

**YONKERS PUBLIC LIBRARY  
AGENDA FOR ANNUAL BOARD MEETING  
GRINTON I. WILL LIBRARY  
JANUARY 24, 2019**

**MINUTES**

[**ACTION ITEM**] Approve Minutes of Board Meeting December 13, 2018.

**ELECTION OF OFFICERS FOR YEAR 2019** – Director Falcone presides.

[**ACTION ITEM**] Appointment of committees by the President

“the President shall name standing committees for a term of one year at the Annual Meeting, **or within one week** from the date of the Annual Meeting” – YPL by-laws

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE’S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

[**ACTION ITEM**]

Ratify the following appointments:

Jason Eisenberg, Clerk I, \$38,013.00/yr, eff. 12/14/18

Eissa Sawan, P/T Page, \$12.00/hr, eff. 1/2/19

Mohamed Murshed, P/T Page, \$12.00/hr, eff. 1/21/19

Eileen Fusco, Librarian Trainee, \$48,406.00/yr, eff. 1/2/19

Acknowledge the following resignations:

Ernest Amoyaw, P/T Page, \$11.00/hr., eff. 12/18/18

Tanya Key, P/T Page, \$11.00/hr., eff. 12/18/18

Enis Kolasinac, P/T Page, \$11.00/hr., eff. 12/18/18

Tiffany Osei, P/T Page, \$11.00/hr., eff. 12/18/18

Summer Prassor, P/T Page, \$11.00/hr., eff. 12/10/18

Alexia Rodriguez, P/T Page, \$11.00/hr., eff. 12/18/18

Tasfia Tasnim, P/T Page, \$11.00/hr., eff. 12/18/18

Gloria Buckley, Clerk I, \$48,350.00/yr., eff. 1/2/19

Joan Daly, Clerk II, \$56,118.00/yr., eff. 1/2/19

Melissa Glazer, Librarian I, \$56,747.00/yr., eff. 12/31/18

## **COMMITTEE REPORTS**

### **Finance, Budget & Planning-**

**[ACTION ITEM]** The following certificates will expire:

2/27/19 Saunders Book Fund, Sterling National Bank, 14 mo. CD,  
\$75,074.78; 1.60%

2/27/19 Contributions Account, Sterling National Bank, 14 mo. CD,  
\$26,935.87; 1.60%

**[ACTION ITEM]** A check in excess of \$5,000 must be written from the Contributions Fund (\$6,799.00: Invoice #78624 for VR equipment)

### **Employee Relations -**

### **Buildings & Grounds -**

### **Fundraising & Development -**

Foundation Update

## **RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedule #799

**[ACTION ITEM]** In the absence of the Treasurer and the President, designate a Trustee to certify claims for payment, to be ratified by the Board.

## **UNFINISHED BUSINESS**

Trustee Self-Evaluations & Board Development

**[ACTION ITEM]** Revision of Bylaws

## **NEW BUSINESS**

**EXECUTIVE SESSION:** To discuss the performance of a particular employee

**NEXT MEETING DATE:** Thursday, February 28, 2019 at the Riverfront Library

YONKERS PUBLIC LIBRARY  
BOARD MEETING  
RIVERFRONT BRANCH  
December 13, 2018

**ATTENDANCE**

TRUSTEES:	Anietra Guzmán-Santana Nancy Maron Stephen Jannetti Derrick Touba Joseph Puglia Josephine Ilarraza John Saraceno
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Tr. Puglia
UNION REPRESENTATIVE:	Rose Bannister, Clerk III

The Board Meeting began at 7:05 p.m.

**MINUTES**

Tr. Maron asked that the following amendment be made to the Minutes of the Board Meeting of November 20, 2018 on page 3, line 7: "As part of the Foundation's annual appeal, through the end of 2018 commemorative plaques will be offered to those donating at or above the \$125 level."

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved the amended Minutes of the Board Meeting of November 20, 2018.



## **MANAGEMENT REPORT**

Director Falcone updated the Board on the Will façade project. Half of the building's windows will be replaced by the end of December and the remaining half by the end of January. The vestibule is nearly complete and the terracotta panels are being fabricated.

Director Falcone also updated the Board on the Will boiler project. The boiler project is nearly complete. Both boilers are functioning properly and are awaiting inspections. The piping and lighting are particularly improved.

Director Falcone informed Trustees that the Library received a \$5,000 grant from Con Edison to support an arts education project in the Riverfront Gallery.

Deputy Director Thaler discussed Yonkers BASICS, a Yonkers Public Schools initiative under the umbrella of the Yonkers Public Schools My Brother's Keeper program. Ms. Thaler stated she had attended several BASICS meetings and that plans were in the works to train Children's Services staff to share the BASICS with parents and caregivers.

Tr. Saraceno arrived at 7:14pm.

Deputy Director Thaler informed Trustees that the museum pass program is a very popular service and plans were being made to improve it.

Tr. Guzmán-Santana inquired about a meeting Deputy Director Thaler held with Rona Carr. Ms. Thaler explained Rona Carr provides human resources training and they discussed the possibility of public workshops aimed at retirees interested in returning to the workforce.

## **UNION REPRESENTATIVE'S REPORT** - None

## **WLS REPORT** - None

## **PERSONNEL REPORT**

The Board acknowledged the following termination:

Sarah McAllister, Administrative Sec'y./Steno. \$73,459, eff. 11/30/18



## **COMMITTEE REPORTS**

### **Finance, Budget & Planning** - Guzmán-Santana, Saraceno, Jannetti

Tr. Jannetti and Business Manager Presedo led a discussion on the current procedure for approving and paying bills.

### **Employee Relations** – Guzmán-Santana, Touba, Puglia

### **Buildings & Grounds** –Guzmán-Santana, Maron, Saraceno, Ilarraza

### **Fundraising & Development** – Guzmán-Santana, Maron, Jannetti

Tr. Maron reported that the Foundation for the Yonkers Public Library sent out its first annual appeal letter. Sunshade plaques are being fabricated and installation should be complete before the end of the first half of 2019. Tr. Maron also stated the Foundation discussed its goals for 2019 and a possible spring date for its annual gala.

### **Nomination of Officers** – Touba

Tr. Touba reported that he has been in touch with other Board members and that nominations will be presented next month.

## **PAYMENT OF BILLS**

Tr. Puglia inquired if difficulties had ever been experienced with the bill paying procedure. Tr. Guzmán-Santana stated that the current procedure was the result of past changes and no difficulties have been experienced recently. A short discussion about how the Board can improve its oversight took place.

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule 798.

## **UNFINISHED BUSINESS**

Tr. Guzmán-Santana reminded Trustees to complete their self-evaluations and be prepared to discuss them at the next meeting.

Director Falcone reviewed his FY2020 operating budget proposal, which had been previously distributed (attached). The proposal included enhancements to service hours, programming, and building maintenance.

On motion of Tr. Saraceno, seconded and unanimously carried, the Board authorized Library management to submit the budget request to the City with the proposed additions.

On motion of Tr. Maron, seconded and unanimously carried, the Board authorized the inclusion of a salary raise up to 3% for Library management in the budget request.

### **NEW BUSINESS**

The Board discussed initiatives for the first half of the 2019 calendar year, including the Virtual Reality (VR) program with Yonkers Public Schools, library cards for all Yonkers Public School students, the enhancement of homebound services, and an art incubator program.

The Board discussed circulation of the remaining copies of the 2017 Annual Report.

Tr. Guzmán-Santana advised Trustees that she would recirculate copies of the Board's by-laws and asked that they be prepared to discuss updates to them at the next meeting.

**NEXT BOARD MEETING DATE** – Thursday, January 24, 2019, 7:00 p.m., at Grinton I. Will.

### **EXECUTIVE SESSION**

Tr. Puglia motioned to enter into Executive Session at 8:56 p.m.

The Board exited Executive Session at 9:25 p.m. With no further business to discuss, on motion of Tr. Ilarraza, seconded and unanimously carried, the meeting was adjourned at 9:27 p.m.

Edward Falcone  
Library Director & Secretary



## YPL OPERATING BUDGET 2019/20

To The Board:

Following up on our November discussion, here is Administration's recommendation for the FY2020 operating budget.

### 0101 SALARIES

Since the current labor contract expires on July 1<sup>st</sup>, there are technically no salary increases scheduled for represented staff next year. However, the contract calls for a final raise of 3% effective June 30<sup>th</sup>. Adding 3% to our current salary line amounts to approximately \$200,000. Adding a human resources professional (Clerk IV equivalent, \$90,000), two Young Adult Services librarians (@\$56,694 ea.) and a second Technology Training Coordinator (\$60,709) adds approximately **\$464,000** to this line. Note that for place-holding purposes, we included the three management salaries when calculating the 3% raises, but any raises for them need a board resolution.

### 0103 TEMP SERVICES

This is the line for part-time employees, including shelving pages. We are asking for these additions:  
\$4,600 for mandated minimum wage increases.  
\$9,340 for summer Sundays  
\$13,750 for adding two hours of service on Friday evenings  
\$11,588 for adding an hour of evening service to Riverfront  
Total: **\$39,278**

### 0119 CONTRACTUAL SETTLEMENTS

This line funded the remaining 25% of the contract's retroactive settlement. There are no more retro payments, and this should reduce our budget by **(\$130,537)**

### 0150 TERMINATION PAY

This had been cut from \$50,000 to the current \$35,000, we are asking to have the extra **\$15,000** restored.

### 0198 OVERTIME

This line includes full-time custodial overtime and also Sunday pay for full-time staff. To support summer Sunday service, this line must increase by **\$39,806**

### 0301 OFFICE SUPPLIES

Expanding our homebound service will require additional supplies, we are asking for an extra **\$4,500**.



0409 MAINTENANCE & REPAIR OF BUILDINGS

This is a chronically-underfunded line, asking for an additional \$5,000.

0413 PROFESSIONAL SERVICES

We contract out for security services at Will. If we add summer Sundays and extra hours on Friday, we estimate an extra \$3,100 for security.

0496 PROGRAMMING

We want to ramp up our programming schedule by having outside facilitators supplement the work of YPL staff. Asking for \$20,000 to fund this line.

