

ALBANY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 12, 2019 | 6:00 pm
Arbor Hill/West Hill Branch | 148 Henry Johnson Blvd.

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

Call to Order

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

Presentation: Albany Promise

Minutes

Treasurer's Report and Check Register

Committee and Liaison Reports

- Nomination Committee
- Facilities Committee
- Personnel Committee

Director's Report

Unfinished Business -- None

New Business

- Tax Cap Override for Proposed 2020 Budget | Discussion/Action
- Finalize 2020 Budget | Discussion/Action
- Trustee Election Notice | Discussion/Action
- Review Trustee Nominating Petition and Instructions to Candidates | Discussion
- Community Report | Presentation
- Strategic Plan Update for Quarter 1 | Discussion
- Information Technology Decommission | Discussion/Action
- Quarterly Evaluation of Board Meeting | Discussion

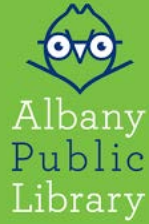
Public Comment (comments limited to no more than 5 minutes per person)

Executive Session (if necessary)

Adjournment

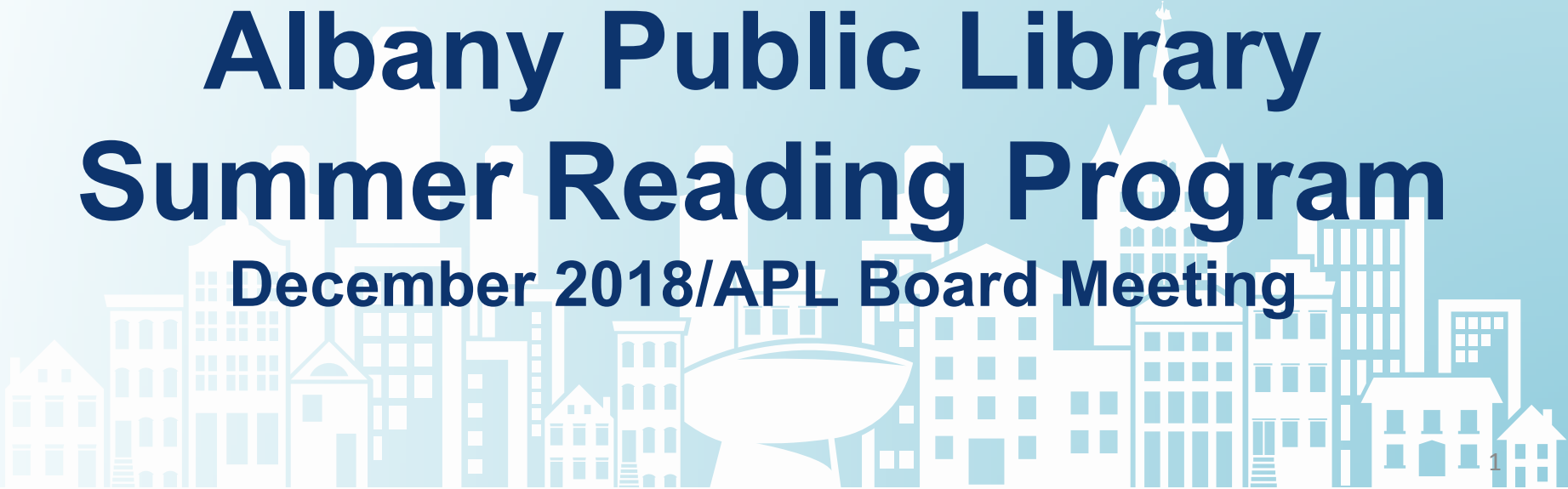
Next Meetings:

- March 13 (Wed) | Policy & Governance Committee Meeting | Washington Ave | 6 pm
- March 26 (Tues) | Info Session for Interested Library Board Candidates | Washington Ave. | 6 pm
- April 9 (Tues) | Full Board Meeting | Bach Branch | 6 pm



Albany Public Library Summer Reading Program

December 2018/APL Board Meeting



“Study” Phase

Connecting Back to 3rd Grade Reading

Learnings:

- Outreach efforts were successful at enrolling youth who are demographically representative of youth in the city; however, amongst those “completing” the program, the participants did not represent the city’s youth population.
- SRP involvement is significant in a model that controls for various demographic and achievement variables.
- Higher performing students primarily access the SRP. Due to this, program effects get tangled up in a larger contextual consideration.
- Looking just at students with percentile scores at or above 50 in the Spring, meaning they scored better than at least 50% of same-grade peers nationally, participation in the program reduced their summer slide.

	Spring 2018 %ile	Fall 2018 %ile	Avg. Change
No Involvement	72	68	-4.6
Sign-up Only	71	70	-1.8
Completion	79	79	-.3



DRAFT MINUTES

Meeting of the Board of Trustees of the Albany Public Library February 26, 2019 Howe Branch

TRUSTEES IN ATTENDANCE: Karen Strong (President), Alison Calacone (Vice President for Finance), Brenda Robinson (Secretary), Elissa Kane, Sarah Shearer, Jenna Pitera

LATE: Andrew Bechard (Vice President)

ABSENT: Matthew Finn

ALSO IN ATTENDANCE: Scott Jarzombek (Executive Director), Stephanie Simon (Public Information Officer), Rebecca Lubin (Head of East Branches), Deanna DeCarlo (Head of West Branches), Marjorie Reinhart (Human Resources & Finance Manager), Rebecca Del Gaizo (Administrative Assistant), Adam Stump (Budget Manager), Charles Slatterick (Treasurer), Robert Schofield (Counsel)

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

PUBLIC COMMENT: There were no comments from the public.

MINUTES: The draft minutes from the Jan. 8 regular board meeting were reviewed. Calacone made a motion, seconded by Robinson, to accept the minutes with the addition of times and names. The motion was approved unanimously.

TREASURER'S REPORT AND CHECK REGISTER: An overview of the treasurer's report (covering finances for the twelve months ended December 31, 2018) was presented and will be filed.

The updated check register (Jan. 10, 2019 through Feb 13, 2019) was reviewed by the trustees. Calacone made a motion, seconded by Kane, to accept the check register and approve it for payment. The motion was approved unanimously.

UNFINISHED BUSINESS:

Nomination Committee Recommendation Regarding Vacant Trustee Seat: The Nomination Committee made a motion, which was seconded by Robinson, to appoint former trustee Arlene Way to fill the seat vacated by the resignation of Michael Neppl. The motion was approved unanimously. Way will serve as trustee until the May 21 election.

NEW BUSINESS:

Review Proposed 2020 Budget Options: The Finance Committee is recommending a 0% tax increase for the 2020 budget. There was discussion surrounding various budget lines and the board will vote on the budget in the March meeting.

Board Annual Retreat Proposal with Facilitator Nancy Myers Preston: Preston noted that she is working with Strong to plan a board retreat in June.

COMMITTEE REPORTS:

Executive Committee: Strong provided a brief recap of the Jan. 10 Executive Committee meeting, which included discussions of board expectations guidelines, board member absence policy, Executive Committee meeting frequency, and the board retreat agenda.

Nomination Committee: Pitera provided a brief recap of the Jan. 22 Nomination Committee meeting, which included discussions of the plan to fill the board vacancy and discussed a plan for recruiting trustee candidates.

Finance Committee: Shearer provided a brief summary of the Feb. 11 Finance Committee meeting, which included discussions of the 2020 proposed budget, 2019 fund balance designations, and an update to changing the fiscal year. The Finance Committee made a motion accept the fund balance designations, which include capital fund, operational, and unassigned allocations. The motion was seconded by Kane. The motion was approved unanimously.

Policy & Governance Committee: Robinson provided a summary of the Feb. 15 Policy & Governance Committee meeting, which included discussions concerning the committee meeting schedule, review of four policies, initiated the bylaws review, and securing board documents.

- The Policy and Governance Committee made a motion to accept the Blood Borne Pathogen Policy and the Whistleblower Policy without any changes. As there were no changes, there was no need for a board vote.
- Pitera made a motion to add job title “Budget Manager” to the Conflict of Interest Policy, which seconded by Bechard, and to approve the policy with that change. The motion was approved unanimously.
- The Policy and Governance Committee made a motion to add “Re” to the Materials Selection Policy. Kane seconded the motion, and it was approved unanimously.

