

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

AGENDA *UPDATE*

March 13, 2018 | 6:00 pm

Howe Branch | 105 Schuyler St.

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

Call to Order

Adoption of Agenda

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

Minutes

- February 13 Regular Meeting
- March 6 Special Meeting

Treasurer's Report and Check Register

Committee and Liaison Reports

- Executive Committee
- Facilities Committee
- Personnel Committee

Review Policies and Procedures Grid

Director's Report

Unfinished Business – None

New Business

- Tax Cap Override – Discussion/Action
- 2019 Proposed Budget – Discussion/Action
- 2019 Proposed Tax Levy – Discussion/Action
- 2017 New York State Annual Report – Discussion/Action
- Public-Educational-Government (PEG) Access TV Studio License Agreement – Discussion/Action
- Quarterly Evaluation of Board Meeting – Discussion

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

Executive Session (if necessary)

Adjournment

Next Meeting – April 10 (Tues) | Bach Branch | 6:00 pm

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library February 13, 2018 North Albany Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Alison Calacone (vice president for finance), Brenda Robinson (secretary), Michael Neppl, Elissa Kane, Matthew Finn, Sarah Shearer, Jenna Pitera

ABSENT: Andrew Bechard (vice president)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Rebecca Lubin (east branches manager)

CALL TO ORDER: Strong called the meeting to order at 6:00 pm.

ADOPTION OF AGENDA: The agenda was adopted as written.

PUBLIC COMMENT: Mary McCarthy of Loudonville spoke in support of keeping the North Albany Branch open.

MINUTES: The draft minutes from the Jan. 9 regular board meeting were reviewed and one correction noted. Shearer made a motion, seconded by Robinson, to accept the corrected minutes. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from Jan. 1 through Dec. 31, 2017) was presented.

The updated check register (Jan. 11 through Feb. 14, 2018) was reviewed by the trustees. Calacone made a motion, seconded by Kane, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

EXECUTIVE COMMITTEE: Strong reviewed the committee's last meeting with the trustees.

FINANCE COMMITTEE: Calacone provided an overview of the five-year financial plan and proposed 2019 budget scenarios that were discussed at the committee's most recent meeting.

POLICY & GOVERNANCE COMMITTEE: Robinson briefly reviewed the minutes from the committee's last meeting.

STRATEGIC PLAN AD HOC COMMITTEE: Strong provided a brief overview of the minutes from the committee's most recent meeting.

POLICIES AND PROCEDURES REVIEW: Two policies were reviewed by the Policy & Governance Committee and submitted for full board approval in the new business portion of the meeting.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also fielded questions about use of the North Albany Branch by students and statistics.

UNFINISHED BUSINESS:

NORTH ALBANY BRANCH UPDATE: Jarzombek provided an update on his communication with the Albany Housing Authority. Robinson shared information about the community advisory group she is assembling. Strong requested that the group's meeting date be shared with the full board once it is scheduled.

STRATEGIC PLAN REVIEW: Strong reviewed the 2018-2020 strategic plan that is recommended for approval by the Strategic Plan Ad Hoc Committee. Calacone seconded the motion. The 2018-2020 strategic plan was approved unanimously.

FIVE-YEAR FINANCIAL PLAN: Calacone reviewed updates to the five-year strategic plan. The trustees engaged in a discussion about specific lines and amounts in the plan. Calacone made a motion, seconded by Pitera, to approve the five-year financial plan. The motion passed by a vote of five in favor and three against. (Calacone, Kane, Neppl, Pitera, and Finn voted yes. Strong, Robinson, and Shearer voted no.)

NEW BUSINESS:

PROPOSED 2019 BUDGET: Trustees were presented with several options for the 2019 budget, and engaged in a discussion about the merits of those scenarios. When it became clear that there was a lack of consensus among the trustees, they requested more information be prepared and a special budget session be scheduled.

Library administration will revise the budget options with updated data, prepare a list of facility projects for 2019, and schedule a budget workshop for the trustees on March 6. The updated scenarios and information will be presented at that special meeting, so trustees can have a full dialogue about the 2019 budget proposals before making a decision.

POLICY UPDATES: The Policy & Governance Committee recommended approval of the updated Albany Made Policy. Neppl seconded the motion. The motion was approved unanimously.

The Policy & Governance Committee recommended approval of the updated Hazardous Materials Policy. Kane seconded the motion. The motion was approved unanimously.

QUARTERLY EVALUATION OF BOARD MEETING: This item was tabled until the next regular meeting.

PUBLIC COMMENT: Tony Rodriguez of North Albany spoke in favor of keeping the North Albany Branch open, and requested some information from the executive director about that location.

ADJOURNMENT: Robinson made a motion, seconded by Pitera, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:26 pm.

NEXT MEETING: Special Budget Session | Tuesday, March 6 | Washington Ave. Branch | 6:00 pm

DRAFT

DRAFT MINUTES

Special Meeting of the Board of Trustees of the Albany Public Library March 6, 2018 Washington Ave. Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Andrew Bechard (vice president), Alison Calacone (vice president for finance), Brenda Robinson (secretary), Elissa Kane, Matthew Finn, Sarah Shearer, Jenna Pitera

LATE: Michael Neppl (6:15 pm)

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Mary Coon (west branches manager), Rebecca Lubin (east branches manager)

CALL TO ORDER: Strong called the meeting to order at 6:05 pm.

PUBLIC COMMENT: No members of the public were present.

UNFINISHED BUSINESS:

REVIEW & DISCUSS PROPOSED 2019 BUDGET:

Calcone provided an overview of the Feb. 26 Finance Committee meeting. Cullinan reviewed the proposed budget scenario that is based on that group's recommendation. The trustees engaged in a discussion about the issues related to that proposal.

Motion #1: The Finance Committee put forth a motion for the following budget proposal:

- \$8,633,966 tax levy, which is a 0% increase
- Utilize \$358,493 of the fund balance
- Remove the North Albany Branch rent, and a portion of the book collection and IT services lines for that location
- Retain the North Albany portion of the programming line

Pitera seconded the motion.

The trustees engaged in a discussion about the pros and cons of this proposed budget scenario and then took a vote.

The motion failed by a vote of zero in favor, six against, and three abstentions. (Robinson, Pitera, Finn, Bechard, Strong, and Kane voted against the motion. Shearer, Calacone, and Neppl abstained from the vote.)

After more discussion, a new motion was put forth.

Motion #2: Neppl made a motion, seconded by Kane, to prepare the following budget proposal:

- Increase the tax levy by 3%
- Retain funding for the North Albany rent (to be renamed “services”)
- Maintain funding for North Albany collection and IT services
- Add \$94,287 for operations (staffing, programs, materials)
- Put \$94,287 back to the fund balance
- Use a total of \$264,200 from the fund balance

The trustees engaged in a discussion about the merits of this budget scenario and then took a vote.

The motion passed by a vote of five in favor, three against, and one abstention. (Pitera, Finn, Bechard, Kane, and Neppi voted in favor of the motion. Strong, Robinson, and Shearer voted against it. Calacone abstained.)

The library’s administration will prepare the proposed budget according to the guidelines set forth in the approved motion. The full line-item budget will be presented to the board for approval at the March 13 regular meeting.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Pitera made a motion, seconded by Strong, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 8:00 pm.

