

THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, APRIL 12, 2016 at 7:00 pm.

PRESENT

Suzanne Stockman
Chris Mirrione
Belinda O'Brien
Dave Giambattista

OTHERS

Betsy Gilbert
Lin Macholz
Tori Reilly
Pat Rapp

The meeting was called to order at 7:02 p.m. by Suzanne Stockman, President. Mrs. Stockman stated that Mr. Donahue was officially excused from the meeting.

30 MINUTE PUBLIC COMMENT PERIOD

There were no public comments.

PREVIOUS MINUTES

A motion was made by Belinda O'Brien and seconded by Chris Mirrione to approve the minutes from the March 2016 Board meeting.

Motion carried 4-0.

TREASURER'S REPORT

A motion was made by Chris Mirrione and seconded by Belinda O'Brien to accept the Treasurer's Report for February 2016.

Motion carried 4-0.

STAFF REPORT

A staff report was given by Children's Librarian Amy Joslyn. (See attachment.)

CLAIMS

A motion was made by Chris Mirrione and seconded by Belinda O'Brien to approve Claims for previously paid bills in the amount of \$20,351.36 and Claims Pending for \$70,394.75. The total of all Claims is \$90,746.11. (See attachments.)

Motion carried 4-0.

DIRECTOR'S REPORT

Ms. Gilbert stated that Adult Services Librarian Margaret Pilaroscia will be retiring at the end of April. Margaret has been with the library since 1997 and has done collection development as well as adult programming. She will be missed.

Ms. Gilbert stated that Teen Book Festival will take place on Saturday, May 14. Teen Services Librarian Stephanie Squicciarini is the founder and chair of the festival. The festival will feature 32 authors and will be held at Nazareth College. Last year about 3,500 people attended.

Ms. Gilbert reported that MCLS has established a policy of system-wide barring of patrons when behaviors are particularly egregious. When this occurs, an individual will be barred from all libraries in Monroe County for a specified time period.

MCLS is taking on the expense of the library's wifi system. Through the E-Rate system, libraries will receive a 90% discount on wifi. MCLS will pay the remaining 10%, so there is no cost to individual libraries.

After exploring options for an ILS system change, MCLS has opted to continue to use CARL as the vendor.

Beginning this month, patrons will be able to receive text messages to notify them of holds or overdues.

Ms. Gilbert stated that after a recommendation from Mrs. Stockman, the library purchased step stools to put under the drinking fountain and in the restrooms.

Ms. Gilbert stated that Rochester Regional Library Council is holding a Library of the Year contest during National Library Week, and that people may vote for Fairport Public Library through April 16.

Mr. Giambattista had questions about the website statistics. Ms. Reilly explained that hits to the catalog and the calendar are not tracked because they are separate from the website.

COMMITTEE REPORTS

Budget – No report.

Personnel – Mr. Giambattista stated that updates to the Personnel Manual will be discussed under New Business.

Long Range Plan – No report.

Fairport Library Council – Ms. O'Brien stated that she has spoken with Amy regarding Fairport Central School District libraries.

Facilities & Services – Ms. Gilbert stated that the committee met twice since the last Board meeting. The installation of LED stack lighting is on hold due to some issues that need to be resolved. The two broken windows in the Children's Room have been replaced. She is waiting to hear from Pipitone and Trane regarding the heating issue in the upstairs area. The letters over the Main Street entrance will be painted black to make them more visible. We are still waiting for the millwork for the return counter at the checkout desk.

Mrs. Stockman stated that she received an email about the deplorable condition of the parking garage. She responded to the patron and informed him that the library is not responsible for the parking garage, and that they can share their concerns with the Village of Fairport.

PRESIDENT'S COMMENTS

Mrs. Stockman thanked Ms. Gilbert for the door count data, saying this is useful and interesting information.

Mrs. Stockman briefly discussed an article about uncollected fines at San Jose Public Library.

NEW BUSINESS

A motion was made by Chris Mirrione and seconded by Dave Giambattista to approve the Room Policies. (See attachment.)

Motion carried 4-0.

A motion was made by Dave Giambattista and seconded by Belinda O'Brien to approve the Security Camera Policy (See attachment.)

Motion carried 4-0.

A motion was made by Dave Giambattista and seconded by Chris Mirrione to approve the Technical Services Group proposal for additional security cameras (See attachment.)

Motion carried 4-0.

A motion was made by Chris Mirrione and seconded by Belinda O'Brien to approve updates to the Employee Handbook. (See attachment.)

Motion carried 4-0.

A motion was made by Dave Giambattista and seconded by Belinda O'Brien to approve the NYS Library Annual Report (See attachment.)

Motion carried 4-0.

A motion was made by Chris Mirrione and seconded by Dave Giambattista to accept the hiring of two Children's Room aides, Emily Baker and Paula Marra.

Motion carried 4-0.

Mr. Giambattista stated that he will be out of town next month and will miss the Board meeting.

ADJOURNMENT

A motion was made by Belinda O'Brien and seconded by Chris Mirrione to adjourn at 8:23 p.m.

Motion carried 4-0.

Pat Rapp, Clerk to the Board

Attachments:

Treasurer's Report – February 2016

Staff Report – Amy Joslyn

Claims

Room Policies

Security Camera Policy

Technical Services Group Proposal

Updates to Employee Handbook

NYS Library Annual Report

**Fairport Public Library
Monthly Treasurer's Report**

For the period from: February 1, 2016 to February 29, 2016

Total cash balance as reported at the end of preceding period: \$3,117,133.41

RECEIPTS DURING THE MONTH:

Source	Amount
Library Charges	6,468.04
Interest	136.76
Copies	240.25
Refund of Prior Year Exp.	11,939.37
Health Insurance	1,182.11

Total Receipts

19,966.53

TOTAL RECEIPTS AND BEGINNING BALANCE:

\$3,137,099.94

DISBURSEMENTS FOR THE MONTH:

\$219,327.32

CASH BALANCE* AS SHOWN BY RECORDS:

\$2,917,772.62

*INCLUDES:	Checking	\$204,147.52
	Cash on Hand	\$50.00
	Certificates of Deposits	
	Money Market Savings	\$2,713,575.10

Total

\$2,917,772.62

FUND BALANCE RECONCILIATION:

FUND BALANCE @ 1/31/16	\$1,655,147.21	
DUE FROM OTHER FUNDS	(\$7,705.62)	
YTD REVENUES	2,788,003.20	
YTD EXPENSE	(1,517,672.17)	

Total @ 2/29/16

\$2,917,772.62

This is to certify that the above
Cash Balance is in agreement
with the Bank Statements as
reconciled.



Treasurer

Fairport Central School District

Board Presentation
Amy Joslyn – Children’s Librarian
April 12, 2016

1000 Books Before Kindergarten Program

We kicked this NEW program off on April 11th. The program runs continuously and is open to ALL children who have not yet enrolled in Kindergarten. They receive a log to track their reading and a bookmark. The first 100 children to sign up also receive a bookbag. As they progress through the program they will “check in” at the library and receive a sticker for each 100 book milestone. When they reach 500 books, they will get a fingerpuppet and at 1000 books, they will receive a brand new book plus their name will go on a star that will go on the wall.

This program was promoted by 2 events – Monday April 11th at 10:15 and Thursday April 14th at 6:30pm. We also promoted it extensively through fliers, Facebook, press releases, the library website and through word of mouth.

