



ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

September 11, 2018 | 6:00 pm

North Albany Branch | 616 North Pearl St.

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

Call to Order

Adoption of Agenda

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

Minutes

Treasurer's Report and Check Register

Committee and Liaison Reports

- Facilities Committee
- PEG Liaison

Review Policies and Procedures Grid

Director's Report

Unfinished Business – None

New Business

- 2019 Schedule of Service
- Close Howe Branch at 3 pm on Oct. 20 for APL Foundation Gala
- M/C Annual Assessments
- Mary Cullinan Agreement
- Decommissioned Printers
- New Facility Department Vehicle
- Summer Reading Program Presentation
- Quarterly Evaluation of Board Meeting

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

Executive Session (if necessary)

Adjournment

Next Meeting – October 9 (Tues) | Howe Branch | 6:00 pm

DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library

August 14, 2018

Arbor Hill/West Hill Branch

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

LATE: Andrew Bechard (vice president) (6:02 pm)

ABSENT: Michael Neppl

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), Robert Schofield (counsel)

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

ADOPTION OF AGENDA: Pitera made a motion, seconded by Robinson, 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 July 10 regular board meeting were reviewed. Shearer made a motion, seconded by Calacone, to accept the minutes as written. The motion was approved unanimously.

EXECUTIVE SESSION: Calacone made a motion, seconded by Pitera, to enter an executive session to discuss potential litigation and address a lease negotiation. The motion was approved unanimously and the trustees entered executive session at 6:03 pm.

Kane made a motion, seconded by Finn, to exit the executive session. The motion was approved unanimously and the executive session was concluded at 6:17 pm. The board immediately reentered the open session.

NEW BUSINESS PART 1:

DISCUSSION ABOUT RESCINDING TAX CAP OVERRIDE FOR 2019 BUDGET: Schofield discussed with the trustees the history and mechanism of rescinding the tax cap override. If the board decides to move forward with a rescindment, it must wait until the NYS comptroller finalizes the tax cap calculation for 2019.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances from Jan. 1 through June 30, 2018) was presented.

The updated check register (July 12 through Aug. 15, 2018) 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:

EXECUTIVE COMMITTEE: Strong provided an update of the most recent meeting, which included the committee membership list.

FACILITIES COMMITTEE: Finn reviewed the July 17 committee meeting, which included discussions about the upcoming NYS Construction Grant application and the Arbor Hill/West Hill Branch walk through.

UHLS BOARD: Finn provided a brief report about the UHLS July board meeting.

PEG BOARD: Metzger discussed the PEG Board's most recent information meeting.

POLICIES AND PROCEDURES REVIEW: There were no updates as the Policy & Governance Committee did not meet in the previous month.

EXECUTIVE DIRECTOR'S REPORT: The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He fielded questions about: Summer Reading Program statistics, Drag Queen Story Hour, and the APL Foundation's internal grant process.

UNFINISHED BUSINESS: There were no unfinished business items.

NEW BUSINESS PART 2:

APPOINT TRUSTEE TO NORTH ALBANY BRANCH AD HOC COMMITTEE: Bechard volunteered to join Shearer and Finn on the committee, which was agreed upon by the trustees.

PUBLIC COMMENT: No members of the public were present.

ADJOURNMENT: Pitera made a motion, seconded by Finn, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:00 pm.

NEXT MEETING: Tuesday, September 11 | North Albany Branch at 6:00 pm

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE SEVEN MONTHS ENDED
JULY 31, 2018

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	6,981,872	581,823	4,072,759	58.33%
Tax Levy- Branch Improvement Plan	1,650,594	137,550	962,850	58.33%
Future Operations Income		7,131	49,917	FAV
NYS Grants & Aid	214,000	17,331	125,367	58.58%
NYS Construction Grant				
Federal Grants & Aid	38,000	3,000	21,000	55.26%
Fees Income	85,000	1,779	41,120	48.38%
Fine income	55,000	7,675	36,710	66.75%
Book Sales	0	748	2,644	
Interest Income	20,000	(89)	1,078	5.39%
Foundation Contributions	25,000	-	-	0.00%
Rental income	0	1,523	22,173	
Miscellaneous income & Aid	5,000	33,702	38,286	
Fund Balance Used	288,990			
Total Support and Revenue	9,363,456	792,173	5,373,904	57.39%
Expenditures				
Payroll and Related costs	5,706,862	427,900	3,070,509	53.80%
Occupancy Costs	597,500	33,827	395,256	66.15%
Materials and Services	655,000	32,103	397,453	60.68%
Administration and Miscellaneous	443,500	19,953	214,357	48.33%
Information Technology	310,000	27,590	270,114	87.13%
Contingency	-		-	
Total Expenditures	7,712,862	541,373	4,347,689	56.37%
Debt Service	1,650,594	137,550	962,847	58.33%
Net Income (Loss)	-	113,250	63,368	