NEXT MEETING: Tuesday, March 13 | Howe Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE ONE MONTH ENDED
JANUARY 31,2018

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,981,872	581,823	581,823	8.33%
Tax Levy- Branch Improvement Plan	1,650,594	137,550	137,550	8.33%
Future Operations Income		10,791	10,791	FAV
NYS Grants & Aid	214,000	17,833	17,833	8.33%
NYS Construction Grant				
Federal Grants & Aid	38,000	3,167	3,167	8.33%
Fees Income	85,000	4,325	4,325	5.09%
Fine income	55,000	2,562	2,562	4.66%
Book Sales	0	-	-	
Interest Income	20,000	(14,746)	(14,746)	-73.73%
Foundation Contributions	25,000	-	-	0.00%
Rental income	0	1,523	1,523	
Miscellaneous income & Aid	5,000			
Fund Balance Used	288,990			
Total Support and Revenue	9,363,456	744,828	744,828	7.95%
Expenditures				
Payroll and Related costs	5,706,862	413,588	413,588	7.25%
Occupancy Costs	597,500	133,111	133,111	22.28%
Materials and Services	655,000	190,024	190,024	29.01%
Administration and Miscellaneous	443,500	36,512	36,512	8.23%
Information Technology	310,000	99,931	99,931	32.24%
Contingency	-	-	-	
Total Expenditures	7,712,862	873,166	873,166	11.32%
Debt Service	1,650,594	137,550	137,550	8.33%
Net Income (Loss)	-	(265,888)	(265,888)	

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE ONE MONTH ENDED
 JANUARY 31,2018

	ANNUAL BUDGET	MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,945,995	281,062	281,062	7.12%
NYS Retirement System	486,067	40,505	40,505	8.33%
Payroll Taxes	278,133	20,802	20,802	7.48%
Hospital Insurance	956,306	65,316	65,316	6.83%
Payroll processing Costs	20,000	1,188	1,188	5.94%
Employee Bus Passes	18,861	4,715	4,715	25.00%
Unemployment Insurance	1,500	-	-	0.00%
TOTAL	5,706,862	413,588	413,588	7.25%
OCCUPANCY COSTS				
Occupancy Costs	20,000	2,985	2,985	14.93%
Utilities & Telephone	180,000	20,665	20,665	11.48%
Maintenance & Repairs	246,000	103,041	103,041	41.89%
Maintenance Supplies	64,000	6,420	6,420	10.03%
Security	20,000	-	-	0.00%
NYS Construction Grant	17,500	-	-	0.00%
Furniture/Building Improvements	50,000	-	-	0.00%
TOTAL	597,500	133,111	133,111	22.28%
MATERIALS and SERVICES				
Books, etc.	440,000	131,735	131,735	29.94%
Periodicals	45,000	51,940	51,940	115.42%
Central Library Data Base	100,000	-	-	0.00%
Central Library Book Aid	25,000	-	-	0.00%
Digital Content	45,000	6,349	6,349	14.11%
TOTAL	655,000	190,024	190,024	29.01%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	60,000	8,029	8,029	13.38%
Postage	5,000	240	240	4.80%
Publicity, Printing	35,000	2,570	2,570	7.34%
Training and Travel	18,500	203	203	1.10%
Community Activities	7,000	540	540	7.71%
Professional Services	185,000	13,758	13,758	7.44%
Misc Grant Expense	0	-	-	0.00%
Programming Activities	68,000	5,804	5,804	8.54%
Insurance	65,000	5,368	5,368	8.26%
TOTAL	443,500	36,512	36,512	8.23%
INFORMATION TECHNOLOGY				
Information Technology Services	195,000	59,116	59,116	30.32%
Information Technology Software	15,000	562	562	3.75%
Information Technology Hardware	100,000	40,253	40,253	40.25%
TOTAL	310,000	99,931	99,931	32.24%
CONTINGENCY	0	-	-	0.00%
DEBT SERVICE PAYMENT	1,650,594	137,550	137,550	8.33%
TOTAL EXPENDITURES	9,363,456	1,010,716	1,010,716	10.79%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Feb 15, 2018 to Mar 14, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
8038V	3/2/18	Breakout, Inc.	-150.00	VOID
8148	2/15/18	National Grid	10,334.30	Heat, Light and Power
8149	3/14/18	Midwest Tape	2,131.68	Audio/Visual
8150	2/22/18	CSEA	2,005.77	Union Fees
8151	2/22/18	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
8152	2/22/18	MetLife-TSA Contribution	1,736.00	403b
8153	2/22/18	NYS Deferred Comp Plan	3,348.91	NYS Def. Comp. Plan
8154	2/22/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8155	2/22/18	The Travelers	1,348.00	403b
8156	2/27/18	Albany Water Board	705.10	Building Repair/Maint.
8157	2/27/18	National Grid	9,545.91	Heat, Light and Power
8158	3/14/18	Baker & Taylor	4,819.95	Books-Adult
8159	3/14/18	Ingram Library Services	154.53	Books-Adult
8160	3/14/18	Midwest Tape	728.17	Audio/Visual
8161	3/14/18	Midwest Tape	1,713.66	Audio/Visual
8162	3/14/18	Midwest Tape	916.41	Audio/Visual
8163	3/14/18	New York Library Association	125.00	Travel/Staff Development
8164	3/14/18	OverDrive, Inc.	9,031.58	Central Library Book Aid/Electronic Databases
8165	3/14/18	3N Document Destruction, Inc.	35.00	Contracted Services
8166	3/14/18	Accuprint	3,361.98	Publicity and Printing
8167	3/14/18	Accucut	143.00	Programming YS
8168	3/14/18	Allerdice Building Supply, Inc.	38.15	Supplies (Maint.)
8169	3/14/18	Apple Inc.	1,854.00	IT Hardware/Services
8170	3/14/18	Baker & Taylor	1,760.62	Books-Adult
8171	3/14/18	Barbara Kam.	80.00	Programming PH
8172	3/14/18	Bay State Elevator Company	1,440.00	Building Repair/Maint.
8173	3/14/18	Bennington Museum	80.00	Books-Adult (Museum Pass)
8174	3/14/18	Breakout, Inc.	150.00	Programming Bach
8175	3/14/18	CDPHP	7,548.58	Insurance-Hospitalization
8176	3/14/18	CDW G	107.30	IT Hardware
8177	3/14/18	Charles Slatterick	1,200.00	Contracted Services
8178	3/14/18	Crisafulli Bros.	468.75	Building Repair/Maint.
8179	3/14/18	Dana Sela	53.00	Programming PH
8180	3/14/18	De Lage Landen Financial Services, Inc	956.12	Contracted Services
8181	3/14/18	Demco	214.95	Processing Supplies
8182	3/14/18	Destroyer Escort Historical Museum	300.00	Books-Adult (Museum Pass)
8183	3/14/18	Eastern Managed Print Network	62.35	Contracted Services
8184	3/14/18	Findaway World, LLC	112.48	Books-Audio
8185	3/14/18	Grainger	233.80	Building Repair/Maint.
8186	3/14/18	Guilderland Public Library	160.63	Fines and Fees Expense
8187	3/14/18	Ingram Library Services	83.21	Books-Adult
8188	3/14/18	Katherine Snyder	30.00	Programming Bach
8189	3/14/18	MailFinance	119.95	Postage
8190	3/14/18	MicroMarketing LLC	36.99	Books-Audio
8191	3/14/18	Midwest Tape	178.33	Audio/Visual
8192	3/14/18	MVP Health Care, Inc.	55,920.84	Insurance-Hospitalization
8193	3/14/18	New York Library Association	800.00	Travel/Staff Development
8194	3/14/18	NYS Unemployment Insurance	3.83	Unemployment Ins.
8195	3/14/18	New York Wired for Education	2,499.00	Travel/Staff Development
8196	3/14/18	OverDrive, Inc.	1,729.19	Central Library Book Aid/Electronic Databases
8197	3/14/18	Paul Lamar	125.00	Programming Delaware
8198	3/14/18	Richard Waugh	444.97	Insurance-Medicare Reimb.
8199	3/14/18	Scott Tharler	100.00	Programming Delaware
8200	3/14/18	SenSource	2,000.00	IT Services
8201	3/14/18	Staples Advantage	60.95	Office Supplies
8202	3/14/18	The Albany YMCA	2,985.00	Rent-NA
8203	3/14/18	CMOST	156.00	Programming PH
8204	3/14/18	The Data Center	7,900.00	IT Services
8205	3/14/18	T-Mobile	1,974.99	IT Services