EXECUTIVE DIRECTOR’S REPORT: The report was provided in the pre-meeting packet and reviewed at the meeting by Jarzombek. He fielded questions about initial results/feedback from going fine free in January, and statistics indicating each branch’s performance.

PUBLIC COMMENT: No comments from the public were made.

SWEARING-IN CEREMONY FOR INTERIM TRUSTEE: Strong performed the official swearing-in ceremony for Way. She will serve as trustee through the May 21 trustee election.

EXECUTIVE SESSION: Pitera made a motion, seconded by Bechard, to go into executive session to discuss a real estate transaction that could affect its value. Counsel and Trustee-designee Way were invited to stay. The motion was approved unanimously and the board entered executive session at 7:25 pm

Kane made a motion, seconded by Shearer, to end executive session. The motion was approved unanimously and executive session concluded at 7:55 pm. The board immediately re-entered open session.

ADJOURNMENT: Bechard made a motion, seconded by Kane, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:56 pm.

ALBANY PUBLIC LIBRARY – BOARD OF TRUSTEES

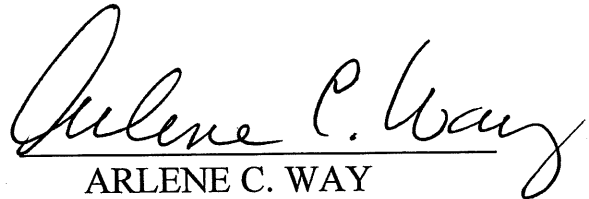
OATH OF OFFICE

STATE OF NEW YORK

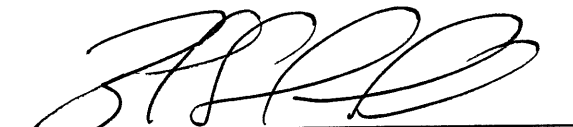
SS:

COUNTY OF ALBANY

I, Arlene C. Way, do solemnly swear that I will support the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Albany Public Library, according to the best of my ability.


ARLENE C. WAY

Sworn to before me this 26th day
of February, 2019 at Albany, New York


NOTARY PUBLIC

Robert T. Schofield
Notary Public, State of New York
Qualified in Albany County
No. 02SC507791
Commission Expires May 12, 2011

ALBANY COUNTY CLERK
2019 FEB 27 PM 3:35

RECEIVED

ALBANY PUBLIC LIBRARY
TREASURER'S REPORT
FOR THE ONE MONTH ENDED
JANUARY 31, 2019

	ANNUAL BUDGET	CURRENT MONTH	YEAR TO DATE	% BUDGET EXPENDED
Support and Revenue				
Tax Levy-Library Operations	7,153,022	596,085	596,085	8.33%
Tax Levy- Branch Improvement Plan	1,652,094	137,675	137,675	8.33%
Future Operations Income			-	
NYS Grants & Aid	238,600	-	-	0.00%
NYS Construction Grant				
Federal Grants & Aid	32,000	-	-	0.00%
Fees Income	81,250	4,493	4,493	5.53%
Fine income	55,000	777	777	1.41%
Book Sales	0	-	-	
Interest Income	40,000	4,521	4,521	11.30%
Foundation Contributions	0	-	-	0.00%
Rental income	10,000	1,600	1,600	16.00%
Miscellaneous income & Aid	10,000			
Fund Balance Used	350,531			
Total Support and Revenue	9,622,497	745,151	745,151	7.74%
Expenditures				
Payroll and Related costs	5,841,649	429,948	429,948	7.36%
Occupancy Costs	704,254	88,424	88,424	12.56%
Materials and Services	665,000	155,152	155,152	23.33%
Administration and Miscellaneous	449,500	37,085	37,085	8.25%
Information Technology	310,000	27,704	27,704	8.94%
Contingency	-		-	
Total Expenditures	7,970,403	738,313	738,313	9.26%
Debt Service	1,652,094	137,674	137,675	8.33%
Net Income (Loss)	-	(130,836)	(130,837)	

ALBANY PUBLIC LIBRARY
 DETAIL OF EXPENDITURES
 FOR THE ONE MONTH ENDED
 JANUARY 31 2019

	ANNUAL BUDGET	MONTH	YEAR TO DATE	% BUDGET EXPENDED
PAYROLL AND RELATED COSTS				
Salaries	4,080,659	291,217	291,217	7.14%
NYS Retirement System	478,480	36,580	36,580	7.65%
Payroll Taxes	278,306	21,415	21,415	7.69%
Hospital Insurance	982,704	79,239	79,239	8.06%
Payroll processing Costs	20,000	1,497	1,497	7.49%
Employee Bus Passes	0	0	0	
Unemployment Insurance	1,500	-	-	0.00%
TOTAL	5,841,649	429,948	429,948	7.36%
OCCUPANCY COSTS				
Occupancy Costs	38,400	1,600	1,600	4.17%
Utilities & Telephone	170,000	18,211	18,211	10.71%
Telephone	10,000	811	811	8.11%
Maintenance & Repairs	350,854	59,879	59,879	17.07%
Maintenance Supplies	70,000	4,031	4,031	5.76%
NYS Construction Grant	40,000	-	-	0.00%
Furniture/Building Improvements	25,000	3,892	3,892	15.57%
TOTAL	704,254	88,424	88,424	12.56%
MATERIALS and SERVICES				
Books, etc.	425,630	17,395	17,395	4.09%
Periodicals	45,000	49,440	49,440	109.87%
Central Library Data Base	100,000	86,514	86,514	86.51%
Central Library Book Aid	49,370	-	-	0.00%
Digital Content	45,000	1,803	1,803	4.01%
TOTAL	665,000	155,152	155,152	23.33%
ADMINISTRATIVE and MISC.				
Office & Library Supplies	70,000	7,319	7,319	10.46%
Postage	6,000	240	240	4.00%
Publicity, Printing	25,000	5,758	5,758	23.03%
Training and Travel	24,500	1,959	1,959	8.00%
Community Activities	9,000	-	-	0.00%
Professional Services	150,000	11,759	11,759	7.84%
Misc Grant Expense	0	-	-	0.00%
Programming Activities	95,000	3,243	3,243	3.41%
Insurance	70,000	6,807	6,807	9.72%
TOTAL	449,500	37,085	37,085	8.25%
INFORMATION TECHNOLOGY				
Information Technology Services	195,000	25,571	25,571	13.11%
Information Technology Software	15,000	-	-	0.00%
Information Technology Hardware	100,000	2,133	2,133	2.13%
TOTAL	310,000	27,704	27,704	8.94%
CONTINGENCY	0	-	-	0.00%
DEBT SERVICE PAYMENT	1,652,094	137,675	137,675	8.33%
TOTAL EXPENDITURES	9,622,497	875,988	875,988	9.10%