**TOTAL DOLLAR INCREASE:                    \$460,147**

**TOTAL PERCENTAGE INCREASE:                    4.7%**

## Yonkers Public Library Bill List December 2018

<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>CAPITAL FUNDS</b>			
BARNES & NOBLE	MATERIALS	12/13/2018	68.25
BARNES & NOBLE	MATERIALS	12/13/2018	147.95
BORDART, CO.	MATERIALS	12/5/2018	219.54
BRODART, CO.	MATERIALS	12/13/2018	23.16
BRODART, CO.	MATERIALS	12/13/2018	303.44
CROWN A/C HEAT & POWER	BOILER REPAIRS	12/26/2018	623.10
KAEYER, GARMENT & DAVIDSON	WILL FAÇADE PHASE 2	12/20/2018	1,303.81
MIDWEST TAPE	MATERIALS	12/5/2018	10.39
MIDWEST TAPE	MATERIALS	12/5/2018	14.98
MIDWEST TAPE	MATERIALS	12/5/2018	19.48
MIDWEST TAPE	MATERIALS	12/5/2018	31.98
MIDWEST TAPE	MATERIALS	12/5/2018	38.35
MIDWEST TAPE	MATERIALS	12/5/2018	58.48
MIDWEST TAPE	MATERIALS	12/5/2018	74.94
MIDWEST TAPE	MATERIALS	12/5/2018	98.46
MIDWEST TAPE	MATERIALS	12/5/2018	310.78
MULTICULTURAL BKS & VIDEOS	MATERIALS	12/5/2018	70.24
RECORDED BOOKS	MATERIALS	12/5/2018	41.60
WESTON WOODS STUDIOS, INC.	MATERIALS	12/5/2018	144.00
<b>TOTAL</b>			<b>3,602.93</b>

<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>CONTRIBUTIONS FUNDS</b>			
AMERICAN EXPRESS	MISC EXPENSES	12/12/2018	2,819.52
AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP: EDWARD FALCONE	12/4/2018	285.00
BAKER & TAYLOR	PARTIAL PAYMENT: MATERIALS	12/4/2018	199.96
BELLA VISTA DELI	BOARD MTG 11/20/2018	12/4/2018	122.00
BELLA VISTA DELI	BOARD MEETING: 12/13/2018	12/26/2018	131.11
BINT-KADI, HALFA	PROGRAM SUPPLIES	12/11/2018	140.25
BUTLER, MAUREEN	HOMEWORK HELPER: CRESTWOOD	12/26/2018	75.00
BUTLER, MAUREEN	HOMEWORK HELPER: CRESTWOOD	12/11/2018	112.50
BUTLER, MAUREEN	HOMEWORK HELPER: CRESTWOOD	12/18/2018	112.50
CHENEY, CYNTHIA	HOMEWORK HELPER: RIVERFRONT	12/26/2018	368.75
CHENEY, CYNTHIA	HOMEWORK HELPER: RIVERFRONT	12/11/2018	375.00
CRAFTON, DAILEY	PROGRAM SUPPLIES: BEER MAKING	12/4/2018	54.78
DEMCO	MATERIALS	12/26/2018	1,664.58
GOVCONNECTION, INC.	MATERIALS	12/26/2018	396.83
GOVCONNECTION, INC.	MATERIALS	12/4/2018	445.13
GOVCONNECTION, INC.	MATERIALS	12/11/2018	837.74
GRUNBERG, KIRSTEN	WLS HEADSTART GRANT	12/4/2018	14.00
LARKIN, JOHN F.	HOMEWORK HELPER: CRESTWOOD	12/26/2018	75.00
LARKIN, JOHN F.	HOMEWORK HELPER: CRESTWOOD	12/11/2018	150.00
LARKIN, JOHN F.	HOMEWORK HELPER: CRESTWOOD	12/18/2018	187.50
LE MOULIN EATERY & WINE BAR	GALLEY HOP	12/11/2018	50.00
NEPPERHAN COMM. CTR.	SILVER SPONSOR 1 PG AD	12/26/2018	100.00
S & S WORLDWIDE, INC.	WLS HEADSTART GRANT	12/4/2018	472.03
SAFE ART	MURAL INSTALLATION	12/12/2018	1,230.00
SIEGAL, MARTIN	HOMEWORK HELPER: GRINTON I WILL	12/4/2018	537.50
SIEGAL, MARTIN	HOMEWORK HELPER: GRINTON I WILL	12/4/2018	837.50
W. B. MASON CO., INC.	MATERIALS	12/11/2018	27.60
W. B. MASON CO., INC.	MATERIALS	12/18/2018	813.02
WALSH, MICHAEL	BOOK: WEST COUNTY- A HISTORY	12/18/2018	40.00
XEROX CORPORATION	FINAL SHORT PAY	12/11/2018	63.00
YONKERS CHAMBER OF COMM.	DINNER HONORING LIBRARY MEMBER	11/15/2018	845.00
<b>TOTAL</b>			<b>13,582.80</b>
<b>FAÇADE GRANT</b>			
MILCON	WILL FAÇADE PHASE 1	12/20/2018	9,500.00
MILCON	WILL FAÇADE PHASE 1	12/20/2018	104,089.18
<b>TOTAL</b>			<b>113,589.18</b>



<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>MONTEFIORE GRANT</b>			
VERIZON WIRELESS	CELL PHONES	12/26/2018	106.86
VERIZON WIRELESS	CELL PHONES	12/6/2018	146.90
<b>TOTAL</b>			<b>253.76</b>

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 Accrual Basis

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 December 2018

Date	Num	Memo	Amount
<b>Abbey Ice</b>			
12/12/2018	86561	spring water	97.50
12/12/2018	86562	spring water	40.00
12/26/2018	86560	spring water	59.50
12/31/2018	88176	spring water	85.50
Total Abbey Ice			282.50
<b>Amazon.com</b>			
12/06/2018	433574398566	library supplies	188.92
12/06/2018	433574398566	library supplies	109.95
12/06/2018	436999365657	printing supplies	65.97
12/06/2018	438777635539	program supplies	47.18
12/06/2018	439376779466	office supplies, postage machine	13.29
12/06/2018	443599688983	program supplies	63.60
12/06/2018	454577376538	materials	96.28
12/06/2018	454988453488	materials	67.79
12/06/2018	467647463735	tech supplies	79.15
12/06/2018	473458558984	display supplies	243.39
12/06/2018	633557485445	program supplies	54.94
12/06/2018	758533436894	materials	66.15
12/06/2018	866879696539	office supplies	37.98
12/06/2018	887336675659	program supplies	45.96
12/06/2018	936578456878	library supplies	155.94
Total Amazon.com			1,336.49
<b>American Paper Supply (APP)</b>			
12/31/2018	J1192789	Janitorial Supplies	432.90
Total American Paper Supply (APP)			432.90
<b>American Petroleum</b>			
12/04/2018	00001115	tank cleaning/waste disposal/temp tank	7,625.00
Total American Petroleum			7,625.00
<b>Amoils, Roseanne</b>			
12/19/2018	61	job search coaching 11/7, 24 and 28	840.00
Total Amoils, Roseanne			840.00
<b>Arch For Kids</b>			
12/06/2018	247	children workshop	250.00
Total Arch For Kids			250.00
<b>ARTEAGA, KELLY</b>			
12/26/2018	12-13-18	zumba 12-13-18	70.00
Total ARTEAGA, KELLY			70.00
<b>Avila, Teresa</b>			
12/12/2018	01ta	english classes 10/25; 11/1, 8, 15, 20	200.00
Total Avila, Teresa			200.00
<b>Browne, Maria D.</b>			
12/19/2018	12-5-18mdb	create your own holiday wreath dec.5 2...	100.00
Total Browne, Maria D.			100.00
<b>Cablevision Lightpath</b>			
12/26/2018	100019200	internet Nov 2018	5,233.55
12/26/2018	100019228	phones Nov. 2018	3,563.08
Total Cablevision Lightpath			8,796.63
<b>Cablevision Optimum</b>			
12/12/2018	0780354469dec18	cable box	14.70
12/12/2018	07803550279dec18	crestwood phones and internet	140.89
12/19/2018	07803065546dec18	tv box	7.35
Total Cablevision Optimum			162.94
<b>Cengage Learning</b>			
12/12/2018	65631372	subscription 11/27/18-11/26/19	6,789.13
Total Cengage Learning			6,789.13

## YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT December 2018

Date	Num	Memo	Amount
<b>CHLOE'S KIDS</b>			
12/06/2018	16f	baby signing time	150.00
12/19/2018	17f	signing time dec.4 and 7 2018	150.00
Total CHLOE'S KIDS			300.00
<b>Citadel Pest Control</b>			
12/04/2018	3534	pest control	300.00
Total Citadel Pest Control			300.00
<b>Con Edison</b>			
12/19/2018	421731004dec18-1	gas	193.94
Total Con Edison			193.94
<b>Crown Janitorial</b>			
12/26/2018	425791-1	janitorial supplies	1,695.53
Total Crown Janitorial			1,695.53
<b>Cruz, Aurora</b>			
12/06/2018	112018ac	reimbursement program supplies	63.58
Total Cruz, Aurora			63.58
<b>DAS, JOY</b>			
12/31/2018	125	sewing classes 12-8 and 12-9, 2018	400.00
Total DAS, JOY			400.00
<b>Demco</b>			
12/26/2018	6500438	library supplies	23.68
12/26/2018	6500438	library supplies	224.19
12/26/2018	6509814	office supplies	688.56
12/31/2018	6511376	library furniture	241.05
Total Demco			1,177.48
<b>Dreamland Security</b>			
12/12/2018	dss18 161	security guard services	12,611.50
Total Dreamland Security			12,611.50
<b>Ebsco</b>			
12/19/2018	0028289	subscription	-15.00
12/19/2018	1900232	subscription	-35.00
12/19/2018	1901023	subscription	-74.95
12/19/2018	9206357	subscription-riverfront	90.85
12/19/2018	9206358	subscription-riverfront	7,158.20
12/19/2018	9206359	subscription-will	9,703.96
12/19/2018	9206360	subscription-crestwood	1,628.10
12/19/2018	9206361	subscription-will	1,128.45
Total Ebsco			19,584.61
<b>Ellis, Anthony</b>			
12/12/2018	2018-1128	adobe in design classes 11/20, 27	240.00
12/26/2018	2018-1212	adobe design class 12-6-18	120.00
Total Ellis, Anthony			360.00
<b>Figueroa, Carlos</b>			
12/12/2018	91918cf	employee reimbursement	12.90
12/12/2018	91918cf	employee reimbursement	14.98
12/12/2018	91918cf	employee reimbursement	15.01
Total Figueroa, Carlos			42.89
<b>FILIBERTI, JOHN</b>			
12/26/2018	32777	quickbooks 11-3 and 12-15-18	750.00
Total FILIBERTI, JOHN			750.00
<b>Five Star Equipment Repair</b>			
12/03/2018	r54706	repairs	116.80
12/03/2018	r54707	repairs	246.40
Total Five Star Equipment Repair			363.20
<b>Foundation Center, The</b>			



**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 December 2018

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
12/19/2018	7793575416551	ny-annual funding information	2,495.00
Total Foundation Center, The			2,495.00
<b>Gantzer, Ana</b>			
12/19/2018	12218ag	employee reimbursement	73.45
Total Gantzer, Ana			73.45
<b>Germino, Damien</b>			
12/19/2018	12-4-18	yoga on 12/4/18	80.00
12/31/2018	12-18-2018	kick boxing class	80.00
Total Germino, Damien			160.00
<b>Gibbons Family Fitness</b>			
12/06/2018	11-20-18	kickboxing 11/20/18	70.00
Total Gibbons Family Fitness			70.00
<b>GovConnection</b>			
12/12/2018	56322437	left angle microU and speed cable	29.82
12/12/2018	56322439	usb, clear film, hp paper	315.02
12/12/2018	56322449	toners	507.56
12/12/2018	56326251	4 port usb tblt; home charge station	24.13
12/12/2018	56326259	usg 40w nb	291.42
12/19/2018	56356571	toner	473.53
12/19/2018	56356573	television	241.18
12/19/2018	56356574	monitor	137.61
12/19/2018	56356575	monitor, ram	205.32
12/26/2018	56360309	tv wall mount	57.21
12/31/2018	56382292	printer	656.85
Total GovConnection			2,939.65
<b>Grunberg, Kirsten</b>			
12/03/2018	11192018kg	program supplies	29.36
Total Grunberg, Kirsten			29.36
<b>Gruppuso</b>			
12/03/2018	18-378	new flushometer-Will women's room	758.00
12/19/2018	18-405	plumbing repairs at will branch	691.00
Total Gruppuso			1,449.00
<b>Handilift</b>			
12/26/2018	92601	wheelchair lift repair	9,737.94
Total Handilift			9,737.94
<b>Heitner, Lois H.</b>			
12/19/2018	17lh	yoga instruction nov.7, 14, and 28 2018	150.00
Total Heitner, Lois H.			150.00
<b>Hewlett-Packard</b>			
12/19/2018	60696044	hp prodisplay p232 monitor	174.00
Total Hewlett-Packard			174.00
<b>HF Group, The</b>			
12/04/2018	184834	2015, 16 & 17 board minutes binding	150.00
12/04/2018	184834	2015, 16 & 17 board minutes binding	320.06
Total HF Group, The			470.06
<b>Hjortart, Sine</b>			
12/03/2018	11-14-18	paper cutting workshop	170.00
Total Hjortart, Sine			170.00
<b>Home Depot Credit Service</b>			
12/19/2018	3012794	heaters	79.94
12/19/2018	6061244	heater	39.97
12/19/2018	8279461	snow blower	529.00
Total Home Depot Credit Service			648.91
<b>Inspiring New Beginnings</b>			
12/03/2018	8	2 yoga dance classes for children	200.00