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE SEVEN MONTHS ENDED
 JULY 31, 2018

	ANNUAL BUDGET	MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	3,945,995	286,539	2,121,941	53.77%
NYS Retirement System	486,067	36,573	256,009	52.67%
Payroll Taxes	278,133	21,097	156,793	56.37%
Hospital Insurance	956,306	82,196	517,529	54.12%
Payroll processing Costs	20,000	1,495	10,224	51.12%
Employee Bus Passes	18,861	0	8,009	42.46%
Unemployment Insurance	1,500	-	4	0.27%
TOTAL	5,706,862	427,900	3,070,509	53.80%
OCCUPANCY COSTS				
Occupancy Costs	20,000	1,600	13,540	67.70%
Utilities & Telephone	180,000	16,714	107,041	59.47%
Maintenance & Repairs	246,000	12,653	222,441	90.42%
Maintenance Supplies	64,000	1,164	30,464	47.60%
Security	20,000	-	-	0.00%
NYS Construction Grant	17,500	-	11,922	68.13%
Furniture/Building Improvements	50,000	1,696	9,848	19.70%
TOTAL	597,500	33,827	395,256	66.15%
MATERIALS and SERVICES				
Books, etc.	440,000	23,731	315,718	71.75%
Periodicals	45,000	-	51,940	115.42%
Central Library Data Base	100,000	2,400	19,002	19.00%
Central Library Book Aid	25,000	-	-	0.00%
Digital Content	45,000	5,972	10,793	23.98%
TOTAL	655,000	32,103	397,453	60.68%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	60,000	20,362	52,868	88.11%
Postage	5,000	120	3,425	68.50%
Publicity, Printing	35,000	(2,661)	16,057	45.88%
Training and Travel	18,500		11,341	61.30%
Community Activities	7,000	1,086	69,127	987.53%
Professional Services	185,000	2,594	60,884	32.91%
Misc Grant Expense	0	-	-	0.00%
Programming Activities	68,000	(6,916)	25,038	36.82%
Insurance	65,000	5,368	38,596	59.38%
TOTAL	443,500	19,953	277,336	62.53%
INFORMATION TECHNOLOGY				
Information Technology Services	195,000	12,117	162,281	83.22%
Information Technology Software	15,000		23,872	159.15%
Information Technology Hardware	100,000	15,473	83,961	83.96%
TOTAL	310,000	27,590	270,114	87.13%
CONTINGENCY	0	-	-	0.00%
DEBT SERVICE PAYMENT	1,650,594	137,750	962,847	58.33%
TOTAL EXPENDITURES	9,363,456	679,123	5,373,515	57.39%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Aug 16, 2018 to Sep 12, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
8861	8/16/18	Albany Water Board	133.50	Building Repair/Maint.
8862	8/16/18	First Light Fiber	3,739.10	IT Services
8863	8/16/18	National Grid	1,250.95	Heat, Light and Power
8864	9/12/18	Midwest Tape	661.31	Audio/Visual
8865	9/12/18	Midwest Tape	1,507.26	Audio/Visual
8866	9/12/18	Midwest Tape	717.36	Audio/Visual
8867	9/12/18	Baker & Taylor	2,363.61	Books-Adult
8868	8/23/18	CSEA	1,831.21	VOIDED BELOW
8868V	8/23/18	CSEA	-1,831.21	VOID
8869	8/23/18	CSEA Employee Benefit Fund	20.17	Insurance-Hospitalization
8870	8/23/18	MetLife-TSA Contribution	1,826.00	403b
8871	8/23/18	National Grid	7,803.82	Heat, Light and Power
8872	8/23/18	NYS Deferred Comp Plan	1,643.11	NYS Def. Comp. Plan
8873	8/23/18	Pearl Carroll & Associates LLC	12.01	Short Term Disability
8874	8/23/18	The Travelers	1,295.00	403b
8875	8/23/18	CSEA	1,813.21	Union Fees
8876	9/12/18	Midwest Tape	2,562.58	Audio/Visual
8877	9/12/18	Midwest Tape	1,306.16	Audio/Visual
8878	9/12/18	Ingram Library Services	168.95	Books-Adult
8879	9/12/18	Baker & Taylor	5,440.14	Books-Adult
8880	9/12/18	Anita Sanchez	150.00	Programming Bach (SRP)
8881	9/12/18	CDPHP	7,548.58	Insurance-Hospitalization
8882	9/12/18	CDW G	369.57	IT Hardware
8883	9/12/18	Christina Stenson-Carey	40.00	403b (refund)
8884	9/12/18	Danker	261.90	Employee Sunshine Club
8885	9/12/18	De Lage Landen Financial Services, Inc	956.12	Contracted Services
8886	9/12/18	Demco, Inc.	345.82	Furniture
8887	9/12/18	DePaula Chevrolet	1,565.21	Van Maintenance
8888	9/12/18	East Greenbush Community Library	6.95	Fines and Fees Expense
8889	9/12/18	Eastern Managed Print Network	63.92	Contracted Services
8890	9/12/18	NAPA Auto Parts	11.48	Van Maintenance
8891	9/12/18	Image Integrator, LLC	5,245.00	IT Hardware/Services
8892	9/12/18	KEY BANK	222.40	IT Services
8893	9/12/18	MailFinance	119.95	Postage
8894	9/12/18	Megan Ruch Zandri	85.00	Programming Delaware
8895	9/12/18	Metroland Business Machines	169.10	Postage
8896	9/12/18	MVP Health Care, Inc.	57,047.14	Insurance-Hospitalization
8897	9/12/18	National Business Technologies	584.53	Contracted Services
8898	9/12/18	Nichole Rogers	320.00	Programming AH
8899	9/12/18	New York Wired for Education	2,499.00	Travel/Staff Development
8900	9/12/18	Oriental Trading Company, Inc.	31.98	Programming PH
8901	9/12/18	Richard Waugh	444.97	Insurance-Medicare Reimb.
8902	9/12/18	Rosangel Pichardo	35.95	Fines and Fees Expense
8903	9/12/18	Sarah Haze	100.00	Programming AH
8904	9/12/18	Staples Advantage	871.96	Office Supplies
8905	9/12/18	The Albany YMCA	3,200.00	Rent North Albany
8906	9/12/18	T-Mobile	599.16	IT Services
8907	9/12/18	Verizon Wireless	1,511.84	IT Services
8908	9/12/18	W.B.Mason Co., Inc.	1,736.55	Office/Maint. Supplies
8909	9/12/18	Wolberg Electrical Supply Company	470.76	Building Repair/Maint.
8910	9/5/18	National Grid	6,834.16	Heat, Light and Power
Total			127,713.24	