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Feb 15, 2018 to Mar 14, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
8206	3/14/18	Upper Hudson Library System	14,482.48	IT Services
8207	3/14/18	POSTMASTER	225.00	Postage
8208	3/14/18	W.B.Mason Co., Inc.	386.88	Supplies (Office/Maint.)
8209	3/8/18	CSEA	2,026.58	Union Fees
8210	3/8/18	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
8211	3/8/18	MetLife-TSA Contribution	1,736.00	403b
8212	3/8/18	NYS Deferred Comp Plan	3,320.37	NYS Def. Comp. Plan
8213	3/8/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8214	3/8/18	The Travelers	1,348.00	403b
8215	3/14/18	Baker & Taylor	4,015.60	Books-Adult
8216	3/14/18	Midwest Tape	2,330.75	Audio/Visual
8217	3/14/18	Midwest Tape	1,319.18	Audio/Visual
8218	3/14/18	W.B.Mason Co., Inc.	2,046.09	Supplies (Office/Maint.)
8219	3/14/18	W.B.Mason Co., Inc.	1,921.86	Supplies (Maint.)
8220	3/14/18	Baker & Taylor	3,880.67	Books-Adult
8221	3/14/18	Midwest Tape	672.22	Audio/Visual
8222	3/14/18	W.B.Mason Co., Inc.	1,174.66	Supplies (Office/Maint.)
8223	3/14/18	Accuprint	412.63	Publicity and Printing
8224	3/14/18	Republic Services #964	2,083.77	Maint. Service Contracts
8225	3/14/18	Anita Sanchez	150.00	Programming Bach
8226	3/14/18	Apple Inc.	912.00	IT Hardware/Services
8227	3/14/18	ATSCO Products	97.89	Supplies (Maint.)
8228	3/14/18	Baker & Taylor	566.10	Books-Adult
8229	3/14/18	Berkshire Museum	100.00	Books-Adult (Museum Pass)
8230	3/14/18	Blick Art Materials	332.26	Programming PH/NA
8231	3/14/18	Capital Region Chamber	730.00	Memberships
8232	3/14/18	CDTA	23,864.66	Fees (CDTA Income)
8233	3/14/18	CDW G	1,902.27	IT Hardware
8234	3/14/18	Charles Slatterick	570.00	Contracted Services
8235	3/14/18	Corporate Payment Systems	2,224.72	IT/Programming/Books/Supplies
8236	3/14/18	Dell Marketing L.P.	383.94	IT Hardware
8237	3/14/18	Demco	264.23	Office Supplies
8238	3/14/18	Ehrlich Co., Inc.	184.00	Maint. Service Contracts
8239	3/14/18	Eye Med Vision Care	593.01	Insurance-Hospitalization
8240	3/14/18	Family & Children's Service	525.00	Travel/Staff Development
8241	3/14/18	NAPA Auto Parts	76.70	Van Maintenance
8242	3/14/18	Grainger	444.56	Supplies (Maint.)
8243	3/14/18	Ingram Library Services	170.33	Books-Adult
8244	3/14/18	Innovative Label Technology, Inc.	216.05	Processing Supplies
8245	3/14/18	JanWay Company USA, Inc.	321.42	Programming YS
8246	3/14/18	LaCorte Companies, Inc.	398.00	Building Repair/Maint.
8247	3/14/18	Marvin and Company, P.C.	12,000.00	Legal and Accounting Fees
8248	3/14/18	MicroMarketing LLC	314.59	Books-Audio
8249	3/14/18	MVP Select Care, Inc.	295.00	Insurance-Hospitalization
8250	3/14/18	National Business Technologies	491.23	Contracted Services
8251	3/14/18	Oriental Culture Enterprise Co, Inc.	17.15	Books-Adult
8252	3/14/18	OverDrive, Inc.	1,746.81	Central Library Book Aid/Electronic Databases
8253	3/14/18	T-Mobile	491.78	IT Services
8254	3/14/18	UniFirst Corporation	179.75	Maint. Service Contracts
8255	3/14/18	Verizon Wireless	871.73	IT Services
8256	3/14/18	W.B.Mason Co., Inc.	78.27	Office Supplies
8257	3/14/18	Wm. Biers, Inc.	275.00	Building Repair/Maint.
8258	3/14/18	Allied Administrators for Delta Dental	3,750.63	Insurance-Hospitalization
Total			244,988.17	

APL Executive Committee Meeting
1/24/18 6pm, Washington Ave Community Room

In attendance: Andrew Bechard (vp), Alison Calacone (vp-f), Scott Jarzombek (ed), Brenda Robinson (s), Karen Strong (p).

Agenda items and notes

Meeting called to order at 6pm.

Discuss purpose of executive committee meetings

- Identify ways for board to work together more effectively
- Discuss issues prior to board meeting
- Provide board members with the tools they need to stay engaged

Review annual board meeting calendar (add training?)

- Andrew reported that when the board adopted the resolution about the 5-year budget, it was intended to be completed in September to engage trustees on finance issues sooner.

Review board meeting evaluation process - it is working? How can it be improved?

- After thorough review, the only recommended changes are to add space for feedback for questions 1-5 (the table), and reword Q 6.
- How to address issues that arise?
- The EC encourages board members to bring snacks to share. Consider having public receptions with food for incoming and outgoing board members.

Board communication (APL email, calendar, portal)

- APL IT is looking into the providing APL email to board members (may be near the limit of # of emails), Exec Comm is on board if it works.
- APL Board calendar is accessible for board members through the BOT portal and can be added to gmail calendars. Scott will explore allowing board members to add to calendar.
- For those who are using the BOT portal, it is very helpful. Some are not using it.
- Not all board members have access to the Google Team Drive with important documents like committee agendas, notes, etc.

