP	18,649.37	Insurance-Hospitalization
6499	1/11/17	CDPHP Universal Benefits, Inc.	11,697.90	Insurance-Hospitalization
6500	1/11/17	CDW G	990.16	Automation Hardware
6501	1/11/17	Charles Sullivan	61.15	Exchange Account
6502	1/11/17	Chinasa Seyse	55.12	Exchange Account
6503	1/11/17	Danielle Cregan	47.18	Programming Delaware
6504	1/11/17	De Lage Landen Financial Services, Inc	956.12	Contracted Services
6505	1/11/17	Dow Electric Inc.	26,283.00	NYS Construction Grant
6506	1/11/17	Eastern Managed Print Network	95.21	Contracted Services
6507	1/11/17	EBSCO	1,310.82	Periodicals
6508	1/11/17	Envision Architects	316.31	Building Repair/Maint.
6509	1/11/17	Eye Med Vision Care	656.48	Insurance-Hospitalization
6510	1/11/17	Family & Children's Service	525.00	Travel/Staff Development
6511	1/11/17	Findaway World, LLC	1,513.52	Books-Audio
6512	1/11/17	Grainger	59.31	Building Repair/Maint.
6513	1/11/17	Hamilton News Co., Inc.	20,447.25	Periodicals
6514	1/11/17	Ingram Library Services	51.98	Books-Adult
6515	1/11/17	MailFinance	119.95	Postage
6516	1/11/17	Main-Care Energy	282.42	Van Operation
6517	1/11/17	Mango	17,365.00	Central Library Materials
6518	1/11/17	MicroMarketing LLC	451.59	Books-Audio
6519	1/11/17	Midwest Tape	1,520.13	Audio/Visual
6520	1/11/17	National Business Equipment	314.69	Contracted Services
6521	1/11/17	News Bank, Inc.	9,473.00	Periodicals
6522	1/11/17	OverDrive, Inc.	4,898.27	Central Library Materials
6523	1/11/17	P & J Computers, Inc.	300.00	Automation Services
6524	1/11/17	Rebecca Lubin	35.00	Programming Howe
6525	1/11/17	Recorded Books, INC	17.99	Books-Audio
6526	1/11/17	Robert Omer	65.70	Insurance-Medicare Reimb.
6527	1/11/17	Shirley Sinsabaugh	131.40	Insurance-Medicare Reimb.

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Dec 15, 2016 to Jan 11, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6528	1/11/17	SimplexGrinnell	893.50	Maint. Service Contracts
6529	1/11/17	Tableau Software, Inc.	5,000.00	Contracted Services
6530	1/11/17	The Albany YMCA	1,600.00	Rent- NA
6531	1/11/17	Upper Hudson Library System	1,077.00	Automation Services
6532	1/11/17	UPS	16.62	Postage
6533	1/11/17	W.B.Mason Co., Inc.	955.99	Supplies (Office/Maint.)
6534	1/11/17	Whiteman, Osterman & Hanna	6,880.00	Legal and Accounting Fees
6535	1/11/17	Wolberg Electrical Supply Company	321.56	Building Repair/Maint.
Total			257,518.67	

Policy Master List

Updated 1/3/17

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		Jan. 2017	Jan. 2019	Admin – P&G
Conflict of Interest	X		X		Jan. 2017	Jan. 2019	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	Re-working
Reserve Fund	X		X		Jan. 2017	Jan. 2019	Board Finance (possibly being re-

							worked completely)
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



Isa and his mom, Delaware Branch patrons, were the first ones to read more than 1,000 books together in the Raising a Reader program.

Administration

The Executive Director was asked by Mayor Sheehan to serve on the Albany Promise Leadership Council (see attached agreement). He was also asked to testify before the NYS Assembly Committee on Libraries and Education Technology (see attached testimony). The Administration is planning a “Food for Fines” program to benefit the Kids Café in the South End. Third floor offices at Washington Ave. have been shown to USCRI (US Committee on Refugees and Immigrants, Albany Field Office), which is interested in renting space for offices and classrooms.

The new streamlined library card registration process is in place at all branches. So far, the response has been fairly positive. APL launched its first of many podcasts, dubbed Albany Made, that showcases the city of Albany and the library’s place in it. We are moving forward with the display monitor program, where library promotion and information will be displayed on TV monitors near circulation desks. The first monitor is up at the Washington Ave. Branch, with Pine Hills coming next. Human Resources has been diligently working on issues with Paylocity and time accrual. The staff had a friendly ugly sweater competition, the photos from which were popular on our social media channels.