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Feb 14, 2019 to Mar 13, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
9576	2/21/19	Albany Water Board	715.96	Building Repair/Maint.
9577	2/21/19	CSEA	1,963.37	Union Fees
9578	2/21/19	CSEA Employee Benefit Fund	20.17	Insurance-Hospitalization
9579	2/21/19	First Light Fiber	6,250.61	IT Services/Telephone Expense
9580	2/21/19	MetLife-TSA Contribution	910.00	403b
9581	2/21/19	National Grid	10,788.82	Heat, Light and Power
9582	2/21/19	NYS Deferred Comp Plan	3,519.27	NYS Def. Comp. Plan
9583	2/21/19	Pearl Carroll & Associates LLC	12.01	Short Term Disability
9584	2/21/19	The Travelers	1,295.00	403b
9585	3/13/19	Accuprint	3,442.96	Publicity and Printing
9586	3/13/19	Allied Administrators for Delta Dental	3,954.52	Insurance-Hospitalization
9587	3/13/19	All Type Professional Doors	385.00	Building Repair/Maint.
9588	3/13/19	Baker & Taylor	4,668.97	Books-Adult
9589	3/13/19	Balloon Gal Jenny	80.00	Programming Pine Hills
9590	3/13/19	Berkshire Botanical Garden	360.00	Books-Adult
9591	3/13/19	Blick Art Materials	234.11	Office Supplies
9592	3/13/19	Budget Library Supplies	795.00	Office Supplies
9593	3/13/19	Canisius College	75.00	Employee Sunshine Club
9594	3/13/19	Capital District Child Care Co	150.00	Programming Delaware
9595	3/13/19	Capital Region Chamber Foundation	760.00	Memberships
9596	3/13/19	CDPHP	6,309.04	Insurance-Hospitalization
9597	3/13/19	Cummins Northeast LLC	291.88	Maint. Service Contracts
9598	3/13/19	Danker	100.95	Employee Sunshine Club
9599	3/13/19	De Lage Landen Financial Services, Inc	956.12	Contracted Services
9600	3/13/19	Demco, Inc.	570.02	Office Supplies
9601	3/13/19	Destroyer Escort Historical Museum	300.00	Books-Adult
9602	3/13/19	Eastern Managed Print Network	64.09	Contracted Services
9603	3/13/19	Grainger	200.88	Supplies (Maint.)
9604	3/13/19	Historic Cherry Hill	200.00	Books-Adult
9605	3/13/19	Ingram Library Services	161.98	Books-Adult
9606	3/13/19	James Bernat	50.00	Programming Arbor Hill
9607	3/13/19	Julia Pinto-Martin	16.46	Programming Delaware
9608	3/13/19	Kristine Schultz	25.89	Programming Delaware
9609	3/13/19	Lexikeet LLC	500.00	Travel/Staff Development
9610	3/13/19	MailFinance	119.95	Postage
9611	3/13/19	Marsha Lazarus	300.00	Programming Pine Hills
9612	3/13/19	Marvin and Company, P.C.	2,500.00	Legal and Accounting Fees
9613	3/13/19	MicroMarketing LLC	764.78	Books-Audio
9614	3/13/19	Midwest Tape	1,833.62	Audio/Visual
9615	3/13/19	Museum of Innovation and Science	800.00	Books-Adult
9616	3/13/19	MVP Health Care, Inc.	63,646.67	Insurance-Hospitalization
9617	3/13/19	National Business Technologies	546.84	Contracted Services
9618	3/13/19	New York Library Association	270.00	Travel/Staff Development
9619	3/13/19	Olana Partnership	400.00	Books-Adult
9620	3/13/19	Oriental Trading Company, Inc.	70.46	Programming Delaware
9621	3/13/19	OverDrive, Inc.	3,184.92	Central Library Book Aid/Electronic Databases
9622	3/13/19	Richard Waugh	431.97	Insurance-Medicare Reimb.
9623	3/13/19	Scholastic Inc.	85.94	Programming Delaware
9624	3/13/19	Security Plumbing & Heating Supply	43.02	Building Repair/Maint.
9625	3/13/19	SenSource	2,000.00	IT Services
9626	3/13/19	Sentry Custom Security Inc.	18,511.00	Contracted Services
9627	3/13/19	Stephanie Conboy	80.00	Programming Pine Hills
9628	3/13/19	The Albany YMCA	1,600.00	North Albany Services
9629	3/13/19	CMOST	140.00	Programming Pine Hills
9630	3/13/19	The Dessert Tray	30.00	Programming YS
9631	3/13/19	Albany Times Union	1,580.00	Community Relations
9632	3/13/19	T-Mobile	569.88	IT Services
9633	3/13/19	UniFirst Corporation	48.40	Maint. Service Contracts
9634	3/13/19	POSTMASTER	235.00	Postage
9635	3/13/19	Virginia Marcellus	392.00	Exchange Account
9636	3/13/19	W.B.Mason Co., Inc.	1,064.96	Office Supplies
9637	3/13/19	Whispering Willow Wild Care	200.00	Programming Bach
9638	3/13/19	WMHT	100.00	Programming East

ALBANY PUBLIC LIBRARY I

Check Register

For the Period From Feb 14, 2019 to Mar 13, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Description
9639	3/13/19	Youth FX	600.00	Programming Howe
9640	3/7/19	CSEA	1,970.79	Union Fees
9641	3/7/19	CSEA Employee Benefit Fund	20.17	Insurance-Hospitalization
9642	3/7/19	MetLife-TSA Contribution	910.00	403b
9643	3/7/19	National Grid	7,430.17	Heat, Light and Power
9644	3/7/19	NYS Deferred Comp Plan	3,677.80	NYS Def. Comp. Plan
9645	3/7/19	Pearl Carroll & Associates LLC	12.01	Short Term Disability
9646	3/7/19	The Travelers	1,295.00	403b
9647	3/13/19	Baker & Taylor	3,640.35	Books-Adult
9648	3/13/19	Ingram Library Services	47.83	Books-Adult
9649	3/13/19	Midwest Tape	2,245.88	Audio/Visual
9650	3/13/19	Baker & Taylor	5,609.95	Books-Adult
9651	3/13/19	Midwest Tape	1,382.62	Audio/Visual
9652	3/13/19	Midwest Tape	1,452.90	Audio/Visual
Total			181,972.96	

Agenda and Notes

Nomination Committee of the Board of Trustees 3/5/19 Howe Branch 6:00pm

Trustees present: Elissa Kane, Jenna Pitera, Karen Strong (Chair), Arlene Way

Meeting called to order at 6:00pm

Agenda:

- ☐ **Schedule Prospective Trustee Meeting**

- ☐ March 26 6pm @ Washington in the Tompkins Lab

- ☐ **Review Outreach Material and Agenda for Prospective Trustee Meeting**

- ☐ Presentation for 3/26 meeting - updates by Kane
 - ☐ [Trustee Tips](#) (American Library Association) - adapt for presentation
 - ☐ [Why Become a Trustee](#) (Library Trustees Association of NYS) - make copies for branches and 3/26 meeting
 - ☐ Questions for community forum - updated

6:40pm Motion to adjourn meeting by Pitera, 2nd by Kane, all in favor.

2019 Election Schedule

Petitions out: March 12/13

Prospective trustee meeting: March 26 6pm Washington Ave

Petitions due: April 22

Meet the candidates night: 6:30-7:30 May 6 (Pine Hills); 6:30-7:30 May 8 (Washington)

Vote: May 21

**BOARD OF TRUSTEES
Facilities Committee**

DATE: March 6, 2019 – 6:10-7:10pm

LOCATION: Arbor Hill/West Hill Branch Library

PRESENT: Elissa Kane, chair; Arlene Way, trustee; Matthew Finn, trustee, Scott Jarzombek

Public: No members of the public were present.

TOPIC	DISCUSSION	ACTION
1. Request for Capital Fund Expenditures	Scott distributed memo outlining recommended capital fund projects for facilities in 2019-2020 budget. Many were familiar to committee as they reflect the Facility Assessment Reports on Branches. Recommendations for Washington Avenue were new as the assessment there has not been completed yet. And recommendations for North Albany are not included as we're waiting agreement with the Albany City School District.	The Committee recommends that Capital Fund Requests as outlined in Scott's memo of 3/4/19 be moved forward to the Board for consideration from \$3 mil. Capital Reserve Fund.
2. Truck Update	New truck has been ordered and is still being constructed. Wait has been longer than expected.	
3. IT Server Update	New IT Servers have been ordered. ½ are in place.	
		The Committee recommends that By-Laws be revised to include IT oversight in Facilities Committee because purchases can be considered capital and because tech infrastructure projects can be included in NYS Library Construction Grants.

4. 2020 Construction Grant	Scott is preparing recommendations for grant project. Expected to be brought to June Facilities meeting and to July Board meeting for August submission. Scott expects to pull project from above list or select a new one based on need and funding viability.	
5. Third Floor Admin. Renos	Almost completed.	Schedule tour for Board.
6. Howe Solar Project	Will be releasing RFP. Expect work to begin in June. Facilities Manager ruminating about Solar farms. Arlene might have contact with Urban Solar Farms.	
7. Building Walk-throughs	Branch Facilities Assessment Binder distributed. Bach Branch completed by Staff and next for Walk-through by committee. Washington Ave. next for Staff to complete and then Board walk-through. All Branches Facility Assessments to be completed by June 2019	Rebecca to schedule Rebecca to work with Dan to schedule.
8. North Albany	Draft MOU from School District received, being reviewed by Library Council.	
9. 29 Broad Street	No action.	



