

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 12, 2018 | 6:00 pm

Delaware Branch | 331 Delaware Ave.

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

Call to Order

Adoption of Agenda

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

Presentation by APL Foundation

Minutes

Treasurer's Report and Check Register

Committee and Liaison Reports

- Executive Committee
- North Albany Branch Ad Hoc Committee
- Finance Committee
- Personnel Committee
- Policy & Governance Committee
- UHLS
- PEG

Executive Session to Discuss Possible Legal Issue and Personnel Matter Regarding a Specific Employee

Review Policies and Procedures Grid

Director's Report

Unfinished Business

- None

New Business

- Resolution from North Albany Branch Ad Hoc Committee
- Meeting Room Policy Discussion
- Tobacco Use Policy Review
- Quarterly Evaluation of Board Meeting

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

Executive Session to Discuss Personnel Matter Regarding a Specific Employee

Adjournment

Next Meeting – July 10 (Tues) | Pine Hills Branch | 6:00 pm

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library

May 8, 2018

Washington Ave. Branch

TRUSTEES IN ATTENDANCE: Karen Strong (president), Andrew Bechard (vice president), Elissa Kane, Matthew Finn, Sarah Shearer, Jenna Pitera

ABSENT: Alison Calacone (vice president for finance), Brenda Robinson (secretary), Michael Neppi

ALSO IN ATTENDANCE: Scott Jarzombek (executive director), Melanie Metzger (assistant director), Mary Cullinan (chief fiscal officer), Stephanie Simon (public information officer), Sarah Clark (central branches manager), Gillian Friedlander (volunteer coordinator)

CALL TO ORDER: Strong called the meeting to order at 6:01 pm.

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

PUBLIC COMMENT: No members of the public were present.

MINUTES: The draft minutes from the April 10 regular board meeting were reviewed. Kane made a motion, seconded by Bechard, to accept the minutes as written. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from Jan. 1 through March 31, 2018) was presented.

The updated check register (April 12 through May 9, 2018) was reviewed by the trustees. Pitera made a motion, seconded by Finn, to accept the check register and approve it for payment. The motion was approved unanimously.

COMMITTEE REPORTS:

FACILITIES COMMITTEE: Finn handed out a written report and briefly reviewed it with the trustees.

UHLS LIAISON: Finn provided a brief oral report of some agenda items to be discussed at the following day's Upper Hudson Library System meeting.

PEG LIAISON: Metzger provided an oral report of the most recent meeting of the PEG public access television station board.

POLICIES AND PROCEDURES REVIEW: Metzger noted there are no changes as the Policy and Governance Committee has not met since the last board meeting.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed by Jarzombek. He also fielded questions about the Charity of Choice donation for the Raising a Reader program and the potential merger of the Friends of APL and the APL Foundation.

UNFINISHED BUSINESS: There were no items under unfinished business.

NEW BUSINESS:

REPORT ON RESULTS OF SPRING PATRON SURVEY: Jarzombek presented the results from the April patron survey, which focused on customers' awareness and use of the library's technology tools. The results indicate that APL needs to make the technology offerings more front facing for patrons, and to focus marketing efforts. Administration will work on an updated information technology plan.

STAFF REPORT ON OUTREACH: Gillian Friedlander, APL volunteer coordinator, gave a presentation about her efforts to recruit volunteer workers and fielded questions from the trustees.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Pitera made a motion, seconded by Shearer, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 6:53 pm.

NEXT MEETING: Tuesday, June 12 | Delaware Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE FOUR MONTHS ENDED
APRIL 30, 2018

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,981,872	581,823	2,327,290	33.33%
Tax Levy- Branch Improvement Plan	1,650,594	137,550	550,200	33.33%
Future Operations Income		7,131	28,524	FAV
NYS Grants & Aid	214,000	19,833	77,332	36.14%
NYS Construction Grant				
Federal Grants & Aid	38,000	3,000	12,000	31.58%
Fees Income	85,000	5,740	28,910	34.01%
Fine income	55,000	4,784	16,840	30.62%
Book Sales	0	-	914	
Interest Income	20,000	(11,215)	(13,480)	-67.40%
Foundation Contributions	25,000	-	-	0.00%
Rental income	0	1,523	8,340	
Miscellaneous income & Aid	5,000	3,514	4,104	
Fund Balance Used	288,990			
Total Support and Revenue	9,363,456	753,683	3,040,974	32.48%
Expenditures				
Payroll and Related costs	5,706,862	424,084	1,666,026	29.19%
Occupancy Costs	597,500	36,903	266,547	44.61%
Materials and Services	655,000	35,843	287,222	43.85%
Administration and Miscellaneous	443,500	27,769	133,566	30.12%
Information Technology	310,000	12,961	171,879	55.44%
Contingency	-	-	-	
Total Expenditures	7,712,862	537,560	2,525,240	32.74%
Debt Service	1,650,594	137,550	550,200	33.33%
Net Income (Loss)	-	78,573	(34,466)	