Beanstack Reader’s Advisory Service

We have also started subscribing to Beanstack - a reader’s advisory service for children and their parent or caregiver. Children and adults can register for an account online through the library’s website or by going to www.fairportlibrary.beanstack.org. They will be asked to fill out a profile of reading interests. Each week the service will send them a title based on this profile. Also, since the service is tied into our website, only titles owned by the Fairport Library are recommended. Through this service, preschool children can also keep track of their “1000 Books Before Kindergarten” and achieve virtual stickers.

Board Invoices for Approval

Monday, April 11, 2016

1:53:16 PM

Vendor	Date Submitted	Credit	Account	PO Number	Invoice Number	Amount	Board Mtg Date
Amazon	4/8/2016	<input type="checkbox"/>	7410-409-01-004	809293	011154391775	\$38.70	4/12/2016 ✓
	4/8/2016	<input type="checkbox"/>	7410-203-01-000	809294	208021242005	\$47.96	4/12/2016 ✓ ✓
	4/8/2016	<input type="checkbox"/>	7410-203-01-000	809294	208022932009	\$399.99	4/12/2016 ✓ ✓
Anne Benoit	4/8/2016	<input type="checkbox"/>	7410-455-01-000	voucher	voucher	\$38.38	4/12/2016 ✓ ✓
Baker and Taylor	4/8/2016	<input type="checkbox"/>	7410-409-01-001	808807	2031819376	\$47.78	4/12/2016 ✓ ✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-001	808870	2031773202	\$104.49	4/12/2016 ✓ ✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-001	808870	2031864952	\$108.82	4/12/2016 ✓ ✓
Barnes and Noble	4/8/2016	<input type="checkbox"/>	7410-409-01-004	808808	3231450	\$84.41	4/12/2016 ✓ ✓
Bonadio & Co.	4/8/2016	<input type="checkbox"/>	7410-437-01-000	806346	BN106245	\$1,800.00	4/12/2016 ✓ ✓
Budget Library Supplies	4/8/2016	<input type="checkbox"/>	7410-430-01-000	809330	13927	\$486.50	4/12/2016 ✓ ✓
Children Plus	4/8/2016	<input type="checkbox"/>	7410-409-01-005	809203	121716	\$67.75	4/12/2016 ✓ ✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-005	809309	121725	\$1,235.43	4/12/2016 ✓ ✓
Deirdre McKierman Hetzler	4/8/2016	<input type="checkbox"/>	7410-455-01-000	voucher	voucher	\$75.00	4/12/2016 ✓ ✓
Demco							

Vendor	Date Submitted	Credit	Account	PO Number	Invoice Number	Amount	Board Mtg Date
	4/8/2016	<input type="checkbox"/>	7410-430-01-000	809321	5834092	\$139.54	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-430-01-000	809331	5835320	\$363.38	4/12/2016 ✓✓
EBSCO							
	4/8/2016	<input type="checkbox"/>	7410-420-01-000	809344	1000032157-1	\$2,520.00	4/12/2016 ✓✓
Frontier							
	4/8/2016	<input type="checkbox"/>	7410-431-01-000	808866		\$308.95	4/12/2016 ✓✓
Fusion Digital							
	4/8/2016	<input type="checkbox"/>	7410-420-01-000	808864	10637	\$185.00	4/12/2016 ✓✓
Gale							
	4/8/2016	<input type="checkbox"/>	7410-409-01-003	808812	57772382	\$23.99	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-003	808812	57771692	\$25.59	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-003	808812	57827220	\$29.59	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-003	808812	57827693	\$29.59	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-003	808812	57764108	\$30.39	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-003	808812	57764984	\$49.58	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-003	808812	57684437	\$58.38	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-003	808812	57758538	\$531.80	4/12/2016 ✓✓
Izzy							
	4/8/2016	<input type="checkbox"/>	H1620.293	808842	2011285	\$11,959.73	4/12/2016 ✓✓
Joe Cappon							
	4/8/2016	<input type="checkbox"/>	7410-455-01-000	voucher	voucher	\$250.00	4/12/2016 ✓✓
Kovalsky-Carr Electric co.							
	4/8/2016	<input type="checkbox"/>	7410-452-01-000	809237	S1743575.001	\$1,278.64	4/12/2016 ✓✓
Liz Bauld							

Vendor	Date Submitted	Credit	Account	PO Number	Invoice Number	Amount	Board Mtg Date
Missy Reed	4/8/2016	<input type="checkbox"/>	7410-455-01-000	voucher	voucher	\$125.00	4/12/2016 ✓✓
MJ Industires	4/8/2016	<input type="checkbox"/>	H2110.200	809220	116715	\$3,373.07	4/12/2016 ✓✓
Monroe County Library	4/8/2016	<input type="checkbox"/>	7410-430-01-000		10993	\$60.00	4/12/2016 ✓✓
Nancy Stiebitz	4/8/2016	<input type="checkbox"/>	7410-455-01-000	voucher	voucher	\$100.00	4/12/2016 ✓✓
Nixon Peabody	4/8/2016	<input type="checkbox"/>	7410-437-01-000	809310	9746105	\$669.00	4/12/2016 ✓✓
Overdrive	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-000159683-032916	\$14.99	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-000151803-032216	\$65.00	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-000151677-031516	\$65.00	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-121330923-031716	\$210.78	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-124343277-031016	\$268.09	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-165531223-040416	\$790.63	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-105828433-031416	\$985.98	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-101351650-032416	\$1,838.30	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-1026055780-032516	\$1,928.97	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	1327-152200440-031016	\$2,266.38	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-409-01-000	808817	PR-1327-145506-031616	\$4,114.33	4/12/2016 ✓✓
Pat Rapp	4/8/2016	<input type="checkbox"/>	7410-435-01-000	voucher	voucher	\$61.14	4/12/2016 ✓✓

Vendor	Date Submitted	Credit	Account	PO Number	Invoice Number	Amount	Board Mtg Date
Penguin	4/8/2016	<input type="checkbox"/>	7410-412-01-004	808818	1086815451	\$82.50	4/12/2016 ✓
Penguin Random House	4/8/2016	<input type="checkbox"/>	7410-412-01-004	808818	1086905642	\$26.25	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-412-01-004	808818	1086941781	\$41.25	4/12/2016 ✓✓
Pitney Bowes	4/8/2016	<input type="checkbox"/>	7410-433-01-000	809312		\$600.00	4/12/2016 ✓✓
Reading Group Choices	4/8/2016	<input type="checkbox"/>	7410-409-01-003	809335		\$18.40	4/12/2016 ✓✓
S & S Worldwide	4/8/2016	<input type="checkbox"/>	7410-455-01-000	809288	8969217	\$73.57	4/12/2016 ✓✓
Springshare LLC	4/8/2016	<input type="checkbox"/>	7410-420-01-000	809336	16-A1317	\$174.00	4/12/2016 ✓✓
Staples	4/8/2016	<input checked="" type="checkbox"/>	7410-430-01-000	809274	3296546813	(\$573.92)	4/12/2016 ✓✓
	4/8/2016	<input checked="" type="checkbox"/>	7410-430-01-000	809098	3297211874	(\$132.80)	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-451-01-000	808802	3296009637	\$4.85	4/12/2016 ✓
	4/8/2016	<input type="checkbox"/>	7410-430-01-000	808804	3295470329	\$28.90	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-430-01-000	808804	3295470328	\$63.30	4/12/2016 ✓✓
	4/8/2016	<input type="checkbox"/>	7410-451-01-000	808802	3296009634	\$168.34	4/12/2016 ✓✓
Toshiba	4/8/2016	<input type="checkbox"/>	7410-440-01-000	808848	12693218	\$256.23	4/12/2016 ✓✓
United Business Systems	4/8/2016	<input type="checkbox"/>	7410-440-01-000	808820	310274	\$36.88	4/12/2016 ✓✓