AlbanyPublicLibrary

www.albanypubliclibrary.org

10. Next Meeting June 2019		Rebecca to schedule.
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**Respectfully submitted 3-8-19
Elissa Kane**

APL Personnel Committee
2/25/18, 6pm, Washington Ave Branch

Trustees Present: Elissa Kane, Jenna Pitera
Trustees Absent/Excused: Brenda Robinson
Staff Present: Scott Jarzombek, Executive Director
Others Present: Robert Schofield, counsel.

Meeting called to order at 6:08pm

Agenda

New Business

- MC Raise memo
 - M/C Raise Memo reviewed by counsel.
 - Pitera moves to accept new memo, Kane seconds, sending to board.
- Update on Grievance
 - Grievance is going to arbitration. List of potential arbitrators being sent and counsel will review with personnel committee.
- MC staff job spec changes
 - Some M/C job descriptions do not accurately reflect the work done by staff.
 - Expand Human Resource Manager to Include Finance Manager Responsibilities
 - Adjust of L3 designation to better include staff acting in a management/confidential capacity
 - In addition to changing the title of two L3 position, ED requested salary increases that will be above 5% raise threshold, and will have to come in front of full board for approval.
 - In looking at these positions, Kane proposes looking at entire administrative suite for needed increases to keep our staff's salaries in line with industry standards. Create personnel goals for administrative salaries- set financial targets for positions to ensure they're within industry standards.

Recurring Items

- Quarterly staffing review
 - The committee reviewed the quarterly staffing report

Next Meeting

- Schedule Personnel Committee meeting before March board meeting to continue to review personnel description changes.

Adjourn 6:49

EXECUTIVE DIRECTOR'S REPORT MARCH 2019

EXECUTIVE SUMMARY



The free income tax preparation program -- hosted this year at the Washington Ave., Arbor Hill, and Delaware branches -- has been going smoothly. The entire 1995-2018 run of the newspaper Capital Neighbors, which was digitized last year by APL staff as a local history project, debuted this month on NYSHistoricNewspapers.org. Several libraries celebrated Take Your Child to the Library Day with programs and, in the case of Bach, ice cream for breakfast. Staff did a personal hygiene materials drive to benefit female refugee community members. Several branches had interactive displays for Black History Month, including an "advent" like the calendar at Delaware.

The Pine Hills Branch screened the documentary "Brought to Light: Unearthing the History of an African-American Cemetery in Kinderhook, NY" with filmmaker Barbara Reina. The branch also hosted a successful

Valentine's Day party. The Bach Branch had a well-attended program titled Elevenes: History of Tea. The Children's Museum of Science and Technology (CMOST) offered a three-week residency of hands-on science at that branch, underwritten by the APL Foundation.

At the Washington Ave. Branch, Albany County Department of Social Services is now offering weekly classes for residents participating in the SNAP (Supplemental Nutritional Assistance Program) and ABAWD (Able-Bodied Adults Without Dependents) programs. The branch's 1st Saturday for Families Play Dough Party brought in a record-breaking number of attendees for this program -- 153. At the Arbor Hill/West Hill Branch, a Dance-Off Monday program has gotten very popular with teens and tweens. Branch staff will also begin visiting the Edmund J. O'Neal Middle School of Excellence at lunchtime.

The Howe Branch, in partnership with the League of Women Voters, hosted "Albany's First African-American TV News Anchor Shares His Story" with Ken Screven. Howe's Garden Club started a compost bin for the branch with red wiggler worms. The Delaware Branch winter school break activities for kids went well; they included a Cupcake Bash, Supa-Epic Dog Man Party, and Clifford's Big Red Birthday Party. The North Albany Branch had a special storytime with WMHT with a Clifford theme.

The business office completed the library district's final audit. The third-floor administrative offices are almost complete. CMS has finished back-end work for a database to report about how our collection is performing and what we can do to improve circulation. IT has deployed half of the new branch servers.

The Executive Director spent much of February working on the library's 2020 budget. Another major project was to continue meeting with the school district about keeping and expanding space at North Albany. The Executive Director attended the February PEG board meeting to express concerns about the station's volunteers, to remind the board of APL's responsibilities to the studio, and to talk about the library's strategic plan, specifically value-added partnerships. Administrative staff completed our portion of the Upper Hudson Libraries state report. Members of the administration attended Advocacy Day events, both senators Breslin and McDonald noted APL services.

Future:

In March, a weekly computer class for adults will have started at the Delaware Branch. The March 20 Wednesday Wonders of Science at Pine Hills will discuss New Windows on the Universe, from telescopes to satellites. Washington Ave. will have started a six-week program on graphic design. On March 26, the Bach Branch will host a presentation on the history of the Woman's Club of Albany with Patti Kopach. The library will also be taking part in this year's Saint Patrick's Day Parade.

The parade, on Saturday, March 16, will affect operations at Washington Ave., which is along the parade route. We will be providing porta-potties, and closing the Washington Ave. entrance from 1 pm to 5 pm that day. In years past, the branch closed due to the parade and behavior associated with it. Since deciding to stay open, we have tried several different tactics. The closing of the Washington Ave. entrance for those four hours has proven the most effective.

SERVICES

Central Services Area

WASHINGTON AVE. BRANCH

Adult Services

- Free Tax Preparation Assistance for the public is off to a great start with volunteers from AARP and VITA offering 37 appointment slots every Wednesday at the Washington Ave. Branch. The library continues to be a key information provider during tax season, stocking paper tax forms, printing tax related documents, and assisting numerous patrons with questions both in person and over the phone.
- For Black History Month, a display of African American history books, as well as a first-floor display of reproductions of historic African-American produced newspapers in Albany garnered positive feedback from patrons.
- USCRI is now offering a weekend ESL tutoring program on Saturdays at our branch.
- Albany County Department of Social Services is now offering weekly classes at our branch for residents participating in the SNAP (Supplemental Nutritional Assistance Program) and ABAWD (Able-Bodied Adults Without Dependents) programs.
- The entire 1995-2018 run of the newspaper Capital Neighbors, which was digitized last year by APL staff as a local history project, debuted this month on NYSHistoricNewspapers.org. All the issues are full-text searchable, and accessible as color, downloadable PDFs.

Youth Services

- Our 1st Saturday for Families Play Dough Party brought in an amazing number of participants -- 153 children and caregivers-- the most ever for this annual event.
- Our February break week programming included building with vegetables and fruits, building with K'nex, slime making and a popcorn tasting. Each event had an average of 25 kids and parents in attendance having fun and engaging in STEM activities.
- We are turning an in-house community collaboration program -- Teen Asperger's Gaming Group -- into an official monthly event where teens who are on the spectrum and their adults can come together as a group for an afternoon of gaming fun.

ARBOR HILL/WEST HILL BRANCH

Adult Services:

- The tax assistance program at the AH/WH Branch had two sessions in February, which were both fully booked with a total of 40 participants.

- Displays this month included: “Celebrate Black History Month,” “Our Voices, Our Stories,” and “Check Out Books Featuring African American Stories and Authors.”

Youth Services:

- Our Dance-Off Monday program has gotten very popular. It’s a fun activity for tweens that uses technology, but also lets them expend extra energy through dancing.
- We met with students at the Edmund J. O’Neal Middle School at the end of February.
- We continue attending Arbor Hill Elementary School’s Play Learn & Soar program for families with children ages 0-3.
- We had a paint program set up for February break week. Our vendor dropped out at last minute, but the resourceful branch staff worked together to find the necessary supplies and run a very fun and engaging program.

West Services Area

BACH BRANCH

Adult Services

- Eleven people attended the Elevenses: History of Tea program, and there was much enthusiasm for the speaker, question and answer period, and of course the delicious scones and tea.
- Ice Cream for Breakfast Day attracted 75 patrons, mainly in the form of families with young children. The hour-long program was a happy, special time for everyone in attendance.
- Two Verizon employees helped teach at the Bach Computer Club this month.
- February fiction book discussion drew 18 participants, including a former member who attended via FaceTime on the Bach iPad.
- The twice-weekly Healthy Bones For Life exercise group is going well. Participants have developed friendships, often meeting for coffee afterwards.