ALBANY PUBLIC LIBRARY
DETAIL OF EXPENDITURES
FOR THE FOUR MONTHS ENDED
APRIL 30, 2018

	ANNUAL BUDGET	MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,945,995	286,177	1,127,958	28.58%
NYS Retirement System	486,067	40,505	162,020	33.33%
Payroll Taxes	278,133	21,154	83,399	29.99%
Hospital Insurance	956,306	75,012	282,161	29.51%
Payroll processing Costs	20,000	1,232	5,769	28.85%
Employee Bus Passes	18,861		4,715	25.00%
Unemployment Insurance	1,500	4	4	0.27%
TOTAL	5,706,862	424,084	1,666,026	29.19%
OCCUPANCY COSTS				
Occupancy Costs	20,000	2,985	11,940	59.70%
Utilities & Telephone	180,000	12,434	60,612	33.67%
Maintenance & Repairs	246,000	16,067	169,185	68.77%
Maintenance Supplies	64,000	4,882	19,906	31.10%
Security	20,000	-	-	0.00%
NYS Construction Grant	17,500	-	4,195	23.97%
Furniture/Building Improvements	50,000	535	709	1.42%
TOTAL	597,500	36,903	266,547	44.61%
MATERIALS and SERVICES				
Books, etc.	440,000	25,407	221,341	50.30%
Periodicals	45,000	-	51,940	115.42%
Central Library Data Base	100,000	3,530	9,629	9.63%
Central Library Book Aid	25,000	-	-	0.00%
Digital Content	45,000	6,906	4,312	9.58%
TOTAL	655,000	35,843	287,222	43.85%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	60,000	3,307	20,483	34.14%
Postage	5,000	184	3,008	60.16%
Publicity, Printing	35,000	4,676	14,866	42.47%
Training and Travel	18,500	1,870	7,299	39.45%
Community Activities	7,000	661	1,439	20.56%
Professional Services	185,000	7,948	44,569	24.09%
Misc Grant Expense	0	-	-	0.00%
Programming Activities	68,000	3,755	19,411	28.55%
Insurance	65,000	5,368	22,491	34.60%
TOTAL	443,500	27,769	133,566	30.12%
INFORMATION TECHNOLOGY				
Information Technology Services	195,000	9,562	114,447	58.69%
Information Technology Software	15,000	349	2,099	13.99%
Information Technology Hardware	100,000	3,050	55,333	55.33%
TOTAL	310,000	12,961	171,879	55.44%
CONTINGENCY	0	-	-	0.00%
DEBT SERVICE PAYMENT	1,650,594	137,550	550,200	33.33%
TOTAL EXPENDITURES	9,363,456	675,110	3,075,440	32.85%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From May 10, 2018 to Jun 13, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
8485	5/15/18	First Light Fiber	6,693.37	Telephone Expense/IT Services
8486	5/17/18	CSEA	2,062.94	Union Fees
8487	5/17/18	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
8488	5/17/18	MetLife-TSA Contribution	1,701.00	403b
8489	5/17/18	NYS Deferred Comp Plan	3,418.32	NYS Deferred Comp. Plan
8490	5/17/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8491	5/17/18	The Travelers	1,348.00	403b
8492	5/16/18	National Grid	5,110.23	Heat, Light and Power
8493	6/13/18	Midwest Tape	1,704.39	Audio/Visual
8494	5/22/18	National Grid	5,349.97	Heat, Light and Power
8495	6/13/18	Baker & Taylor	3,946.24	Books-Adult
8496	6/13/18	W.B.Mason Co., Inc.	2,357.67	Office Supplies
8497	6/13/18	Midwest Tape	1,052.52	Audio/Visual
8498	6/13/18	Midwest Tape	1,252.12	Audio/Visual
8499	6/13/18	Baker & Taylor	7,744.47	Books-Adult
8500	6/13/18	Midwest Tape	1,411.18	Audio/Visual
8501	6/13/18	OverDrive, Inc.	7,145.71	Central Library Book Aid/Electronic Databases
8502	6/13/18	Baker & Taylor	2,394.63	Books-Adult
8503	6/13/18	Ingram Library Services	133.31	Books-Adult
8504	6/13/18	Midwest Tape	731.71	Audio/Visual
8505	5/31/18	CSEA	2,057.76	Union Fees
8506	5/31/18	CSEA Employee Benefit Fund	19.20	Insurance-Hospitalization
8507	5/31/18	MetLife-TSA Contribution	1,701.00	403b
8508	5/31/18	NYS Deferred Comp Plan	3,388.83	NYS Deferred Comp. Plan
8509	5/31/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8510	5/31/18	The Travelers	1,348.00	403b
8511	6/13/18	Midwest Tape	568.55	Audio/Visual
8512	6/13/18	Midwest Tape	1,340.66	Audio/Visual
8513	6/13/18	Baker & Taylor	7,385.31	Books-Adult
8514	6/13/18	Midwest Tape	2,182.04	Audio/Visual
8515	6/13/18	Baker & Taylor	4,099.89	Books-Adult
8516	6/13/18	3N Document Destruction, Inc.	35.00	Contracted Services
8517	6/13/18	Accuprint	834.05	Programming Community
8518	6/13/18	Baker & Taylor	2,405.77	Books-Adult
8519	6/13/18	Barbara Kam.	100.00	Programming PH
8520	6/13/18	Brad Rose Landscaping, Inc.	1,593.37	Maint. Service Contracts/Building Repair
8521	6/13/18	CDPHP	7,554.58	Insurance-Hospitalization
8522	6/13/18	CDW G	9,570.17	IT Hardware/Software
8523	6/13/18	Comprise Technologies, Inc.	17,961.80	IT Services/Software
8524	6/13/18	Cornell Cooperative Extension	9.26	Programming Bach
8525	6/13/18	CW ASSOCIATES	66.00	Books-Adult
8526	6/13/18	Dana Sela	70.00	Programming Bach
8527	6/13/18	De Lage Landen Financial Services, Inc	956.12	Contracted Services
8528	6/13/18	Dell Marketing L.P.	1,116.21	IT Hardware
8529	6/13/18	Dormitory Authority of State of NY	3,324.00	Contracted Services
8530	6/13/18	Eastern Managed Print Network	62.23	Contracted Services
8531	6/13/18	Gaylord Bros., Inc.	422.37	Books-Adult
8532	6/13/18	Grainger	223.60	Supplies (Maint.)
8533	6/13/18	Ingram Library Services	280.32	Books-Adult
8534	6/13/18	Jack Powell	200.00	Programming Delaware SRP
8535	6/13/18	Janway Company USA, Inc.	5,021.10	Programming Community/SRP/YS
8536	6/13/18	Johnson Controls	1,607.58	Building Repair/Maint.
8537	6/13/18	Lisa Russo	150.00	Programming Bach SRP
8538	6/13/18	MailFinance	119.95	Postage
8539	6/13/18	Main-Care Energy	354.16	Van Operation
8540	6/13/18	MEMIC Indemnity Co.	29,024.00	Insurance-Workmans Comp
8541	6/13/18	MicroMarketing LLC	572.09	Books-Audio
8542	6/13/18	Midwest Tape	1,013.36	Audio/Visual
8543	6/13/18	MVP Health Care, Inc.	54,879.01	Insurance-Hospitalization