Vendor	Date Submitted	Credit	Account	PO Number	Invoice Number	Amount	Board Mtg Date
	4/8/2016	<input type="checkbox"/>	7410-440-01-000	808819	49478039	\$198.45	4/12/2016 ✓
Walmart							
	4/8/2016	<input type="checkbox"/>	7410-455-01-000	voucher	voucher	\$15.87	4/12/2016 ✓
Wegmans							
	4/8/2016	<input type="checkbox"/>	7410-430-01-000	808853	0259620160401	\$2.99	4/12/2016 ✓
	4/8/2016	<input type="checkbox"/>	7410-451-01-000	808853	0259620160401	\$13.78	4/12/2016 ✓
	4/8/2016	<input type="checkbox"/>	7410-455-01-000	808853	0259620160401	\$79.08	4/12/2016 ✓
Wolper							
	4/8/2016	<input type="checkbox"/>	7410-413-01-000	809320	115488	\$17.74	4/12/2016 ✓
	4/8/2016	<input type="checkbox"/>	7410-413-01-000	809333	116260	\$90.03	4/12/2016 ✓
Zoobean							
	4/8/2016	<input type="checkbox"/>	7410-420-01-000	809317	328	\$2,009.00	4/12/2016 ✓
						<u>\$49,286.57</u>	

INGRAM: \$ 21,108.18
 PREVIOUSLY SENT INVOICES: \$ 20,351.36 (CAPITAL-UTILITIES-INSURANCE)
 ALL MONTHLY INVOICES: \$ 49,286.57

 GRAND TOTAL- ALL INVOICES \$ 90,746.11

APPROVALS
Juanes Garcia
Chris Minin
Suzanne Stock 4-12-16
[Signature]
Barbara O'Brien 4/12/16

Utilities Sent

PREVIOUSLY SENT FOR PAYMENT

Monday, April 11, 2016

11:14:25 AM

Date Submitted	Vendor	Credit	Account	PO Number	Invoice Number	Amount	Board Mtg Date
3/21/2016	Fairport Municipal	<input type="checkbox"/>	7410-450-01-000	808809		\$3,564.60	4/12/2016 ✓
3/21/2016	Turning Point	<input type="checkbox"/>	H1620.293	809201	00009063	\$6,655.00	4/12/2016 ✓
3/22/2016	Perinton Publishing	<input type="checkbox"/>	7410-433-01-000	809313	959453	\$1,445.34	4/12/2016 ✓
3/25/2016	NPV	<input type="checkbox"/>	H1620.293	809311	1416-3	\$7,592.34	4/12/2016 ✓
3/25/2016	Hartford	<input type="checkbox"/>	9045-800-01-000	808862	7511620-2	\$1,094.08	4/12/2016 ✓

\$20,351.36

James Adamec
APPROVED

Chris Munnir

[Handwritten Signature]

Suzanne Stoh
4-12-16
Bo Brui

FAIRPORT PUBLIC LIBRARY ROOM POLICIES

The library has five rooms available for public use: **Community Room** (for groups up to 95 people); the **Conference Room** (for 3-8 people); two **Study Rooms** (for 1-4 people); and the **Technology Center** (for groups up to 15 people). See below for usage policies and guidelines for each room. These policies are determined by the Library Board of Trustees and administered by the Library Director.

The following guidelines apply to the use of all rooms:

1. No alcoholic beverages may be consumed on the premises.
2. No meals may be prepared or served in any of the rooms. Only light refreshments such as coffee and cookies may be served in the Community Room. The library does not provide any refreshment supplies.
3. The rooms will be available during normal library working hours. The meeting must be ended and the room vacant by library closing time.
4. The library must be notified promptly of cancellations.
5. All rooms will be closed when the library is closed because of weather or other emergencies.
6. The library is not responsible for lost or stolen articles.
7. Cost of any damage to any of the rooms and their contents, or any cleaning fees incurred during the time reserved will be billed to the organization and/or group member designated on the application.
8. The library's telephone may not be used for any purpose. No incoming calls may be handled by library staff and outgoing calls may not be made on the library telephone.
9. The library reserves the right to alter the room schedules according to the library's needs. Every effort will be made to honor any prior commitment. The library reserves the right to cancel a room reservation.
10. Any group using library rooms must also adhere to all state and federal laws: for example, providing a sign language interpreter if requested by an attendee.
11. Room occupancy may not exceed the stated/posted limits.
12. No ticket fees, sales or solicitations are permissible by outside organizations.
13. The library reserves the right to modify this policy as necessary.

Publicity

All event publicity must conform to the following guidelines. Any deviation may result in cancellation of the reservation.

1. Publicity must clearly state that the meeting is not sponsored by the Fairport Public Library and the sponsoring group must be clearly and properly identified.
2. The fact that the meeting is free and open to the public should be included.
3. A copy of any publicity must be filed with the library prior to the meeting. The library does not advertise or promote programs in the meeting room that are not sponsored by the library.

COMMUNITY ROOM

1. Primary use of this room is for library-sponsored activities. Any remaining time may be scheduled by non-profit organizations for educational, cultural or civic activities on a first-come basis. Use of this room does not constitute endorsement by the library and must not interfere with the convenience of public library users. The Library Director shall have the final responsibility for accepting applications.
2. Applications are available at the Information Desk and on the library's web page. One application form per meeting must be filled out by an adult (18 yrs and older) member of the requesting organization. Upon approval (usually within 2 business days), the requested date will be entered in the Community Room calendar and regarded as confirmed.
3. The Community Room is for group use only, up to 95 people in auditorium seating. Please see the application for limits based on other configurations.

4. The Community Room is not available as a regular meeting place for non-library groups or organizations. Reservations may be made not more than one month nor less than one week in advance of the date specified and reservations cannot be accepted for more than four dates in one year.
5. The Community Room is not available on Sundays.
6. The library has a large screen display that may be used but the library does not supply any computer equipment.
7. The Community Room is equipped with hearing assist technology. Please indicate on the application form if you would like to use this equipment.
8. All meetings must be open to the public. The door must not be locked and any member of the public may enter and attend the meeting if they so wish.

TECHNOLOGY CENTER

1. The Technology Center is for group use only, up to 15 people.
2. The tables and chairs may be rearranged but they must be returned to their original configuration.
3. Patrons must sign in at the Information Desk.
4. Patrons may book one reservation in advance.
5. The room may be used for a maximum of two hours per day.
6. The library has a large screen display that may be used but the library does not supply computer equipment.
7. No food or drink permitted.

CONFERENCE ROOM

1. The Conference Room is for group use only, 3 or more people with a maximum of 8.
2. Patrons must sign in at the Information Desk.
3. Patrons may book one reservation in advance.
4. The room may be used for a maximum of two hours per day.
5. Blinds must stay open while the room is in use.
6. No food or drink permitted.