Other topics

- Scott would like to move budget toward an encumbrance model in 2019 in order to better have more timely reports on how the budget is doing.
- Alison requested that the board and finance committee start thinking about budgets earlier, late summer or early fall.
- Karen raise the need for basic financial literacy among all board members - remember to add context at each board meeting and perhaps add training at board meetings. Scott suggested adding basics of finance to trustee onboarding.
- Changing the seating at board meetings so it is clear who are board members (perhaps add name cards)

- Public comment at committee meetings should be conducted the same way as at the board meetings (at the beginning and end of the agenda, 5 min limit, no direct responses from board or staff)
- Other trustees can participate in committee meetings, but cannot vote.
- Committee chairs need to make sure committee minutes are in to Scott by the packet deadline.

Possible Exec committee tasks for this year

- Outline APL Trustee job description
- Develop committee descriptions (incl roles for chair)
- Add committee objectives to committee assignments in July

Schedule 2018 meetings

- Next meeting is April 25 at 6pm

Meeting adjourned at 7:25pm, Brenda motioned to adjourn at 7:25 pm and Andrew seconded.

APL Personnel Committee Meeting

Date: 3/12/18

Time: 6pm-7:00pm

Place: Washington Ave Library Computer Lab

Present: Brenda Robinson, Karen Strong, Jenna Pitera, Scott Jarzombek

Agenda

1. Report on open and filled positions by department/location
5 Clerk positions were filled from the civil service list. While librarian positions stay with one library, clerks tend to be shared amongst a few locations. We still have a number of unfilled professional positions: a Librarian 2 position at Arbor Hill/West Hill, a Librarian 2 at Bach, 2 library assistant positions that need to be backfilled because of promotions, and an unfilled Librarian 1 position. Note: This does not include newly created positions for 2018.
2. Update on Civil Service
 - Civil service lag time remains a consistent problem for maintaining staffing levels. In one instance there was a 44 day lag between the request for the list and the receipt of it.
 - Scott has reached out to common council about our issues.
 - Karen suggested looking at the budget and our history of turnover as a potential solution. Can we assume a certain amount of turnover? If so is there room in our budget to staff up for that assumed turnover?
 - We are waiting for a civil service response on our request to make PT clerk positions non-competitive. The personnel committee voted to pursue this last fall in order to widen our search for clerks beyond people who typically take civil service tests, and to more accurately describe the job to those who apply
3. Executive Session: The group went into executive session to discuss a personnel issue from 6:21-6:31pm
4. Executive director review process
 - a. Review existing: the group looked at the current form, and discussed the goal setting established last year
 - b. Suggestions for improvement: Karen proposed adding more self-evaluation, which Scott is enthusiastic about adding (see notes next page)
 - c. Set schedule: Personnel plans to have the proposal of goals for the ED for the full board's review by the June Trustee meeting, with an eye on having a final review done by July 2018 (see schedule next page)
5. Schedule 2018 meetings: next meeting – 5/31/18
6. Adjourned at 6:50pm

Proposed ED perf review process 2018

Timeframe	
May (after vote)	Scott prepares a self-evaluation for the review period (Dec 2016 – June 2018) See below Scott and each trustee complete perf plan
May 31	Personnel committee reviews all of the input at a meeting and prepares a summary
June 12	Summarize perf review in executive session at June board meeting, gets input on goals
Late June	Personnel Committee meets with Scott to deliver the review, discuss goals
July	Finalize goals for next year
Following pers comm meeting	Review and refine process

APL ED self evaluation

- 1) Comment on the progress toward the goals we set last year.
- 2) What accomplishments are you most proud of? Describe three to five of your “greatest successes” or “achievements” on the job during the past year.
- 3) Is there anything you might have done differently during the past year? If so, what?
- 4) What are your greatest challenges in reaching your goals? How might you overcome them? OR What would you like to work on in the next year?
- 5) What can the Board of Directors do to help you reach your goals? What skills, education, experiences or assistance do you think you will need to accomplish them in the most successful way possible? Please include any professional growth ideas and issues that you believe are relevant to your job satisfaction and success.
- 6) Comment on the Board of Directors’ effectiveness in providing guidance and giving feedback, and include suggestions for improvement.
- 7) Is anything else you would like the Board of Directors to consider with regard to your performance during the past year?

Policy Master List

Updated 3/7/18

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.
Hazardous Materials Policy	X				Feb. 2018	Feb. 2020	Safety Cmt.
Emergency Action Plan for Each Building		X	X		Dec.2015	Dec. 2017	Safety Cmt.
Employee Safety	X		X		Nov. 2017	Nov. 2019	
Workplace Violence Prevention and Incident Reporting	X		X		Sept 2017	Sept 2019	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. (next Kaizan?)
Library Card Registration		X			Oct. 2016	Oct. 2018	Pub. Serv.
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv. (next Kaizan?)
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. 2017	Mar. 2019	CMS
Behavior	X		X		April 2016	April 2018	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2017	Mar. 2019	Board
Tobacco Use	X		X		June 2016	June 2018	Safety Cmt.
Art Exhibition	X		X		Sept. 2017	Sept 2019	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2016	Oct. 2018	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		Oct. 2017	Oct. 2019	HR
Confidentiality of Records	X		X		Sept. 2017	Sept. 2019	Web Devel. Cmt.
Service to Children	X		X		Nov. 2017	Nov. 2019	Youth Services
Group Visit Policy	X		X		Oct. 2017	Oct. 2019	Youth Services
Public Access to Library Information and Records	X		X		Mar. 2017	Mar. 2019	Web Devel. Cmt.
Albany Made	X		X		Feb. 2018	Feb. 2020	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		Oct. 2017	???	Replace with the Statement of Compensation and remove from grid?
Travel Reimbursement (policy and form)	X		X		Sept. 2017	Sept. 2019	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2016	Dec. 2018	Admin
Purchasing	X		X		Nov. 2017	Nov. 2019	Legal - Finance
Whistle Blower	X		X		Mar. 2017	Mar. 2019	Admin – P&G
Conflict of Interest	X		X		Mar. 2017	Mar. 2019	Admin – P&G
Investment	X		X		Oct. 2016	Oct. 2018	Legal – Finance
EEO / Anti-Discrimination / Anti-Harassment	X		X		Nov. 2017	Nov. 2019	HR
Unrepresented Employee Evaluation	X		X		Oct. 2017	Oct. 2019	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Apr. 2016	Apr. 2018	Board

Fund Balance/Reserve Fund	X		X		Mar. 2017	Mar. 2019	Board
Board Member Expectations		X	X				(Full Board Discussion needed)
Board Code of Conduct	X		X				(Full Board Discussion needed)
Dissemination of Library Information	X		X		Oct. 2017	Oct. 2019	Board
Evaluation of Board of Trustees Operational Procedures		X	X		Oct. 2017	Oct. 2019	Board
Community Relations Goals		X	X		Oct. 2017	Oct. 2019	Board
Evaluation of the Executive Director	X		X		Oct. 2017	Oct. 2019	Board

EXECUTIVE DIRECTOR'S REPORT

MARCH 2018

EXECUTIVE SUMMARY



Narrative

The Albany Made Creative Lab at **Washington Ave.** was packed for a Valentine's Day craft workshop, with patrons working on paper filigree cards. Multiple patrons came back into the lab to finish their projects and begin new ones with the skills they learned at the workshop. Youth services at that branch hosted an "I Love the Library" art program where participants made personalized heart crayons and paper heart crafts. **Arbor Hill** hosted a SkillUp presentation about helping patrons build their job finding skills. The branch is actively encouraging patron participation with SkillUp website to assist in job searching. The branch

continues to host regular storytimes with the Creative Kidszone.