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 01/07/19  
 Accrual Basis

## YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT December 2018

Date	Num	Memo	Amount
Total Inspiring New Beginnings			200.00
<b>ISE Office Plus</b>			
12/19/2018	403070	#10 reg. env. lt/2500	241.99
Total ISE Office Plus			241.99
<b>Keane &amp; Beane</b>			
12/19/2018	42289	legal services	2,085.00
Total Keane & Beane			2,085.00
<b>LE Health Inc.</b>			
12/12/2018	11-30-18leh	yoga for yogis 11/1, 8, 15, and 29	200.00
Total LE Health Inc.			200.00
<b>Leslie Digital Imaging</b>			
12/26/2018	1745483	ink cartridges	68.68
Total Leslie Digital Imaging			68.68
<b>Lu, Kristen</b>			
12/19/2018	12-11-2018kl	energy healing dec.11 2018	75.00
Total Lu, Kristen			75.00
<b>Marshall, Nancy</b>			
12/12/2018	11-29-18nm	zumba class on 11/29/18	70.00
Total Marshall, Nancy			70.00
<b>Metro Group, Inc.</b>			
12/03/2018	pl 586665	cooling tower, water ssystem, dip slide ...	782.83
12/26/2018	PI592194	cooling tower inspection	782.83
Total Metro Group, Inc.			1,565.66
<b>Mota, Juan</b>			
12/03/2018	000024	sew amazing	175.00
12/31/2018	000025	sewing class 12-19-18	175.00
Total Mota, Juan			350.00
<b>North State Mechanical</b>			
12/19/2018	17055-33	contract	4,450.00
Total North State Mechanical			4,450.00
<b>Oriental Trading</b>			
12/19/2018	693309058-01	holiday rubber duckies	53.80
Total Oriental Trading			53.80
<b>Pereira, Teresa</b>			
12/31/2018	121518TP	painting class 12-15-18	150.00
Total Pereira, Teresa			150.00
<b>Platt, Daphne</b>			
12/06/2018	ycr112318	dance with Daphne 11/23/18	125.00
Total Platt, Daphne			125.00
<b>Presedo, Vivian</b>			
12/26/2018	121718VP	petty cash	335.11
12/26/2018	121718VP	petty cash	2.00
12/26/2018	121718VP	petty cash	30.70
12/26/2018	121718VP	petty cash	44.43
12/26/2018	121718VP	petty cash	20.00
Total Presedo, Vivian			432.24
<b>Recruit Right</b>			
12/04/2018	956	consulting and training on harassment i...	2,800.00
Total Recruit Right			2,800.00
<b>Robison, Mary</b>			
12/03/2018	110918mr	parking and mileage for emergency trai...	76.17
Total Robison, Mary			76.17

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 December 2018

Date	Num	Memo	Amount
<b>Rong, Jian-Yang</b>			
12/26/2018	12-15-2018	q gong 12-15-18	75.00
Total Rong, Jian-Yang			75.00
<b>S &amp; S Worldwide</b>			
12/26/2018	10570202	program supplies	16.04
12/31/2018	10588298	program supplies	29.22
Total S & S Worldwide			45.26
<b>Scaringella Auto Repair</b>			
12/31/2018	2-18-18	auto repair	596.95
Total Scaringella Auto Repair			596.95
<b>Schall Hardware</b>			
12/19/2018	16882	hardware supplies	116.23
Total Schall Hardware			116.23
<b>Sprague Operating Resources</b>			
12/19/2018	00009742727	bioheat oil	497.05
12/19/2018	00009735744	bioheat oil	225.10
12/19/2018	00009727165	bioheat oil	539.50
12/19/2018	00009727174	bioheat oil-crestwood	583.54
12/19/2018	00009759200	bioheat oil	446.58
Total Sprague Operating Resources			2,291.77
<b>Stanley Convergent</b>			
12/19/2018	16072209	maintenance	197.01
12/19/2018	16081726	maintenance	64.68
12/19/2018	16075238	maintenance	683.54
Total Stanley Convergent			945.23
<b>Sterling Sanitary Supply</b>			
12/04/2018	ai5744	monthly lease	300.00
12/31/2018	AI7756	lease	300.00
Total Sterling Sanitary Supply			600.00
<b>Thrive Reiki</b>			
12/12/2018	24	mindful monday program and reiki expe...	90.00
Total Thrive Reiki			90.00
<b>Vandross, Gwendolyn</b>			
12/31/2018	121218GV	zumba class 12-19-18	70.00
Total Vandross, Gwendolyn			70.00
<b>Verizon</b>			
12/03/2018	9144109274Nov18	phones and alarm	42.15
12/12/2018	9143372191dec18	phones and alarms	153.76
12/12/2018	9143373015dec18	phones and alarms	46.86
12/12/2018	9147931065dec18	phone service and alarm	48.03
12/19/2018	9144109274dec18	phone and alarm	47.15
12/31/2018	9143372191JAN19	phones/alarms	157.19
12/31/2018	9143373015JAN19	phone/alarm	53.26
Total Verizon			548.40
<b>Verizon Wireless</b>			
12/06/2018	9818137475	cell phones	171.90
12/12/2018	9818990223	phone services	340.05
12/26/2018	9820047414	cell phones	171.90
Total Verizon Wireless			683.85
<b>WB Mason</b>			
12/19/2018	160863703	paper	359.90
12/19/2018	I61041559	water-program supplies	100.20
12/26/2018	cr6188141	office supplies	-5.18
12/26/2018	I61248155	office supplies	108.86
12/26/2018	I61347052	office supplies	7.19
12/26/2018	I61478316	office supplies	322.41
12/26/2018	I61663062	shipping tags	26.65



3:37 PM  
01/07/19  
Accrual Basis

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
December 2018

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
12/26/2018	I61665416	office supplies	264.60
Total WB Mason			1,184.63
<b>Weaver, Alan</b>			
12/19/2018	1218-13	class-photo transferring from cell phone	150.00
Total Weaver, Alan			150.00
<b>Westchester Library System</b>			
12/03/2018	111518	2018 Fall WEBS seminar	500.00
12/03/2018	111518-1	WEBS Individual Counseling	4,500.00
Total Westchester Library System			5,000.00
<b>Xerox</b>			
12/19/2018	095203232	copier rental	95.00
Total Xerox			95.00
<b>Yonkers Parking Authority</b>			
12/28/2018	19-6451	26 parking permits- Buena Vista Garag...	5,680.48
Total Yonkers Parking Authority			5,680.48
<b>TOTAL</b>			<b>114,412.03</b>

**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 FOR THE YEAR JULY 1, 2018-JUNE 30, 2019  
 CAPITAL FUNDS**

		ORIGINAL AMOUNT	AMOUNT AVAILABLE 12/31/2018
<b>C2099CP</b>			
510646	Will Ext. Construction	1,800,000	0
510647	Will Auditorium Improv.	55,000	48,229
510820	Library Books and other Materials	300,000	0
510821	Boiler Upgrades	60,000	0
510822	Computers & Library Equipment	47,000	32,193
510872	Library Books and other Materials	350,000	0
510873	Exterior - Will Branch	2,400,000	1,298,328
510874	Boiler Upgrades	568,000	104,266
510906	Library Books and other Equipment	450,000	395,372

**YONKERS PUBLIC LIBRARY  
QUARTERLY BUDGET REPORT  
FOR THE YEAR JULY 1, 2018-JUNE 30, 2019  
GRANTS FUNDS**

	<b>AMOUNT AWARDED</b>	<b>AMOUNT AVAILABLE 12/31/2018</b>
LDA	143,266	28,373
DANY	250,000	250,000
MONTEFIORE	142,942	76,234
CBGB	30,000	14,950
SED-LDA	211,412	211,412



**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 FOR THE YEAR JULY 1, 2018-JUNE 30, 2019  
 REVENUE**

Revenue Category	<u>Budgeted Revenue 2018-2019</u>	<u>Revenue Realized 7/1/2018-6/30/2019</u>
		\$16,153
Fees & Fines	\$51,000	8,528
Rental of Property	11,000	10,687
Miscellaneous (Includes E-Rate)	41,050	<u>35,368</u>
Total Library Generated Revenues	<u>\$103,050</u>	57,438
State Funding	47,560	9,497,773
Transfer from City of Yonkers General Fund	9,497,773	811,831
Transfer from Library Fund	811,831	<u>\$10,402,410</u>
Total	<u>\$10,460,214</u>	

BANK ACCOUNT INFORMATION  
DECEMBER 2018

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>12/31/2018</u>
<u>ENDOWMENTS AND TRUSTS</u>						
<u>SAUNDERS ENDOWMENT GOAL \$65,000</u>						
STERLING NATIONAL BANK 1.60%		SAUNDERS BOOK FUND	4658	2/27/2019	14 MO. CD	75,074.78
<u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u>						
STERLING NATIONAL BANK 1.85%		JOHN JUTKOWITZ THEATER FUND	5236	5/19/2019	14 MO. CD	10,673.86
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS 1.75%		DAVID S. KOGAN MEM FUND	1085514	8/24/2019	15 MO. CD	5,001.68
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
STERLING NATIONAL BANK 1.15%		RITA G. MURPHY MEM FUND	5237	3/19/2019	12 MO. CD	5,507.13
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK N/A		YPL TRUST ACCOUNT	6700288970	----	CHECKING	4,551.39
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
STERLING NATIONAL BANK 1.60%		CONTRIBUTIONS ACCOUNT	4659	2/27/2019	14 MO. CD	26,935.87
STERLING NATIONAL BANK 2.25%		CONTRIBUTIONS ACCOUNT	5737	8/4/2019	14 MO. CD	61,953.14
STERLING NATIONAL BANK 2.25%		CONTRIBUTIONS ACCOUNT	6249	10/2/2019	14 MO. CD	51,723.94
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK 0.01%		CONTRIBUTIONS ACCOUNT	6700289260	----	CHECKING	56,389.87

YONKERS PUBLIC LIBRARY  
SCHEDULE C

*SALARY SCHEDULES EFFECTIVE 12/31/2018*  
*Part-Time Employees NOT Covered*  
*by Union Contract*

**PART-TIME POSITIONS**

Employees in this category are hired for a limited period of time and are paid on an hourly basis. Positions have no tenure; no fringe benefits.

<u>Position</u>	<u>Code</u> <u>Grade</u>	<u>Step</u>	<u>Hourly</u> <u>Salary</u>
PT Librarian II	HM	1	\$25.35
PT Librarian I	HF	1	\$21.00
PT Library Assistant	HB	1	\$15.70
PT Page (Computer Page)	HA	1	\$12.00
PT Page (Clerk)	HA	1	\$12.00
PT Page	HE	1	\$12.00
PT Custodial Worker	HL	1	\$12.00



JOINT MANAGEMENT REPORT  
JANUARY 2019

**Facade.** The new railings, remaining windows, and vestibule renovation should be completed by the end of the month. The terracotta panels and mounting grid system will be shipping soon, but will not reach the site until mid-February at the earliest.

**Boiler Project.** This project is substantially completed, and the engineering firm will be doing the punch list soon. The branch has been comfortably and reliably warm since the new unit was installed.