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From May 10, 2018 to Jun 13, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
8544	6/13/18	OverDrive, Inc.	2,525.38	Central Library Book Aid/Electronic Databases
8545	6/13/18	Paul Lamar	125.00	Programming Bach
8546	6/13/18	PNJ Technology Partners	1,684.00	IT Services
8547	6/13/18	Richard Waugh	444.97	Insurance-Medicare Reimb.
8548	6/13/18	Sam Dvorak	100.00	Programming Delaware SRP
8549	6/13/18	Schenectady Historical Society	200.00	Books-Adult (Museum Passes)
8550	6/13/18	Scott Jarzombek	296.48	Travel/Staff Development
8551	6/13/18	Scott Murawski	75.00	Programming Delaware
8552	6/13/18	Shaker Museum	50.00	Books-Adult (Museum Passes)
8553	6/13/18	Stephanie Anderson	63.45	Programming NA/Staff Development
8554	6/13/18	The Children's Museum at Saratoga	625.00	Books-Adult (Museum Passes)
8555	6/13/18	The Eric Carle Museum of Pict. Book Art	125.00	Books-Adult (Museum Passes)
8556	6/13/18	Upper Hudson Library System	1,062.50	Memberships
8557	6/13/18	W.B.Mason Co., Inc.	346.67	Supplies (Office/Maint)
8558	6/13/18	Yeshiva University	81.00	Fines and Fees Expense
Total			227,022.79	

**APL North Albany Ad Hoc Committee
Meeting Agenda & Notes
5/30/18, 7pm, Arbor Hill/West Hill Branch**

Agenda and notes

In attendance: committee members Alison Calacone (chair), Brenda Robinson, Sarah Shearer, Karen Strong (president), Scott Jarzombek (Executive Director), Melanie Metzger (Assistant Director), Rebecca Lubin (Head of Branches), Robert Schofield (attorney) absent: Matthew Finn