STUDY ROOMS 1 AND 2


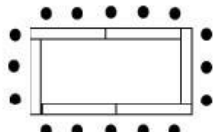
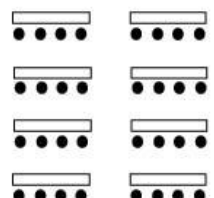
1. The study rooms are for use by up to four people.
2. Patrons must sign in at the Information Desk.
3. Patrons may book one reservation in advance.
4. The room may be used for a maximum of two hours per day.
5. No food or drink permitted.

Approved by the Board of Trustees: June 15, 1988

Revised: September 1990; March 1997; September 2006, March 2013

Revised by Facilities & Services Committee, March 2016

Adopted by Board of Trustees, April 12, 2016

Date of event:	Time of event: (add time for setup if needed)		
Organization:			
Purpose of event:			
Estimated attendance at event:			
Publicity: If this event is to be publicized, please explain and/or attach copy to this application:			
<i>It is hereby agreed that the above named organization will be fully responsible for compliance with regulations governing the use of this facility. I have read the regulations for use of this room and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth and hereby agree to observe regulations for use of this room.</i>			
Contact Person Signature: (must be 18 yrs or older)			
PRINT name:			
Address:			
Phone:	Email:		
Library card #:			
OR Driver's License #:			
Room setup options (circle one):			
<p>A. Auditorium Setup</p> 	<p>B. Book Discussion Setup</p> 	<p>C. Classroom Setup</p> 	<p>D. No Chairs</p>
Equipment Request:			
Media display _____ sound system _____ hearing loop _____ (4 receivers available)			
FOR STAFF USE ONLY:			
Today's date: _____ Calendar booked: _____ Staff: _____			

Fairport Public Library Security Camera Policy

Purpose

The Fairport Public Library uses security cameras (CCTV) to provide peace of mind to library patrons and staff by discouraging violations of the library's rules of conduct, to assist library staff in preventing the occurrence of any violations, and to provide law enforcement assistance in prosecuting criminal activity.

Security cameras are not constantly monitored. Staff and public should take appropriate precautions to safeguard their safety and personal property. The Fairport Public Library is not responsible for loss of property or personal injury.

1. Availability of Footage

Video footage may be made available to law enforcement and library staff for the purposes of enforcing library policy or investigating a suspected crime.

2. Duration of Video Archive

Video footage will be kept for the maximum amount of time possible. The length of time varies depending on the number of cameras configured to the recording system and the quality of the video footage that is being captured. As new footage is recorded, the oldest footage will automatically be deleted.

3. Privacy

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.

*Approved by Facilities and Services Committee, March 2016
Adopted by Library Board of Trustees, April 2016*



March 28, 2016

TSG Proposal #: IC0313-16
Revision #1:

Betsy Gilbert
Fairport Public Library
1 Village Landing
Fairport, NY 14450

RE: Camera Additions

Dear Betsy,

Thank you for requesting Technical Systems Group's proposal to and install six additional cameras for Fairport Library's existing video management system.

Our proposal is based on our site review and the scope of work described below.

The pricing included in this proposal is provided based on Technical Systems Group's New York State Contract # PT64310.

Our proposal is based on our site review and the scope of work described below.

- Provide and install equipment per the Bill of Materials below and as required to make the system functional. The provided price includes all cabling terminations, programming, start-up, testing and final camera field of view adjustments.
- The new cameras will be connected to Fairport Library's existing Exacq video management system.

Pricing & Bill of Materials

Qty	Part #	Description	Sub Total	Total
7	0517-001	AXIS M3005-V: Ultra-compact, indoor fixed mini dome with dust- and vandal-resistant casing for easy mounting on wall or ceiling.	\$299.00	\$2,093.00
7	EVIP-01	PROFESSIONAL IP Camera license, per camera. Includes 1 year of software updates, or 3 years when purchased with an exacqVision server.	\$135.00	\$945.00
			Material Sub-Total:	\$3,038.00
			TSG Labor:	\$4,872.33
			Total Investment:	\$7,910.33

Ancillary Materials

Pricing & Bill of Materials

Qty	Part #	Description	Sub Total	Total
4	WG-50881106	GENESIS - 24/4 CAT5e PLENUM, 1,000' BOX, BLUE	\$214.23	\$856.92
1	misc	CAT5e terminations	\$56.00	\$56.00
1	misc	installation materials, beam clamps and rings	\$70.00	\$70.00
			Material Sub-Total:	\$982.92
			Other Miscellanies Costs:	\$78.62
			TSG Labor:	\$0.00
			Sub-Contractor:	\$0.00
			Total Investment:	\$1,061.54

Pricing Summary

Investment required for Camera Additions	\$7,910.33
Investment required for NON-STATE BID EQUIP (1)	\$1,061.54
Grand Total	\$8,971.87

Clarifications

- TSG must have access to useable electrical outlets during the installation process.
- The pricing set forth in this proposal is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Bill of Materials" and "Scope of Work"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly.
- Proposal assumes any existing hardware being reused are in good working condition and does not include any costs to repair or replace any found to be defective.
- TSG recommends that the AC power for any CCTV power supply be supplied on an emergency power circuit.
- TSG will work as required on "A" Shift (8:00 AM to 5:00 PM Monday through Friday excluding Holidays).
- TSG will warranty work as required on "A" Shift (8:00 AM to 5:00 PM) weekdays. 24 Hour emergency services after hours and weekends will be at TSG's prevailing rate.
- All change orders will be in writing.

Labor Rates

Wages paid on this project will be paid in accordance with the current New York State Prevailing Wage Schedule.

Payment Terms

Progress invoices will be sent at regular intervals. Invoices will be due net 30. A 2% finance charge will be applied on invoices over 30 days.

Sales Tax

New York State Sales Tax is not included in the quoted price. If you are tax exempt, please provide your tax exempt certificate. If you choose to file a capital improvement certificate for this project you will be obligated to pay sales or use tax on materials in addition to the cost included in this proposal. **Capital improvement certificates must be on file with TSG prior to the equipment order being placed.** Capital improvement certificates cannot be accepted after the equipment order is placed.

Standard Terms and Conditions of Sale

Technical Systems Group, Inc., (hereinafter referred to as "TSG" or "Seller" agrees to sell and install, at Buyer's premises, and buyer agrees to buy, an electronic alarm system, consisting of the equipment: described in this proposal:

Warranty - NO WARRANTIES OR REPRESENTATIONS: CUSTOMERS EXCLUSIVE REMEDY:

In the event that any part of the provided system becomes defective, or in the event that any repairs are required, TSG agrees to make all repairs as described below.

TSG's Workmanship:

TSG warrants that installation, repair or support services performed hereunder by TSG shall be free of defects in workmanship for a period of one year from the date of completion of such services ("warranty period"). Defects in TSG's workmanship in connection with such services that occur during the warranty period shall be corrected by TSG at its expense by re-performance, repair or replacement, using new or like-new equipment and materials. Warranty re-performance, replacements or repairs by TSG shall not operate to extend the warranty period.