**Art Gallery Workshops.** With support from Con Edison and the Foundation, we are planning several 'Arts Incubator' programs in the Riverfront Gallery. One program, already underway, is a series of teen workshops led by curator Haifa Bint-Kadi. Soon to follow will be artists in residence who will work with adults and families.

**FY2020 Budget.** The budget package was submitted on time. In a change from past practice, Finance met with us prior to the submission, and we were given an early opportunity to review our goals for the coming year. We expect to have one more meeting with Finance before the Executive Budget is released in April.

**CDBG Request.** We submitted a request this year to begin planning a renovation of the teen space at Riverfront. If approved, funds would be used to hire an architectural firm to do a needs assessment and to complete conceptual and schematic designs for a re-imagined space. We have also an executed contract for our grant award for the year just ending. Those funds will go toward replacing worn furnishings in the Riverfront computer lab.

**Evergreen Migration.** The timetable for switching to a new circulation system has been accelerated. WLS is now working with these target dates:

- 2/18 Last day for new books to be linked to the 'card catalog'
- 3/10 Last day for books to be checked out on the current ILS
- 3/11-13 Offline! Books checked out with pencil and paper
- 3/14 First day live on Evergreen

Migrations are disruptive events, but most staff have been through one or even two prior migrations and the drill will be similar this time. WLS is planning extensive training opportunities both locally and at their central office, and YPL staff will take full advantage of them.

MEETINGS ATTENDED THIS PERIOD

12/17	Ed	Teresa May, KG&D Architects
	Susan	Yonkers Basics facilitators training @ BoE
	Ed & Susan	Yonkers On The Move recognition event @ City Hall
	Ed & Susan	Mayor's Holiday Reception @ City Hall
12/18	Ed & Susan	Chamber of Commerce Networking Breakfast @ Castle Royale
	Ed	Foundation Board
12/19	Ed & Susan	Yonkers Basics Advisory Board @ BoE
	Ed, Susan & Vivian	Clerical retirement party @ Will

12/20	Ed & Susan Ed, Susan & Vivian	Nader Sayegh holiday reception Crestwood reception
12/21	Susan	Mara Mills and Haifa Bint-Kadi
12/27	Ed & Susan	IT Assistant interviews
1/3	Susan Ed & Susan Susan Ed, Susan & Vivian	CollectionHQ conference call IT Assistant interview Branch Administration meeting @ Will First Thursday Gallery Hop
1/4	Ed & Susan	IT Assistant interviews
1/7	Ed & Susan	IT Assistant interview
1/8	Ed & Susan Ed, Susan & Vivian	Façade construction meeting @ Will Preliminary budget review @ City Hall
1/9	Susan Susan Ed & Susan Susan	Women In Business board meeting IT meeting Maria Gribakina, DORENEX Literacy Solutions board meeting
1/10	Ed & Susan Ed	Monthly meeting with Deputy Mayor @ City Hall Thursday Lunch Club
1/11	Susan Ed Ed & Susan	CPCY conference call Roosevelt High rededication event BoE/Corporation Counsel meeting
1/14	Ed	Will visit
1/15	Ed	Vendor visit – Blockhouse Furnishings
1/17	Ed Ed Ed Ed	PLDA general meeting @ WLS Thursday Lunch Club Nita Lowey event @ White Plains YWCA NEO teen gallery event
1/21	Ed Ed	Rain Garden Sculpture Preview, Vinnie Bagwell studio Annual MLK Dinner @ Castle Royale
1/22	Ed	Façade construction meeting @ Will
1/23	Ed Ed	VR Committee Foundation Board @ Will

## YONKERS PUBLIC LIBRARY

### CIRCULATION STATISTICS

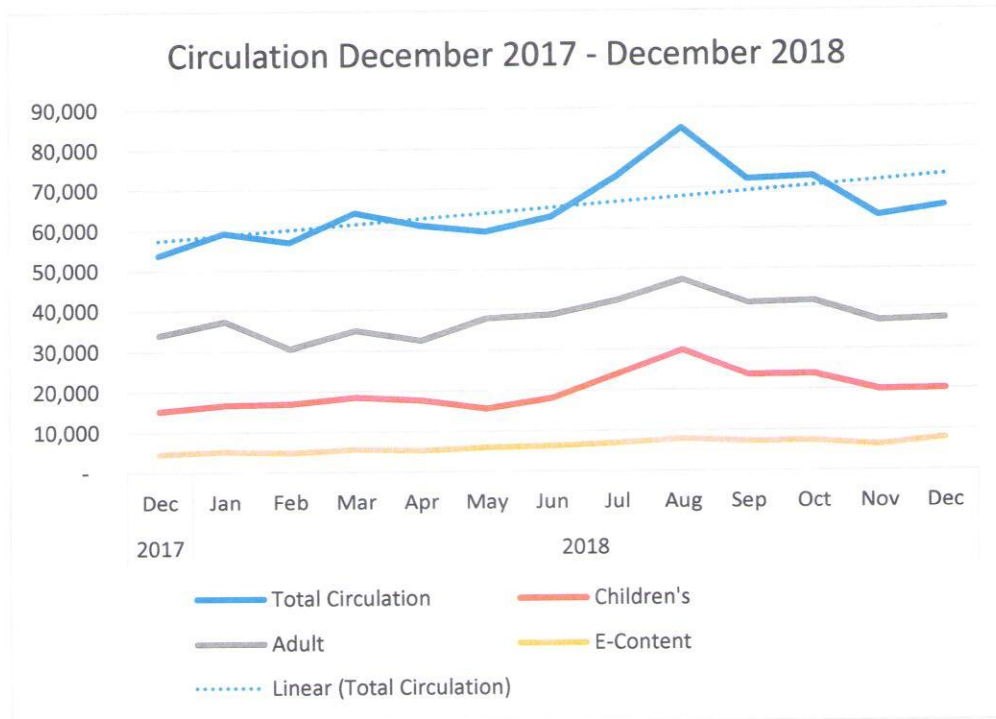
December 2018

**Museum  
Passes  
Check-Outs**

	<u>2017</u>	<u>2018</u>			
Days of Service	29	30			
			<b><u>Dev.</u></b>	<b><u>%</u></b>	
<b>RIVERFRONT LIBRARY</b>					23
Adult	12,321	13,172	851		
Children's	5,196	6,512	1,316		
<b>Total Riverfront Circulation</b>	<b>17,517</b>	<b>19,684</b>	2,167	12.37%	
 <b>GRINTON I. WILL BRANCH</b>					 11
Adult	18,913	20,321	1,408		
Children's	8,851	12,047	3,196		
<b>Total Will Circulation</b>	<b>27,764</b>	<b>32,368</b>	4,604	16.58%	
 <b>CRESTWOOD BRANCH</b>					 10
Adult	2,654	3,968	1,314		
Children's	1,166	1,532	366		
<b>Total Crestwood Circulation</b>	<b>3,820</b>	<b>5,500</b>	1,680	43.98%	
 <b>E-content (All Branches)</b>	4,568	7,956			
<b>TOTAL CIRCULATION</b>					44
Total Current Month	53,669	65,508	11,839	22.06%	
Total Previous Months	<u>711,133</u>	<u>729,818</u>	<u>18,685</u>	<u>2.63%</u>	
<b>Total Year to Date</b>	764,802	795,326	30,524	3.99%	

# Circulation December 2017 - December 2018

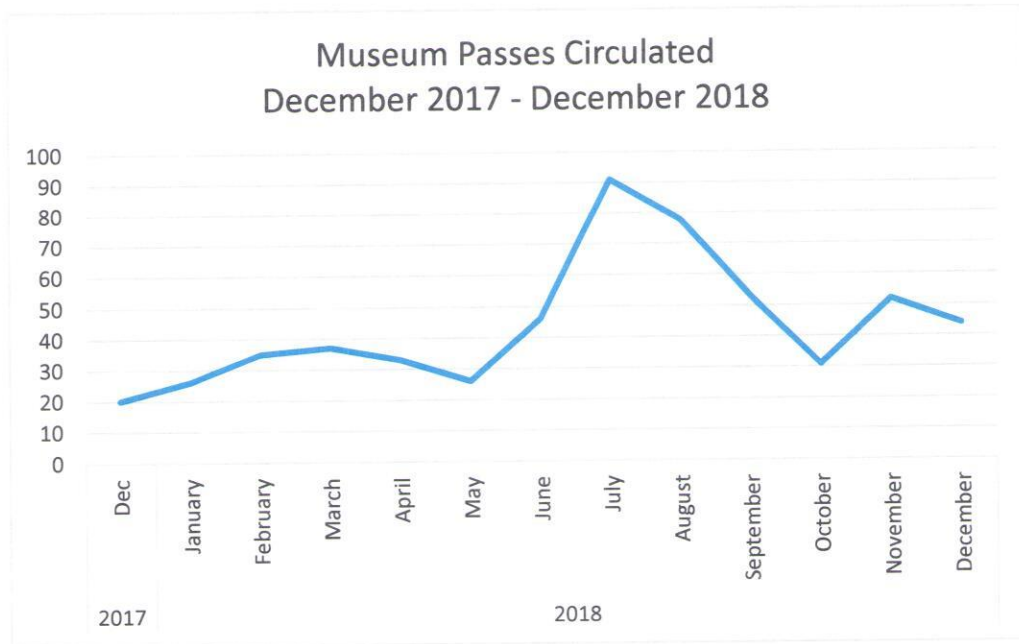
		Total Circulation	Children's	Adult	E-Content
2017	Dec	53,669	15,213	33,888	4,568
2018	Jan	59,157	16,712	37,266	5,179
	Feb	56,858	16,935	30,496	4,836
	Mar	64,153	18,521	34,965	5,636
	Apr	60,966	17,694	32,398	5,264
	May	59,384	15,619	37,747	6,018
	Jun	63,016	18,069	38,653	6,294
	Jul	72,971	23,948	42,072	6,951
	Aug	85,024	29,803	47,325	7,895
	Sep	72,235	23,581	41,416	7,238
	Oct	72,974	23,792	41,863	7,319
	Nov	63,080	19,888	36,868	6,324
	Dec	65,508	20,091	37,461	7,956





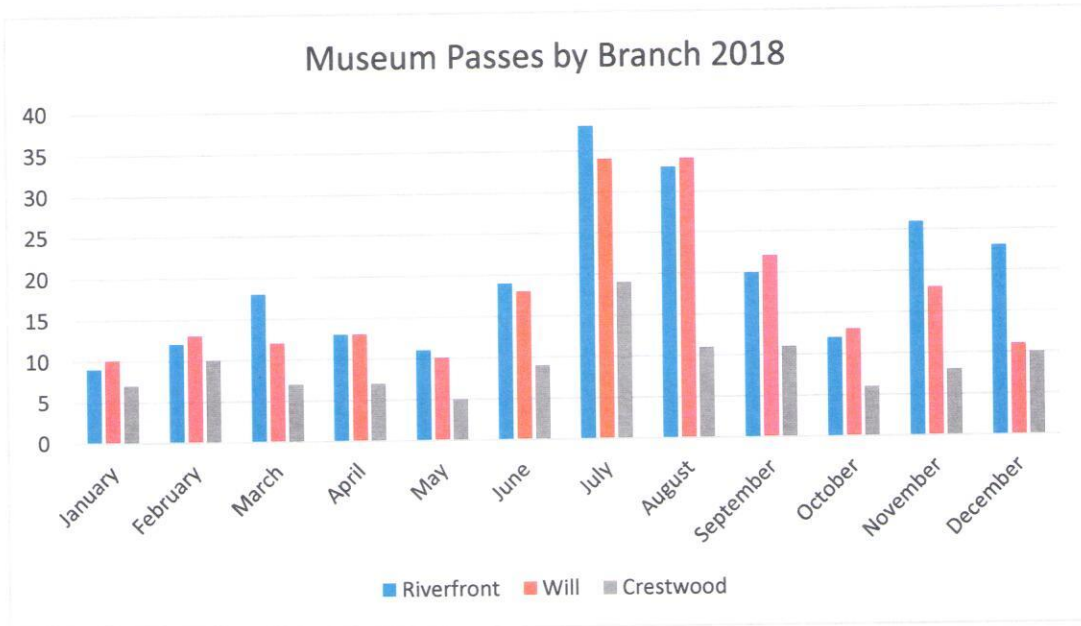
## Museum Passes

Year	Month	Checked Out
2017	Dec	20
2018	January	26
	February	35
	March	37
	April	33
	May	26
	June	46
	July	91
	August	78
	September	53
	October	31
	November	52
	December	44