We have officially started using purchase orders. The Business Office and Administration are working on “closing out” 2016. A staff work group has been formed for the 2017 Community Report/and Budget Vote. The Union contacted the Library’s Council on Dec. 2, and all parties are working on dates to continue negotiations.

Services

Public Relations staff worked with Arbor Hill/West Hill to create new banners that are posted in the front windows of the branch, promoting the #Ask a Librarian social media campaign. Staff at Washington Ave. have been using the trial versions of Ancestry.com, Mango Languages, and Flipster Magazines to become familiar with these new services. United Geeks of Gaming, an ongoing program at Washington Ave., has consistently brought in 20 to 25 teens and young adults every Friday afternoon.

Bach was visited by several classes from New Scotland Elementary School. The branch also hosted a cookie exchange, and now has a gingerbread model of the Empire State Plaza thanks to Russell Sage College students. Pine Hills hosted the Foundation-sponsored art exhibition, as well as a dance party for toddlers.

Several pre-school children participating in the Raising a Reader program have reached the 1,000-books-read milestone, with the first one being a Delaware patron. That branch’s new librarian is also making major changes to the collection in hopes to improve circulation and usage. The Howe Branch celebrated Kwanzaa with the help of Historic Cherry Hill. Howe has also started a second offering of their popular Sew What program. North Albany has an adult book club which now has five members who attend every session.

UHLS Directors Association

Flipster, a digital magazine service, was launched at the end of December. This new service replaces the OverDrive eMagazine platform we had been using for about two years. UHLS (Upper Hudson Library System) is launching online

card registration. APL is interested, but concerned about the impact it will have on work flow. UHLS is still trying to manage the impact Central Library funding will have on the eCollection.

Foundation:

The APL Foundation has hired a part-time Executive Director. Alexis Bhagat has jumped right into the position and has been working hard on the bi-annual appeal campaign.

Friends:

The Friends of APL are working on reaching out to retirement communities, as well as doing programing at branches other than Washington Ave. The group has scheduled weekly book talks through April. However, the Friends are still having issues with their membership database.

DIRECTOR'S CALENDAR

12/2 – UHLS Directors Association

12/7 – Code Blue Sub-Committee

12/8 – My Brothers and Sisters Keepers Summit

12/9 – LTV (Leadership Tech Valley)

12/12 – Albany Promise

12/13 – NYS Assembly Standing Committee on Libraries and Education Technology

12/21 – USCRI

12/27 – CDTA

APL TOTALS

	Number	YTD Change
Circulation	59644	-9%
eCirculation	5052	+7%
Door Count	59094	-6%
Computer Use	11925	-1%
WiFi	35510	-7%
Program Attend.	2768	+16%
Meeting Room Usage	117	+15%

DEPARTMENT REPORTS

Central Service Area

WASHINGTON AVENUE BRANCH

	Number	YTD Change	Rank
Circulation	18852	-13%	1
Door Count	25548	-12%	1
Computer Use	3586	-12%	1
WiFi	14679	-3%	1
Program Attend.	880	+15%	1
Meeting Room Usage	53	+18%	1

Adult Services

- The Albany Made Podcast, a project of the Creative Services and Public Relations teams, made its debut in December on SoundCloud. The free podcast also on iTunes now, and will soon be in other podcast apps. The first episode features interviews with Ryan Devine, who composed the podcast theme song and has performed at the Silent Film Spectacular, and Matt Durfee, a local musician who has participated in Garage Bands, Reading Music, and the Murder Ballads program.
- The Circulation Department has been working on a new labeling project to make the DVD collection easier to navigate. Instead of using a color-coded system, DVDs now have a label stating their genre. Patrons have found this new system to be much easier.

- A cataloging project reclassified all DVDs more than three months old as requestable. We expect to see improved circulation numbers going forward, and this move satisfies customer requests for ease of binge watching, which is now so prevalent in our culture.
- Reference staff members have been using the trial versions of Ancestry.com and Mango Languages to become familiar with the new databases, which both became available to users this month. These databases, in addition to Flipster digital magazines, were purchased with Central Library funds and are accessible at all UHLS libraries.

Youth Services

- Regular programming was well attended this month. United Geeks of Gaming has consistently brought in 20 to 25 teens and young adults every Friday afternoon. They have enjoyed playing video games and the recently added “Magic: The Gathering” card game.
- Early Literacy “Book Bundles,” small bundles of three books each centered on early learning topics that parents can check out on regular or MyCARDS, were created and in use by patrons.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	4574	-7%	5
Door Count	4947	-3%	5
Computer Use	1854	+18%	3
WiFi	3654	+4%	4
Program Attend.	154	+86%	7
Meeting Room Usage	10	-15%	4

Adult Services

- The Yoga class facilitator is looking forward to returning in the new year, and may be branching out to work at Delaware, as well.
- Library staff worked with Public Relations to create new banners that are posted in the front windows of the branch, visible to pedestrians and by passing cars, promoting the social media campaign *#Ask a Librarian*.
- Staff has received much positive feedback for the book tree. The tree doubles as a display for holiday picture books available for checkout.
- Library staff rearranged furniture in the front of the building for better sight lines and a more comfortable reading space.