Products/Equipment/Materials:

TSG passes through any and all warranties to Customer as the manufacturer thereof makes available to its end-users, such as Customer. TSG will, upon request, facilitate warranty-related communications with product manufacturers. Any charges incurred by TSG in facilitating warranty claims, such as shipping, will be billable to Customer. Customer will comply with all end-user requirements of such manufacturers, including, but not limited to, those related to the intellectual property rights of the manufacturers. All products sold by TSG to Customer, hereunder, are sold and/or licensed by the manufacturer thereof for use by the Customer. TSG represents and warrants that, as of the time of installation, it has paid or will pay all license fees for software supplied. Any and all software upgrade licensee fees must be paid by customer. TSG reserves the option to either replace or repair the alarm equipment, and reserves the right to substitute materials of equal quality at time of replacement, or to use reconditioned parts in fulfillment of this warranty. This warranty does not include batteries, reprogramming, damage by lightning, electrical surge, wire or communication pathway interruption of service.

Software:

TSG warrants that any software provided in the performance of this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that TSG is a reseller of software products from various manufacturers and that the software may have inherent defects because of its complexity. TSG's sole obligation with respect to software, and

Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available from the manufacturer during the warranty period.

TSG represents and warrants that in performing support services including product installations hereunder it shall: (i) use only qualified personnel; (ii) ensure that the support services are performed in accordance with generally applicable industry standards; (iii) comply with all applicable laws, rules and regulations; and (iv) ensure that TSG personnel perform in a workmanlike fashion.

Warranty work will be performed during normal business hours. After hours, weekend and Holiday service requests will be billed at TSG's then current labor rates. This includes warranty related requests.

TSG does not represent nor warrant that the Security Equipment will prevent any loss, damage or injury to person or property, by reason of burglary, theft, hold-up, fire, smoke, equipment failure or otherwise, or that the security equipment will in all cases provide the protection for which it is installed or intended. Customer acknowledges that TSG is not an insurer, and that Customer assumes all risk for loss or damage to customer's premises or its contents. TSG has made no representations or warranties, and hereby disclaims any warranty of merchantability or fitness for any particular use. Customer's exclusive remedy for TSG's default hereunder is to require TSG to repair or replace, at TSG's option, any equipment covered by this contract which is non-operational. Customer authorizes TSG to access the various systems covered by this agreement to input or delete data and programming.

The warranty does not cover any damage to material or equipment caused by accident, misuse, attempted or unauthorized repair service, modification or improper installation by anyone other than TSG. TSG shall not be liable for consequential damages. Buyer acknowledges that any affirmation of fact or promise made by TSG shall not be deemed to create an express warranty unless included in this contract in writing; that Buyer is not relying on TSG's skill or judgment in selecting or furnishing a system suitable for any particular purpose; and that there are no warranties which extend beyond those on the face of this agreement.

Warranty services shall be performed during TSG's normal business hours. After hours, weekend and Holiday warranty service will be billable at TSG's then current hourly rates.

1. DELAY IN INSTALLATION: TSG shall not be liable for any damage or loss sustained by Buyer as a result of delay in installation of equipment, equipment failure or for interruptions of service due to electric failure strikes, walkouts, war, acts of God, or other causes, including TSG's negligence in the performance of this contract. The estimated date work is to be substantially completed is not a definite completion date and time is not of the essence.

2. TESTING OF SYSTEM: The parties hereto agree that the alarm system, once installed, is in the exclusive possession and control of the Buyer, and it is Buyer's sole responsibility to test the operation of the alarm system and to notify TSG in writing if any equipment is in need of repair. TSG shall not be required to service the alarm system unless it has received written notice from Buyer and upon such notice, TSG shall during the warranty period service the alarm system to the best of its ability within 36 hours, exclusive of Saturday, Sunday and legal holidays during the business hours of 9 a.m. and 5 p.m., Monday through Friday. Buyer agrees to test and inspect the alarm system immediately upon completion of installation and to advise TSG in writing within three days after installation of any defect, error or omission in the alarm system. In the event Buyer complies with the terms of this agreement and TSG fails to repair the alarm system within 36 hours after notice is given, excluding Saturdays, Sundays, and legal holiday, Buyer agrees to send written notice that the alarm system is in need of repair to TSG, in writing, by certified or registered mail, return receipt requested. In any lawsuit between the parties in which the condition or operation of the alarm equipment is in issue, the Buyer shall be precluded from raising the issue that the alarm equipment was not operating unless the Buyer can produce a post office certified or registered receipt signed by TSG, evidencing that service was requested by Buyer.

3. ALTERATION OF PREMISES FOR INSTALLATION: TSG is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in seller's sole discretion for the installation and service of the alarm system, and TSG shall not be responsible for any condition created thereby as a result of such installation, service, or removal of the alarm system, and Buyer represents that the owner of the premises, if other than Buyer, authorizes the installation of the alarm system under the terms of this agreement.

4. **BUYER'S DUTY TO SUPPLY ELECTRIC AND TELEPHONE SERVICE:** Buyer agrees to furnish, at Buyer's expense, all 110 Volt AC power and electrical outlets and receptacles, telephone hook-ups, RJ31 Block or equivalent, as deemed necessary by TSG.

5. **BUYER'S RESPONSIBILITIES:** Buyer is solely responsible for any false alarm fines, permit fees and any other municipal assessments related to the alarm equipment and shall promptly on demand reimburse and indemnify TSG for any such expenses. Should TSG be required by existing or hereinafter enacted law to perform any service or furnish any material not specifically covered by the terms of this agreement Buyer agrees to pay TSG for such service or material.

6. **BUYER'S FAILURE TO PAY:** In the event Buyer fails to pay TSG any monies when due, Buyer shall pay interest at the rate of 2% per month from the date when payment is due.

7. **LIEN LAW:** TSG or any subcontractor engaged by TSG to perform the work or furnish material who is not paid may have a claim against purchase or the owner of the premises if other than the purchaser which may be enforced against the property in accordance with the applicable lien laws.

8. **INDEMNITY/WAIVER OF SUBROGATION RIGHTS:** Buyer agrees to and shall indemnify and hold harmless TSG, its employees, agents and subcontractor, from and against all claims, lawsuits, including reasonable attorneys' fees and losses asserted against and alleged to be caused by TSG's performance, negligent performance, or failure to perform any obligation. Parties agree that there are no third party beneficiaries of this contract. Buyer on its behalf and any insurance carrier waives any right of subrogation Buyer's insurance carrier may otherwise have against TSG or TSG's subcontractors arising out of this agreement or the relation of the parties hereto.

9. **EXCULPATORY CLAUSE:** TSG and Buyer agree that the alarm equipment, once installed, becomes the personal property of the Buyer; that the equipment is not permanently attached to the realty and shall not be deemed fixtures. Buyer agrees that TSG is not an insurer and no insurance coverage is offered herein. The alarm system is designated to reduce certain risks of loss, though TSG does not guarantee that no loss will occur. TSG is not assuming liability, and therefore shall not be liable to Buyer for any loss, personal injury or property damage sustained by Buyer as a result of burglary, theft, hold-up, fire, equipment failure, smoke, or any other cause, whatsoever, regardless of whether or not such loss or damage was caused by or contributed to by TSG's negligence performance or failure to perform any obligation.