## Museum Passes by Branch

	Month	Riverfront	Will	Crestwood
	January	9	10	7
	February	12	13	10
	March	18	12	7
	April	13	13	7
	May	11	10	5
	June	19	18	9
	July	38	34	19
	August	33	34	11
	September	20	22	11
	October	12	13	6
	November	26	18	8
	December	23	11	10



### Print vs. AV by Branch - December 2018

	Print	AV	Total
Riverfront	11,269	8,415	19,684
Will	21,709	10,659	32,368
Crestwood	4,092	1,408	5,500
Total	37,070	20,482	57,552

### Print vs. AV - December 2018



### Adult Print vs. AV by Branch - December 2018

	Print	AV	Total
Riverfront	6,235	6,937	13,172
Will	11,971	8,350	20,321
Crestwood	2,834	1,134	3,968
Total	21,040	16,421	37,461

### Adult Print vs. AV - December 2018



### Juvenile Print vs. AV by Branch - December 2018

	Print	AV	Total
Riverfront	5,034	1,478	6,512
Will	9,738	2,309	12,047
Crestwood	1,258	274	1,532
Total	16,030	4,061	20,091

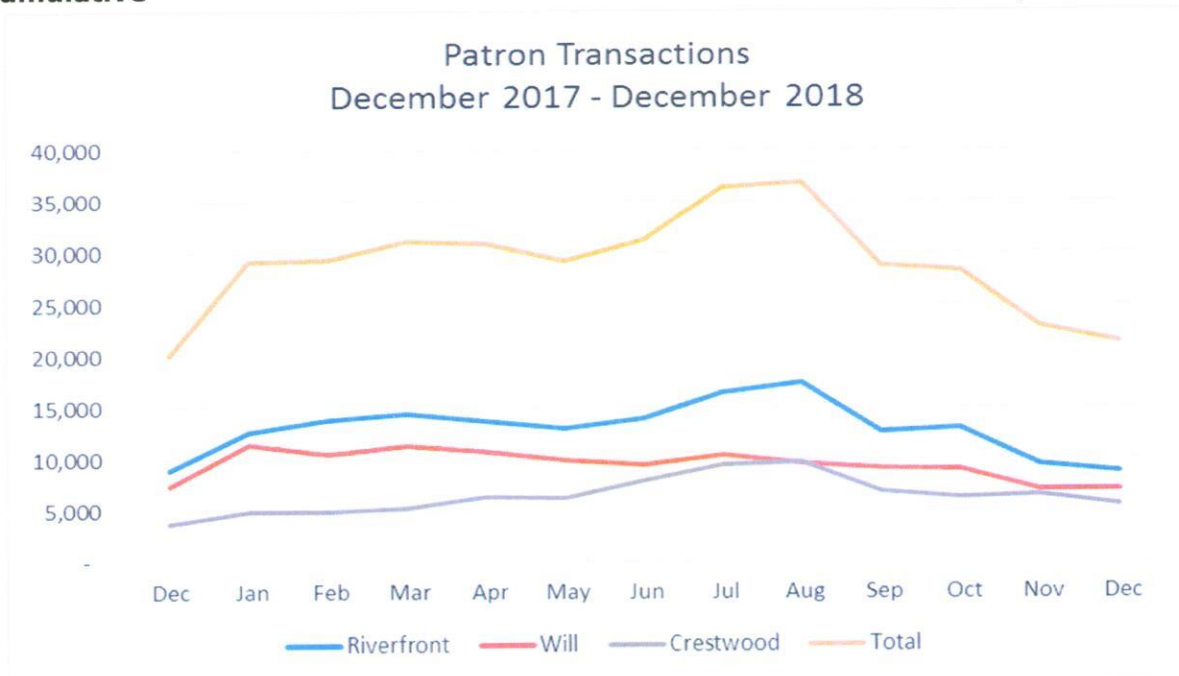
### Juvenile Print vs. AV - December 2018



# Yonkers Public Library

## STATISTICS - PATRON TRANSACTIONS December 2018

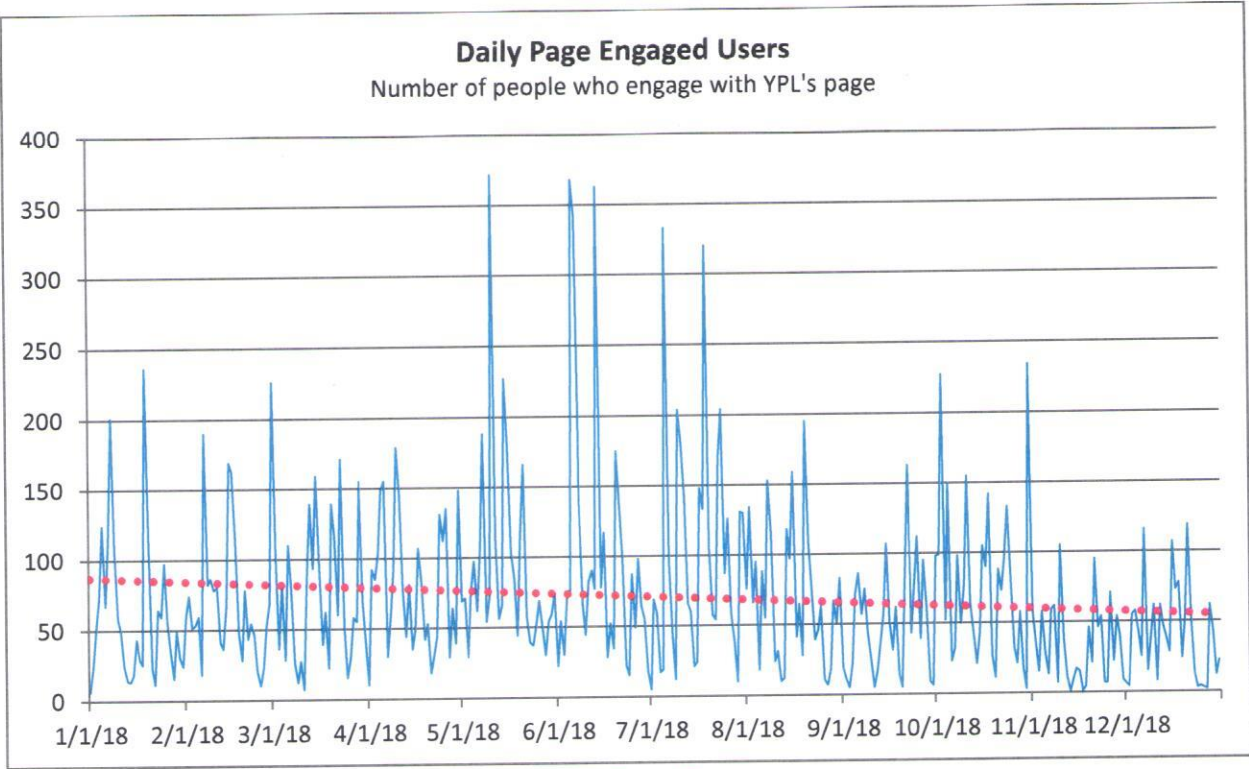
	November <u>2018</u>	December <u>2018</u>
<b>RIVERFRONT BRANCH</b>		
Circulation	3,201	2,905
Directional/Other	4,464	3,874
Reference	<u>1,747</u>	<u>1,977</u>
<b>Total</b>	<b>9,412</b>	<b>8,756</b>
<b>GRINTON I. WILL BRANCH</b>		
Circulation	3,956	4,064
Directional/Other	1,382	1,433
Reference	<u>1,646</u>	<u>1,478</u>
<b>Total</b>	<b>6,984</b>	<b>6,975</b>
<b>CRESTWOOD BRANCH</b>		
Circulation	1,854	1,877
Directional/Other	1,493	1,145
Reference	<u>3,138</u>	<u>2,579</u>
<b>Total</b>	<b>6,485</b>	<b>5,601</b>
<b>TOTALS</b>		
<b>Current Month</b>	<b>22,881</b>	<b>21,332</b>
<b>Previous Months</b>	<b>-</b>	<b>354,260</b>
<b>Cumulative</b>		<b>375,592</b>