Youth Services

- A holiday-themed after-school activity featured cookie decorating on Dec. 23.
- Coloring sheets continue to be wildly popular at the branch and are proudly displayed on the wall behind the circulation desk.

West Service Area

JOHN J. BACH BRANCH

	Number	YTD Change	Rank
Circulation	8733	+7%	3
Door Count	5320	+7%	4
Computer Use	1160	+18%	6
WiFi	2840	-17%	5
Program Attend.	374	-6%	3
Meeting Room Usage	7	+45%	5

Adult Services

- Bach Branch held its first holiday cookie exchange. A small group of regular patrons and staff participated. Due to the success of the swap we will repeat it in 2017.
- Russell Sage College in Troy donated a holiday “cookie house” display to Bach. It is a model of the Empire State Plaza and has been of high interest to the Bach patrons, and on social media.

Youth Services

- Two 5th grade classes from New Scotland Elementary School visited on Dec. 1. The Youth Services librarian showed students and teachers books and online resources they can use to study America's colonial period and advancements in engineering and technology. Most students brought library cards and checked out books. (42 children, 5 adults)
- A 1st grade class from New Scotland Elementary School also visited on Dec. 1. This class heard a presentation about holidays that are celebrated in December. (24 children, 2 adults)
- Temple Israel Early Childhood Center got a visit from the Youth Services librarian on Dec. 14. He performed a Hanukkah-themed storytime for three classrooms: pre-school, 3-4 year olds, and toddlers. (40 children, 10 adults)
- The branch hosted "Make Cut-Out Snowflakes Day" on Dec. 27. Children and parents made six-sided snowflakes using paper, scissors and tape. (8 children, 4 adults)
- "National Chocolate Day" was held Dec. 29. Children and parents played games with chocolate, learned the history of chocolate, and ate fruit dipped in a chocolate fondue. (10 children, 6 adults)

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	14118	-8%	2
Door Count	8583	+1%	2
Computer Use	2174	+6%	2
WiFi	5918	-2%	2
Program Attend.	631	+8%	2
Meeting Room Usage	26	+27%	2

Adult Services

- We had a very successful and well-attended art show opening in early December, and have been getting many positive comments about the new exhibition.
- Our annual holiday music harp concert was held on a Saturday afternoon, and was very popular, as always.

Youth Services

- The Youth Services librarian attended Montessori Literature night.
- The Youth Services librarian prepared to do the first "Snowsuits & Stories" outdoor story and play program at Buckingham Pond. The weather didn't cooperate, so the program moved indoors to the Pine Hills children's room. Approximately six families attended. Winter stories were told in addition to crafts with staff from WMHT, Albany Department of Recreation. Staff from Albany County gave away hats and mittens.
- We finished out the budget year and welcome the few weeks of quiet that brings. We spent it working on felt boards and developing programming plans.
- During the school break, we held a Toddler Dance Party that was very fun. One parent brought his DJ lights and Bluetooth speaker to help with our little party. The kids danced with their glow bracelets.

East Service Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	6437	-11%	4
Door Count	4618	-12%	6
Computer Use	1172	-7%	5
WiFi	2542	-18%	6
Program Attend.	243	+78%	5
Meeting Room Usage	7	+22%	6

Adult Services

- A mother and her adult son stopped by to say that he had gotten the job he wanted at Toys R Us assembling bicycles. They said he couldn't have filled out the online applications and developed his resume without the help of his job coach, and librarians at Delaware. The young man wants to have his own bike shop eventually and sees this as a great stepping stone.
- Following a retail store merchandising and display concept, the new Delaware branch librarian has been making a number of changes. Adult fiction books were weeded and shifted. Audiobooks, one of the best circulating categories in the adult collection, have been moved to the back of the library to act as the “milk” section so patrons will pass and ideally look at other collections on their way to the audiobooks. Urban fiction was moved the back of the library and is now shelved next to the adult computers. Adult non-fiction was shifted to tidy the shelves. Oversized books were pulled and placed in a separate section. Newspapers were moved to a four-sided wooden cart for easier access and use. All collection changes were accompanied by appropriate signage.
- The “Tea ‘n Paint” program held on Dec. 10 was a great success. The artist who led the program will be returning every other month starting in February with new painting projects for registrants.