Pine Hills hosted a book release party for Akum Norder's *The History of Here: A House, The Pine Hills Neighborhood, and the City of Albany* with 90 attendees. The branch also hosted a Captain Underpants party over winter break that had 25 participants. **Bach** continues to add participants and volunteers to its Library Links program. Librarians at that branch also hosted three fifth grade classes from New Scotland Elementary School and led a scavenger hunt.

Delaware's mystery book club has picked up steam, with a steady group coming to every monthly session. The branches newly added manga section is doing very, very well. The tween and teens continue to be excited about the additional series, and are vocal about which series to continue, and which new ones to add. **Howe's** Youth FX Filmmaking for Adults program was incredibly popular. The branches hosted another Cornell Cooperative Extension nutrition and food prep program, with kids and teens making homemade salad dressing and taking home fresh salad greens. **North Albany** collaborated with the art teacher at North Albany Academy, which loaned the branch artwork from 7th and 8th-grade students who attend the Albany International Center.

Across the district, our libraries celebrated Take Your Child to the Library Day. Programs included an ice cream breakfast, a scavenger hunt, animal balloons, and a photo booth. Our **Community Partnerships and Programs (CPP) Coordinator** met with Albany Housing Authority to discuss programming on site at the Ezra Prentiss development. The CPP department recently hired a part-time volunteer coordinator.

Operations

The library continues to carry seven vacancies, both full-time and part-time positions. **Human Resources** is working hard with City Civil Service to get these positions filled. **The Business Office** worked with the Marvin & Co. auditors to book the final closing journal entries for 2017. **Facilities'** new truck came in, and it has been a huge help with snow removal. **Collection Management System** staff have begun a

project to replace faded spine labels at branches from the re-Deweying project. **IT** has replaced several servers. **Public Information** launched a new version of our website.

Development

Raising a Reader is a "Charity of Choice" this year, receiving funds from the CDPHP Workforce Team Challenge run. The other recipient is the Regional Food Bank of Northeastern NY. Race Day is May 17th. Alice P. Green and Frankie Bailey Legends are this year's Literary Legends. The Friends of APL and APL Foundation collaborated on advocacy outreach leading up to NYLA Legislative Advocacy Day (NYLALAD). The Friends tabled at the Washington Ave. and Pine Hills Branches in February, telling patrons about NYLALAD, and also talking about Friends programs. On Legislative Advocacy Day, the Friends hosted a "Friends Zone" at Washington Ave. The Friends of APL will vote at their Annual Membership Meeting on May 9th whether or not to merge with the APL Foundation.

Looking Forward

In March, the library will be wrapping up its **Pine Hills Branch** art exhibit "Interwoven" (on March 26). Teen Tech Week (March 4-10) is being celebrated at all branches with the Books 2 Beats program. There will also be a computer coding program for teens at the **North Albany Branch**. **The Bach Branch** is partnering with the NNORC for a program titled "Let's Talk About ... Albany." APL will be participating in the City's annual **Saint Patrick's Day Parade** on March 17. On Saint Patty's day, everyone's Irish, even Bleeker.

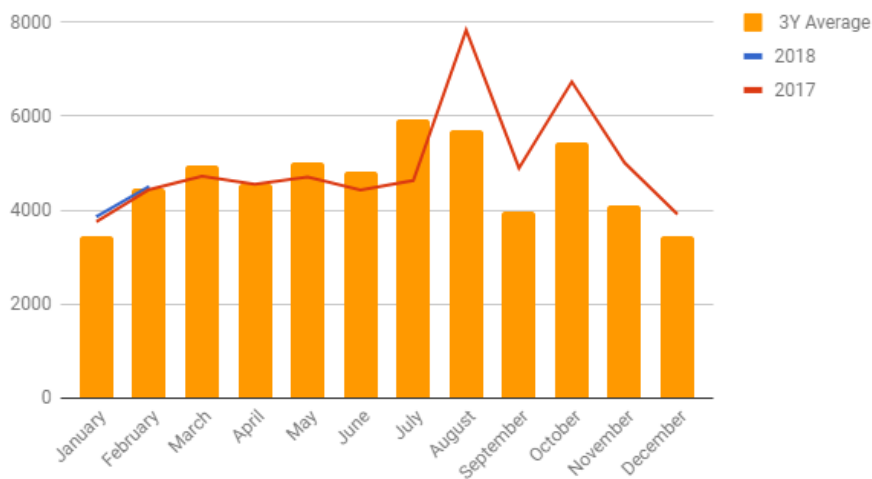
Executive Director's Report

- Continued work on the 2019 budget and 5-year financial plan.
- Created online dashboard for usage and budget on the Board of Trustees portal.
- Did initial research on caseworker and social worker job descriptions.
- Continued work on 5-year facilities plan.
- Attended New York Library Association Advocacy Day.
- Met with Literacy Zone representatives about future staffing and programs (2/14).
- Worked with the Head of IT on our new internet service provider agreement.
- Met with the Capital Region Black Chamber of Commerce about possible membership and presentations (2/16).
- Met with representatives from the City of Albany about the Public Access TV studio (2/26).
- Continued to explore PILOT payments with legal representation.
- Continued to work with the Public Information Officer and Community Partnership and Program coordinator on the community report and presentations.

Statistics

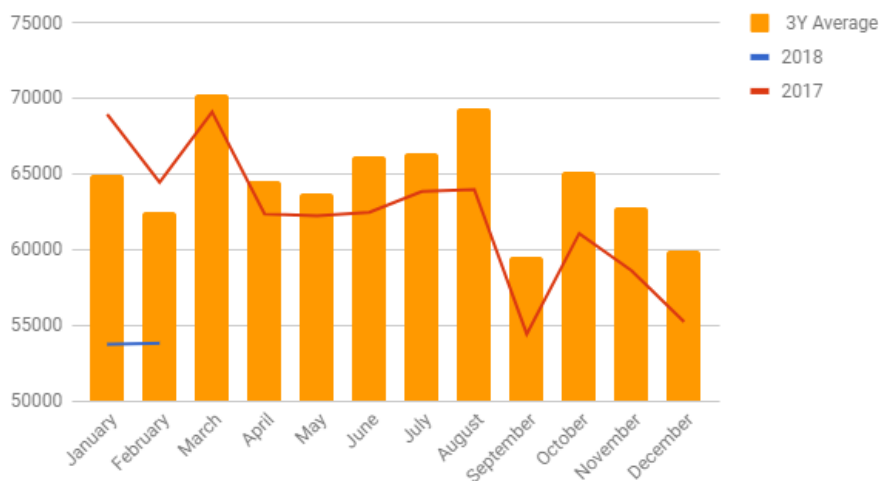
Month: February

Monthly Programming Attendance Trends



Leaders: Washington Ave (+ 33%), Delaware (+ 29%), and Howe (+ 6%). 2018 is up year to date (+ 2%).