Youth Services

- The Children’s Museum of Science and Technology (CMOST) offered a three-week residency of hands-on science programming funded by the APL Foundation. Topics included exploring colors, mirror magic, and simple machines.
- The highlight of February Break was a program by the Whispering Willow Raptor Rescue that brought five birds of prey into the library. More than 50 people attended and were entranced by these incredible birds.
- T(w)een/parent programming took off with a series of Paint ‘n’ Sip acrylics workshops facilitated by the Albany Barn. The series was very well-received, and we are considering offering an adults-only series in the fall. Two teens and their mom learned to knit at the February Bach Knitting Group.
- The branch librarian has been conducting outreach services with the Montessori Magnet School’s special education classes. A third-grade girl told her teacher when storytime was over, "That was so much fun today!" Her teacher, who looked astounded and thrilled, turned to our librarian and said, "She doesn't speak spontaneously! I can't wait to tell her mom!"
- The 5th grades from New Scotland Elementary School returned to the library this month. They learned about the Dewey Decimal System and borrowed books.

PINE HILLS BRANCH

Adult Services

- The documentary screening of “Brought to Light: Unearthing the History of an African-American Cemetery in Kinderhook, NY” with filmmaker Barbara Reina was a big hit, bringing over 25 people out to Pine Hills on a Monday afternoon. There were some great questions and lots of

positive comments after the screening. A whole family whose relatives were buried in the cemetery attended.

- Finding the Job You Want, a two-part series with a professional career coach, brought many positive comments from participants. We're looking forward to having the presenter back for one-on-one resume help in the spring and summer.
- Adult craft night continues to be very popular, with a long waiting list for our homemade bath bombs and Paint 'n' Sip programs.

Youth Services

- We had a Valentine's Day party at Kid's Club with 38 kids in attendance. A 5-year-old girl told our library assistant that the party was "the most special-ist party I've ever been to!"
- Winter break had successful programming numbers as well: showing of the "Incredibles 2" (45); "Stranger Things" mystery room (7 teams, 19 people); Spider Silk w/CMOST (30), and Make a No-Sew Pillow (28).
- On one Thursday afternoon in February, we counted 73 kids and teens in the youth area. The entire Pine Hills team has been doing us proud and pitching in while we navigate myriad staffing transitions.
- We are getting ready for March where we'll take a break from LEGO Club on Wednesdays and run a "Snack Attack" program where vendors every week come to cook something new with the kids. The snacks are recipes that kids and teens can make on their own after school.
- Our youth services librarian went to the Nathan LeBron Center Head Start on Ontario St. for storytime this month. She is reaching out to Puffin Playground Nursery, a new pre-school that will be opening on North Allen St., in March.

East Services Area

DELAWARE BRANCH

Adult Services

- Adult fiction thoroughly weeded and shifted to allow for more face-out displays.
- Mystery Book Club participants enjoyed chocolate cake paired with a lively discussion of the cozy *The Whole Cat and Caboodle* this month.
- A weekly computer class for adults will be offered every Thursday morning starting on March 7. Topics include computer basics (typing and mouse practice), creating an email, and how to navigate the Internet. The hope is to expand these offerings in the future.

Youth Services

- Winter School Break activities for kids went really well, bringing 165 kids and caregivers into our branch over three days. Our activities were: Cupcake Bash, Supa-Epic Dog Man Party, and Clifford's Big Red Birthday Party
- We had a great turnout of families for Take Your Child to the Library Day. About 60 children and caregivers enjoyed balloon animals and refreshments. Paws for Reading's Elizabeth and her reading therapy dog Groucho Barx were also on hand. Kids enjoyed meeting and reading to Groucho while they waited for their balloons.
- Wonder Valentine's Day Party emphasized kindness and empathy, and was based on the book *Wonder* by R.J. Palaccio. About 35 attended kids, tweens, and teens attended. They chose positive sayings and decorated posters to take home. We had a child with a facial deformity from cancer attend, whose mother is trying to help her daughter feel more comfortable with her scars, via the real-life story upon which *Wonder* is based.

- A full class of 10 tweens and teens learned how to create their own funfetti-inspired candles. We learned how to attach wicks to jars, add the sprinkles for decoration, melt the wax, pour it into the jar, and then create their own candle labels.

HOWE BRANCH

Adult Services

- We had 30 people attend “Albany’s First African-American TV News Anchor Shares His Story” with Ken Screven, which was a partnership with the League of Women Voters of Albany County.
- 41 people attended our How to Get Started in Self-Publishing program which involved a presentation by the staff of Troy Book Makers.
- Howe hosted its first installment of The Pilgrimage of African American Music History Project hosted by local musician and native of Albany’s South End, Antonia Brown. This is a series that the staff at Howe is very excited about and we are hoping to make this a monthly program.

Youth Services

- We had our second and third installments of the 2019 Howe Garden Club where we started a compost bin for Howe Branch with red wiggler worms. We also starting planting more seedlings.
- We had an awesome time making guacamole during Howe Test Kitchen. Participants each made their own variation, each using different ingredients.
- The Youth Media Workshop, presented by Youth FX, was a success. Kids and teens created web-optimized content while learning how to market their artwork.
- We began discussing a future partnership with the Radix Center for this spring and summer. We are hoping to get them involved with our Garden Club.
- We were in touch with South End Children’s Cafe about setting up dates to do a pop-up library in the near future.

NORTH ALBANY BRANCH

Adult Services

- The North Albany Book Club is reorganizing after the long-time leader retired from this volunteer post. Stay tuned for updates.
- The Adult Arts & Crafts Program attracted nine adults made bath bombs, coffee scrubs and sugar scrubs.

Youth Services

- The codeNORTH Little Bits program is being replaced with Eat Smart on Mondays starting in March.
- During a special storytime, WMHT presented an episode of the animated series “Clifford the Big Red Dog.” Children made a pair of Clifford’s ears with construction paper. We had a total of 22 attendees.
- The branch librarian visited North Albany Academy classrooms during the week of Feb. 11. Pre-K classes had a storytime about friendship. Kindergarten and Grades 1 and 2 students removed tea stains from a hard-boiled egg using a toothbrush, toothpaste and water. Grade 3 students played a game matching animals and plants to their proper habitats. Grade 4 students played with squishy circuits. Grade 5 students played a team-building game using a tablecloth and tennis balls.

OPERATIONS

HUMAN RESOURCES & FINANCE

- Completed financial audit field work
- Completed annual report
- Kicked off weight loss challenge and wellness programs with MVP
- Conducted yoga nidra sessions for staff
- Met with Marshall & Sterling

	Number	YTD Change
Full Time	66	
Part Time/Temp	67	
Hired	2	
Promoted	4	
Resignation	4	
Termination	1	
Vacancy	12	
Staff Size	132	
Training		

COMMUNITY ENGAGEMENT

	Number	YTD Change
Outreach		
Volunteers	28/176.75	

- Hosted a pop-up library at the Promenade, the new senior housing on Western Ave. (Eagle Point neighborhood).
- A personal hygiene materials drive was done to benefit female refugee community members.
- APL is confirmed to be a presence at Kids Expo, in the St Patrick's Day parade, and the Saturday tent at Tulip Fest.

FACILITIES

	Number	YTD Change
Work Orders	103	

- 3rd floor project ongoing
- Several ice and snow storms this month, but doing in-house snow removal allowed us to not miss many business hours.
- Buildings are in the process of cosmetic work related to floor waxing, wall painting, and ongoing maintenance.

COLLECTION MANAGEMENT SERVICES

- Finished back end work to create database for CollectionHQ reporting. Should have reports coming in this month.
- Have had multiple meetings with staff across APL to coordinate new centralized ordering procedures.
- Hired a Librarian I to further the centralized ordering process.

INFORMATION TECHNOLOGY

- Resolved 58 help desk tickets.
- Deployed half of the branch servers. Other half to finish in March.
- Configured and ordered batch of staff workstation PCs to replace out-of-warranty stock.
- Began replacement of projector systems at some branches with large TVs.