Policy Master List

Updated 9/5/18

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 2018	June 2020	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 SEPTEMBER 2018

EXECUTIVE SUMMARY



The library and City Hall hosted an “Ice Cream with the Mayor” event with youngsters who read the most hours during our Summer Reading Program. We participated in the Whitney Young/Fidelis Healthy Back to School event, Latin Fest 2018, the City Hall Back to School event, and Movies in the Park. APL hosted several pop-up libraries in senior living facilities, Empire State Plaza farmers market, South End market, and at the Honest Weight Food Co-op. We also concluded our Stories in the Park series.

At the **Washington Ave. Branch**, the Albany Made Creative Lab hosted Summer Youth Employment Program attendees who were able to design and print personalized key chains using our 3D printers. Our first Drag Queen Story Hour at the branch was a success. **The Arbor Hill/West Hill Branch** hosted author Maleka T. Jenkins for the signing of her debut novel *Core*. The staff were also very busy this month with teens and have been working on improving behavior at the branch. Youth services programs have been very successful this month with heavy participation.

The Bach Branch's “Let’s Talk About...” program continues to be very popular, with this month’s subjects including the history of Washington Park, UAlbany’s original campus, the building of the uptown campus, and pools in Albany. Youth at the branch were treated to a visit from Farmer Minor and Daisy the Pig. At the **Pine Hills Branch**, adult participants have been very enthusiastic about the adult summer reading program. The kindergarten and first grade group of the RISSE (Refugee and Immigrant Support Services of Emmaus) used their summer reading participation at the library for a day at SkyZone.