1. Public comment
 - a. Councilman Kelly Kimbrough said that the lower usage of the library is due to the lack of programming, which he sees as the biggest difference between the North Albany Branch and the other library branches. He was interested in APL's thoughts about what would happen if the school district acquired the building and about concern about the justification for the increase in shared services fee that the YMCA charges APL..
2. Summary of the NA committee work thus far
 - a. Alison reviewed the history of the committee, which started in March 2017 in response to increased fees, ongoing maintenance issues, and low usage
 - b. The committee and staff held public meetings in Fall 2018 to get initial feedback from the community
 - c. Community advisory committee was convened by Trustee Robinson. Good turnout resulted in detailed feedback on services wanted by community members and concerns about closure
 - d. Rebecca Lubin noted that some changes were already made as a result including an evening and Saturday storytime. These have not been well attended to date
 - e. Trustee Shearer asked how the word was getting out. It includes palm cards, flyers at the branch and in neighborhood gathering spaces, as well as on social media
3. Executive session to discuss legal issues
 - a. entered 7:20pm, exited 8:29pm.
4. Public Session
 - a. Resolution: The committee recommends the North Albany Branch remain open at its current location. The North Albany ad hoc committee can be tasked to work with staff and consider community input to explore the future best use of the branch.
 - b. Recommendation: Refer the review of shared services fee to the Finance Committee for a recommendation to the full board
5. Public comment
 - a. none
6. Adjourn
 - a. 8:40pm

Policy Master List

Updated 6/6/18

Most Policies Set For Review Every 2 Years

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SAFETY							
Safety Mission Statement	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
First Aid	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Blood Borne Pathogens Exposure Control Plan	X		X		Aug. 2016	Aug. 2018	Safety Cmt.
Hazardous Materials Policy	X				Feb. 2018	Feb. 2020	Safety Cmt.
Emergency Action Plan for Each Building		X	X		Dec.2015	Dec. 2017	Safety Cmt.
Employee Safety	X		X		Nov. 2017	Nov. 2019	
Workplace Violence Prevention and Incident Reporting	X		X		Sept 2017	Sept 2019	HR

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
SERVICES TO PUBLIC							
Social Media	X		X		April 2018	April 2020	Web Devel. Cmt.
Website Privacy	X		X		April 2018	April 2020	Web Devel. Cmt.
Washington Library Closing		X	X		Dec. 2016	Dec. 2017	Public Serv. Cmt.
Fine Limit		X	X		May 2015	May 2017	Pub. Serv. (next Kaizan?)
Library Card Registration		X			Oct. 2016	Oct. 2018	Pub. Serv.
Overdue Fine Structure		X	X		May 2015	May 2017	Pub. Serv. (next Kaizan?)
Children's Card		X	X		June 2014	June 2016	Public Serv. Cmt.
Banning Re-Entry		X	X		June 2016	June 2018	Safety Cmt.
Wireless Use	X		X		Oct. 2016	Oct. 2018	Public Serv. Cmt
Tutoring	X		X		Oct. 2016	Oct. 2018	Public Serv. Cmt
Displays, Exhibits & Public Notices	X		X		April 2018	April 2020	Public Serv. Cmt *Update if FFAPL merger
Internet Use	X		X		April 2018	April 2020	IT Dept.

Meeting Room Use	X		X		June 2016	June 2018	Public Serv. Cmt. – Discussing Registration Form (Need Board Discussion)
Materials Selection	X		X		Mar. 2017	Mar. 2019	CMS
Behavior	X		X		April 2018	April 2020	Safety Cmt. / Public
Public Comments at Board Meetings	X		X		Mar. 2017	Mar. 2019	Board
Tobacco Use	X		X		June 2016	June 2018	Safety Cmt.
Art Exhibition	X		X		Sept. 2017	Sept 2019	Art Exhibition Cmt.
Art Acquisition	X		X		Oct. 2016	Oct. 2018	P&G Committee (With Art Exhib.)
Nondiscrimination	X		X		Oct. 2017	Oct. 2019	HR
Confidentiality of Records	X		X		Sept. 2017	Sept. 2019	Web Devel. Cmt.
Service to Children	X		X		Nov. 2017	Nov. 2019	Youth Services
Group Visit Policy	X		X		Oct. 2017	Oct. 2019	Youth Services
Public Access to Library Information and Records	X		X		Mar. 2017	Mar. 2019	Web Devel. Cmt.
Albany Made	X		X		Feb. 2018	Feb. 2020	Albany Made Cmt.

Item	Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date for Review	Comments
INTERNAL							
Comp Time and Flex Policy for Admin Staff	X		X		April 2018	April 2020	Keep to coincide with MOU
Travel Reimbursement (policy and form)	X		X		Sept. 2017	Sept. 2019	HR/Admin
Use of Equipment and Technology by Staff	X		X		Dec. 2016	Dec. 2018	Admin
Purchasing	X		X		Nov. 2017	Nov. 2019	Legal - Finance
Whistle Blower	X		X		Mar. 2017	Mar. 2019	Admin – P&G
Conflict of Interest	X		X		Mar. 2017	Mar. 2019	Admin – P&G
Investment	X		X		Oct. 2016	Oct. 2018	Legal – Finance
EEO / Anti-Discrimination / Anti-Harassment	X		X		Nov. 2017	Nov. 2019	HR
Unrepresented Employee Evaluation	X		X		Oct. 2017	Oct. 2019	HR