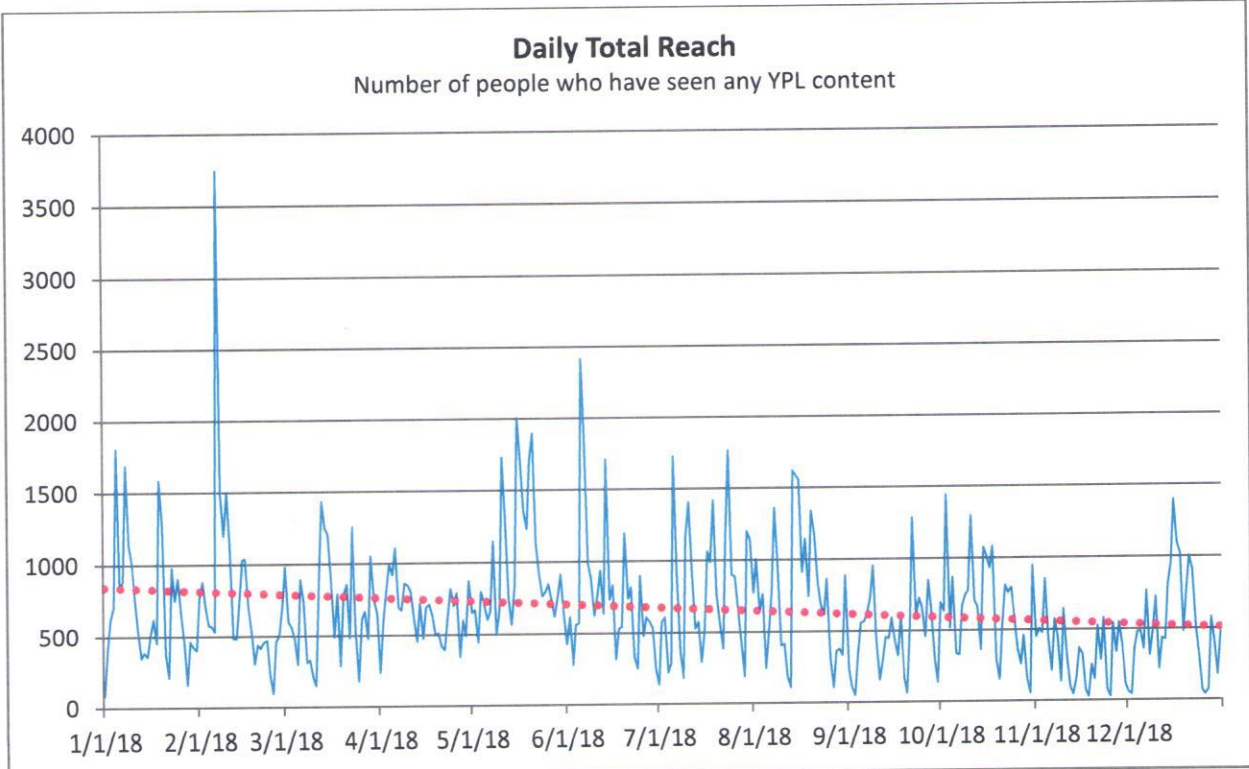


Social Media Statistics  
December 2018

FACEBOOK  
Snapshot

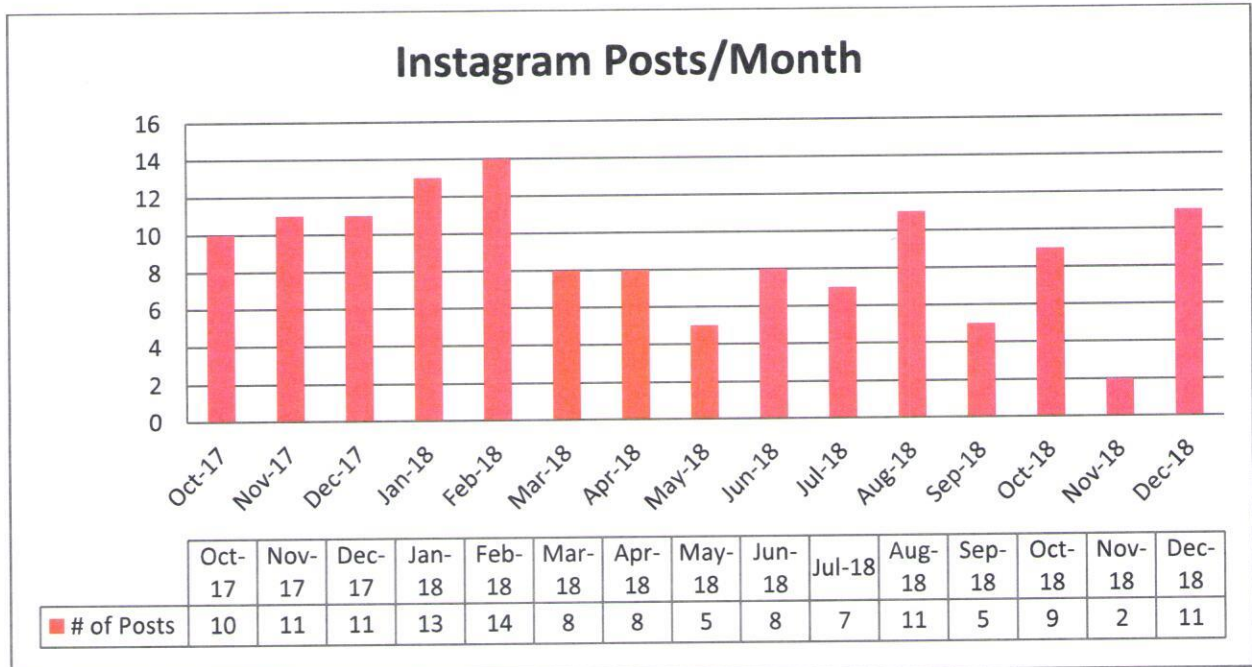
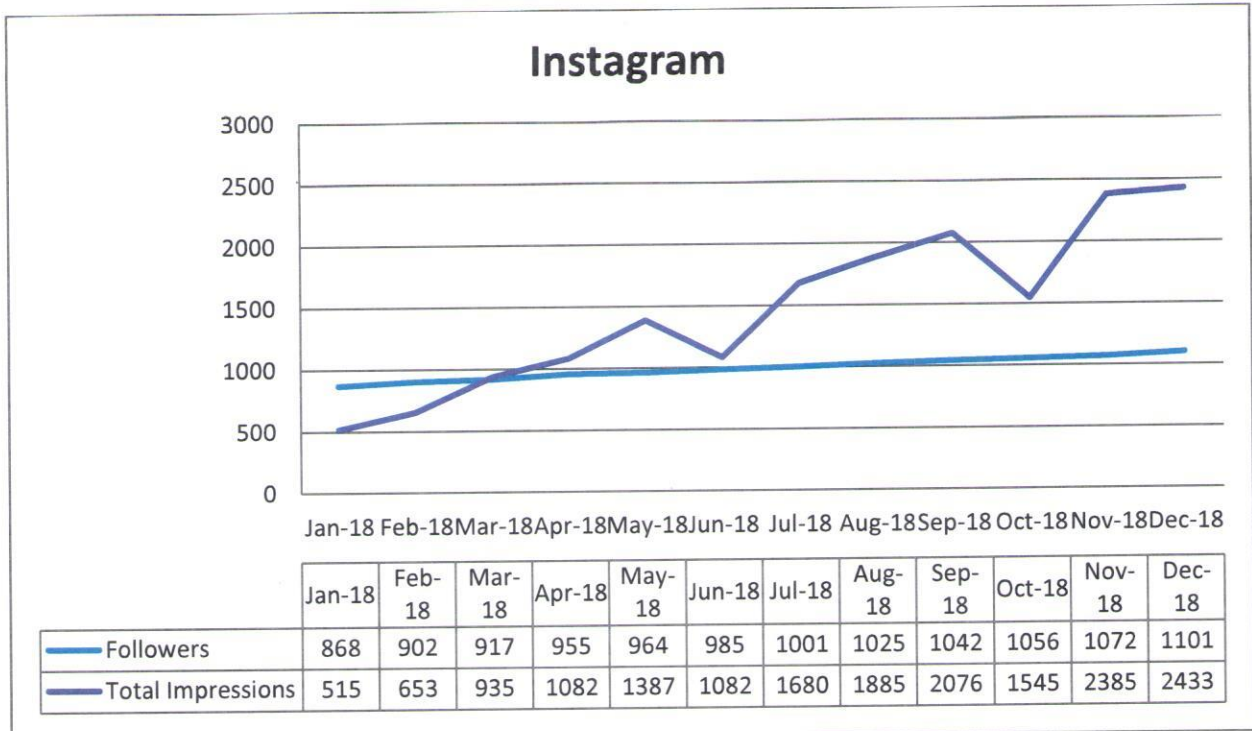


INSIGHT: IS YPL'S ENGAGEMENT RATE INCREASING OVER TIME



INSIGHT: IS YPL'S DAILY REACH IMPROVING OVER TIME?

**INSTAGRAM**  
Snapshot



## CONSTANT CONTACT

### December Newsletters

---

Date/Time	Campaign Name	Total Sent	Open Rate	Total Unique Opens	Total Unique Clicks	Total Unsubscribes
2018/12/27, 6:00 PM	Gallery Newsletter December 2018	2,009	21.90%	407	30	6
2018/12/27, 3:25 PM	Gallery Hop Jan 3, 2019	15,081	17.00%	2,259	66	35
2018/12/17, 3:43 PM	Mid-December Programs 2018	11,128	23.10%	2,370	163	8
2018/11/30, 9:31 AM	Early December Programs 2018	11,201	19.30%	1,986	258	6

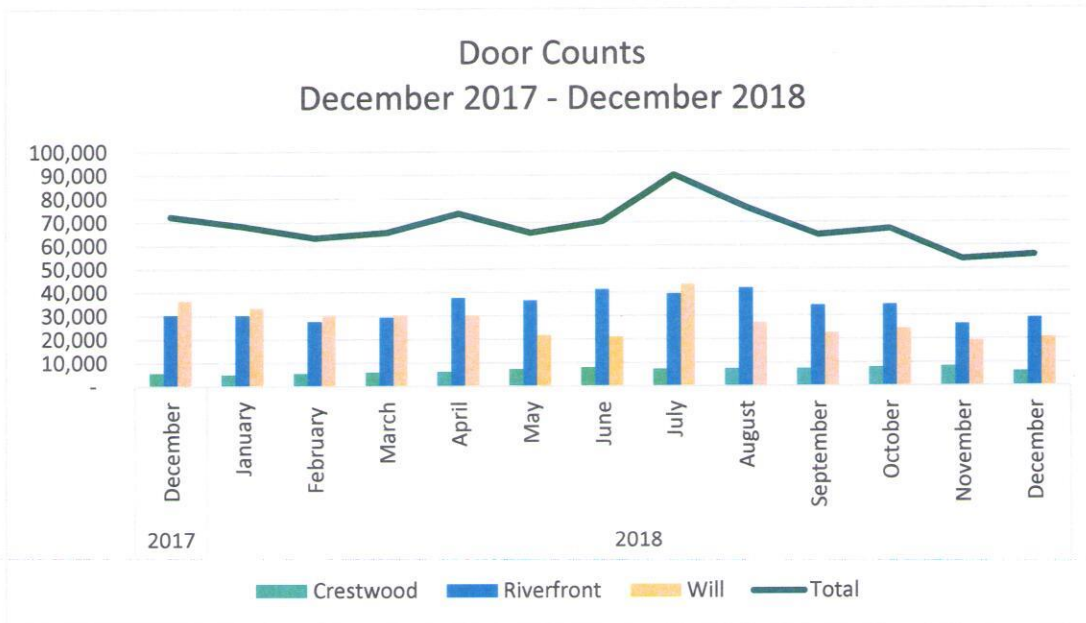
Opens by device:

Mobile: 46%

Desktop: 54%

## Door Counts

Year	Month	Crestwood	Riverfront	Will	Total
2017	December	5,528	30,310	36,342	72,180
2018	January	4,908	30,044	33,193	68,145
	February	5,431	27,564	30,231	63,226
	March	5,906	29,334	30,250	65,490
	April	6,145	37,567	29,952	73,664
	May	7,287	36,425	21,713	65,425
	June	7,961	41,221	20,999	70,181
	July	7,327	39,310	43,329	89,966
	August	7,485	41,716	27,015	76,216
	September	7,404	34,282	22,669	64,355
	October	7,983	34,599	24,415	66,997
	November	8,387	26,388	19,301	54,076
	December	6,260	28,829	20,663	55,752





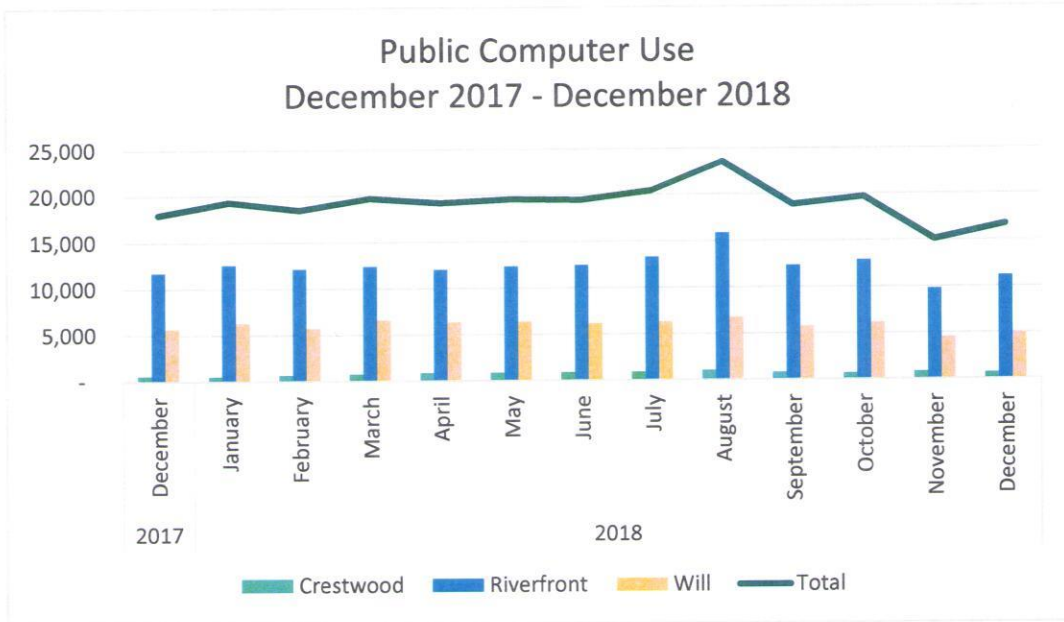
December 2018

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,607	38,014	27,100	<b>66,721</b>
Contract	1	122	8	<b>131</b>
Courtesy	0	1	24	<b>25</b>
Guest	0	5	0	<b>5</b>
Internet	0	5	3	<b>8</b>
Juvenile	289	6,956	3,941	<b>11,186</b>
Staff	23	117	94	<b>234</b>
Teen	62	6,416	2,199	<b>8,677</b>
Temp	1	30	3	<b>34</b>
<b>Total</b>	<b>1,983</b>	<b>51,666</b>	<b>33,372</b>	<b>87,021</b>