Youth Services

- The Youth Services librarian met with three pre-K classes and their teachers at the Albany School of Humanities on Dec. 16 at the request of the principal and school librarian. This was the beginning of six monthly meetings, where she'll do half-hour storytimes with the students. These youngsters receive no library services through the school, so the December meeting gave an introduction of the basic concept of a public library—the books, programs and technology we offer, what a librarian does, and what it means to "borrow" a book. We read "Lola and the Library" and "Book! Book! Book!" Then we sang "If You're a Reader and You Know It, Clap Your Hands" and finished by doing a quick "bookworm" craft.
- One of our youngest patrons reached the goals of over 1,000 books in the continuous Raising a Reader program, so the Delaware “reading tree” now has a 1,000-book owl among its many leaves.

JOHN A. HOWE BRANCH

	Number	YTD Change	Rank
Circulation	4484	-22%	5
Door Count	6315	-10%	3
Computer Use	1427	-4%	4
WiFi	4377	-6%	3
Program Attend.	249	-18%	4
Meeting Room Usage	14	+2%	3

Adult Services

- The new procedure for getting a library card is working out well. All staff have assisted patrons in obtaining a new card without filling out a registration card.
- “It'd be great if there was a sewing camp for adults. For people who are low income [the current drop in sewing program] is invaluable.” – An adult attendee of the “Sew! What?” program at Howe

Youth Services

- The second offering of the “See Howe Sew Camp” for children went well. Out of seven kids who registered, four attended and were eager to learn the basics of sewing. Half the class attended the Sew! What? program to advance to level 2 for the camp. Each participant received a certificate of completion signed by the instructor and librarian. They also received a beginners sewing kit to encourage them to continue developing their valuable life skill.
- In celebration of Kwanzaa, Historic Cherry Hill led a program where the kids made lanterns and wall sconces. Eighteen projects were completed.

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2446	+8%	7
Door Count	3763	16%	7
Computer Use	552	+5%	7
WiFi	1500	-27%	7
Program Attend.	237	+79%	6
Meeting Room Usage	n/a	n/a	n/a

Adult Services

- The North Albany Adult Book Club continues to grow strong, consistently bringing in five adults every month to discuss a chosen book.

Youth Services

- Wednesday movie nights continue to be a very popular program. We will be adding an additional show time for movies, starting at 3:30 pm, and playing the movie again at 5:00 pm.
- North Albany had many winter crafts this month, including Disney Perler beads, Waffle Cone Holiday Trees, Snowman Mobiles, Edible Snowmen, and Polar Bear Rolls.

OPERATIONS

AUTOMATION

	Number	YTD Change
Help Desk Tickets	77 resolved	

- Launched Windows 10 and new patron printing service at Washington, Delaware, and Pine Hills branches
- Deployed new Cisco Meraki wireless network to Washington Ave. Branch (other branches to be scheduled)
- Launched digital sign at Washington Ave. (other branches to be scheduled)
- Upgrades in the “Albany Made” makerspace lab

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	5 volunteers / 11 hours	

- APL presented another pop-up library at PAL (Police Athletic League). Staff met with about 15 youth and their parents.
- Plans for services to seniors continue to develop and relationships with senior care organizations are being strategically planned.
- Volunteer placements for January 2017 are developing as students return for the spring semester.

COLLECTION MANAGEMENT

- Since starting the “New Release Tuesdays” cart at Washington Ave. on March 22, CMS staff have “hand sold” 390 new adult books to patrons who borrowed the items.
- Final orders and invoices were submitted, and “Fiscal Close” was performed in Sierra, closing out the 2016 “funds.” Our new 2017 materials spending budget lines were entered into Sierra, along with encumbrances left over from 2016 orders.
- Using the Top Titles report in Decision Center, the department head was able to easily compile a list of the most popular adult fiction and non-fiction titles borrowed in 2016 by our patrons, at our locations, in order for Public Relations to contribute to a story in the Times Union.
- Looking at 2016 circulation trends, it seems clear that centralized ordering has made a positive impact on certain areas of our collections, particularly adult graphic novels, new adult fiction, urban fiction, DVDs, and music CDs.

Branch-specific budgets are used to respond to neighborhood demand and anticipate local interest, as well as to maintain and develop branch collections.

FACILITIES

	Number	YTD Change	Rank
Work Orders	143 received/138 completed		

- Ordered and took delivery of new storage sheds for Delaware and Pine Hills.
- Began working on new security and camera systems for Washington Ave.
- A new Reference Department desk has been ordered for the first floor service point at Washington Ave.
- The rest of the month has been snow removal and planning for moving administration offices and CMS office spaces.

FINANCE

HUMAN RESOURCES

	Number	YTD Change	
Full Time	60		
Part Time/Temp	59		
Promotion	1		
Resignation	0		
Termination	0		
Vacancy	2		
Staff Size	119		
Training	16 staff / ??? hours	-37% staff / ?? hours	

- Personnel Changes: Hired one Custodial Worker I; promoted one FT Library Clerk to FT Senior Library Clerk
- Benefits: Continued informing staff of benefit information as gained information from insurance broker JFA (Jaeger & Flynn Associates). With enrollment being so late to the expiration date, CDPHP sent out cards to all previously enrolled members causing confusion to staff. Most of our employees changed from CDPHP to Blue Shield of Northeastern NY.
- Wellness: Wellness committee is beginning to plan programs for 2017, including a weight loss challenge that starts by the end of January.
- Payroll: Accrual complications in the Paylocity payroll system continued through December. With several conference calls and emails, we were able to get an expert accrual person assigned to our case and it appears the accruals problems may be solved. We have also continued to monitor and work on the various forms of payment, including how overtime is calculated within the system. We are planning to work on the Paylocity scheduling system next.

PUBLIC RELATIONS

	Number	YTD Change	Rank
Unique Page Views	29,680	-13%	
Facebook Likes	2867	+25%	
Twitter Followers	2151	+18%	
Instagram Followers	1443	+80%	
Online Contacts	32	-9%	
Press Releases	1	-50%	

- Marketing: #AskTheLibrarian social media campaign on large-format banners in AH/WH front windows. Digital display monitor at Washington Ave. now working, with Pine Hills next in line. Promotion for new services (ancestry.com, Flipster eMagazines, Mango Languages, Albany Made podcast) across all platforms.

- Content: Launched first Albany Made podcast (with Creative Services team) in mid-December with monthly episodes planned. Distributed Jan/Feb program guide and working on content for March/April. Work began on 2016 community report (print, digital, video). Weekly eNewsletter highlighted podcast, favorite books of 2016, Flipster eMagazines, holiday hours, bond refinance savings, “Snowsuits & Stories,” art exhibition, “Release the Pressure” workshop, new library card registration process.
- News Coverage: Executive director’s NYS Assembly committee testimony featured in Niagara-Gazette, Politico NY, and New York State Watch. Bond refinance savings story covered by Times Union, Spotlight News, and Capital Region Chamber. Worked with Times Union on “Most Popular Fiction and Nonfiction Books at Albany Public Library in 2016” story.
- Social Media: Notable engagements include: Facebook post on young Raising a Reader participant (2,971 people reached, 85 reactions/comments/shares). Instagram *#ThrowbackThursday* photo of Metroland circa 1978 (118 likes, 5 comments). Twitter post announcing new Albany Made podcast (1,536 impressions, 18 engagements).

PATRON CULTURE

	Number	YTD Change		
Incidents	35	-12%		
Positive Comments	6	+55%		
Neutral Comments	8	-26%		
Negative Comments	0	-44%		

Implementation and Status of ED Performance Goals 2016

Self Identified Goals		
Strategic Plan process	Start	Status
Select Consultant		
Contacted potential consulting firms	May	Completed
Draft RFP	May	Completed
Reviewed proposals	June	Completed
Met with Executive Committee and selected consultant	June	Completed
Planning		
Provided pertinent information to consultant for pre planning research	July	Completed
Meet with consultant to outline expectation	June	Ongoing
Scheduled events	August	Completed
Post		
Analyzed findings with consultant		2017
Drafted a plan for BOT approval		2017
RFP Process for Legal and Auditing Services	Start	Status
Identify potential consulting firms	April	Completed
Approve draft RFP's	May	Completed
Review proposals	August	Completed
Met with Executive Committee and select firms	Sept	Completed
Refinance Bonds	Start	Status
Exploration		
Research the process	June	Completed
Present findings to finance comitee	July	Completed
Process		
Draft RFP for Finance consultant	July	Completed
Review proposals	August	Completed
Select firm	Sept	Completed
Contract	Start	Status
Pre Negotiation		
Create negoation team from members of administration	January	Completed
Identify key changes to contract	April	Completed