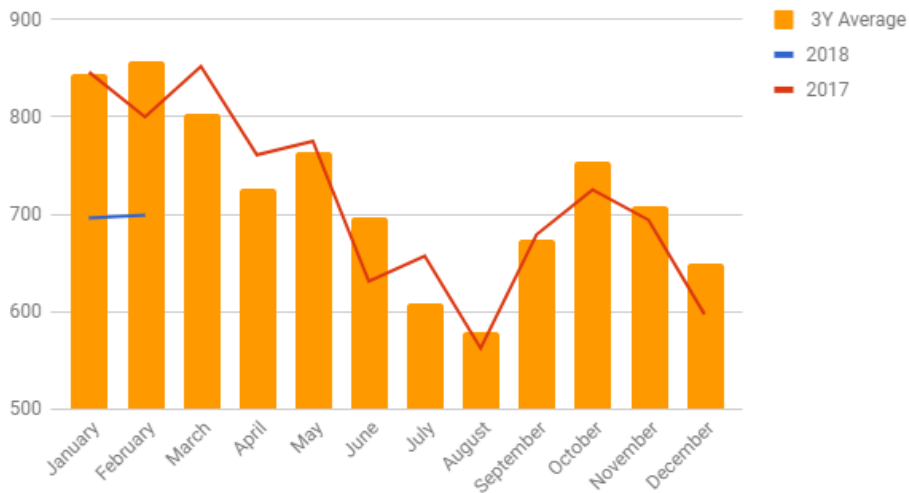
Monthly E and Physical in House Circulation Trends



Lead by physical circulation across all branches, eMedia is up year to date (+ 13%*). Overall circulation in 2018 is down year to date (- 17%)

**That is without eMagazines, which is given to us quarterly.*

Room Usage (Study Room and Meeting Rooms)

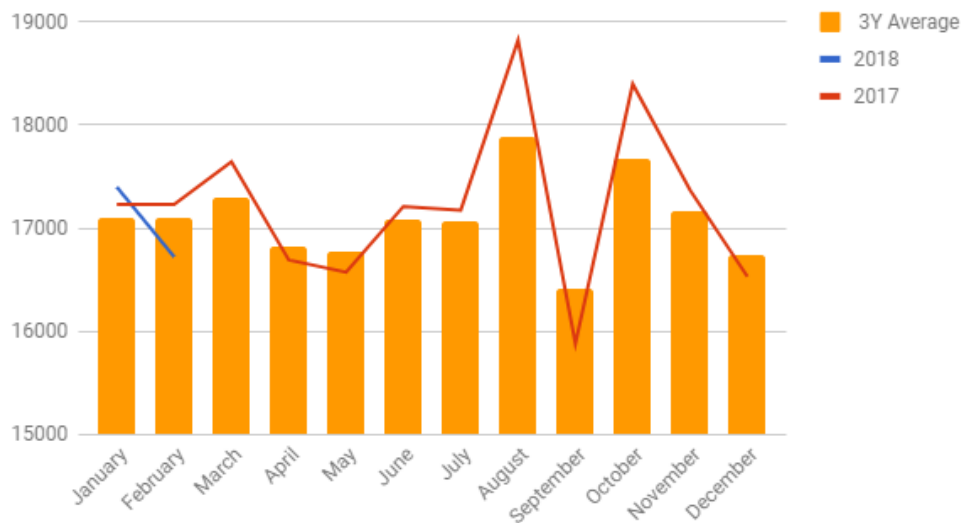


Loss Leaders: by Delaware (- 42%), Bach (-53%), and Washington (- 29%). Study room usage is down (- 18%)* and meeting room usage is down (- 20%)**.

* 2 study rooms at Washington Ave. are not available due to construction.

** Change in software.

Computer Usage (Wifi & Desktop Sign Ins)



Desktop computer usage is up at Washington Ave (+5%), Arbor Hill/West Hill (+ 9%), Pine Hills (+15%). Desktop use is up over all (+ 4 %). Wifi is down and weighted in this graph*.

*Change in wifi system

SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

Adult Services

- The Albany Made Creative Lab was packed for a Valentine's Day craft workshop, with patrons working on paper filigree cards. The popular workshop had multiple patrons coming back into the lab to finish their projects and begin new ones with the skills they learned.
- The Tax Preparation Program began Feb. 12 as a make-up day for the snow day on Wednesday, Feb. 7. Before services even started, all appointments were filled, once again proving the demand for this service.

Youth Services

- Our 1st Saturday for Families event, "I ♥ the Library" was filled with fun for everyone. Participants made personalized heart crayons and paper heart crafts.
- We celebrated International Take Your Child to the Library Day with a scavenger hunt that had families seeking and finding items all around the youth services room.
- The head of youth services will be attending NYLA Legislative Advocacy with the Albany High School librarian and her book club students.

ARBOR HILL/WEST HILL BRANCH

Adult Services

- Local independent activist David V. Walker Jr. presented on the topic of sports in society and showed a film to patrons.
- Hosted a SkillUp presentation about helping patrons build their job finding skills. We will be encouraging patron participation with their website to assist in job searching.

Youth Services

- This month started out with a celebration of "Take Your Child to the Library Day" with video games and treats for the kids. We had 20 participants
- Regular programming is going well, especially our Kindergarten Storytime with Kreative Kidz Zone and our Yoga for Beginners program.

West Services Area

BACH BRANCH

Adult Services

- Ice Cream For Breakfast Day was very well attended by many families who extended their visit to the library after breakfast was over.
- New adult discussion group "Let's Talk About...Albany" had 17 participants in January and 16 in February with very positive feedback from the participants.
- Library Links added two new patrons.

Youth Services

- A client of Living Resources Corporation Employment Services was our special guest and read a book to children and parents. She also assisted with the craft project at the 2/13 Good Night Story Time.
- Three fifth grade classes from New Scotland Elementary School visited Feb. 15. The youth services librarian led the students on a scavenger hunt about the history of the Olympic Games.

PINE HILLS BRANCH

Adult Services

- Akum Norder's book release reading and party for *The History of Here: A House, The Pine Hills Neighborhood, and the City of Albany* was a success! We had 90 people attend to hear her speak, buy a book and have it signed, and enjoy some cheese and wine. Both Norder and many attendees told us how pleased they were with the event.
- Our volunteer-led Saturday art group has really taken off, with 8-12 people attending most Saturdays to learn from each other, socialize, and work on their own art projects. Many thanks to local artist Blane Zubris, who donates his time and expertise to the group.
- The annual run on tax forms has begun. Since we are receiving even fewer forms than in previous years, the burden on both circulation and reference staff to print forms for patrons has increased.
- During January, the notary at Pine Hills completed 15 notary requests. This is a huge increase from the 3-5 he normally does in a month.

Youth Services

- We had a successful Take Your Child to the Library Day. We had a dress up as your favorite book character photo booth available. Some parents chose to take a picture with their phone. We borrowed a photo printer from Washington Ave. Youth Services and printed 12 photos.
- The Winter Break programs were successful; the Captain Underpants party Winter had 25 participants. Our "Will it Sink or Float?" program during the break was also pretty successful and was covered by News Channel 13 (NBC).
- Youth services librarians from Pine Hills and Washington Ave went to the PAL Center for a pop-up library event on Feb. 15. They replaced library cards and issued new library cards.