10. **INSURANCE:** The Buyer shall maintain a policy of public liability, property damage, burglary and theft insurance under which TSG and the Buyer are named as insured, and under which the insurer agrees to indemnify and hold TSG harmless from and against all costs, expenses including attorneys' fees and liability arising out of or based upon any and all claims, injuries and damages arising under this agreement, including, but not limited to, those claims, injuries and damages contributed to by TSG's negligent performance to any degree or its failure to perform any obligation. The minimum limits of liability of such insurance shall be one million dollars for any injury or death, and property damage, burglary and theft coverage in an amount necessary to indemnify Buyer for property on its premises. TSG shall not be responsible for any portion of any loss or damage which is recovered or recoverable by the Buyer from insurance covering such loss or damage or for such loss or damage against which the Buyer is indemnified or insured.

11. **LIMITATION OF LIABILITY:** Buyer agrees, that should there arise any liability on the part of TSG as a result of TSG's negligent performance to any degree of failure or perform any of TSG's obligations or equipment failure, that TSG's liability shall be limited the sum of \$250.00 or 5% of the sales price, whichever is greater. If Buyer wishes to increase TSG's maximum amount of TSG's limitation of liability, Buyer may as a matter of right, at any time, by entering into a supplemental contract, obtain a higher limit by paying an annual payment consonant with TSG's increased liability. This shall not be construed as insurance coverage.

12. **LEGAL ACTION:** In the event TSG institutes legal action to recover any amounts owed by buyer to TSG hereunder, the parties agree that the amount to be recovered, and any judgment to be entered, shall include interest at the rate of 2% per month from the date payment is due and TSG's legal fees of 33% of every amount due TSG by buyer.

The parties waive trial by jury in any action between them. In any action commenced by TSG against Buyer, Buyer shall not be permitted to interpose any counterclaim.

Any action by Buyer against TSG must be commenced within thirteen months of the accrual of the cause of action or shall be barred. All actions or proceedings against TSG must be based on the provisions

of this agreement. Any other action that Buyer may have or bring against TSG in respect to other services rendered in connection with this agreement shall be deemed to have merged in and be restricted to the terms and conditions of this agreement.

Buyer waives personal service of any legal process and consents that service of process may be made by the United States Postal Service by certified or registered mail.

13. TSG'S RIGHT TO SUBCONTRACT SPECIAL SERVICES: Buyer agrees that TSG is authorized and permitted to subcontract any services to be provided by TSG to third parties who may be independent of TSG, and that TSG shall not be liable for any loss or damage sustained by Buyer by reason of fire, theft, burglary or any other cause whatsoever caused by the negligence of third parties.

Buyer acknowledges that this agreement, and particularly those paragraphs relating to TSG's disclaimer of warranties, exemption from liability, even for its negligence, limitation of liability and third party indemnification, inure to the benefit of and are applicable to any assignee, subcontractors and communication centers of TSG.

14. FULL AGREEMENT/SEVERABILITY/ CONFLICTING DOCUMENTS: This agreement constitutes the full understanding of the parties and may not be amended or modified or canceled except in writing signed by both parties, except TSG's requirements regarding items of protection provided for in this agreement imposed by Authority Having Jurisdiction. Should there arise any conflict between this agreement and Subscriber's purchase order or other document, this agreement will govern, whether such purchase order or document is prior to or subsequent to this agreement. Should any provision of this agreement be deemed void, all other provisions will remain in effect.

Thank you for the opportunity to provide this proposal. If you would like to proceed with the proposed offer, please sign and return the accepted proposal along with your purchase order.

Proposal Accepted:

Technical Systems Group, Inc. is authorized to proceed with the work as proposed.

Signature _____
Name _____
Title _____
Date _____

Proposal Submitted:

Technical Systems Group, Inc.
1799 N. Clinton Ave.
Rochester, NY 14621

Signature _____
Name Mike Traniello
Title VP Sales
Date March 28, 2016

This proposal is valid for 30 days

This is the list of policies from the library's employee handbook. Those policies highlighted below have been updated with legal language changes provided by HRWorks, the company we contract with for this purpose. The Personnel Committee has reviewed all of these updates and recommends them for Board approval. The complete handbook is available for review upon request.

<u>TABLE OF CONTENTS</u>	<u>LAST UPDATE</u>
1.00 INTRODUCTION	
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Preface	May 2015
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2.03 Non-Harassment	April 2016
2.04 Code of Ethics	May 2012
2.05 Individuals with Disabilities	May 2015
2.06 Workplace Diversity	October 2003
3.00 EMPLOYEE RELATIONS	
3.01 Recruitment and Placement	March 2010
3.02 Employment Classifications	November 2012
3.03 Orientation Program	October 2003
3.04 Working Hours	May 2015
3.05 Pay Practices	April 2016
3.06 Overtime	June 2011
3.07 Position Descriptions	October 2003
3.08 Performance Progress and Appraisal Plan	October 2003
3.09 Promotions and Transfers	October 2003
3.10 Attendance	October 2003
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	3.13	Standards of Conduct	May 2012
	3.14	Should You Leave Us	May 2012
4.00	BENEFIT PROGRAMS		
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**	4.02	Vacations	November 2012
**	4.03	Sick Leave	March 2009
**	4.04	Personal Leave	March 2009
**	4.05	Health Insurance	May 2015
**	4.06	Health Insurance for Retired Employees	April 2012
**	4.07	Dental Insurance	November 2012
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**	4.10	Life Insurance	November 2012
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	4.15	Jury Duty and Court Attendance	March 2010
**	4.16	Death in Family	March 2010
	4.17	Military Leave	April 2016
	4.18	Bone Marrow & Blood Donation Leave	March 2009
	4.19	Disability Leave	April 2016
**	4.20	Family & Medical Leave Act	May 2015
**	4.21	Professional Development	October 2003
	4.22	Employee Assistance Program	April 2016
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5.00	SAFETY POLICIES	
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5.02	Alcohol & Drug-Free Workplace	April 2016
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6.03	Personal Telephone Calls & Electronic Devices	May 2015
6.04	Housekeeping	October 2003
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6.06	Changes in Personal Information	October 2003
6.07	Outside Employment	October 2003
6.08	Emergency Closings	October 2003
6.09	Bulletin Boards	October 2003
6.10	Voice Mail, E-Mail and Computer Systems	April 2016
6.11	Personnel Files	March 2009
6.12	Employment of Relatives	March 2010
6.13	Use of Internet	May 2015
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Fairport Public Library

Annual Report For Public And Association Libraries - 2015

1. GENERAL LIBRARY INFORMATION

Part 1

Report all information in Part 1 as of December 31, 2015, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	4200262190
1.2	Library Name	FAIRPORT PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Fairport
1.6	Beginning Fiscal Reporting Year	07/01/2014
1.7	Ending Fiscal Reporting Year	06/30/2015
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2014
1.12	Ending <u>Local</u> Fiscal Year	06/30/2015
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	1 VILLAGE LANDING
1.15	City	FAIRPORT
1.16	Zip Code	14450
1.17	Mailing Address	1 VILLAGE LANDING
1.18	City	FAIRPORT
1.19	Zip Code	14450
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(585) 223-9091
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(585) 223-3998
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	betsy.gilbert@fairportlibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.fairportlibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	40,174
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute

- | | | |
|------|--|------------------------------|
| 1.29 | Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter | 01/25/1952 |
| 1.30 | Date the library was last registered | 10/01/1925 |
| 1.31 | Federal Employer Identification Number | 166000347 |
| 1.32 | County | MONROE |
| 1.33 | School District | Fairport |
| 1.34 | Town/City | Perinton |
| 1.35 | Library System | Monroe County Library System |

NOTE: For questions 1.36 through 1.41, report all information for the current library director/manager.