Item		Policy	Procedure	Completed	To Be Completed	Date Completed /Reviewed	Date of Review	Comments
	BOARD							
Board Member Excused/Absent		X		X		Apr. 2018	Apr. 2020	Board
Fund Balance/Reserve Fund		X		X		Mar. 2017	Mar. 2019	Board
Board Member Expectations			X	X				(Full Board Discussion needed)
Board Code of Conduct		X		X				(Full Board Discussion needed)
Dissemination of Library Information		X		X		Oct. 2017	Oct. 2019	Board
Evaluation of Board of Trustees Operational Procedures			X	X		Oct. 2017	Oct. 2019	Board
Community Relations Goals			X	X		Oct. 2017	Oct. 2019	Board
Evaluation of the Executive Director		X		X		Oct. 2017	Oct. 2019	Board

EXECUTIVE DIRECTOR'S REPORT

JUNE 2018

EXECUTIVE SUMMARY



Narrative

The Raising a Reader initiative was this year's CDPHP Workforce Team Challenge Charity of Choice program. Branches across the district celebrated Free Comic Book Day with activities and comic book giveaways. The Library Links program continues to grow, and now includes patrons from the Veterans Affairs Hospital. The library was present with crafts and activities for little ones at the annual Tulip Fest Kids Zone area. Library staff have visited multiple schools throughout the district to promote the Summer Reading Program. The library district's budget passed overwhelmingly on May 15, by 74 percent. The budget passed in every ward, except North Albany (43 no votes to 35 yes votes).

The Washington Ave. Branch, as a part of this year's Adult Literacy Grant, hosted workshops on resume writing and skill-building for professional development. Youth Services hosted a Comic Caption Contest for Free Comic Book Day that brought a week of fun and literary excitement to patrons and staff. The Arbor Hill /West Hill Branch celebrated American Bike Month by hosting a bicycle workshop. Youth Services staff visited Sheridan Preparatory Academy in May to read stories aloud and present the branch's upcoming Summer Reading Program.

The Bach Branch's "Let's Talk About..." program featured a speaker from Albany Rural Cemetery and attracted 45 participants. Pine Hills Branch patrons enjoyed a historical walking tour led by author Akum Norder. For Financial Literacy Month, Pine Hills hosted a financial literacy class for teens on a Saturday.

The Delaware Branch also hosted an Adult Literacy Grant program, a workshop titled "Feeling Stuck in a Dead End Job?," which was well received. The branch also hosted a *Pinkalicious* Tea Party for children and parents. The Howe Branch's Midday Matinee program has found new life as patrons now select the films to show. The branch has also started a Cosmetology Lab where teens learn about the history and chemistry of natural hair products, build digital sensors, test existing products, and then create their own. The North Albany Branch's Book Club is up to a size where they need to meet in the main part of the library. Saturday storytimes at North Albany had no participants, but Free Comic Book Day was very popular.

Operations

MVP gave the library high praise for the responses to the Wellness Survey done in May. All the parking lots have been seal coated and restriped. Howe railings are completed and steps repaired. IT has purchased new printers for library-wide service, and soon all branches will offer color printing.

Development

APL Foundation received a donation check from the CDPHP Workforce Team Challenge for Raising a Reader. The donation will fully fund the early literacy program and allow for its expansion in 2018.

The APL Foundation registered as a "Community Cash Partner" with Clynk, a deposit bottle redemption program of Hannaford. Clynk is a partner of the Workforce Team Challenge, and the Foundation will receive proceeds

from bottles redeemed on the day of the race and at other HMRRC events this year. The Foundation and Washington Ave. Branch are going to set up a pilot for collecting deposit bottles at the Washington Ave branch for return to Clynk.

Washington Ave. Branch will host a fundraiser reception for the 2018 Literary Legends on June 7.

APL Foundation director will speak at the June 12 Board of Trustees meeting to provide an update about the Friends Merger proceedings.

Looking Forward

June is a busy month for the library. At Pine Hills, the Friends of the Pine Bush Community will be installing a traveling exhibit, which will take place instead of the biannual art show. The library will be participating in the Pride March again on June 10 with the Bleecker mascot will be riding in the back of the truck. The library will be hosting a Staff Appreciation Night on June 8. The Foundation will be hosting An Evening with the Authors fundraiser, a kick off to celebrating Albany's 2018 Literary Legends, on June 7.