East Services Area

DELAWARE BRANCH

Adult Services

- No. 331 Delaware Detectives Book Club mystery book group has picked up steam, with a steady group coming to every monthly session.
- Staff completed the weeding of the adult fiction collection and paperback romance novels. Withdrawn romance novels were sent to CMS to be sold in upcoming book sales. All of the adult fiction was shifted to make the shelves more tidy and accessible.
- Dungeons and Dragons, both the ongoing Saturday sessions and the one-off campaigns on Thursdays, continue to be very popular. Adults and some teens have loved diving into the adventure world created by the Dungeon Masters

Youth Services

- Our newly added manga section is doing very well. The tweens and teens continue to be excited about the additional series, and are vocal about which series to continue, and which new ones to add.
- Some of our new juvenile and young adult fiction books have received "book talker" bookmarks, which give the kids an indication of the book's genre.
- The Teen Chef program featured a Valentine's inspired cookie decoration competition, in the vein of Iron Chef. 18 teens were given three rounds of cookie themes, and voted for the best of that category.
- Science Saturday: Gadgets on Parade included a local writer and electronics reviewer who brought a plethora of gadgets from his house to demonstrate. We had 23 people attend this interesting program.

HOWE BRANCH

Adult Services

- Youth FX Filmmaking for Adults program was incredibly popular, with demand causing us to plan another longer session in the fall.
- Our new program-themed collections have been circulating extremely well, and we are in the beginning stages of creating new signage and shelving areas to further support this.
- We created a new Black History collection, which we launched at the start of the month. This will be shelved prominently and promoted far beyond this month.
- We screened our second film Social Justice Film Series, with a smaller, but still deeply engaged, group of participants.

Youth Services

- Our second Cornell Cooperative Extension nutrition and food preparation program went very well, with kids and teens making homemade salad dressing and taking home fresh salad greens.
- For February break we expanded our film and gaming programs, offering them throughout the week.
- For storytimes we have resumed working with local preschools, and have been now having more than 30 kids taking part each week.
- Our guitar lessons are an overwhelming success, fully signed up with a long waitlist and very active participation. Our instruments for loan have expanded, and are also going out heavily.

NORTH ALBANY BRANCH

Adult Services

- The popularity of the museum pass program has brought new patrons to the branch, as they seek out our copy of the MiSci pass or Mass MoCA pass, and then hang around to check out new DVDs.

Youth Services

- The tweens enjoy the new additions to the branches game collection. I've noticed that tweens who do not bring in their library cards ask to play games and occupy themselves playing games at the table instead of creating a disruption.
- The librarian collaborated with the art teacher at North Albany Academy to spruce up the branch with loaned artwork from her 7th and 8th grade students who attend the Albany International Center. Several students have come in and showed off their artwork and patrons have asked the origin of the pieces.
- The most popular craft this month was glitter slime during February Break.

OPERATIONS

FINANCE

- Worked with the Marvin & Co. auditors to book the final closing journal entries for 2017.
- Prepared the financial section of APL's annual report.
- Updated multiple charts to present to the APL Finance Committee for their review on 2019 budget.
- Prepared Finance Committee recommendation charts for the special APL budget board meeting.

HUMAN RESOURCES

- Met with Safety Committee
- Met with Librarian III staff
- Met with New York State Retirement System
- Met with Paylocity

- Started weight loss challenge for staff

	Number	YTD Change
Full Time	54	
Part Time/Temp	67	
Hired	3	
Promotion	1	
Resignation	1	
Termination	1	
Vacancy	7	
Staff Size	121	
Training	43 staff / 120.5 hours	+75% staff / +9% hours

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	24/ 112.5 hours	+50 volunteers / +11 hours

- The VISTA volunteer coordinator position was transitioned into a permanent part-time volunteer coordinator position. Future partnerships with Siena College are still in discussion.
- Extended an invitation to other libraries and the City School District to join us at our area in the annual Kids Expo March 3.
- Confirmed entry in the annual St Patrick's Day Parade and the Saturday of Tulip Fest.
- Met with Albany Housing Authority to discuss programming on site at the Ezra Prentiss development.
- Met with other CBOs to discuss a comprehensive outdoor movie series for summer.

FACILITIES

	Number	YTD Change
Work Orders	108	

- New Truck has arrived and has been very valuable in assisting with snow removal.
- New street lights and signal poles are being installed in the front of Washington Ave.
- Building assessments and inspections are beginning for the 2018 year. This includes, fire inspections, building occupancy inspections, and regular annual routine inspections. Head Start Program had a recent pop-in inspection by the NYS and all was found in order.

COLLECTION MANAGEMENT SERVICES

- CMS staff have begun a project to replace faded spine labels at branches.
- Better World Books shipments and orders for empty boxes will now be managed directly through facilities, and the head of CMS will access reports on sales and payments.
- Work continues on improved communication with Hamilton News about newspaper deliveries and credits for missed issues.
- CMS has begun storing select withdrawn books for a summer book sale at Delaware.

INFORMATION TECHNOLOGY

- Resolved 53 IT help desk tickets
- Completed server room rack cleanup project, which involved removing old servers physically and adding replacement redundant enterprise power batteries with network monitoring capabilities
- Launched the technology components of 2018's Tax Assistance programs at branches
- Completed the Form 470 phase of 2018 E-Rate, which is a component of the greater Internet overhaul project. We now have proposals from FirstLight Fiber and Spectrum Enterprise.

PUBLIC RELATIONS

	Number	YTD Change
Unique Pageviews	33,417	-5%
Facebook Likes	3,359	+14%
Twitter Followers	2,945	+12%
Instagram Followers	3,074	+11%
Online Contacts	40	+25%
Press Releases	1	-50%

- Content: Print and digital promotional materials for programs including library value campaign, February break activities, Library Advocacy Day, Read Across America Day, and Teen Tech Week.
- Projects: Website refresh launched Feb. 14. Community report and presentation in progress. Continue to roll out new logos for programs, including Literary Legends. Continuing branch-specific collection signage.
- Media Coverage: "Pine Hills home offers window on the past for author" (article on author talk, Times Union). "When the downtown street trees reached wide" (APL photo collection, All Over Albany). "Science of sinking intrigues kids in Albany" (coverage of STEM activity, NewsChannel 13). "February break activities" (live interview on noon news, Spectrum News). "Side by side on Clinton Ave, back then (APL photo collection, All Over Albany). "Once it was overdue books. Now librarians fight overdoses." (quote from executive director, NY Times).
- Notable Social Media: Facebook – "How much \$\$ do you save by using Albany NY Library?" post (1,271 reach, 73 reactions, 263 clicks). Twitter – "We had a great time at Clifford the Big Red Dog's Birthday party" post (1,077 impressions, 16 engagements). Instagram – "How much \$\$ do you save by using Albany NY Library?" post (104 likes, 2 comments).