- | | | |
|------|--|-----------------------------------|
| 1.36 | Title of Library Director/ Manager (select one): | Ms. |
| 1.37 | First Name of Library Director/Manager | Elizabeth |
| 1.38 | Last Name of Library Director/Manager | Gilbert |
| 1.39 | NYS Public Librarian Certification Number | 12785 |
| 1.40 | E-mail Address of the Director/Manager | betsy.gilbert@fairportlibrary.org |
| 1.41 | Fax Number of the Director/Manager | (585) 223-3998 |
| 1.42 | Does the library charge fees for library cards to people residing outside the system's service area? | Y |

Part 2

- | | | |
|------|---|---|
| 1.43 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2015? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.44. | Y |
| 1. | Name of municipality or district holding the public vote | Fairport Central School District |
| 2. | Indicate the type of municipality or district holding the public vote | School District |
| 3. | Date the vote was held (mm/dd/2015) | 05/19/2015 |
| 4. | Was the vote successful? Y/N | Y |
| 5. | What type of public vote was it? | budget vote (school district public library only) |
| 6a. | Most recent prior year approved appropriation from a public vote: | \$2,572,048 |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | \$40,100 |
| 6c. | Total proposed appropriation (sum of 6a and 6b): | \$2,612,148 |

This question should only be answered if "No" was answered in Q1.43 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

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

Part 3

- 1.45 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. N
If yes, please complete one record for *each* contract. If no, go to question 1.46.
- | | | |
|----|---|-----|
| 1. | Name of contracting municipality or district | N/A |
| 2. | Is this a written contractual agreement? | N/A |
| 3. | Population of the geographic area served by this contract | N/A |
| 4. | Dollar amount of contract | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A |
- 1.46 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection. Y

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	28,166
2.2	Adult Non-fiction Books	30,088
2.3	Total Adult Books (Total questions 2.1 & 2.2)	58,254
2.4	Children's Fiction Books	6,833
2.5	Children's Non-fiction Books	6,627
2.6	Total Children's Books (Total questions 2.4 & 2.5)	13,460
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	71,714

Other Print Materials

2.8	Total Uncataloged Books	459
2.9	Total Print Serials	290
2.10	All Other Print Materials	33
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	782
2.12	Total Print Materials (Total questions 2.7 and 2.11)	72,496

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	21,155
2.14	Local Electronic Collections	15
2.15	NOVELNY Electronic Collections	10
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	25
2.17	Audio - Downloadable Units	7,309
2.18	Video - Downloadable Units	248
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	145
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	28,882

Non-Electronic Materials

2.21	Audio - Physical Units	14,413
2.22	Video - Physical Units	10,541
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	1,867
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	26,821
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	128,199

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	280
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	10,464
2.28	All Other Print Materials	285
2.29	Electronic Materials	384
2.30	All Other Materials	2,277
2.31	Total Additions (Total questions 2.27 through 2.30)	13,410

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.26 as of the end of the fiscal year reported in Part 1; report information on questions 3.27 through 3.78 for the 2015 calendar year. Please click [here](#) to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	193,286
3.2	Registered resident borrowers	30,563
3.3	Registered non-resident borrowers	378

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

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

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

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

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

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

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

LIBRARY SPONSORED PROGRAMS

3.15	Adult Program Sessions	124
3.16	Young Adult Program Sessions	218
3.17	Children's Program Sessions	602
3.18	All Other Program Sessions	3
3.19	Total Number of Program Sessions (Total questions 3.15 through 3.18)	947
3.20	One-on-One Program Sessions	0
3.21	Adult Program Attendance	5,115
3.22	Young Adult Program Attendance	3,422
3.23	Children's Program Attendance	18,350
3.24	All Other Program Attendance	48
3.25	Total Program Attendance (Total questions 3.21 through 3.24)	26,935
3.26	One-on-One Program Attendance	0

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

SUMMER READING PROGRAM

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

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.28	Library outlets offering a summer reading program	1
3.29	Children registered for the library's summer reading program	987
3.30	Young adults registered for the library's summer reading program	205
3.31	Adults registered for the library's summer reading program	51

3.32	Total number registered for the library's summer reading program (total 3.29 + 3.30 + 3.31)	1,243
3.33	Children's program sessions - Summer 2015	71
3.34	Young adult program sessions - Summer 2015	81
3.35	Adult program sessions - Summer 2015	0
3.36	Total program sessions - Summer 2015 (total 3.33 + 3.34 + 3.35)	152
3.37	Children's program attendance - Summer 2015	5,497
3.38	Young adult program attendance - Summer 2015	1,192
3.39	Adult program attendance - Summer 2015	0
3.40	Total program attendance - Summer 2015 (total 3.37 + 3.38 + 3.39)	6,689

COLLABORATORS

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

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

EARLY LITERACY PROGRAMS

3.49	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.50	Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	No
3.51	Number of sessions	
a.	Focus on birth - school entry	438
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.52	Total Sessions	438
3.53	Attendance at sessions	
a.	Focus on birth - school entry	9,492
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.54	Total Attendance	9,492
3.55	Collaborators (check all that apply):	
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

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

ADULT LITERACY

3.56	Did the library offer adult literacy programs?	Yes
3.57	Total group program sessions	20
3.58	Total one-on-one program sessions	0
3.59	Total group program attendance	192
3.60	Total one-on-one program attendance	0
3.61	- Collaborators (check all that apply)	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using State Note)	Yes

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

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

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

DIGITAL LITERACY

3.74	Did the library offer digital literacy programs?	Y
3.75	Total group program sessions	3
3.76	Total one-on-one program sessions	30
3.77	Total group program attendance	48
3.78	Total one-on-one program attendance	104

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	61,678
4.2	Adult Non-fiction Books	63,793

4.3	Total Adult Books (Total questions 4.1 & 4.2)	125,471
4.4	Children's Fiction Books	24,003
4.5	Children's Non-fiction Books	17,762
4.6	Total Children's Books (Total questions 4.4 & 4.5)	41,765
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	167,236

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	202,214
4.9	Circulation of Children's Other Materials	86,579
4.10	Circulation of Electronic Materials	46,064
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	334,857
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	502,093
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	128,344

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	32,329
4.15	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	11,438
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	10,661
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2015.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	86,195
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Number of uses (sessions) of public Internet computers per year	12,493
5.7	Name of the person responsible for the library's Information Technology (IT) services	Tori Reilly
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(585) 223-9091
5.9	IT contact's email address	tori.reilly@fairportlibrary.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
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6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	11
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	22
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	34.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$44,849
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$97,653
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

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

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y
8.	Maintains a facility to meet community needs, including adequate:	
7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y
9.	Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:	
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y

7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

8. PUBLIC SERVICE INFORMATION

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

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	65.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	65.00
8.10	Annual Total Hours - Main Library	2,924.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,924.00

9. SERVICE OUTLET INFORMATION

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

1.	Outlet Name	Fairport Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1 Village Landing
4.	Outlet Street Address Status	00 (for no change)
5.	City	Fairport
6.	Zip Code	14450
7.	Phone (enter 10 digits only)	(585) 223-9091
8.	Fax Number (enter 10 digits only)	(585) 223-3998
9.	E-mail Address	betsy.gilbert@fairportlibrary.org
10.	Outlet URL	www.fairportlibrary.org
11.	County	Monroe
12.	School District	Fairport Central School District
13.	Library System	Monroe County Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,924