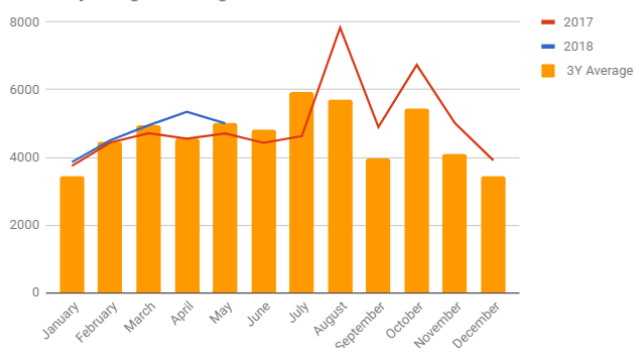
Executive Director's Report

- Continue to meet with CDTA to negotiate a better percentage of the Navigator Pass sales.
- Attended the Annual CDLC Meeting and Luncheon. (5/10)
- Attended the CDPHP Cycle! season 2 launch event. (5/08)
- Attended the library's NARCAN training. (5/17)
- Continue to review resumes for the CSS position. Interviews will begin in early June.
- Attended the "Engage for Change Conference" at Siena College. (5/23)
- Attended a special event at the Cooperstown Public Library in honor of Carla Hayden, the Librarian of Congress. (5/31)

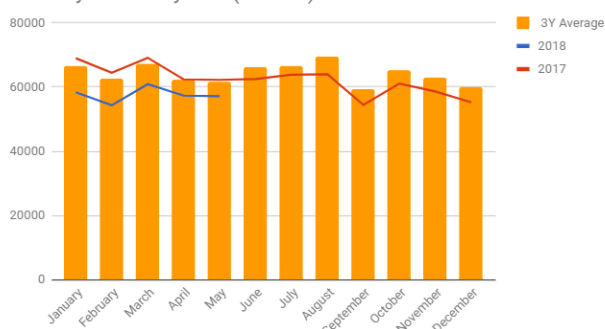
Statistics

Month: MAY

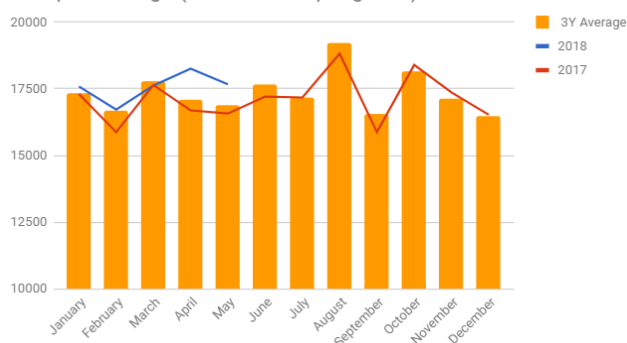
Monthly Programming Attendance Trends



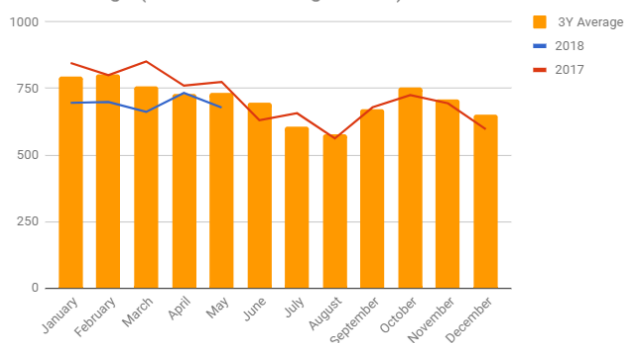
Monthly E and Physical (at desk) Circulation Trends



Computer Usage (Wifi & Desktop Sign Ins)



Room Usage (Work and Meeting Rooms)



SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

Adult Services

- Tax forms at Washington were disposed of approximately one month after Tax Day, ensuring patrons had extra time to pick up any forms they may have needed. Staff recorded which forms were left over, as well as completed a survey from the IRS, in order to better request an accurate number of forms for next year and not produce so much waste.
- As a part of this year's Adult Literacy Grant from NYS Library and the Capital Region Workforce Development Board, this branch hosted two programs for professional development: Resume Tools for Job Seekers and Free Skill Building Online. These presentations had modest attendance, but lots of interest. Patrons gave feedback asking for more programs about professional development.

Youth Services

- It was a big month for our Raising a Reader initiative. In coordination with the PR department and the APL Foundation, we facilitated the photo shoot for our new ad campaign that was funded by a gift from CDPHP's Workforce Challenge Charity of Choice program, and organized APL's race volunteer contingent. This gift has also allowed us to purchase a first round of books and family incentives.
- We are full steam ahead on planning this year's "Libraries Rock" summer reading program! Coordinated prize purchasing and donation requests have yielded an array of quality incentives for our readers of all ages.
- Our Comic Caption Contest for Free Comic Book Day brought a week of fun and literary excitement to the YS patron's and staff. With over 30 entries the staff had a hard time picking the top contender. The winner and her mom were extremely excited to get our call and pick up her prize.

ARBOR HILL/WEST HILL BRANCH

Adult Services

- In May, the Arbor Hill/West Hill Branch participated in various neighborhood events and activities. Outreach to the community is a great way to advertise library services.
- Also this month, the branch celebrated American Bike Month by having a bicycle workshop. Bike safety, repair, and maintenance were discussed.

Youth Services

- Branch staff visited Sheridan Preparatory Academy to read stories aloud and present the upcoming Summer Reading Program.
- Hosted Free Comic Book Day and featured the recent blockbuster "Thor: Ragnarok."