The Delaware Branch has reported a continued increase in job skill and resume writing assistance. Preschoolers and their families enjoyed tumbling and other gymnastics activities in our two Little Gym classes at the branch in August. District Attorney David Soares presented a well-attended informational session on marijuana laws at the **Howe Branch**. The staff at the branch are also happy to announce that the garden they have grown has been both bountiful and popular with the youth at the branch. Staff at the **North Albany Branch** are excited to report a successful youth and adult summer reading program.

Operations

The library and union have come to agreement about healthcare in 2019. Both changes in cost and services are minimal. **Human Resources** have helped transition performance assessments to an online process. **PR** handled multiple media inquiries and social media interactions about the Drag Queen Story Hour and the library’s stance regarding opioids. **Facilities** had a difficult August. Several tree limbs fell at multiple locations, including the Delaware Branch. We also saw an uptick of vandalism with Arbor Hill/West Hill and Delaware suffering the most damage. Delaware had a pellet or BB gun shot at one of the large panel windows in the rear of the building. Our bike repair stations are also being maliciously damaged by the public. Also, several AC units went down. The Pine Hills AC seems resolved, but we are

still struggling with Howe. The severe heat, combined with the significant rainfall, has created several facilities challenges across the district.

Looking Forward

In September, we are looking forward to the expanded Thursday hours. We have been promoting the change with signage, social media, and targeted email. **The Arbor Hill/West Hill Branch** will have celebrated Library Card Sign-Up Month with a scavenger hunt (9/4). **The Washington Ave. Branch** will be hosting an author talk and book signing from John Miller the author of *Historic Theaters of New York's Capital District* (9/16). **The Pine Hills Branch** will have a Pop-Up Library at the Madison Ave. Street Fair (9/23). **The Delaware Branch** will be creating fall-inspired wreaths (9/29). **The Bach Branch** will host a Library Card Sign-Up reception (9/22). **The Washington Ave. Branch**, with the Capital District ACLU, will be putting on a Banned Books "READ OUT!" (9/26).

Executive Director's Report

- Worked with Human Resources and Marshall & Sterling on 2019 health insurance.
- Worked with legal on PILOT payments.
- Continued work on the statistics portal for staff and trustees.
- Completed the 2018-19 NYS Construction Grant application.
- Onboarded the new Community Services and Support Specialist.
- Interviewed and hired Administrative Assistant.
- Transitioned the Librarian 3's from reporting to the Assistant Director to reporting to the Executive Director.

August Statistics: Included at the end of this report

SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

Adult Services

- We remain busy with outreach endeavors to seniors. We visited the Townsend Apartments on Aug. 6 during their congregate lunch. We created new library cards for patrons and even circulated some items we brought with us.
- On Aug. 15 we attended our first farmer's market at the Empire State Plaza. Many people stopped by to see what the library had to offer. A few people also signed up for library cards and checked out materials.
- The Albany Made Creative Lab hosted about 50 Summer Youth Employment Program attendees. Students picked up on the technology very quickly and were able to design and print personalized key chains using our 3D printers.
- There were 20 attendees at the Legal Documents for Basic Estate Planning on Aug. 21. The session covered wills, powers of attorney, and health care proxies. Judging from feedback and questions asked, many participants had major decisions to make regarding this topic, and appreciated the information and opportunity to get personal questions answered. The instructor donated her time and was recruited by The Legal Project, which provides a speakers bureau to nonprofit organizations.

Youth Services

- The Aug. 1 Saturday for Families event “The Groovy Joe Ice Cream and Dinosaurs Party” was a big draw for families with young ones. The more than 80 people in attendance got chilly hands from making their own ice cream.
- Our first Drag Queen Story Hour was also a resounding success with over 200 children and adults in attendance. Overall, the community was very supportive of this event and we are looking forward to holding another one next year.

ARBOR HILL/WEST HILL BRANCH

Adult Services

- Local author Maleka T. Jenkins visited the branch to sign copies of her debut novel *Core*.

Youth Services

- We are working on a relationship with Albany’s Underground Railroad History Project. This summer the group had a five-week camp for teens called “Young Abolitionist Teen Scholars Institute.” They worked on a quilt, board game, graphic novel, music CD, and mural. Three of the groups worked from the Arbor Hill/West Hill Branch and we are currently working on displaying their projects. Their quilt is on display in the Lobby/Main Reading Room, and we hope to have the graphic novel up in the beginning of September.
- We are also working with the volunteer coordinator to help staff an after-school program for teens starting in September.
- Arbor Hill/West Hill hit its SRP registration goal. We are at 67% of our participation goal with a full week left for additional check-ins.
- We had a couple of very popular programs this summer including “Percussion Day with Jordan Hill” (37 attendees) and “Sam the Magic Man” (34 attendees).