16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	111
20.	Enter the appropriate outlet code (select one):	LR
21.	Who owns this outlet building?	Other (specify using the State note)
22.	Who owns the land on which this outlet is built?	Village
23.	Indicate the year this outlet was initially constructed	1978
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2015
25.	Square footage of the outlet	24,700
26.	Total number of Internet terminals at this outlet used by the general public	18
27.	Type of connection on the outlet's public Internet computers	Fiber
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps
30.	Internet Provider	Fiber Technologies Networks
31.	WiFi Access	Password required
32.	Number of wireless sessions provided by the library wireless service per year	N/A
33.	Does the outlet have interactive videoconferencing capability for public use?	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	<i>LIBID</i>	4200262190
37.	<i>FSCSID</i>	NY0512
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2015. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2015 to December 31, 2015)	17
10.2	Number of voting library board positions stated in the library's charter.	5-25
10.3	Number of current <u>voting</u> positions on library board.	5
10.4	Trustee term length	5

BOARD MEMBER SELECTION

10.5	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
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List Officers and Board Members as of February 1, 2016. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mrs.
10.7	First Name	Suzanne
10.8	Last Name	Stockman
10.9	Mailing Address	[REDACTED]
10.10	City	Fairport
10.11	Zip Code (5 digits only)	14450
10.12	Phone (enter 10 digits only)	(585) 223-3112
10.13	E-mail Address	fpltrustee@gmail.com
10.14	Term Begins - Month	July
10.15	Term Begins - Year (yyyy)	2014
10.16	Term Expires - Month	June
10.17	Term Expires - Year (yyyy)	2019
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	07/08/2014
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/18/2014
10.20	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	James
3.	Last Name of Board Member	Donahue
4.	Mailing Address	[REDACTED]
5.	City	Fairport
6.	Zip Code (5 digits only)	14450
7.	E-mail address	fpltrustee@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2012
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2017
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/18/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/24/2012
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Belinda
3.	Last Name of Board Member	O'Brien
4.	Mailing Address	[REDACTED]
5.	City	Fairport
6.	Zip Code (5 digits only)	14450
7.	E-mail address	fpltrustee@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2013
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2018

- | | | |
|-----|--|----------------------|
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/09/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/17/2013 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title of Board Member (select one): | Mr. |
| 2. | First Name of Board Member | David |
| 3. | Last Name of Board Member | Giambattista |
| 4. | Mailing Address | ████████████████████ |
| 5. | City | Fairport |
| 6. | Zip Code (5 digits only) | 14450 |
| | E-mail address | fpltrustee@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | October |
| 10. | Term Begins - Year (year) | 2015 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2016 |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 10/13/2015 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 11/12/2015 |
| 15. | Is this a brand new trustee? | Y |
| 1. | Title of Board Member (select one): | Mr. |
| 2. | First Name of Board Member | Chris |
| 3. | Last Name of Board Member | Mirrione |
| 4. | Mailing Address | ████████████████████ |
| 5. | City | Fairport |
| 6. | Zip Code (5 digits only) | 14450 |
| | E-mail address | fpltrustee@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2016 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2016 |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/12/2016 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/26/2016 |
| 15. | Is this a brand new trustee? | Y |

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

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

- | | | |
|------|---|----------------------------------|
| 11.1 | Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3. | Y |
| 1. | Source of Funds | School District |
| 2. | Name of funding County, Municipality or District | Fairport Central School District |
| 3. | Amount | \$2,497,651 |

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$2,497,651
SYSTEM CASH GRANTS TO MEMBER LIBRARY		
11.3	Local Library Services Aid (LLSA)	\$10,826
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$10,826
OTHER STATE AID		
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
FEDERAL AID FOR LIBRARY OPERATION		
11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
OTHER RECEIPTS		
11.14	Gifts and Endowments	\$0
11.15	Fund Raising	\$0
11.16	Income from Investments	\$1,256
11.17	Library Charges	\$79,723
11.18	Other	\$14,065
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$95,044
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,603,521
11.21	BUDGET LOANS	\$0
TRANSFERS		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$1,683,006
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$4,286,527

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

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

12.1	Certified Librarians	\$693,317
12.2	Other Staff	\$624,228
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,317,545
12.4	Employee Benefits Expenditures	\$566,746
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,884,291

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$127,633
12.7	Electronic Materials Expenditures	\$48,391
12.8	Other Materials Expenditures	\$44,500
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$220,524

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$17,956
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$17,956

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$17,457
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$17,457
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$153,522
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$170,979

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$29,448
12.19	Telecommunications	\$1,671
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$3,333
12.22	Professional & Consultant Fees	\$13,220
12.23	Equipment	\$12,908
12.24	Other Miscellaneous	\$21,425
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$82,005

12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$64,185
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	\$0
12.28	From Other Funds (73OF)	\$0
12.29	Total (Add Questions 12.27 and 12.28)	\$0
12.30	Budget Loans (Principal and Interest)	\$0
12.31	Short-Term Loans	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$0
12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$2,439,940

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$191,440
12.35	From Other Funds (76OF)	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$191,440
12.37	Transfer to Other Funds	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$191,440
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$2,631,380
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2015	\$1,655,147
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$4,286,527

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/12/2015
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FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	10/13/2015
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2014-06/30/2015
12.45	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

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

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0
13.5	Other State Aid	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$191,440
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$191,440
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$191,440

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2015 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$191,440

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

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

14.1	Construction	\$0
14.2	Incidental Construction	\$0
Other Disbursements		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2015	\$191,440
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$191,440

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	11.25
16.2	Total Librarians	11.25
16.3	All Other Paid Staff	20.63
16.4	Total Paid Employees	31.88
16.5	State Government Revenue	\$10,826
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$95,044
16.8	Total Operating Revenue	\$2,603,521
16.9	Other Operating Expenditures	\$317,169
16.10	Total Operating Expenditures	\$2,421,984
16.11	Total Capital Expenditures	\$17,956
16.12	Print Materials	72,463
16.13	Total Registered Borrowers	30,941
16.14	Other Capital Revenue and Receipts	\$191,440

16.15 Total Number of Internet Terminals Used by the General Public 18

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	4200262190
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	SD1
17.7	<i>FSCS ID</i>	NY0512
17.8	<i>SED CODE</i>	800000056258

SUGGESTED IMPROVEMENTS

Library Name:

FAIRPORT PUBLIC LIBRARY

Library System:

Monroe County Library System

Name of Person Completing Form:

Phone Number:

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

**Fairport Public Library
Annual Report For Public And Association Libraries - 2015**

**Federal Notes
State Notes**

1. GENERAL LIBRARY INFORMATION

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

1.46

State Note:

Fairport Public Library underwent a complete renovation in 2014-15. The collection was heavily weeded. The library moved to a rented facility from January - November 2015. The library was closed for approximately 2 months due to moving and relocating

2. LIBRARY COLLECTION

No Notes

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

d. Other (see instructions and describe using State Note)

State Note:

Collaborated with Rochesterworks on Job programs

4. LIBRARY TRANSACTIONS

No Notes

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

No Notes

10. OFFICERS AND TRUSTEES

No Notes

11. OPERATING FUNDS RECEIPTS

No Notes

12. OPERATING FUND DISBURSEMENTS

No Notes

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes