

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

August 8, 2017 | Howe Branch

6:00 pm | 105 Schuyler St.

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

Call to Order – 6:00 pm

Adoption of Agenda – 6:01 to 6:02 pm

Public Comment (comments limited to no more than 5 minutes per person) – 6:02 to 6:07 pm

Minutes – 6:07 to 6:10 pm

Treasurer's Report and Check Register – 6:10 to 6:15 pm

Committee and Liaison Reports – 6:15 to 6:25 pm

- Executive Committee
- Ad Hoc Strategic Plan Committee

Review Policies and Procedures Grid – 6:25 to 6:28 pm

Director's Report – 6:28 to 6:42 pm

Unfinished Business

- Strategic Plan Update – Discussion – 6:42 to 6:52 pm
- Committee Assignments – Discussion – 6:52 to 7:00 pm

New Business

- Closing Saturdays at North Albany Branch – Discussion/Action – 7:00 to 7:15 pm
- Closing on Christmas Eve and Yom Kippur Holidays in Adherence to New Contract – Discussion/Action – 7:15 to 7:20 pm
- Quarterly Evaluation of Board Meetings – Discussion – 7:20 to 7:25 pm

Public Comment (comments limited to no more than 5 minutes per person) – 7:25 to 7:30 pm

Executive Session (if necessary)

Adjournment – 7:30 pm

Next Meeting – Sept. 12 at Bach Branch

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library July 11, 2017 North Albany Branch

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

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

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

SWEARING IN OF TRUSTEES: Robinson, Pitera, and Shearer were officially sworn in to five-year terms on the board.

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

PUBLIC COMMENT: There were no public comments.

MINUTES: The draft minutes from the June 13 regular board meeting and the June 27 special were reviewed. Calacone made a motion, seconded by Bechard to accept the June 13 minutes as written and the June 27 minutes as amended. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from Jan. 1 through May 31, 2017) was presented by Slatterick and the report will be filed. The updated check register (June 15 through July 12, 2017) was reviewed by the trustees. Calacone made a motion, seconded by Bechard, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

FACILITIES COMMITTEE: Bechard briefly reviewed the report from the committee's most recent meeting.

POLICIES AND PROCEDURES REVIEW: There have been no changes since the previous meeting. A Policy & Governance Committee meeting will be scheduled after trustee committee assignments are made.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He fielded inquiries about gender neutral bathrooms, new branch manager, and Library Links.

UNFINISHED BUSINESS:

STRATEGIC PLAN PRESENTATION: Metzger presented the draft strategic plan, which outlines goals, strategies, tactics, and success indicators in the areas of audience and advocacy, programs and services, facilities and equipment, organizational excellence, and financial sustainability. The trustees will review the plan and provide feedback. It is expected that the plan will be voted on at the August meeting.

NEW BUSINESS:

APPOINTMENT OF BOARD TREASURER: Calacone made a motion, seconded by Robinson, to re-appoint Charles Slatterick to the consultant position of board treasurer for a 12-month term. The motion was approved unanimously.

ELECTION OF BOARD OFFICERS: The board held elections for president, vice president, vice president for finance, and secretary. Each appointment is effective from July 2017 through June 2018.

President: Strong was nominated for president by Kane and seconded by Bechard. No other nominations were submitted. Upon a vote, Strong was elected unanimously.

Vice President: Bechard was nominated for vice president by Strong and seconded by Calacone. No other nominations were submitted. Upon a vote, Bechard was elected unanimously.

Vice President for Finance: Calacone was nominated for vice president for finance by Finn and seconded by Bechard. No other nominations were submitted. Upon a vote, Calacone was elected unanimously.

Secretary: Robinson was nominated for secretary by Neppl and seconded by Kane. No other nominations were submitted. Upon a vote, Robinson was elected unanimously.

APPOINTMENT OF UHLS LIAISON: Finn was nominated as UHLS liaison/board member by Neppl and seconded by Robinson. There were no other nominations. Upon a vote, Finn was approved unanimously.

BOARD COMMITTEE PLACEMENTS/INTEREST: The new Executive Committee will consider trustee placements at an upcoming meeting and report back to the full board.

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

ADJOURNMENT: Bechard made a motion, seconded by Pitera, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:16 pm.

NEXT MEETING: Tuesday, Aug. 8 – Howe Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE SIX MONTHS ENDED
JUNE 30, 2017

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	AMENDED % BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,652,455	554,371	3,326,226	50.00%
Tax Levy- Branch Improvement Plan	1,852,438	-	-	0.00%
Future Operations Income	42,104	3,509	21,054	50.00%
NYS Grants & Aid	187,150	-	-	0.00%
NYS Construction Grant	25,000	21,309	21,309	85.24%
Federal Grants & Aid	38,000	-	-	0.00%
Fines and Fees	130,213	17,855	90,469	69.48%
Book Sales	5,000	211	1,290	25.80%
Interest Income	10,000	(12,155)	38,890	388.90%
Foundation Contributions	20,000	-	-	0.00%
DASNY Project Reimbursement	0	-	-	0.00%
Copier Printers	1,500	-	-	0.00%
Miscellaneous income & Aid	10,000	9	9,284	92.84%
Fund Balance Used	340,745			
Total Support and Revenue	9,314,605	585,109	3,508,522	37.67%
Expenditures				
Payroll and Related costs	5,294,167	526,872	2,556,291	48.29%
Occupancy Costs	675,000	63,169	383,220	56.77%
Materials and Services	655,000	45,187	377,577	57.65%
Administration and Miscellaneous	453,000	39,816	212,938	47.01%
Information Technology	385,000	4,643	209,360	54.38%
Contingency	-	-	-	
Total Expenditures	7,462,167	679,687	3,739,386	50.11%
Debt Service	1,852,438	-	-	
Net Income (Loss)	-	(94,578)	(230,864)	

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE SIX MONTHS ENDED
 JUNE 30, 2017

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,630,971	393,567	1,747,107	48.12%
NYS Retirement System	496,709	41,392	248,477	50.02%
Payroll Taxes	243,554	28,166	127,859	52.50%
Hospital Insurance	867,433	62,406	420,394	48.46%
Payroll processing Costs	54,000	1,341	12,454	23.06%
Unemployment Insurance	1,500	-	-	0.00%
TOTAL	5,294,167	526,872	2,556,291	48.29%
OCCUPANCY COSTS				
Occupancy Costs	20,000	-	3,200	16.00%
Utilities & Telephone	215,000	12,494	83,558	38.86%
Maintenance & Repairs	286,000	19,780	230,698	80.66%
Maintenance Supplies	64,000	2,483	24,630	38.48%
Security	5,000	-	-	0.00%
NYS Construction Grant	35,000	28,412	28,412	81.18%
Furniture/Building Improvements	50,000	-	12,722	25.44%
TOTAL	675,000	63,169	383,220	56.77%
MATERIALS and SERVICES				
Books, etc.	401,054	13,039	203,521	50.75%
Periodicals	45,000	(39)	43,059	95.69%
Central Library Data Base	125,735	-	93,842	74.63%
Central Library Book Aid	38,211	22,662	22,662	59.31%
On Line Services	45,000	9,525	14,493	32.21%
TOTAL	655,000	45,187	377,577	57.65%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	60,000	8,286	46,762	77.94%
Postage	8,000	344	2,756	34.45%
Publicity, Printing	45,000	3,604	15,003	33.34%
Training and Travel	27,000	(131)	15,302	56.67%
Community Activities	8,000	379	3,094	38.68%
Professional Services	175,000	18,058	68,502	39.14%
Misc Grant Expense	0	151	301	0.00%
Programming Activities	60,000	3,612	28,138	46.90%
Insurance	70,000	5,513	33,080	47.26%
TOTAL	453,000	39,816	212,938	47.01%
INFORMATION TECHNOLOGY				
Information Technology Services	240,000	22,157	137,489	57.29%
Information Technology Software	15,000	1,266	9,501	63.34%
Information Technology Hardware	130,000	4,255	62,370	47.98%
TOTAL	385,000	4,643	209,360	54.38%
CONTINGENCY	0	-	-	0.00%
DEBT SERVICE PAYMENT	1,852,438	-	-	0.00%
TOTAL EXPENDITURES	9,314,605	679,687	3,739,386	40.15%

ALBANY PUBLIC LIBRARY I
Check Register
For the Period From Jul 13, 2017 to Aug 9, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
6823V	8/1/17	Albany Water Board	-1,537.58	VOID
6988V	8/1/17	Eye Med Vision Care	-593.01	VOID
7315	7/13/17	CSEA	1,970.28	Union Fees
7316	7/13/17	CSEA Employee Benefit Fund	18.83	Insurance-Hospitalization
7317	7/13/17	First Light Fiber	5,845.09	IT Services/Telephone Expense
7318	7/13/17	MetLife-TSA Contribution	1,711.00	403b
7319	7/13/17	National Grid	1,173.05	Heat, Light and Power
7320	7/13/17	NYS Deferred Comp Plan	1,106.68	NYS Def. Comp. Plan
7321	7/13/17	Pearl Carroll & Associates LLC	11.08	Short Term Disability
7322	7/13/17	The Travelers	1,348.00	403b
7323	8/9/17	Midwest Tape	1,503.58	Audio/Visual
7324	8/9/17	OverDrive, Inc.	4,921.73	Central Library Materials
7325	8/9/17	Midwest Tape	597.07	Audio/Visual
7326	7/27/17	CSEA	1,956.84	Union Fees
7327	7/27/17	CSEA Employee Benefit Fund	18.83	Insurance-Hospitalization
7328	7/27/17	MetLife-TSA Contribution	1,661.00	403b
7329	7/27/17	NYS Deferred Comp Plan	1,073.33	NYS Def. Comp. Plan
7330	7/27/17	Pearl Carroll & Associates LLC	11.08	Short Term Disability
7331	7/27/17	The Travelers	1,348.00	403b
7332	7/26/17	National Grid	10,532.52	Heat, Light and Power
7333	7/26/17	Albany Water Board	2,594.90	Building Repair/Maint.
7334	8/9/17	Baker & Taylor	4,543.74	Books-Adult
7335	8/9/17	Ingram Library Services	353.24	Books-Adult
7336	8/9/17	Midwest Tape	1,145.23	Audio/Visual
7337	8/9/17	Midwest Tape	2,954.66	Audio/Visual
7338	8/9/17	Ashley Kinsey	165.00	Programming Del/PH
7339	8/9/17	BlueShield of Northeastern New York	41,962.39	Insurance-Hospitalization
7340	8/9/17	Budget Library Supplies	1,050.00	Processing Supplies
7341	8/9/17	CDPHP	12,535.89	Insurance-Hospitalization
7342	8/9/17	Charles Slatterick	780.00	Contracted Services
7343	8/9/17	Charles Sullivan	84.69	Exchange Account
7344	8/9/17	Comprise Technologies, Inc.	17,961.80	IT Services
7345	8/9/17	De Lage Landen Financial Services, Inc	956.12	Contracted Services
7346	8/9/17	Demco	667.01	Office Supplies
7347	8/9/17	Eastern Managed Print Network	100.02	Contracted Services
7348	8/9/17	Edward Mangione Locksmith	42.55	Supplies (Maint.)
7349	8/9/17	ELM USA	107.20	Processing Supplies
7350	8/9/17	Eye Med Vision Care	1,745.19	Insurance-Hospitalization
7351	8/9/17	Findaway World, LLC	865.48	Books-Audio
7352	8/9/17	First Unum	2,139.71	Insurance-NYS Disability
7353	8/9/17	John Avallone-Serra	250.00	Programming Bach
7354	8/9/17	Katie Kimball	74.91	Office Supplies
7355	8/9/17	MailFinance	119.95	Postage
7356	8/9/17	Main-Care Energy	348.79	Van Operation
7357	8/9/17	Midwest Tape	1,313.25	Audio/Visual
7358	8/9/17	Neverware	885.00	IT Software
7359	8/9/17	Rauri Jennings	100.00	Programming Wash.
7360	8/9/17	RBM-Guardian Fire Protection, Inc.	102.43	Building Repair/Maint.
7361	8/9/17	Richard Waugh	405.20	Insurance-Medicare Reimb.
7362	8/9/17	Sage Software Inc.	2,931.65	Contracted Services
7363	8/9/17	Shaker Heritage Society	50.00	Programming Bach
7364	8/9/17	Staples Advantage	80.68	Office Supplies
7365	8/9/17	Stephen Struss	100.00	Programming Wash.
7366	8/9/17	SUNY Poly CMOST	155.00	Programming YS
7367	8/9/17	The Madison Theater	72.25	Programming Community
7368	8/9/17	The Puppet People	300.00	Programming Del.
7369	8/9/17	Turtle Dance Music LLC	275.00	Programming AH
7370	8/9/17	W.B.Mason Co., Inc.	1,249.14	Office Supplies
7371	8/9/17	William Takach	9.90	Programming Community

ALBANY PUBLIC LIBRARY I
Check Register
For the Period From Jul 13, 2017 to Aug 9, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
7372	8/9/17	Youth FX	500.00	Programming Bach
7373	8/9/17	Swank Motion Pictures	327.00	Programming Community
7374	8/9/17	CDTA	4,736.78	Fines and Fees Expense
Total			141,819.15	

Policy Master List

Updated 8/2/17

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SAFETY							
Safety Mission Statement	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
First Aid	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Hazard Communications Standard	X				Sept. 2015	Sept. 2017	Safety Cmt.
Emergency Action Plan for Each Building		X	X		Dec.2015	Dec. 2017	Safety Cmt.
Employee Safety	X		X		Mar. 2015	Mar. 2017	Safety Cmt. (Reviewing it with cmt)
Workplace Violence Prevention and Incident Reporting	X		X		May 2015	May 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SERVICES TO PUBLIC							
Social Media	X		X		April 2016	April 2018	Web Devel. Cmt.
Website Privacy	X		X		April 2016	April 2018	Web Devel. Cmt.
Washington Library Closing		X	X		Dec. 2016	Dec. 2017	Public Serv. Cmt.
Fine Limit		X	X		May 2015	May 2017	Pub. Serv.
Library Card Registration		X			Aug. 2016	Jan 2017	LEAN committee wrkg. on
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv.
Children's Card		X	X		June 2014	June 2016	Public Serv. Cmt.
Banning Re-Entry		X	X		June 2016	June 2018	Safety Cmt.
Wireless Use	X		X		Oct. 2016	Oct. 2018	Public Serv. Cmt
Tutoring	X		X		Oct. 2016	Oct. 2018	Public Serv. Cmt
Displays, Exhibits & Public Notices	X		X		May 2016	May2018	Public Serv. Cmt
Internet Use	X		X		April 2016	April 2018	IT Dept.
Meeting Room Use	X		X		June 2016	June 2018	Public Serv. Cmt. – Discussing Registration Form
Materials Selection	X		X		Mar. 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		May 2015	May 2017	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2016	Oct. 2018	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		June 2015	June 2017	HR
Confidentiality of Records	X		X		May 2015	May 2017	Web Devel. Cmt.
Service to Children	X		X		Oct. 2016	Oct. 2017	Youth Services
Group Visit Policy	X		X		June 2015	July 2017	Youth Services
Public Access to Library Information and Records	X		X		Mar. 2017	Mar. 2019	Web Devel. Cmt.
Albany Made	X		X		Nov. 2014		Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
INTERNAL							
Comp Time and Flex Policy for Admin Staff	X		X		Dec. 2015	Dec. 2017	HR
Travel Reimbursement (policy and form)	X		X		May 2015	May 2017	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2016	Dec. 2018	Admin
Purchasing	X		X		May 2015	May 2017	Finance Office
Whistle Blower	X		X		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		June 2015	June 2017	HR
Unrepresented Employee Evaluation	X		X		June 2015	June 2017	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
BOARD							
Board Member Excused/Absent	X		X		Feb. 2016	Feb. 2018	Board
Fund Balance/Reserve Fund	X		X		Mar. 2017	Mar. 2019	Re-working
Board Member Expectations		X	X				Board

Board Code of Conduct	X		X				Board
Dissemination of Library Information	X		X		June 2015	June 2017	Board
Evaluation of Board of Trustees Operational Procedures		X	X		June 2015	June 2017	Board
Community Relations Goals		X	X		June 2015	June 2017	Board
Evaluation of the Executive Director	X		X		June 2015	June 2017	Board

EXECUTIVE DIRECTOR'S REPORT

AUGUST 2017

EXECUTIVE SUMMARY



Narrative

The City of Albany Summer Youth Employment Program workers have been a great help at the Arbor Hill/West Hill. The Museum of Innovation and Science (MiSci) hosted a two-day science program for a group of very engaged youth at this same branch. At the Washington Ave. Branch, Garage Bands celebrated its 10th anniversary and hosted its first all-ages concert of the summer season. Two more Garage Bands events are planned for Aug. 18 and Sept. 15. This branch's Youth Services staff participated in five community engagement outreach programs this summer reaching nearly 250 kids and parents.

The North Albany Branch held a monthly outreach to USCRI (U.S. Committee for Refugees and Immigrants) for new immigrants about library services available to them in Albany. The Howe Branch has a brand new healthy vending machine for patrons, which has already started to see some use. The NY State Department of Environmental Conservation special mural made by children at Howe was used as a backdrop for a departmental press conference.

The Bach Branch hosted a popular book discussion and field trip, with patrons arranging their own transportation, to Shaker Heritage Society for a guided tour by the author. This branch also hosted the Winterberry Traveling Farm for youth. Attendance was high, but there was also a patron complaint in regards to zoning and farm animals. We have reached out to the city about this issue. The Pine Hills Branch is doing a soft launch of one-on-one computer help using volunteers. Youth program attendance at that branch has been strong for programs with both children's and teens.

Operations

The Business Office has started quarterly budget reviews with the supervisors and the executive director. The CFO attended a FEMA (Federal Emergency Management Agency) meeting at Westmere Fire House about federal funding to recoup costs from the March 2017 snowstorm. We have set up contact information and are exploring the policies and guidelines to try to recover funds spent during this storm. Human Resources is working on the changes to staff wages and benefit contributions. IT increased the library district's overall bandwidth and resolved Internet slowdown issue with public PCs. The department has also changed firewall settings to allow access to Yahoo.com again. CMS (Collection Management Services) staff ran a book sale at the Delaware Branch during SummerFest. CDPHP Cycle! has moved into its space at Washington Ave. in the basement and third floor. ACAP (Albany Community Action Partnership) is currently moving into their Head Start classroom space on the third floor at Washington Ave. The front of this building has been painted, and there were HVAC issues at several branches.

Development

The APL Foundation is gearing up for three major events: the Junior Gala on Aug. 27, Bike the Branches on Sept. 16, and Literary Legends on Oct. 21. The Friends of APL and Foundation met with an independent facilitator to discuss the guidelines for their negotiations to potentially merge.

Executive Director's Report

- Continued to work on strategic plan draft with the Ad Hoc Committee
- Fund for Education
- Worked on transition for new L3
- Front of Washington Ave. facade repair and painting project
- Reviewed budget impact of contract changes
- HR matters related to Foundation
- Library Journal article
- Committee assignments and onboarding of new Executive Committee members
- Boopsie app transition
- Howe Branch walk-through
- All staff meeting focusing on strategic plan presentation
- Started quarterly budget review process

Executive Director's Calendar

7/7: UHLS (Upper Hudson Library System) Directors Association 7/12: UHLS Services Committee
7/10: Stories and Art in the Park 7/18: APL BOT Executive Committee
7/11: LTV (Leadership Tech Valley) Steering Committee 7/19: Albany Promise

APL TOTALS

	Number	YTD Change
Circulation	58200	-8%
eCirculation	5123	+20%
Door Count	63423	-4%
Computer Use	12534	-5%
Reference	11579	-2%
WiFi	4660	-79%
Program Attend.	4401	-17%
Meeting Room Usage	143	+12%

SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

	Number	YTD Change	Rank
Circulation	17407	-20%	1
Door Count	24532	-4%	1
Computer Use	3710	-8%	1
Reference	2974	-30%	1
WiFi	1460	-90%	1
Program Attend.	1463	-7%	1
Meeting Room Usage	70	-2%	1

Adult Services

- Garage Bands celebrated its 10th anniversary with the first event of 2017 on July 21. Front Business and Rob Boss performed to an all-ages crowd. Two more Garage Bands events are planned for this season.
- Circulation staff created a display at the front entrance to advertise our growing collection of nontraditional items: guitars, fishing poles, bike locks, and more. At the moment, all fishing poles are checked out.
- Albany Made Creative Lab partnered with the Youth Services Department and YouthFX to host 35 campers from the NY National Guard Day Camp on July 17. Kids ages 6-18 printed 3D mermaids, cats, dogs, and Pikachus, designed their own buttons, viewed short films made by YouthFX, and played Minecraft.

Youth Services

- Monday night family programs are proving to be very popular this summer. The family building night and the traveling farm brought in over 100 patrons.
- YS staff participated in five community engagement outreach programs this summer reaching nearly 250 kids and parents.
- The Friday toddler storytime has brought in over 50 parents and kids each week this month.

ARBOR HILL/WEST HILL BRANCH

	Number	YTD Change	Rank
Circulation	4071	+4%	5
Door Count	5653	+5%	6
Computer Use	1955	+19%	3
Reference	1055	+17%	5
WiFi	552	-65%	4
Program Attend.	212	+40%	6
Meeting Room Usage	15	+10%	4

Adult Services

- The branch received its healthy snack vending machine provided by Capital Roots. Patrons have responded to it positively and the snacks have been flowing.
- Also this month, the branch has a fantastic helper from the City of Albany Summer Youth Employment Program. The library collections benefit greatly from the extra attention provided by our summer library page.

Youth Services

- The Summer Reading Program has been going very well thus far. Weekly programs have had good attendance and neighborhood youth have successfully signed up and completed almost all of the mile stones.
- The Museum of Innovation and Science (MiSci) hosted a two-day science program for youth at the branch. The program offered multiple hands-on projects to fascinate the minds of younger children.

West Services Area

BACH BRANCH

	Number	YTD Change	Rank
Circulation	9282	-2%	3
Door Count	5782	-13%	5
Computer Use	952	-16%	6
Reference	1077	+14%	4
WiFi	577	-69%	3
Program Attend.	376	-22%	4
Meeting Room Usage	7	+85%	5

Adult Services

- Library Links book delivery service for seniors has 10 participants and 7 volunteers. Held special appreciation tea event for volunteer couriers.
- Most popular programs this summer have been book groups, individual eDevice instruction (general and OverDrive downloading), Saturday art and gardening.
- Good attendance for two-day special book program: author talk and book discussion at the library followed the next day by a field trip to the Shaker Heritage Society for a guided tour by a local author.

Youth Services

- Several successful youth programs this past month, including art collage workshop, traveling farm, kids cooking club, and 3D sculptures.
- Family friendly jazz show held in the rotunda attracted a crowd of 50 on a Tuesday evening.

PINE HILLS BRANCH

	Number	YTD Change	Rank
Circulation	13575	-4%	2
Door Count	9372	-8%	2
Computer Use	2338	-6%	2
Reference	4422	+3%	2
WiFi	820	-78%	2
Program Attend.	950	+3%	3
Meeting Room Usage	25	+25%	2

Adult Services

- Branch has been getting a great response to the adult summer reading program. In addition to the over 70 people signed up library-wide through Goodreads, Pine Hills leads the in-person participant count with 29.
- With vacation travel, Pine Hills has seen a steep increase in Overdrive help questions, from one or two a month to several a week.
- The PrinterOn/email printing service continues to be very popular, with patrons using it pretty much every day. Most of the jobs are through email, but the occasional person prefers to use the PrinterOn portal.

Youth Services

- SRP got going great this year, and branch has been overwhelmed with the level of participation. Users have been eagerly reading and collecting many prizes.
- Camps have been attending programs and using the youth sections frequently. A hiccup at the start of summer with RISSE camps coming with too many children was solved with great communication on the part of a youth services librarian.
- Program attendance has been strong for children's programs, teens and the weekly movie. The SRP kick-off, Candyland, had about 80 kids attend.

East Services Area

DELAWARE BRANCH

	Number	YTD Change	Rank
Circulation	7345	-3%	4
Door Count	8266	+3%	3
Computer Use	1623	-3%	4
Reference	1430	-22%	3
WiFi	508	-69%	5
Program Attend.	1047	-13%	2
Meeting Room Usage	7	-7%	6

Adult Services

- Adult SRP (Summer Reading Program) activities are taking place at the branch. A full house of adults made their own bath bombs, learned about essential oils, and enjoyed a seashell Pinterest craft.
- The library system wide Mom's Midweek Break Book Club was a hit! Participants were treated to a popcorn and a drink during a discussion of *Girl on the Train* followed by a viewing of the film at the Madison Theater.

Youth Services

- This month at the Delaware branch was bustling with kids looking for fun and exciting activities to take part in during their vacation months. The addition of a full-time library assistant saw the addition of multiple youth programs, namely Tween/Teen movies on Tuesday afternoons.
- The Thursday afternoon youth targeted SRP programming has been well attended and young participants always leave the room with big smiles. A favorite program was definitely the Price Chopper kids' cooking program where kids made healthy tacos. Another favorite was the Cake Bash where kids decorated their own cupcakes. Food, as always, is always a crowd pleaser!
- While summer brings a lot of fun for the kids, it can also bring about some boredom that can translate into less than ideal behavior. The "Gone for the Day" log is getting a lot of use, but the situation is under control due to the watchfulness and responsiveness of all branch staff.

HOWE BRANCH

	Number	YTD Change	Rank
Circulation	3809	0%	6
Door Count	6967	-4%	4
Computer Use	1553	+1%	5
Reference	797	+131%	6
WiFi	438	-52%	6
Program Attend.	278	-56%	5
Meeting Room Usage	19	+58%	3

Adult Services

- The changes implemented last month regarding staff workflow and patron access have been successful so far, with several patrons expressing appreciation.
- Howe has a brand new healthy vending machine for patrons, that has already started to see some use.

Youth Services

- The NY State Department of Environmental Conservation special mural made by kids at the library is now up in the community, and was used as a backdrop to a state announcement.
- We have partnered with the Boys & Girls Clubs of Albany and the City School District's free summer camp to run programs in the library and at Giffen Elementary
- We have a new volunteer, who is a computer science major at UAlbany, and has been assisting with patrons needing computer help

NORTH ALBANY BRANCH

	Number	YTD Change	Rank
Circulation	2711	+3%	7
Door Count	2851	-3%	7
Computer Use	383	-15%	7
Reference	485	+8%	7
WiFi	305	-71%	7
Program Attend.	75	-31%	7
Meeting Room Usage	n/a	n/a	n/a

Adult Services

- Stephanie Anderson started as the full-time librarian at the end of July

Youth Services

- Branch staff hosted visits from students at the ACS D Newcomer Academy. Students received library cards and were able to take out books.

OPERATIONS

FINANCE

- Held quarterly actual vs. budget review meetings with the supervisors and the executive director
- Completed paperwork for the NYS Construction Grant on the front of Washington Ave.
- Had meetings with Marshall & Sterling on health care
- CFO attended FEMA meeting at Westmere Fire House about possible recoupment of costs related to snow removal from March 2017 snowstorm

HUMAN RESOURCES

	Number	YTD Change
Full Time	56	
Part Time/Temp	69	
Hired	1	
Promotion	0	
Resignation	1	
Termination	1	
Vacancy	4	
Staff Size	125	
Training	5 staff/ 17.5 hours	+33 staff/ -2% hours

Personnel Changes

- Hired one temp library assistant
- Terminated one community engagement clerk

- One senior technology support specialist resigned

Onboarding

- Met with Facilities and began draft on custodial worker I
- Met with Onboarding Committee and continued work on day one and day two onboarding process

Staffing/Organization Chart

- Suggested organization change to executive director

Contract Negotiations/Administration of Changes & Planning

- Issued all salary increases and bonuses to union members
- Issued all benefit contribution reductions based on employee salaries

Health Insurance

- Continued work with Marshall & Sterling on the transition to a new broker of record
- Marshall & Sterling have built health insurance portal
- Marshall & Sterling will become APL's "broker of record" on August 1, 2017
- JFA will continue to administer all HRA and FSA accounts through November 30, 2017
- Marshall & Sterling and JFA reached an administrative agreement through November 30, 2017

Training

- Department head attended one "one-on-one" leadership training session

Customer Service

- HR visited staff at Facilities, CMS, Bach, North Albany, Delaware, Pine Hills, Howe and Arbor Hill/West Hill
- HR also spoke at the all staff meeting on July 27, 2017

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	18 volunteers	-41% volunteers
	125.7 hours	-53% hours

- Co-hosted a screening of *National Treasure* as a partner in the Sunday Cinema series in Washington Park. This program is a collaboration with Lark St BID. Approximately 80-90 people attended, and rain was a factor in turn attendance.
- Co-hosted a screening of *Moana* as a partner in the Movies Under the Stars film program with Pine Hills Neighborhood Association, Helderberg Neighborhood Association and Christ's Church of Albany.
- For the third year in a row, APL collaborated with City of Albany Parks and Recreation, WMHT, and Albany Barn to present the Stories and Art in the Park story time series in Washington Park. Attendance has averaged about 100 children and caregivers at each event.
- SummerFest 2017 took place at the Delaware Branch. About 300 community members came out despite rain and thunderstorms. We are evaluating how this event may change next year.

FACILITIES

	Number	YTD Change
Work Orders	71 resolved	
<ul style="list-style-type: none"> • Cycle! is now moved into the space at Washington Ave. in the basement and third floor. Offices on the third floor have been moved around to accommodate them and ACAP. • ACAP inspections are finished as far as the library goes and the space has been turned over to them. They have painted their room and furniture is being delivered. • Building walk through has taken place at Howe to identify potential needs and problems. • Air conditioning issues and repairs have been made at Howe, Pine Hills and Delaware. • Facade of Washington Ave has been completed as far as painting and removal of landscaping. • CDTA contractors have been slowly beginning their work, including moving into the temporary offices on the 2nd floor at Washington Ave. 		

COLLECTION MANAGEMENT SERVICES

- CMS staff ran a book sale at the Delaware Branch SummerFest at which withdrawn children's books and DVDs were particularly popular items. One patron took the time to pick out and buy every single withdrawn horror book.
- The generous donation of over a hundred Playaway audiobooks, withdrawn from the East Greenbush library, came at an excellent time. The North Albany branch librarian will work on generating interest for YMCA users in listening to Playaways while working out. Titles not added to the North Albany collection will be distributed to other branches.
- New Release Tuesdays continues to be a popular weekly stop for The Friends and other patrons at Washington Ave.

INFORMATION TECHNOLOGY

- Resolved 54 help desk tickets
- Increased library district's overall bandwidth to 200x200 Mbps
- Resolved Internet slowdown issue with public PCs
- Started project to convert catalog PCs (OPAC) to ChromeOS
- Improvements to antivirus policy to increase performance on work PCs
- Interviewed candidates for open Senior Tech Support Specialist position

PUBLIC RELATIONS

	Number	YTD Change
Unique Pageviews	34536	-6%
Facebook Likes	3162	+17%
Twitter Followers	2778	+16%
Instagram Followers	2984	+35%
Online Contacts	30	3%
Press Releases	3	-25%

- Marketing: SRP as a whole plus individual programs, Junior Gala, Garage Bands, Bike the Branches, Stories & Art in the Park.

- Content: Continued with SRP posters, fliers, social media; September/October program guide content submitted to printer; content signs for branches underway; eNewsletter (Stories & Art in the Park, SummerFest, Mom's Midweek Break Book Club, Adult Summer Reading Program, Garage Bands, Junior Gala, Bike the Branches).
- News Coverage: Quit month coverage-wise. Garage Bands in TU "Arts Beat" and All Over Albany "Stuff to Do this Weekend."
- Social Media: Notable engagements for the month. Facebook--Meet new head of central branches (1,961 reach, 85 reactions/comments/shares, 172 post clicks). Twitter--Garage Bands mentioned in Tu arts talk (2,802 impressions, 25 engagements). Instagram--double dose of #bookfacefriday (64 likes).

PATRON CULTURE

	Number	YTD Change
Incidents	16	+19%
Positive Comments	2	-35%
Neutral Comments	3	-27%
Negative Comments	1	-42%

**Albany Public Library Board of Trustees
Committee Membership | 2017-2018**

EXECUTIVE COMMITTEE

Karen Strong, President
Andrew Bechard, Vice President
Alison Calacone, Vice President for Finance
Brenda Robinson, Secretary

FINANCE COMMITTEE

Alison Calacone, Chair
Mike Neppl
Sarah Shearer

POLICY & GOVERNANCE COMMITTEE

Brenda Robinson, Chair
Jenna Pitera
Sarah Shearer

PERSONNEL COMMITTEE

Karen Strong, Chair
Brenda Robinson
Jenna Pitera

FACILITIES & CONSTRUCTION COMMITTEE

Matthew Finn, Chair
Andrew Bechard
Elissa Kane

NOMINATING COMMITTEE

Elissa Kane, Chair
Matthew Finn
Mike Neppl

**AD-HOC COMMITTEE ON NORTH ALBANY
BRANCH**

Alison Calacone, Chair
Matthew Finn
Sarah Shearer
Brenda Robinson

AD-HOC COMMITTEE ON STRATEGIC PLAN

Karen Strong
Brenda Robinson
Elissa Kane
Mike Neppl

APL FOUNDATION

Andrew Bechard
Karen Strong

UHLS BOARD

Matthew Finn