Negotiations		
Participate in negotiation meetings	Sept	Ongoing
Meet with administration representatives to discuss union demands	Sept	Ongoing
Embedded Services to the Community	Start	Status
Wireless in the community		
Meet with key community stake holders to identify possible hotspot location	June	Ongoing
Lean Managment	Start	Status
Identify key members of Staff for launch	June	Completed
Coordinate meetings	July	Completed
Evaluate Findings	August	Ongoing
Explore Mobile Library Service		
Identify possible funding sources	June	Ongoing
Assigned by BOT At Hire		
Develop an integrated approach to civility and safety in the workplace.		
Civility Among Staff: Facilitites		
Re initiate weekly department meetings		Identified
Ongoing training in communication for all facilities staff		Identified
Explore gender diversification in the department		Identified
Ongoing training for facilities mainaenance		Identified
Security Engagement Model		
Develop written procedure for incident reports	14-Dec	Completed
Change security staff to community engagent staff	15-Dec	Completed
Keep a record on filed incident reports to report to the BOT	Aug-14	Completed
Develop a comprehensive plan for fund raising and provide regular updates to the Board on Foundation activity.		
Foundation	Start	Status
Establish annual budget for Foundation.	February	Completed
Identify additional programmatic participation to raise profile of Foundation	January	Completed
Friends		
Develop a process to monitor and evaluate staff morale to include satisfaction surveys, exit interviews and regular reporting of turnover rates and key staff		
Develop Staff Survey	Start	Status
Report to Board turnover rates and key staff changes		

Off Boarding Process For Staff		
Develop procedure for an off boarding process for staff leaving the organization, including an exit interview or survey.	May	Ongoing
Explore County Civil Service	July	Completed

Improve communication up and down the organization		
Establish a "Directors Monthly Newsletter for staff and library governance	June	Ongoing
Quarterly "all staff" meetings.	January	Completed
Bi Annual attendance of department meetings by member of administration.	January	Completed
Extended "satellite" office hours for key administrators.	January	Completed
Change in format, date and location for "Staff Development Day"	April	Completed
Implementation of Intranet	January	Completed
Complete an assessment of staff diversity and implement a plan to fill gaps.		
Explore opportunities to promote open positions in community	June	Ongoing
Execute the Strategic Plan while developing a strong process to measure outcomes.		
Reporting	Start	Status
Explore online dashboards	January	Ongoing
Create Customer Service Survey		
Analysis data and report finding to trustees	April	Completed

Testimony by Albany Public Library Executive Director Scott C. Jarzombek, MLS – Dec. 13, 2016
NYS Assembly Committee on Libraries and Education Technology

I would like to thank Assemblymember Abinanti, and the Committee on Libraries and Education Technology, for the opportunity to speak to you today.

Every day in the capital of this great state, the Albany Public Library sees 2,000 visitors. That's well over 850,000 people every year passing through our doors. To put it in context, this year Albany Public Library had 700,000 more attendees than the Tri-City ValleyCats had for all of their games this season.

And every day at the library, we loan out close to 2,500 items, provide the portal to over 2,000 internet connections, and deliver educational opportunities through award-winning programming. For example, today at Albany's libraries:

- Teens in the South End will be learning the art of Brazilian Jiu Jitsu,
- New Americans will be practicing their conversational skills at our Delaware Branch,
- Someone will be applying for a job using our Washington Ave. Branch Career Center,
- A certified teacher will be helping adults study for their HSE at our Arbor Hill/West Hill Branch,
- And a librarian will be spending his evening reading to neighborhood children for our "Good Night" story time at the Bach Branch.

That is just one day in the life of Albany Public Library. Multiply this by 7 days a week and you can begin to imagine the positive impact we have on the people of our community.

But we cannot provide these opportunities to our patrons without our 7 buildings.

DLD construction grant funding gives libraries the ability to complete infrastructure repairs and upgrades that are, frankly, not attractive giving opportunities to private donors. No one wants us to put a donor plaque on a boiler or new roof, but such infrastructure projects are absolutely vital to the safe operation of public facilities.

In 2011 and 2013, the Albany Public Library received Library Construct Grant funding to do electrical and HVAC upgrades at our central library location. The year following the improvements, we saw \$78,000 in savings in our utility costs, and in 2016 we achieved well over \$100,000 in savings. While we benefitted from a mild winter, a significant portion of those savings can be directly attributed to the building infrastructure upgrades.

Those construction grants provide libraries with lifelines in unforeseen situations, too. Earlier this year we were dropped by our insurance carrier, which cited inadequate breaker panels at our 50-plus-year-old central library building. At the time, we estimated the cost for replacing those panels to be close to \$100,000. The library didn't anticipate needing to undertake such a project and simply could not afford to cover it in the annual budget. However, we were awarded a 2016 construction grant to do the work. We will now have a safer library, and one that is also fulfilling all insurance requirements.

One essential service all libraries have been providing for more than a decade is that of the digital safety net.

Our ability to use state contracts has helped us stretch our funds so that the net can be cast even wider. According to a Siena College poll done in 2015, for nearly 33% of African-American and Latino respondents, and 25% of households making less than \$50,000 annually, the public library is their primary source of internet access.

In one day, Albany Public Library provides more than 1,000 WiFi sessions and just as many computer sessions. These services are often used by members of the community who cannot afford internet connections, or computers, at home. In a world that requires an email address and website access to simply submit a job application, these are critical services to a large segment of our population.

Our MiFi program allows individuals in the community to “borrow” internet connectivity at home. Purchased on state contract, the cost of these devices is minimal. But there is tremendous impact and empowerment when people can bring the power of the internet into their own homes. This same program is helping us develop a plan to create WiFi locations throughout the city—a digital backbone that we hope will be used to help Albany become a “Smart City.”

Albany Public Library is also lucky to have the support of our local elected officials.

Through the efforts of Assemblymember Fahy, we were able to secure funds to offer STEM and robotics programming for teens. Our Beat Bots program, where young adults learned coding languages and electronics skills to build robots, shows that libraries are not only able to provide essential STEM programming, but also engage youngsters who may not participate in such programs in a traditional school environment. The funding from Assemblymember Fahy was used to buy equipment so that the program can be offered multiple times, or in different iterations, using the same materials. Libraries know how to make a quarter stretch to a dollar.

And while we have gotten good at stretching our budget, we still face substantial finance issues related to the tax cap and limitations to central library funding.

Our community has come to expect us to provide up-to-date technology and a variety of quality programs in safe and comfortable spaces. And the key to keeping these buildings, networks, and programs running is well educated and trained personnel. A significant percentage of our budget is spent on staff, and a growing portion of that is spent on healthcare. The cost of insurance premiums far outpaces the property tax cap. Each year these premiums go up, forcing us to use money from other parts of the budget to fund personnel, who are mission-critical to our role in the community.

It should be recognized that libraries are the model of consolidation and shared services. Library systems throughout the state save millions of dollars and share collections across counties. Thanks to the Upper Hudson Library System, Albany and Rensselaer counties share 1.4 million physical items among 450,000 users. The consortium allows members of the public to use 29 public libraries in the region as if each of them was their own neighborhood library.

The Upper Hudson libraries also have a combined eBook collection of 7,000 items—a well-used collection that was built on state money provided via central library funding. However, due to antiquated restrictions in the funding, this money can only be used to buy adult non-fiction titles. This limitation creates an added burden of finding creative funding sources to purchase the much more popular fiction titles that our eBook readers really want.

Albany Public Library is an example of what public libraries in New York State should be. A welcoming place full of books, materials, workshops, programs, computers, services, advice, and assistance that New Yorkers can count on for education, entertainment, and empowerment. My colleagues and I appreciate the continued support of our elected officials as we provide these essential services to our communities.



Albany Literacy Zone

Community Partner Meeting
September 2016

About the Albany Literacy Zone

- Supports residents living in or attending classes in 12202, 12206, 12210
- Provides FREE instructional programs for English as a Second Language and High School Equivalency Program
- Provides wraparound services and referrals to other community partners (Functional Literacy, Financial Literacy, Health Literacy, etc...)
- Provides support and referrals to residents who are NOT in an instructional offering through BOCES
- Funding through Workforce Innovation & Opportunities Act 2013-2018

A glimpse at fiscal year 2014-2015

- ✓ Total number of adults in ABE & HSE = 306
- ✓ Total number of adults in ESL = 134
- ✓ 50% of all adult learners improved academically by 2+ grade levels
- ✓ 19 out of 25 students passed the TASC exam and 13 have entered post-secondary education or training
- ✓ Served 130 non-instructional residents within the targeted zip codes
- ✓ Exceeded Secondary Outcomes

Academic Year

July 1, 2015 – June 30, 2016



2015-2016 Data

ABE/HSE Students

Level	Grade Level	# of students	Male	Female
1	0-1.9	1	1	0
2	2.0-3.9	32	18	14
3	4.0-5.9	170	65	105
4	6.0-8.9	108	51	57
5	9.0-10.9	9	3	6
6	11.0-12.9	3	3	0
TOTAL		322	140	182

AGE	16-18	19-24	24-44	45-59	60+
	47	97	133	43	3

HSE /ABE Ethnicity

Level	Grade Level	# of students
1	0-1.9	1
2	2.0-3.9	32
3	4.0-5.9	170
4	6.0-8.9	108
5	9.0-10.9	9
6	11.0-12.9	3
TOTAL		322