PUBLIC RELATIONS

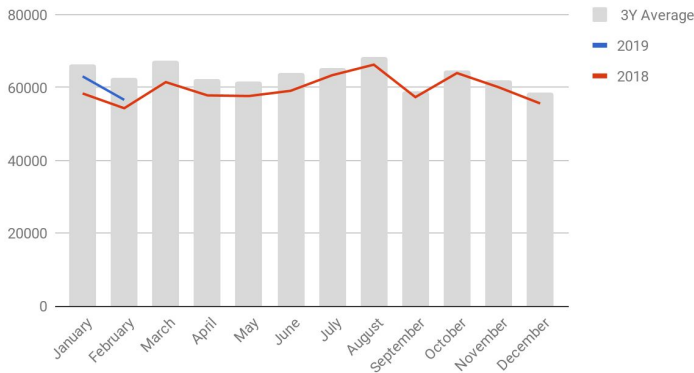
	Number	YTD Change
Unique Pageviews	44,633	+34%
Facebook Likes	3,995	+19%
Twitter Followers	3,143	7%
Instagram Followers	3,268	+6%
Online Contacts	34	-15%
Press Releases	3	+200%

- Content: Ongoing production and release of marketing materials for February break week activities, Book of the Week, computer help classes, and career workshops, March/April program guide completed and distributed. Materials for March and April programs and events. Weekly eNotes newsletter topics: Bring Your Child to the Library Day, Valentine's fun, February break activities, retired tv anchor Ken Screven for Black History Month talk, Women's History Month, Akum Norder local history talk.
- Notable Social Media: Facebook: "We have certainly become a source of support & assistance for the homeless & for other groups in the community. Thanks to @AlbanyTimesUnion for this beautiful story." (2,854 reached, 106 reactions/comments/shares). Twitter: "We have certainly become a source of support & assistance for the homeless & for other groups in the community. From @timesunion #librariesareforeveryone #publiclibrarylife" (2,307 impressions, 10 engagements). Instagram: "Things are getting...STRANGE(R)...in our Pine Hills Branch...visit our Facebook events to find out what's happening...#strangerthings" (46 likes, 1 comment).
- Media Coverage: Albany libraries to offer free federal tax prep (Times Union), Tax assistance call 2-1-1 (NewsChannel 13), Albany libraries dig deep for Black History Month (Times Union), Groups plan relaunch of South End Scene newspaper (Times Union), Local libraries are proud equal-opportunity havens (Times Union), Longtime CBS6 reporter ken Screven speaks at Albany event (CBS6).

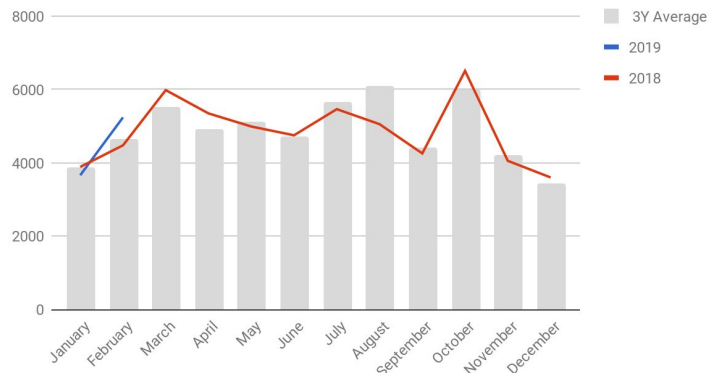


Monthly APL Statistics Report: February 2019

Circulation APL



Program Participation APL



Circulation is up across the district by 4.6% compared to February of last year, but down 11 % compared to the 3-year average. Up 5% YTD.

High Performing Branches: Arbor Hill/West Hill, Bach, and Howe.

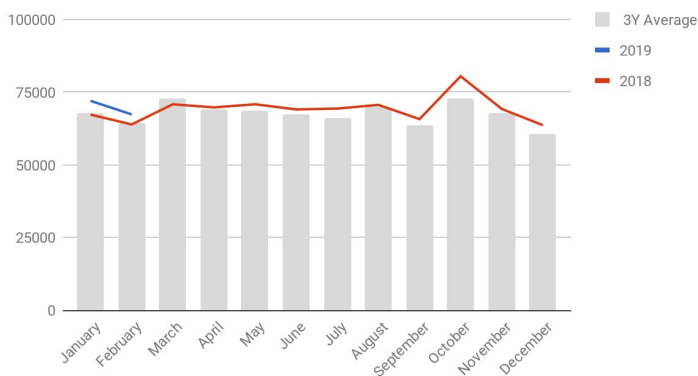
High Performing Collection: Juvenile and Young Adult

Programming attendance is up 14.5% across the district compared to February of last year, and up 12.5% compared to the 3-year average. Up 6% YTD

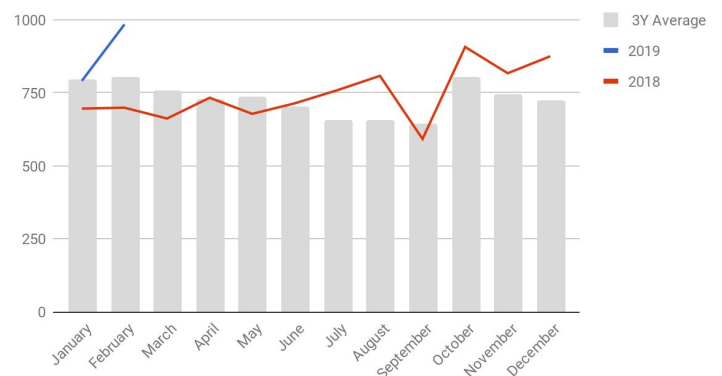
High Performing Branches: Washington Ave., Arbor Hill/West Hill, and Howe

High Performing Age: Children and Adult

Door Count - All APL



Room Usage APL



Door count is up 4.5% across the district compared to February of last year, and up 4.75% compared to the 3-year average. Door Count Up 6% YTD.

High Performing Branches: Washington Ave.,and Howe

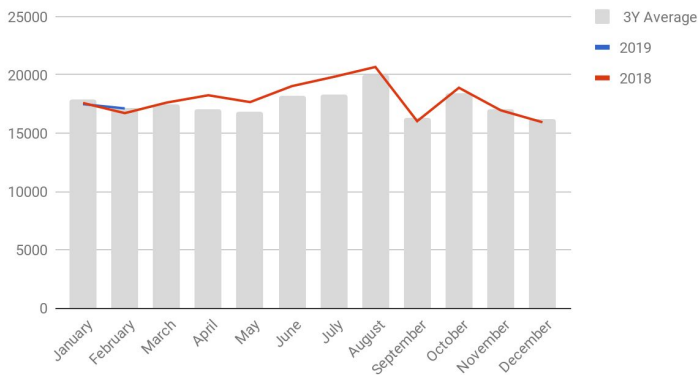
Room use is up 29% across the district compared to February of last year, and 18% compared to the 3-year average. This is driven by work/study room usage.Study Rooms up 34% YTD. Meeting Rooms down 3% YTD.

High Performing Branches: Washington Ave., Bach, and Pine Hills

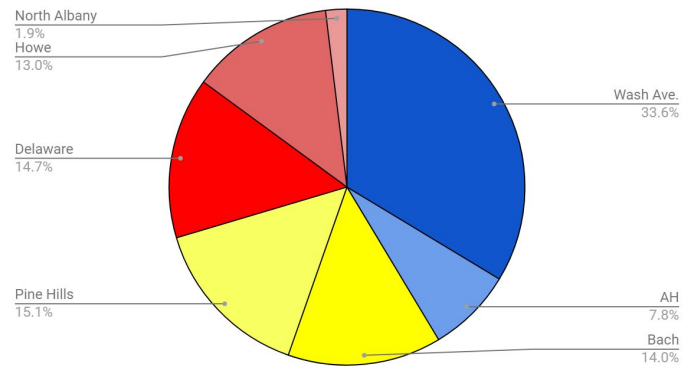


Monthly APL Statistics Report: February 2019

Computer Usage (Wifi & Desktop Sign Ins)



Percentage of Programming By Branch



Computer use is up 2.35% across the district compared to February of last year, and flat compared to the 3-year average. Desktop use is flat YTD. WiFi is up 2%.