West Services Area

BACH BRANCH

Adult Services

- The “Let’s Talk About...” program featured a speaker from Albany Rural Cemetery. 45 people attended, which was our best turnout to date for this program collaboration with NNORC.
- A spontaneous display of books by Canadian authors turned out to be very popular with Bach patrons.
- Now that warm weather has arrived, patrons are enjoying the garden. One gentleman spent a sunny afternoon doing charcoal sketches of the garden.

Youth Services

- Bach staff is happy to welcome Christina Stenson-Carey as the Librarian II. She has worked as a Youth Services Librarian at Pine Hills for 16 years.

PINE HILLS BRANCH

Adult Services

- Author Akum Norder led a historical walking tour of Pine Hills, co-sponsored by the Pine Hills Neighborhood Association and the Upper Madison Improvement Group (UMIG). It was a great success, and so many people signed up that we were able to add a second session! (Unfortunately, that session was rained out and will be rescheduled). The UMIG will be providing us with paper brochures so people who could not attend the tour will be able to do it on their own.
- We signed up our first Talking Book & Braille Library (TBBL) patron as a member of the this system. We now have two patrons who come in to download electronic books to access using their TBBL players.
- We said goodbye to one of our wonderful computer help volunteers, who had been with us since last fall, upon her college graduation. She has been a great help and very patient with patrons of all skill levels.
- Both test proctoring and out-of-system interlibrary loan have been very busy.

Youth Services

- For Financial Literacy Month, First National Bank of Scotia in collaboration with MiSci provided a financial literacy class for teens on a Saturday.
- Staff attended literacy night at Eagle Point Elementary, and is scheduling visits to schools to promote the Summer Reading Program.
- We will miss Christina Stenson-Carey as she leaves Pine Hills to be the Librarian 2 at the Bach Branch.

East Services Area

DELAWARE BRANCH

Adult Services

- Branch and Outreach staff visited the Veterans Affairs Hospital on May 21 to present the Library Links senior book delivery program to individuals on the long-term residential floors. Six new Library Links patrons were registered, and Delaware will now deliver to 10 patrons.
- The Beaded Wind chimes program was a great success and is one we’ll offer again in the future.
- The “Feeling Stuck in a Dead-End Job?” employment workshop made possible by an UHLS grant was a success at this location. The feedback from attendees was very positive. If possible, we would love to offer this and other similar programs again at the branch, outside of the grant.

Youth Services

- The May the Fourth Star Wars Party attracted 45 kids and tweens who created Yoda ears, decorated Wookie Cookies, completed a Star Wars scavenger hunt, and made R2-D2/BB-8 perler beads. Spectrum TV News came to the program and did a segment on that night’s news.

- We hosted a Tween Escape Room the first time at this branch. Kids and tweens worked together to solve puzzles, unlock three locks, and find out what was secreted away in a briefcase. The answer, candy of course! Five teams signed up for 45-minute sessions to break out of the escape room. Due to popularity, we will be doing this program again at a future date.
- The Pinkalicious Party drew 35 people who heard a Pinkalicious book, made wands and crowns, drank tea, and decorated cupcakes. Everyone got goodie bags with balloons and free Pinkalicious books to take home.

HOWE BRANCH

Adult Services

- The Social Justice Film Series continues to draw a steady group with new patrons joining each month. We are adding partners to expand our patron base and develop more diverse programs.
- Our weekly Midday Matinee program has found new life due to our initiating a request component where patrons can ask us to screen particular films.
- Our Sew What, With Pen in Hand, and High School Equivalency programs continue to be steady and attract new patrons.
- Howe has been involved in planning this summer's South End Healthy Market, which will take place on Saturdays during the summer and fall. Staff from Howe will be tabling at the market once a month during the summer.

Youth Services

- Our Books 2 Beats program has now entered into an exciting second round. We have a new, original beat created by library kids and teens, and are using a book written by a local author to record performances. Performers include the Tulip Queen Court and the mayor.
- We have started offering piano lessons using our baby grand piano (and lending out our keyboard). Four children take lessons each week, and there is a waiting list of 10 people.
- We started a new STEM program in partnership with RPI and local cosmetologist Lakisha Foy. Cosmetology Lab is a program where teens learn about the history and chemistry of natural hair products, build digital sensors and test existing products, then create their own.
- The South End: Then and Now program involves youth recording oral histories of local luminaries with deep roots in our community and older ties to African heritage. Participants then work with these recordings and digital design software to envision a future of the South End that carries forward these traditions.
- Our new gardening program saw dozens of kids planting seedlings, then watering them and tending them in preparation for transplanting outside. Half of them have now been moved to our shared Community Garden plot on Schuyler Street, and others are waiting to be placed in our soon to be added raised beds in the Howe Park.

NORTH ALBANY BRANCH

Adult Services

- The branch Book Club met on May 23, and had enough people attend that the meeting had to move out of the small back office and into the library.