West Services Area

BACH BRANCH

Adult Services

- “Let’s Talk About...” continues to be a very popular program. One August session attracted 25 seniors for a discussion about the history of Washington Park led by the Albany Historical Association. The other session was free form, with conversations about the UAlbany’s original campus, the building of the uptown campus, and pools in Albany.
- “Tai Chi” on Friday mornings is going well with consistent attendance.
- A local Veterinarian presented an animated PowerPoint talk regarding first aid for pets followed by a discussion.

Youth Services

- We had a visit from Farmer Minor and Daisy the Pig for a fun summer reading program. The highlight for many of us was the youth services librarian giving Daisy the Pig a kiss.
- Staff remained busy with summer reading with many children bringing back completed reading records to claim their prizes.
- “Goodnight Storytime” is very popular on Tuesday nights, with the Aug. 22 session attracting 30 attendees.

PINE HILLS BRANCH

Adult Services

- Adult participants visited the branch to pick up their summer reading prizes. Everyone so far has been very enthusiastic about the program.

- Staff has focused on collection maintenance, along with weeding the fiction and nonfiction sections.

Youth Services

- The kindergarten and first grade group of the RISSE (Refugee and Immigrant Support Services of Emmaus) camp, reached 10 hours of reading and spent a day at SkyZone, thanks to APL. Since RISSE takes its campers to free activities, the group would not have been able to go to SkyZone if it didn't participate in the reading program. We're very happy the kids got this experience.
- Summer Reading Program is coming to a close and so far, 135 kids/teens finished 10 hours of reading and a total of 361 kids and teens registered for the program. Almost 60% of participants checked in at least once.

East Services Area

DELAWARE BRANCH

Adult Services

- The "Resume Workshop" continues to be an important part of our adult services at Delaware. We get at least one or two calls a week from people needing resume help.
- We updated our display of books to match the adult SRP weekly themes.
- The "No. 331 Delaware Detectives Book Club" attracted six patrons for a lively discussion about *Homicide in Hardcover*.
- Our Literary Links volunteers from Wildwood Programs brought books to Veterans Administration patients. The VA staff felt that every two weeks was too often to bring books as the residents generally would not be finished with the previous delivery. So it has been proposed that Wildwood would continue to volunteer every other week, and rotate whether they deliver or collect books. The aim is give the residents more time with the books, and Wildwood will have more time at the VA. In addition, books that are weeded will be reviewed for donation to the VA, and delivered on a regular basis.

Youth Services

- The "Teen Chef" program continued this month with a lesson for 10 teens and tweens about how to make apple nachos.
- We hosted 52 preschoolers and their families for tumbling and other gymnastics activities in our two Little Gym classes.
- We partnered with MiSci (Museum of Science and Innovation) for an excellent space science two-day camp for 7-9 year olds. We had 14 campers who attended solidly for the 2-day, 2-hour sessions. Since the participants were mostly under 9, caregivers stayed with them or in the library. MiSci offered this for free to us, as it was grant funded.
- We visited 75 Boys & Girls Club Summer Camp participants and their counselors to sign them up for Summer Reading at the end of July. We talked about our library system and the seven different branches, their favorite books, the logistics of filling out reading records, and how to find out what activities are happening at the libraries. Each camper got to select a giveaway book to keep, and many of the kids started reading right away.

HOWE BRANCH

Adult Services

- Our "South End: Then and Now" program continues to blossom, with new partner Rapp Road Historical Association (RRHA) joining us. To celebrate this, we held an extremely popular program titled "South End: Past and Future - The Journey to Rapp Road and Beyond." Several people with deep roots in the South End spoke, and we demonstrated an application where

people can scan a photograph with their phone and hear audio of a local figure who lived there telling his or her story.

- Albany County District Attorney David Soares presented a well-attended informational session on marijuana laws, possible changes, and their impact to the community.
- We offered our first “Adult Coloring and Adult Board Game” nights, which saw small but appreciative attendance. Patrons said they would return and bring friends the next time and since they are no-cost easy to run programs, we intend to offer them again.
- The Social Justice Film Series showed “The Return”, a film chronicling several men returning to society after incarceration. The Center for Law and Justice partnered with us for this event, with three formerly incarcerated community members sharing their experiences and reflecting on the film.