High Performing Branches: Washington Ave. and Howe

The share of program participation:

Central Service Area:

Wash Ave.: 33.6%

AH/WH: 7.8%

Combined: 41.4%

West Service Area:

Bach: 14%

Pine Hills: 15.1%

Combined: 29.1%

East Service Area:

Delaware: 14.7%

Howe: 13%

North Albany: 1.8%

Combined: 29.5%

Notes: Statistics in this report may vary from the state report due to differences in calculations.

	2019 Budget Approved	2020 Budget Proposed
SUPPORT AND REVENUE		
Tax Levy - Library Operations	\$7,153,022	\$7,153,022
Tax Levy - Branch Improvement Plan	\$1,652,094	\$1,656,694
<u>TOTAL TAX LEVY</u>	<u>\$8,805,116</u>	<u>\$8,809,716</u>
OTHER REVENUE		
PILOT Payment	\$0	\$440,000
NYS Grants	\$238,600	\$238,600
Federal Grants	\$32,000	\$32,000
Other Grants/Construction Grant	\$0	\$20,000
Fees and Sales	\$136,250	\$80,000
Interest Income	\$40,000	\$20,000
Foundation Contribution	\$0	\$0
Rent Income	\$10,000	\$51,290
Miscellaneous	\$10,000	\$0
<u>SUBTOTAL OTHER REVENUE</u>	<u>\$466,850</u>	<u>\$881,890</u>
Total Fund Balance Used	\$350,531	\$267,508
<u>TOTAL SUPPORT AND REVENUE</u>	<u>\$9,622,497</u>	<u>\$9,959,114</u>
EXPENDITURES		
PAYROLL AND RELATED COSTS		
Salaries	\$4,080,659	\$4,140,945
NYS Retirement System	\$478,480	\$496,823
Payroll Processing & Unemployment Insurance	\$299,806	\$365,282
Health Insurance	\$982,704	\$1,100,000
<u>TOTAL</u>	<u>\$5,841,649</u>	<u>\$6,103,050</u>
OCCUPANCY COSTS		
North Albany Services	\$38,400	\$30,000
Utilities & Telephone	\$180,000	\$195,000
Maintenance/Repairs/Supplies	\$420,854	\$425,000
Truck/Van	\$0	\$30,000
Other Building Costs	\$40,000	\$0
Furniture/Building Improvements	\$25,000	\$50,000
<u>TOTAL</u>	<u>\$704,254</u>	<u>\$730,000</u>
MATERIALS AND SERVICES		
Books, Periodicals, Magazines	\$570,630	\$600,000
Online Services	\$94,370	\$94,370
<u>TOTAL</u>	<u>\$665,000</u>	<u>\$694,370</u>
ADMINISTRATIVE AND MISC.		
Office & Library Supplies	\$70,000	\$70,000
Postage	\$6,000	\$6,000
Publicity, Printing	\$25,000	\$25,000
Training/Travel/Community Activities	\$33,500	\$40,000
Professional Services	\$150,000	\$124,000
Programming Activities	\$95,000	\$95,000
Insurance	\$70,000	\$70,000
<u>TOTAL</u>	<u>\$449,500</u>	<u>\$430,000</u>
INFORMATION TECHNOLOGY		
Information Technology Services	\$195,000	\$210,000
Information Technology Software	\$15,000	\$25,000
Information Technology Hardware	\$100,000	\$110,000
<u>TOTAL</u>	<u>\$310,000</u>	<u>\$345,000</u>
<u>TOTAL EXPENDITURES - LIBRARY OPERATIONS</u>	<u>\$7,970,403</u>	<u>\$8,302,420</u>
DEBT SERVICE		
Total Debt Service Payment on Branch Improvement Plan	\$1,652,094	\$1,656,694
<u>TOTAL EXPENDITURES</u>	<u>\$9,622,497</u>	<u>\$9,959,114</u>

ALBANY PUBLIC LIBRARY

...educates, entertains, and empowers...

2018 Community Report



albanypubliclibrary.org

BY THE NUMBERS



830,704

Visits to the library



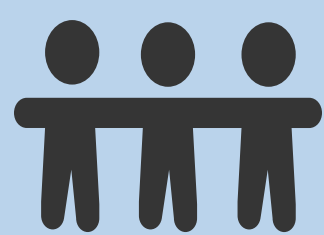
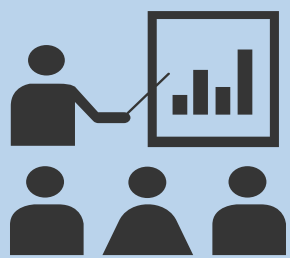
640,146

Items borrowed



215,233

Computer and
WiFi sessions



56,329

People attended
programs

8,940

Meeting and study
rooms used

HIGHLIGHTS

- Expanded hours at three branches, which added a total of six hours to our weekly service schedule
- Ensured faster connections on all public computers and WiFi by upgrading internet bandwidth -- increasing it to 5 times the original speed
- Secured \$500,000 in alternative revenue sources through PILOT payments and shared service agreements with building tenants
- 94% patron satisfaction rating in survey about library services, programs, and materials
- APL named one of Times Union's "Top Workplaces" of the Capital Region

APL FOUNDATION

- Growing Readers early literacy program named CDPHP Workforce Challenge Charity of Choice and awarded \$20,000 grant
- APL Foundation was instrumental in securing Growing Readers funding, as well as other grants and annual appeal donations, for special programs and projects



eMEDIA

- Digital books, audiobooks, magazines, and videos are increasingly popular
- eMedia is downloaded from the free Libby app and accessed on smartphones, tablets, and computers
- 75,165 eMedia items were borrowed in 2018



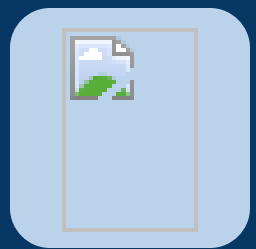
56%

eBooks



36%

eAudiobooks



8%

eMagazines



<1%

eVideos

LOOKING AHEAD

APL is doing great things in 2019!

FINE FREE

- The library eliminated late fines on books, DVDs, CDs, and audiobooks in January 2019
- We also waived old late fines on these types of items for all APL patrons
- The goal of fine free is to decrease barriers and increase access for patrons

WIFI IN CITY PARKS

- We are partnering with the City of Albany to provide free WiFi in three city parks starting in Spring 2019
- WiFi will be available at the Washington Park playhouse and skate park, Lincoln Park pool, and Bleecker-Swinburne Park stadium
- The goal of the parks WiFi project is to help bridge the digital divide of our city's residents and expand library service outside the branches

WHAT PATRONS HAVE TO SAY ABOUT THE LIBRARY

"The library is a fantastic city resource. From books to videos, and from research to training and museum passes...it has so much to offer."

"The staff are very helpful, respectful of the diverse community, and understanding of our neighborhood."

"Without a doubt, APL locations are bright spots in the city."

"APL is one of the best things about living in Albany. You are an integral part of the community and always striving to draw more people in."

"Ancestry.com for free is a big plus. History room is outstanding. Your staff are pleasant and helpful."

"The library is an absolutely wonderful resource, which also serves as an important community gathering place in our neighborhood."

"I am so impressed with all the libraries we have, the variety of programs and services they provide, and how responsive and accommodating they are to the communities they serve."

"The libraries are so well designed and very inviting."

"Love having the ability to request books and pick them up at the library. Also enjoy reading library books online."