Youth Services

- Storytimes with the YMCA Pre-K and ACAP continue with solid participation, but the public Saturday Storytime on May 19 had no attendees.
- Free Comic Book day was very busy with 30 people stopping in to get comics, many of whom were new patrons to this location.

- As part of Summer Reading Program (SRP) preparation, the North Albany librarian visited 13 North Albany Academy classrooms, focusing on second, third, and fourth grades. Students and teachers heard about the library and SRP.

OPERATIONS

FINANCE

- Completed the NYS Comptroller's Annual Report
- Wrote APL's feedback on UHLS's proposal for credit card payments

HUMAN RESOURCES

- Planning staff appreciation night for June 8.
- 30 employees participated in the CDPHP Workforce Team Challenge road race.
- 21 employees participated in biometric screening with MVP.
- MVP wellness survey results with APL staff (43 responded).
- 72% feel their supervisor supports participation in health and wellness activities
- 70% feel that the company is committed to health and wellness for its employees
- 60% feel that healthy lifestyles are recognized and rewarded within the company
- 30% feel that employees are taught skills need to achieve a healthy lifestyle

	Number	YTD Change
Full Time	54	
Part Time/Temp	70	
Hired	1	
Promotion	1	
Resignation	3	
Termination	0	
Vacancy	5	
Staff Size	124	
Training	50 staff / 65 hours	+6% staff / +4% hours

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	24 vol. / 112.25 hours	+26% vol. / +3% hours

- Hosted a tent in the Kids Zone at the annual Tulip Fest. We were joined by members of Guilderland Public Library.
- Tabled at the annual ACAP Sheridan Hollow street fair.
- Present at several parent events at various ACSD schools as well as regular school visits to promote Summer Reading.

- Continue to promote Library Links to the senior community and offer volunteer opportunities.

FACILITIES

	Number	YTD Change
Work Orders	115	

- Parking Lots have been seal coated and restriped.
- Front of Washington Ave. landscaping has been completed
- Partnership with Key Bank allowed for Bach to have landscaping and flowers done.
- Howe railings are completed and steps repaired.

COLLECTION MANAGEMENT SERVICES

- Department is in transition after May 25 retirement of CMS manager

INFORMATION TECHNOLOGY

- Resolved 62 help desk tickets.
- Purchased new printers for library-wide service upgrade and began deployment. Once all hardware is deployed, all branches will then offer color printing.
- Developed a technology plan for North Albany Branch. Applied fixes and upgrades to servers.
- Purchased equipment for other upcoming new library services, to be detailed in future reports as they are deployed.

PUBLIC RELATIONS

	Number	YTD Change
Unique Pageviews	34,769	+3%
Facebook Likes	3,461	+11%
Twitter Followers	3,016	+11%
Instagram Followers	3,087	+5%
Online Contacts	49	+53%
Press Releases	2	-250%

- Content: Print and digital promotional materials including: library budget vote information and results, Charity of Choice donation, APL Foundation Evening with the Authors, Summer Reading Program events, Albany Archives event, hiring community and services support specialist, special podcast episode on budget, and other assorted programs for adults and children. eNotes stories include: Star Wars Day, Free Comic Book Day, budget vote, Literary Libations fundraiser, budget approval, Raising a Reader as Charity of Choice, Evening with the Authors fundraiser, Memorial Day weekend closure, and donation presented for Raising a Reader.
- Projects: Continued disseminating budget information before and after successful approval. Hosted two-day kaizen kickoff event on customer engagement. Continued Summer Reading Program promotion documents and posts. Completed July/August program guide.
- Notable Social Media: Facebook -- "Albany NY Library is hiring a Full Time Community & Services Support Specialist" (2,847 reached, 154 reactions, 398 clicks). Twitter -- "This week's #BookoftheWeek is

the amazing debut novel from @finejuli” (2,544 impressions, 47 engagements). Instagram -- “#MaytheFourthBeWithYou on this #BookFaceFriday” (73 likes).

- Media Coverage: Free Comic Book Day (Spectrum News), Star Wars Day (Spectrum News), Free Comic Book Day is this Saturday (Times Union blog “The Comics Multiverse”), Preview of Albany Public Library’s 2019 Budget Proposal (WAMC), School budgets win wide approval (Times Union), One corner, many different buildings (All Over Albany), CDPHP Workforce Team Challenge coming to Albany (News10), The Movies Under the Stars series returns to Albany this summer (All Over Albany), APL Foundation Literary Legends 2018 (All Over Albany), CDPHP Workforce Team Challenge Raises Record \$45,000 for Local Charities (Global Newswire), Groups to share \$45,000 donation from CDPHP Workforce Team Challenge (NewsChannel 13), Raising a Reader donation announced (Times Union)

PATRON CULTURE

	Number	YTD Change
Incidents	15	-20%
Positive Comments	0	-67%
Neutral Comments	13	+11%
Negative Comments	0	+50%