Youth Services

- Through the work of the APL Foundation, we received a Humanities New York Action Grant. The grant will fund a new media literacy initiative in partnership with Youth FX. This will be a multi-stage program focused on youth engagement in the world of news media that will include two public forums with special speakers leading to several intensive workshops where local teens will be trained in journalism techniques and given tools and support to create their own material.
- Howe’s Summer Reading Program is wrapping up nicely. Program attendance and reading check-ins have been excellent, greatly helped by our staff who wholeheartedly joined in.
- Our garden is overflowing with crops, which our kids and teens have been happily tending to, including weeding and harvesting. Over the past several weeks the youth crafted signs to help identify each plant. They also made, and ate, their own salsa and pasta salad from the garden haul.
- Our “Custom Slime Lab” was a hit, with 28 kids and teens coming to make and customize all kinds of slime with colors, glitter, and more.
- “Mystery Lab” has become a steady program, with several kids asking for it each week. Multiple staff members have become involved in providing suggestions, wonderfully expanding the realm of possibilities and creating new connections between our patrons and staff.

NORTH ALBANY BRANCH

Adult Services

- Adult Summer Reading had great participation this year with 20 registered adults and eight who turned in SRP BINGO sheets. We got great feedback from the participants.

Youth Services

- The branch exceeded its goals for SRP. Our registration goal was 51 students and we have 159 registered. We also beat our participation goal of 50% and have an overall participation rate of 60%. Having the city district’s Summer School, held this year at the North Albany Academy, to collaborate with was essential in being able to meet the goals established by the library’s SRP Committee. From the neighborhood, we had 30 participants. So far, 15 SRP participants have reached the 10 hour goal and three have read for 50 hours. We expect four more to reach the 50-hour goal before the end of the program.
- City School District of Albany Summer School was at North Albany Academy from July 5 through Aug. 3. Classes made 60 visits to the branch during that time period. Each class and book selection was tailored to student needs. Students in grades 2-5 who came to class and could accurately complete the registration form were registered for Summer Reading. (Total attendance: 430 students, 119 adults).

- Students from the summer school were also able to attend a large program, “Reptiles Rock!” This program had, between summer school students and the general public, 90 attendees in the North Albany Branch.
- “Bubble Flutes” was a lot of fun and drew a small group from a local program for at-risk teens. Bubble Flutes were created using Little Bits, and we made our own bubble solution.

OPERATIONS

HUMAN RESOURCES

- Met with MVP to set wellness programs for the fourth quarter of 2018.
- Began working with supervisors on performance management within Paylocity.
- Agreed with Union to remain with MVP, CDPHP, EyeMed, and Delta Dental plans in 2019.
- Began digital onboarding training sessions within Paylocity.

	Number	YTD Change
Full Time	64	
Part Time/Temp	66	
Hired	0	
Promoted	0	
Resignation	0	
Termination	1	
Vacancy	10	
Staff Size	130	

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	20 people/108 hrs	

- Tabled at the Whitney Young/Fidelis Healthy Back to School event, Latin Fest 2018, City Hall Back to School event, and Movies in the Park.
- Hosted several Pop-Up Libraries in senior living facilities, as well as the Empire State Plaza farmers market, South End market and at the Honest Weight Food Co-op.
- The Stories in the Park series ended. Attendance averaged about 70 people per program.
- Hosted our first Drag Queen Story Hour.

FACILITIES

	Number	YTD Change
Work Orders		

- Department faced many difficulties in August.
- Several tree limbs fell at multiple locations, the Delaware Branch specifically.

- We also saw an uptick of vandalism with Arbor Hill/West Hill and Delaware suffering the most damage. Delaware had a pellet or BB gun shot at one of the large panel windows in the rear of the building. Our bike repair stations are also being maliciously damaged by the public.
- Several AC units went down. The Pine Hills AC seems resolved, but we are still struggling with Howe.
- The severe heat, combined with the significant rainfall, has created several facilities challenges across the district.

COLLECTION MANAGEMENT SERVICES

- The department is currently working with Baker & Taylor to discuss options for more centralized ordering and shifting over of processing of materials. This will allow the department to focus more on collection development rather than ordering (data entry) and processing.
- As part of this process, we are also working on standardizing the collection labeling across all seven branches to ease the above transition and to allow for the #OneLibrarySevenBranches ideal to be reflected in the collection.