American Indian	African American	Hispanic Latino/a	Asian	White
	1			
1	23	3	3	2
3	117	24	7	19
2	70	13	6	17
1	6			2
	1			2
7	217	40	16	42

2015-2016 Data

ESL Students

Level	Level	# of students	Male	Female
1	Beginning Literacy	5	2	3
2	Low Beginning	14	4	10
3	High Beginning	13	4	9
4	Intermediate Low	16	3	13
5	Intermediate High	29	12	17
6	Advanced	6	3	3
TOTAL		83	28	55

AGE	16-18	19-24	24-44	45-59	60+
ESL	0	14	52	14	3

ESL Ethnicity

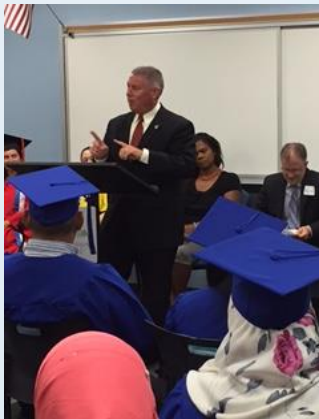
Level	Level	# of students
1	Beginning Literacy	5
2	Low Beginning	14
3	High Beginning	13
4	Intermediate Low	16
5	Intermediate High	29
6	Advanced	6
TOTAL		83

African American	Hispanic Latino/a	Asian	White
		4	1
1	4	4	5
2	3	5	3
2	3	6	5
4	6	13	6
1	0	4	1
10	16	36	21

Literacy Zone 2015-2016 Data

- Of the 405 students, 52% improved by at least two grade levels or more.
- 17 out of 21 (80%) students receive their High School Equivalency Diploma

	LZ Students	NYS Target
Post Test	89%	70%
Edu. Gain	52%	51%
Follow-Up	87%	69%



Secondary Outcomes

	15-16 # set	15-16 # achieved	Non-NRS clients	Total
Health Literacy	250	322	71	393
Financial Literacy	200	155	62	217
Functional Literacy	325	346	112	458
Family Literacy	200	187	47	234
Community Outcomes	200	128	63	191
School Relations	250	155	41	196
Social Services	175	71	172	243
Workforce Readiness	250	228	86	314
Legal Services	150	106	27	133
Citizenship	150	100	20	120



Academic Year 2016-2017

Current 2016-2017 Data

ABE/HSE Students

Level	Grade Level	# of students	Male	Female
1	0-1.9	0		
2	2.0-3.9	10	5	5
3	4.0-5.9	41	16	25
4	6.0-8.9	38	15	23
5	9.0-10.9	9	3	6
6	11.0-12.9	1	0	1
TOTAL		99	39	60

AGE	16-18	19-24	24-44	45-59	60+
	11	30	44	13	1

HSE /ABE Ethnicity 16-17

Level	Grade Level	# of students
1	0-1.9	0
2	2.0-3.9	10
3	4.0-5.9	41
4	6.0-8.9	38
5	9.0-10.9	9
6	11.0-12.9	1
TOTAL		99

American Indian	African American	Hispanic Latino/a	Asian	White
0	3	1	3	3
2	28	3	2	6
2	24	3	2	7
0	1	2	1	5
		1		
4	56	10	8	21

Current 2016-2017 Data

ESL Students

Level	Level	# of students	Male	Female
1	Beginning Literacy	0		
2	Low Beginning	3	2	1
3	High Beginning	3		3
4	Intermediate Low	3	2	1
5	Intermediate High	2	1	1
6	Advanced	2	1	1
TOTAL		13	6	7

AGE	16-18	19-24	24-44	45-59	60+
ESL	0	3	7	0	3

ESL Ethnicity

Level	Level	# of students
1	Beginning Literacy	0
2	Low Beginning	3
3	High Beginning	3
4	Intermediate Low	3
5	Intermediate High	2
6	Advanced	2
TOTAL		13

African American	Hispanic Latino/a	Asian	White
2		1	
	1	1	1
2	1		
1		1	
		1	1

Secondary Outcomes

	16-17 # set	NRS clients	Non-NRS clients	Total
Health Literacy	300	3	34	37
Financial Literacy	200	3	12	15
Functional Literacy	350	18	50	68
Family Literacy	200	6	26	32
Community Outcomes	150	3	16	19
School Relations	175	4	13	17
Social Services	200	0	24	24
Workforce Readiness	275	20	40	60
Legal Services	100	12	22	34
Citizenship	100	5	10	15

WIOA Changes & Literacy Zone

- Individuals must provide us with his/her Social Security number
- Individual must be working or looking for employment
- Students who leave our program must enter post-secondary education or training through the Dept. of Labor.

Questions, comments,
or concerns?