PATRON CULTURE

	Number	YTD Change
Incidents	23	-18%
Positive Comments	1	-20%
Neutral Comments	3	-59%
Negative Comments	0	-100%

	Estimate	Post	Current	At Last Board Meeting	Finance Comm		
	2017	Audit 2017	Estimate 2018	Budget 2018	Budget 2019	Proposed Budget 2019	Budget 2019
SUPPORT AND REVENUE							
Tax Levy - Library Operations	6,652,455	6,652,452	6,981,873	6,981,873	6,981,873	6,981,873	7,239,347
Tax Levy - Branch Improvement Plan	1,650,594	1,635,542	1,650,594	1,650,594	1,650,594	1,652,094	1,652,094
TOTAL TAX LEVY	8,303,049	8,287,994	8,632,466	8,632,466	8,632,467	8,633,966	8,891,440
OTHER REVENUE							
Future Operations Income	42,104	285,446	129,487			0	0
NYS Grants	238,607	242,249	238,600	214,000	214,000	238,600	238,600
Federal Grants	43,593	43,593	38,000	38,000	32,000	32,000	32,000
Other Grants /Construction Grant	24,792	80,322	40,000	0	0	0	0
Fines	76,000	75,607	70,000	85,000	75,000	66,500	71,250
Fees	61,232	65,018	53,958	55,000	45,000	65,000	65,000
Interest Income	60,958	41,544	40,000	20,000	20,000	40,000	40,000
Foundation Contribution	0	0	20,000	25,000	25,000	0	0
Rent Income	17,922	17,922	41,970		18,270	10,000	10,000
Miscellaneous	8,213	13,849	25,000	5,000	5,000	10,000	10,000
Subtotal Other Revenue	573,421	865,550	697,015	442,000	434,270	462,100	466,850
Total Fund Balance Used (Shown Below)	0	0	0	0	0	0	0
TOTAL Other Revenue	573,421	865,550	697,015	442,000	434,270	462,100	466,850
TOTAL SUPPORT AND REVENUE	8,876,470	9,153,544	9,329,481	9,074,466	9,066,737	9,096,066	9,358,290
EXPENDITURES							
PAYROLL AND RELATED COSTS							
Salaries	3,545,766	3,585,231	3,864,484	3,945,995	4,014,621	4,014,621	4,080,659
NYS Retirement System	426,317	426,317	459,523	486,067	478,480	478,480	478,480
Payroll Processing & Unemployment Insurance & Other Benefits	284,641	285,360	292,494	318,494	319,469	299,806	299,806
Health Insurance	870,612	820,664	893,367	956,306	1,061,937	982,704	982,704
TOTAL	5,127,336	5,117,572	5,509,868	5,706,862	5,864,507	5,775,611	5,841,649
OCCUPANCY COSTS							
North Albany Services	19,200	19,200	38,400	20,000	38,400	0	38,400
Utilities & Telephone	169,776	170,032	180,000	180,000		180,000	180,000
Maintenance/repairs	346,015	360,058	365,000	310,000	400,000	360,854	360,854
Maintenance Supplies	56,000	58,404	60,000			60,000	60,000
Security	0			20,000	0	0	0
Miscellaneous/ Grant Expense (Construction)	93,377	90,767	0	17,500	0	0	0
Other Building Cost(Rent & Other in Estimate)	43,058		25,000			40,000	40,000
Furniture/Building Improvements.	40,000	16,934	50,000	50,000	50,000	25,000	25,000
TOTAL	767,426	715,395	718,400	597,500	668,400	665,854	704,254
MATERIALS and SERVICES							
Books	471,158	391,996	401,054	401,054	401,054	376,054	401,054
Periodicals	45,000	42,949	45,000	45,000	45,000	45,000	45,000
Central Library Data Base	93,842	74,272	94,370	94,370	94,370	94,370	94,370
Central Library Book Aid	22,662	69,573	69,576	69,576	69,576	69,576	69,576
Digital Content	34,773	53,385	45,000	45,000	45,000	45,000	55,000
TOTAL	667,435	632,175	655,000	655,000	655,000	630,000	665,000
ADMINISTRATIVE and MISC.							
Office & Library Supplies	60,234	71,806	60,000	60,000	60,000	70,000	70,000
Postage	8,000	5,669	7,000	5,000	5,000	6,000	6,000
Publicity, Printing	45,000	49,054	35,000	35,000	35,000	25,000	25,000
Community Activities	8,000	6,879	8,000			8,000	8,000
Training and Travel & Community Activities	27,000	19,384	20,000	25,500	25,500	25,500	25,500
Misc Grant Expense	301		301			0	0
Professional Services	147,295	131,192	137,752	185,000	185,000	150,000	150,000
Programming Activities	60,000	49,146	60,000	68,000	68,000	75,000	95,000
Insurance	70,000	67,538	72,195	65,000	65,000	70,000	70,000
TOTAL	425,830	400,668	400,248	443,500	443,500	429,500	449,500
INFORMATION TECHNOLOGY							
Information Technology Services	186,867	209,679	195,000	195,000	195,000	188,000	195,000
Information Technology Software	18,714	22,057	15,000	15,000	15,000	15,000	15,000
Information Technology Hardware	81,684	118,284	100,000	100,000	100,000	100,000	100,000
TOTAL	287,265	350,020	310,000	310,000	310,000	303,000	310,000
TOTAL EXPENDITURES - LIBRARY OPERATIONS	7,275,292	7,215,830	7,593,515	7,712,862	7,941,407	7,803,965	7,970,403
DEBT SERVICE							
Total Debt Service Payment on Branch Improvement Plan	1,650,594	1,635,542	1,650,594	1,650,594	1,650,594	1,650,594	1,652,094
TOTAL EXPENDITURES	8,925,886	8,851,372	9,244,109	9,363,456	9,592,001	9,454,559	9,622,497
Net Income/(Fund Balance Usage)	(49,416)	302,172	85,372	(288,989)	(525,264)	(358,493)	(264,206)
Beginning Fund Balance	3,927,934	3,927,934	4,230,106		4,315,478	4,315,478	4,315,478
Add Net Income/(Fund Balance Usage)	(49,416)	302,172	85,372		(525,264)	(358,493)	(264,206)
Ending Fund Balance	3,878,518	4,230,106	4,315,478		3,790,214	3,956,985	4,051,272
Capital Fund Usage						(100,000)	(100,000)
Restricted Fund Balance					(520,000)	0	0
Remaining Unrestricted Fund Balance					3,270,214	3,856,985	3,951,272

		<u>Amount Of Assessed Value</u>											
Increase/Decrease % Homestead	Amount of Additional Tax Over 0%	Tax Levy	Tax										
				<u>\$100K</u>	<u>\$130K</u>	<u>\$150K</u>	<u>\$200K</u>	<u>\$250K</u>	<u>\$300K</u>	<u>\$350K</u>	<u>\$400K</u>	<u>\$500K</u>	
0%		8,632,466	1.62854	162.85	211.71	244.28	325.71	407.14	488.56	569.99	651.42	814.27	
1.00%	86,325	8,718,791	1.64483	164.48	213.83	246.72	328.97	411.21	493.45	575.69	657.93	822.41	
1.50%	129,487	8,761,953	1.65297	165.30	214.89	247.95	330.59	413.24	495.89	578.54	661.19	826.48	
2.00%	172,649	8,805,115	1.66111	166.11	215.94	249.17	332.22	415.28	498.33	581.39	664.44	830.56	
3.00%	258,974	8,891,440	1.67740	167.74	218.06	251.61	335.48	419.35	503.22	587.09	670.96	838.70	
4.00%	345,299	8,977,765	1.69368	169.37	220.18	254.05	338.74	423.42	508.10	592.79	677.47	846.84	
5.00%	431,623	9,064,089	1.70997	171.00	222.30	256.50	341.99	427.49	512.99	598.49	683.99	854.98	
Non Homestead Rate is			2.03783										