INFORMATION TECHNOLOGY

- Resolved 60 help desk tickets.
- Migrated IT department to newly built room at Washington Ave. Branch.
- Assisted in office relocations (technology and network wiring) at Washington Ave. Branch.
- Piloted color public printing at the Washington and Pine Hills branches. Will deploy to remaining branches in September.
- Transitioned IT department head status to assistant director, and began process of hiring a third IT staff member (Technology Support Specialist 1).

PUBLIC RELATIONS

	Number	YTD Change
Unique Pageviews	46,605	+20%
Facebook Likes	3,725	+17%
Twitter Followers	3,030	+8%
Instagram Followers	3,164	+6%
Online Contacts	39	+39%
Press Releases	1	+100%

- Content: Digital and print promotional materials including: individual Summer Reading Program events, Drag Queen Story Hour, Garage Bands, and other upcoming programs. eNotes stories including: Drag Queen Story Hour, Literary Legends tickets on sale, Basic Estate Planning class, Thursday hours expansion, finance and career workshops, and Birds & Beasts storytime at Albany Institute.
- Notable Social Media: Drag Queen Story Hour garnered the most social media engagement we've ever seen. Facebook – Drag Queen Story Hour at Albany Public Library video (20,735 reach, 320 reactions/comments/shares). Twitter – Thank you to the fabulous Noelle Diamond (2,460 impressions, 115 engagements). Instagram – Drag Queen Story Hour is underway at Albany Public Library (131 likes, 8 comments).
- Media Coverage: 3D printing of weapons (News10); Drag queen storytelling event for kids to make Albany debut (Times Union); An event set to take place at Albany Public Library is causing

controversy (Talk 1300); Library hosts Drag Queen Story Hour (Spectrum News); You'd think, with two moms, that my child would not need a drag queen to teach her about tolerance (Post-Star); More than 200 attend Drag Queen Story Hour at Albany library (The Spot); Capital Region librarians are unlikely heroes in fight against opioids (Times Union); Baby chicks hatching at Albany Public Library (Times Union); Unsung heroes join the fight against drug addiction (News10).

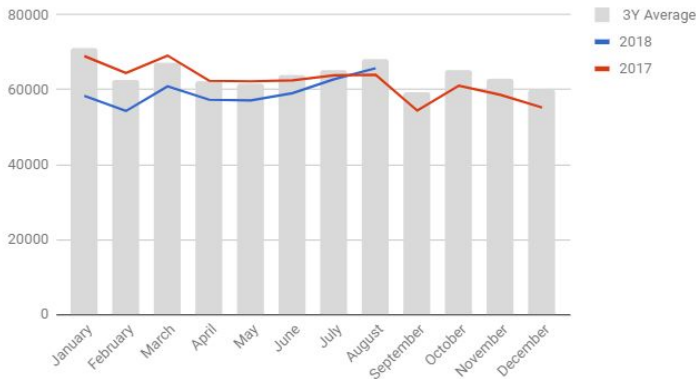
PATRON CULTURE

	Number	YTD Change
Incidents	28	-10%
Positive Comments	1	-77%
Neutral Comments	9	+11%
Negative Comments	3	+50%



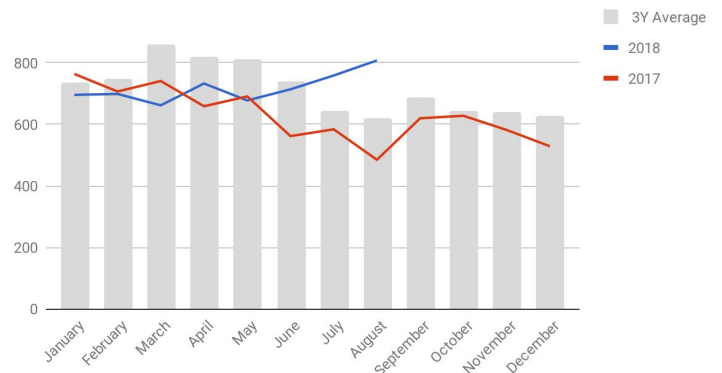
Monthly APL Statistics Report: August 2018