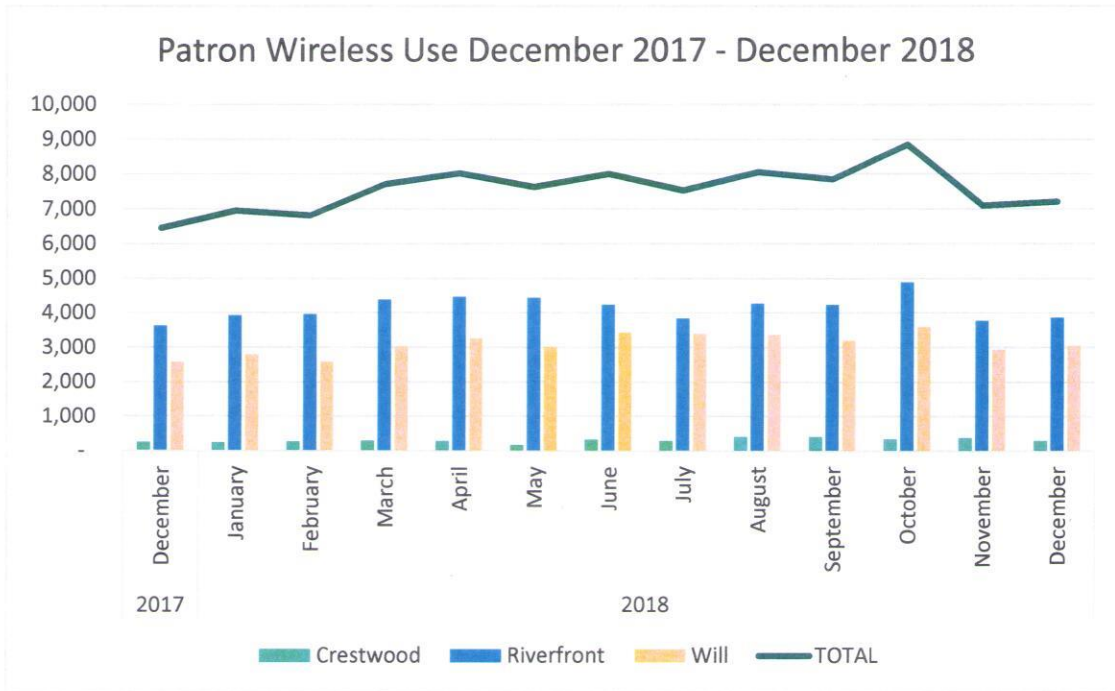
## Public Computer Use

		Crestwood	Riverfront	Will	Total
2017	December	559	11,714	5,674	17,947
2018	January	472	12,559	6,303	19,334
	February	615	12,124	5,730	18,469
	March	709	12,400	6,600	19,709
	April	836	11,996	6,337	19,169
	May	818	12,358	6,386	19,562
	June	873	12,448	6,133	19,454
	July	873	13,299	6,297	20,469
	August	979	15,869	6,742	23,590
	September	739	12,369	5,756	18,864
	October	667	12,903	6,140	19,710
	November	804	9,766	4,517	15,087
	December	644	11,173	4,895	16,712



## Patron Wireless Use

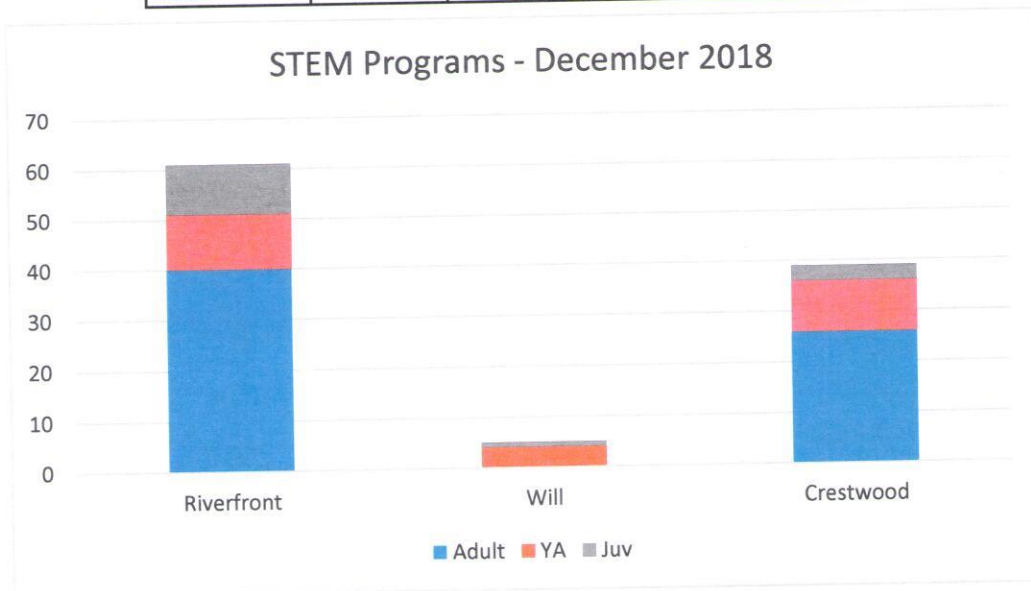
		Crestwood	Riverfront	Will	TOTAL
2017	December	250	3,620	2,578	6,448
2018	January	239	3,917	2,793	6,949
	February	264	3,958	2,588	6,810
	March	295	4,381	3,028	7,704
	April	287	4,466	3,262	8,015
	May	174	4,438	3,018	7,630
	June	331	4,239	3,427	7,997
	July	296	3,837	3,395	7,528
	August	413	4,273	3,367	8,053
	September	415	4,234	3,198	7,847
	October	350	4,895	3,601	8,846
	November	385	3,770	2,943	7,098
	December	297	3,863	3,047	7,207



## STEM Programs - December 2018

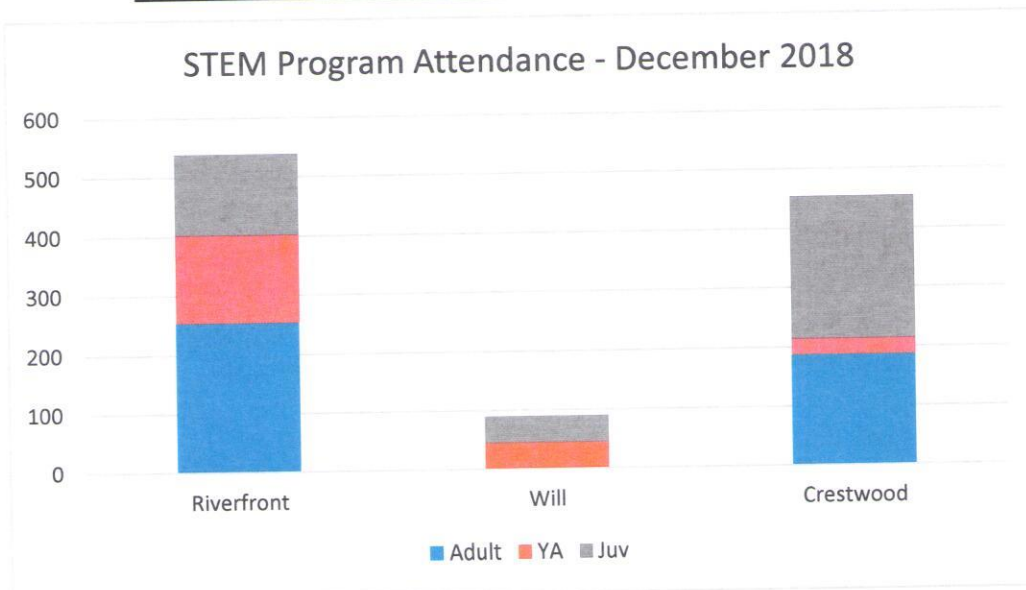
### Sessions

	Adult	YA	Juv	Total
<b>Riverfront</b>	40	11	10	<b>61</b>
<b>Will</b>	0	4	1	<b>5</b>
<b>Crestwood</b>	26	10	3	<b>39</b>
<b>Total</b>	<b>66</b>	<b>25</b>	<b>14</b>	<b>105</b>



### Attendance

	Adult	YA	Juv	Total
<b>Riverfront</b>	254	148	136	<b>538</b>
<b>Will</b>	0	45	45	<b>90</b>
<b>Crestwood</b>	188	26	240	<b>454</b>
<b>Total</b>	<b>442</b>	<b>219</b>	<b>421</b>	<b>1082</b>





# YONKERS PUBLIC LIBRARY

## PERSONNEL REPORT JANUARY 1, 2019

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<b>Element Number &amp; Category</b>	<b><u>Total # of Positions</u></b>	<b><u>Positions Filled</u></b>	<b><u>Positions Vacant</u></b>
<b><u>7410 Administration</u></b>			
Professional	2	2	0
Clerical	8	6	2
<b><u>7411 Technical Processing</u></b>	4	3	1
<b><u>7412/13 Maintenance</u></b>	17	16	1
<b><u>7412/13/14 Public Service</u></b>			
Professional	38	31	7
Clerical	<u>37</u>	<u>29</u>	<u>8</u>
<b>TOTAL</b>	<b>106</b>	<b>87</b>	<b>19</b>