Albany Public Library



Arbor Hill/West Hill Branch



Bach Branch



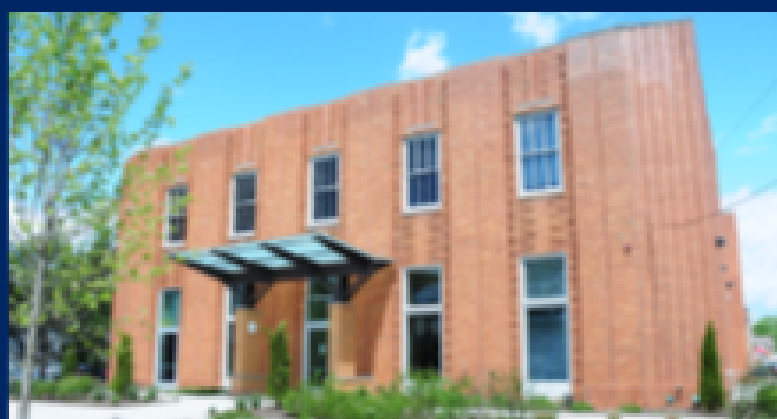
Delaware Branch



Howe Branch



North Albany Branch



Pine Hills Branch

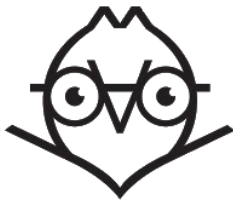


Washington Ave. Branch

Strategic Plan Report

Report 2
Q1 2019

Albany Public Library



How We Measure Success

Unassigned: No tactic at this time.

Tactics Assigned: Tactic created and assigned to team member.

Planning Process: Tactic assigned. Team members planning how to implement tactic.

Plan Implemented: Plan implemented. Work is being done.

Measurable Outcome: Has an outcome that can be measured.

This Reports Focus: Meeting Community Needs

Goal Statement:

We intend to align services with community needs by providing exceptional programs, material, outreach, and public interactions that promote literacy, lifelong learning, and civic participation.

Objective 1: Develop multiple types of literacy in the community, including digital literacy, early literacy, cultural literacy, and life skills.

- Define all of the types of literacy associated with this objective.
- Standardize, formalize, and create a curriculum for early literacy programs across the organization.
- Standardize, formalize, and create a curriculum for adult literacy programs across the organization.

Objective 2: Regularly assess the needs of users and non-users by using varying forms of engagement.

- Create dynamic surveys that focus on specific user types.
- Patron requests and suggestions.

Objective 3: Regularly assess the needs of users and non-users by using varying forms of engagement.

- Evaluate and strengthen programs and services to best meet community needs, and work within organizational capacity.
- Create an evaluation metric/template for all programs

Objective 4: Build broad awareness about the diverse services we provide and promote the impact of our quality programming.

- Research and identify new ways to reach out to the community.
- Broaden E-newsletter and program guide distribution with more focused content.
- Identify community partners where we can promote APL.

Measuring Meeting Community Needs

3 Objectives
10 Tactics

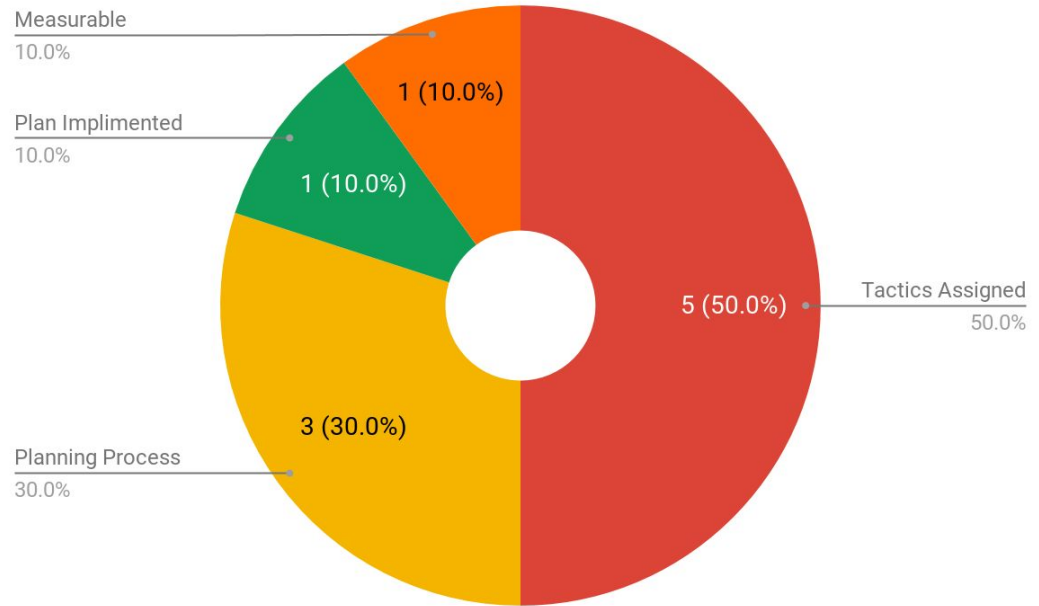
Stages

Assigned: 5

Planning: 3

Implemented: 1

Outcome: 1

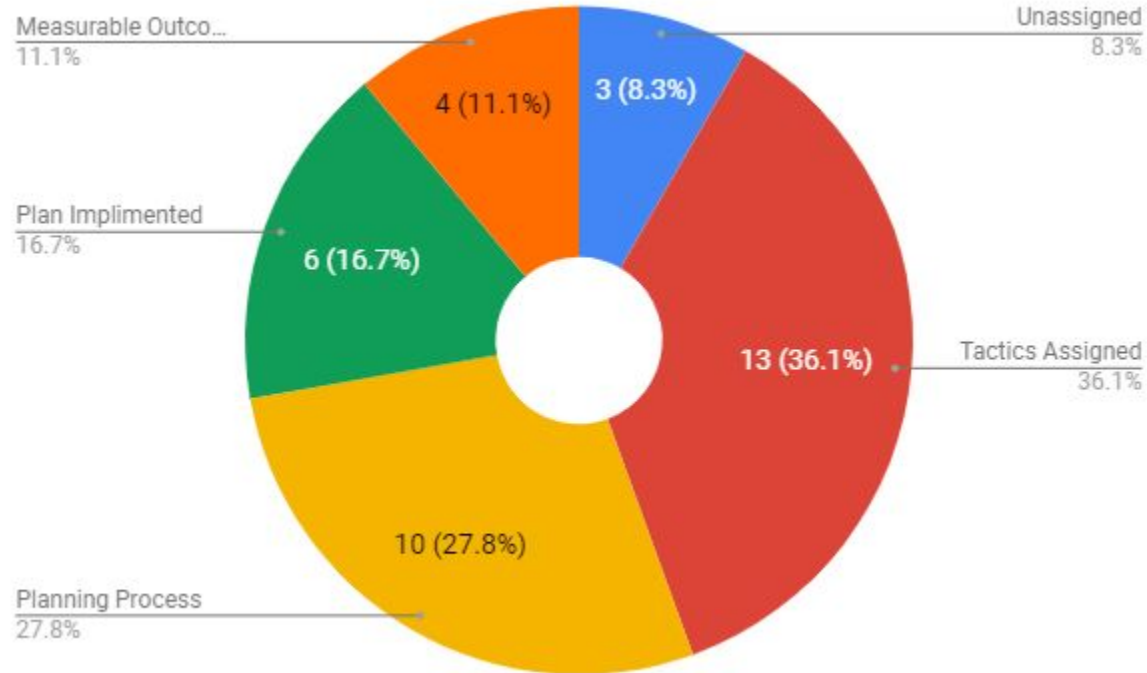


Where are We Overall?

Success!

- Creation of programming guide (O3/T1) completed.
- Bandwidth has been increased 400% (Goal 50%).
- Foundation has sponsored 9 programs this year. These programs will be highlighted in the next appeal.
- PILOT payments have eliminated the dependance on our fund balance in 2018 and 2019. Will allow for reduced dependance in 2020 and 2021.

Measuring The Strategic Plan





Albany Public Library

www.albanypubliclibrary.org

161 Washington Avenue
Albany, New York 12210

P: 518.427.4300

F: 518.449.3386

March 8, 2019

Albany Public Library Board of Trustees:

The Albany Public Library Information Technology department is decommissioning six (6) old and out-of-warranty servers. We have already purchased and deployed the replacement servers at the branch locations the old servers were located.

The specifications for the servers are below (all six are identical):

Brand: Dell

Model: PowerEdge R710

Age: 2010

CPU: Intel Xeon E5520 (single)

Memory: 16GB

Hard Drives: None (APL are keeping the hard drives)

Original Price (in 2010): \$2236.00

Warranty: Expired in 2015

We would like to consider donating the servers (without the hard drives) to UHLS.

Sincerely,

Melanie Metzger
Assistant Director