Monthly E and Physical (at desk) Circulation Trends



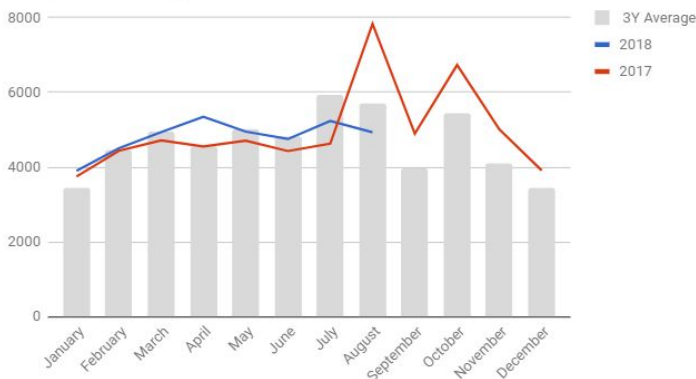
Circulation trended higher than the previous year for the first time since we began reporting statistics. This is driven by Pine Hills, Arbor Hill, and Howe.

Room Usage APL



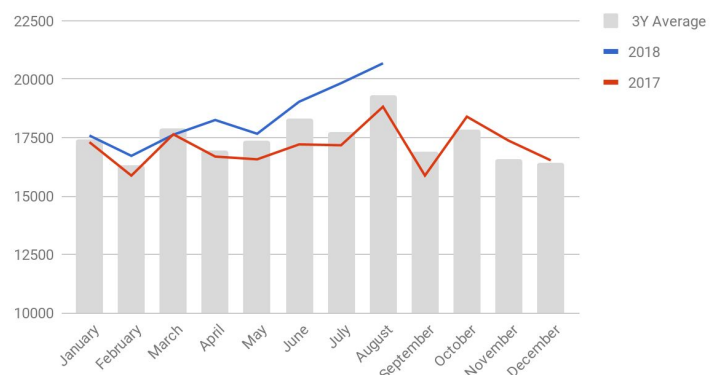
Room usage continues to trend higher, driven by meeting room usage.

Program Participation APL



Program participation dropped significantly in August. This is still being examined by staff. We believe a partial reason was our change in Summer Reading.

Computer Usage (Wifi & Desktop Sign Ins)

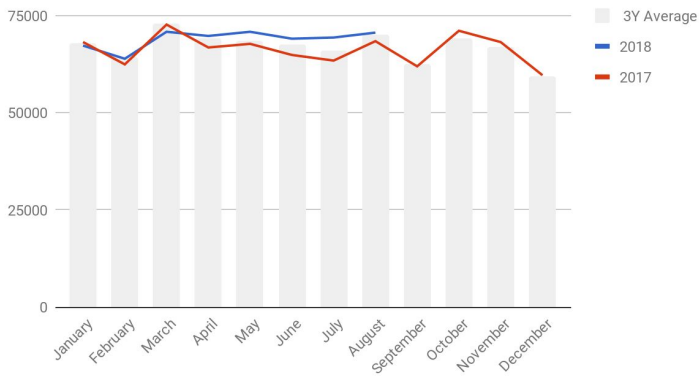


Computer usage continues to trend upward. This was led by desktop usage, but we also saw an uptick in wifi.



Monthly APL Statistics Report: August 2018

Door Count



Door count remains steady and is up 3% over last year.

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UPDATED DRAFT 2019 SCHEDULE OF SERVICE

All branches will be OPEN on the following holidays with regular hours:

January 21 (Monday)	Martin Luther King Jr. Day
February 18 (Monday)	Presidents' Day
October 14 (Monday)	Columbus Day
November 11 (Monday)	Veterans Day

All branches will be CLOSED in observance of the following days:

January 1 (Tuesday)	New Year's Day
April 21 (Sunday)	Easter
April 18 (Thursday)	Staff Development Day (all staff to report)
May 25-27 (Saturday-Monday)	Memorial Day Weekend
July 4 (Thursday)	Independence Day
August 31-September 2 (Saturday-Monday)	Labor Day Weekend
October 9 (Wednesday)	Yom Kippur
November 28 (Thursday)	Thanksgiving Day
December 24 (Tuesday)	Christmas Eve
December 25 (Wednesday)	Christmas Day

All branches will CLOSE EARLY AT 5:30 PM on the following days:

November 27 (Wednesday)	Thanksgiving Eve
December 31 (Tuesday)	New Year's Eve

Washington Ave. Branch and Bach Branch will be CLOSED:

Sundays during July and August