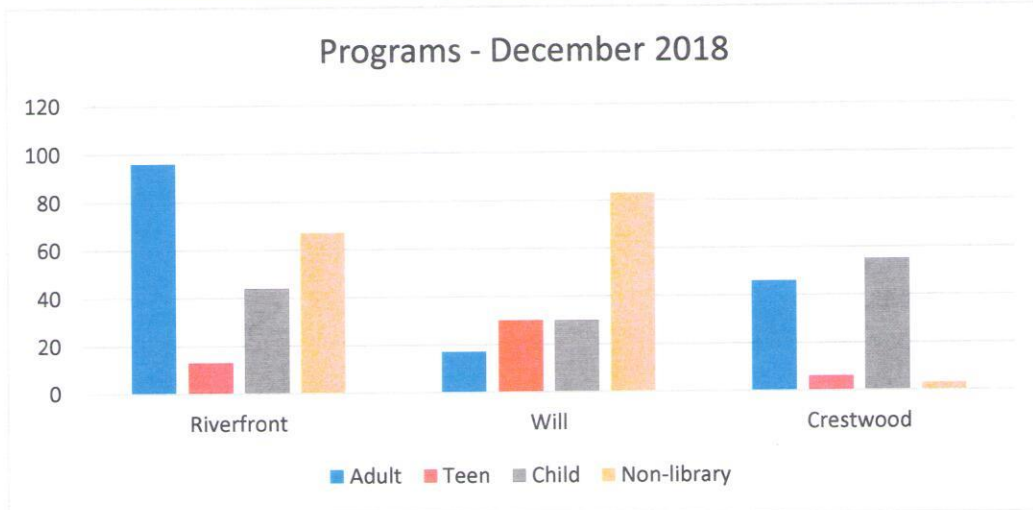
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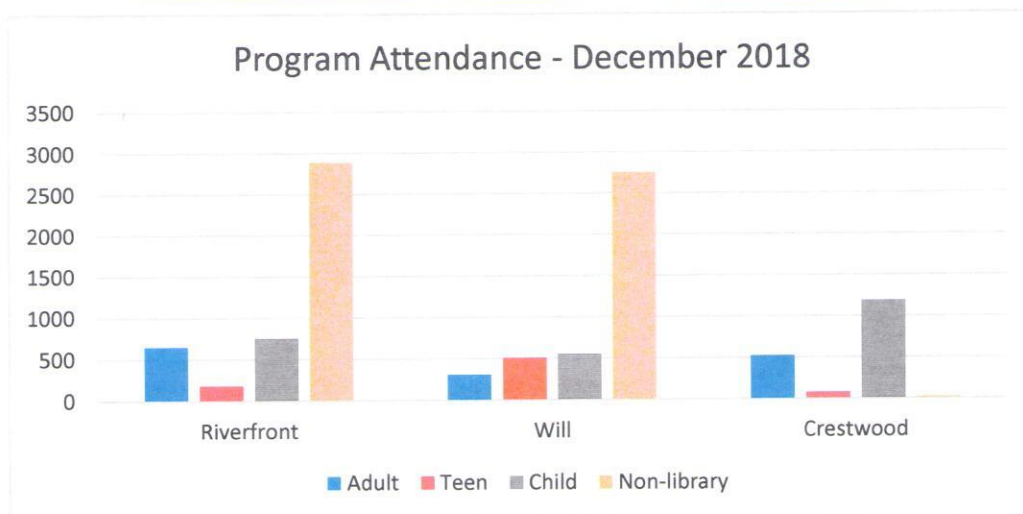
Edward Falcone  
Library Director

## Yonkers Public Library Programs - DECEMBER 2018

Number of Programs				
	Riverfront	Will	Crestwood	Total
<b>Adult</b>	96	17	46	<b>159</b>
<b>Teen</b>	13	30	6	<b>49</b>
<b>Child</b>	44	30	55	<b>129</b>
<b>Non-library</b>	67	83	3	<b>153</b>
<b>Total</b>	<b>220</b>	<b>160</b>	<b>110</b>	<b>490</b>

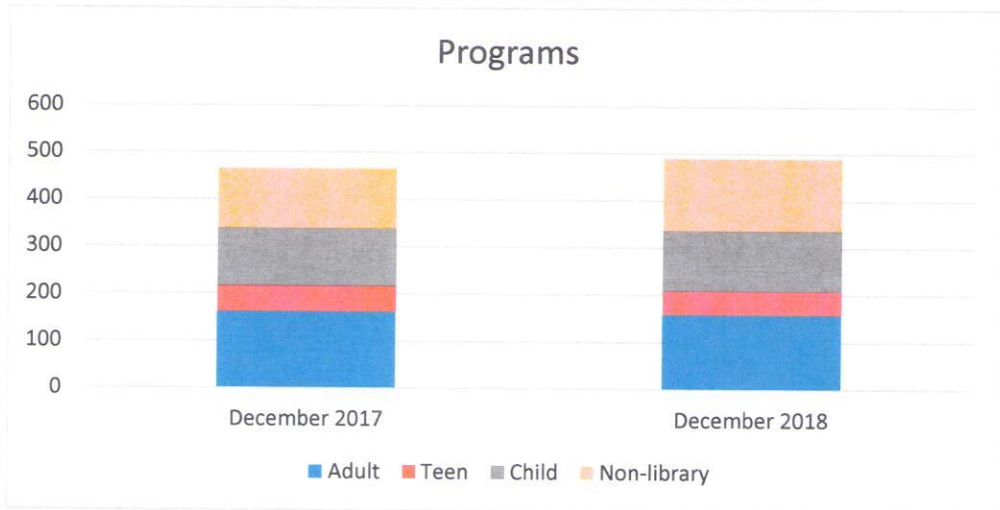


Attendance				
	Riverfront	Will	Crestwood	Total
<b>Adult</b>	648	306	524	<b>1478</b>
<b>Teen</b>	181	505	77	<b>763</b>
<b>Child</b>	750	553	1183	<b>2486</b>
<b>Non-library</b>	2890	2757	17	<b>5664</b>
<b>Total</b>	<b>4469</b>	<b>4121</b>	<b>1801</b>	<b>10391</b>



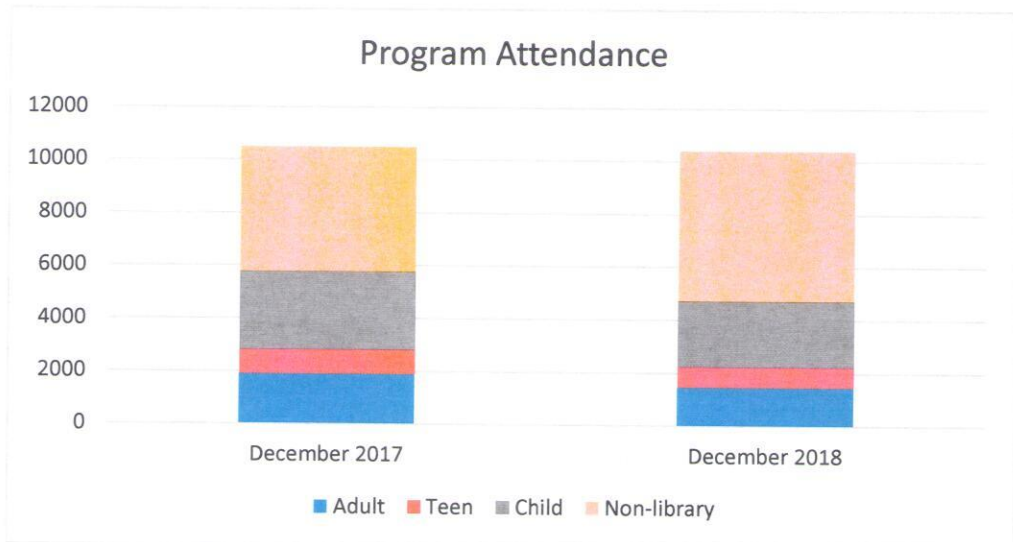
## One-Year Comparison PROGRAMS

	December 2017	December 2018
<b>Adult</b>	162	<b>159</b>
<b>Teen</b>	54	<b>49</b>
<b>Child</b>	122	<b>129</b>
<b>Non-library</b>	127	<b>153</b>
<b>Total</b>	<b>465</b>	<b>490</b>



## ATTENDANCE

	December 2017	December 2018
<b>Adult</b>	1902	1478
<b>Teen</b>	916	763
<b>Child</b>	2946	2486
<b>Non-library</b>	4709	5664
<b>Total</b>	<b>10473</b>	<b>10391</b>





**Yonkers Public Library  
Riverfront Branch  
ACTIVITIES REPORT - DECEMBER**

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Adobe InDesign	Adult	YES		5
1	Advanced Excel for City of Yonkers Employees	Adult	YES		18
1	Advanced Excel for City of Yonkers Employees	Adult	YES		6
2	Advanced Excel Training for City of Yonkers	Adult	YES		24
1	Beginners Yoga	Adult			14
1	Energy Healing Meditation	Adult			17
1	Excel I	Adult	YES		9
1	Excel II	Adult	YES		9
1	Finding Foundation Support For Your Education	Adult			10
1	Holiday Gadgets Tech Drop-in	Adult	YES		4
1	Internet Basico	Adult	YES		5
1	Internet for Beginners	Adult	YES		3
1	Intro to Photoshop	Adult	YES		3
1	Intro to Windows 7	Adult	YES		4
1	Intro to Word	Adult	YES		3
2	Introduction to 3D Printing	Adult	YES		8
4	Job search help	Adult	YES		38
1	Kickboxing	Adult			8
1	Knitting/Crocheting Workshop & Coloring for Adults	Adult			22
1	Microsoft Word Basico	Adult	YES		2
4	NEDP	Adult	YES		9
1	Personalize a Holiday Candle	Adult	YES		8
1	Point and Click	Adult	YES		7
1	Powerpoint I	Adult	YES		5
1	Powerpoint II	Adult	YES		4
1	Qi Gong	Adult			9
1	Quickbooks	Adult	YES		8
2	Sew Amazing!	Adult			26
1	Strong by Zumba	Adult			9
7	TASC tutoring	Adult	YES		28
1	Technology Drop In	Adult	YES		0
1	Tiny Terrariums	Adult	YES		16
1	Windows Basico	Adult	YES		3
1	Zumba	Adult			7
1	First Thursday Gallery Hop	Adult			30
1	Annual Christmas Ornament Workshop	JUV			78
1	Arch for Kids-Winter Wonderland	JUV	YES		28
3	Babies & Books	JUV			50
2	Baby Signing Time	JUV			82
3	Bilingual Storytime	JUV			66
1	Bilingual Storytime - St. Peter's Childcare Center	JUV		YES	40
1	Bilingual Storytime and Gardening Activities at Philipse Manor Hall	JUV			15
1	Board Games	JUV			14
1	Holiday Celebrations / Celebración de festividades	JUV			29
1	Holiday Picture Bingo	JUV			12
1	Legorama	JUV	YES		46
1	Painting for Kids	JUV			8
1	Preschool Playdate	JUV			45
1	Queens Daughters Day Care site visit, storytime	JUV		YES	25







## NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
3	CLUSTER Basic Mediation Training	44	
1	Gamma Phi Delta	15	
1	Rising Ground: Paint & Sip with Milk & Cookies	32	
1	New York Film Academy: Movie Musical Film Shoot	21	
1	City of Yonkers HR Training: Creating a Great Workspace	28	
1	YPS Grandparent Caretakers Holiday Luncheon	96	
3	Groundwork Hudson Valley: PhotoVoice Student Exhibit	50	
4	Hope & Love Discussion Group	26	
1	YPIE Volunteer Advisory Board Meeting	12	
1	Billye Jones Consulting: Continuing Education for Social Workers	13	\$50
1	Pro Bono Partnership Staff Meeting	28	
1	Westchester Disabled On the Move	10	
1	National Council of Negro Women Membership Meeting	9	
3	DORENEX: Coordinating Council for Dominicans Living Abroad UN Workshop	42	
1	Chi Eta Phi	11	
1	NYCD16 Indivisible	156	
1	Lions Club of New York Youth Leadership Workshop	61	
1	Greyston Community Garden	40	
4	Fidelis Care Meeting	39	
1	Westchester Continuum of Care Partnership for the Homeless: Human Trafficking Discussion	95	
1	LYFE Coalition Meeting	15	
1	Reach Prep: 4th Grade Admission Information Session	20	
1	YPS High School Transition Fair	400	
1	CLUSTER Staff Training	28	
1	Family Services Society of Yonkers Physical Health Awareness	12	
1	Yonkers Arts Board Meeting	8	
3	City of Yonkers CDBG Grant Workshop	73	
1	Yonkers Coalition for Youth Workshop	32	
1	Pace University Land Use Law Center Non-Profit Roundtable & Listening Session	101	
1	Center for Human Services Education: OPWDD Training	26	
1	YPIE Scholars Induction Ceremony	150	
1	Avon Holiday Showcase	30	\$75
2	Relative Caregivers Support Group	20	
1	Sister to Sister International STEAM Study Session	15	
1	City of the Lord's Praise Temple Youth Meeting	12	
1	Omicron Chi Chi	10	
1	Hudson River Mummers: St. George & The Dragon Dance Rehearsal	10	
1	Yonkers Seventh Day Adventist Church: Gently Used Toy Giveaway & Storytime	35	
1	Community After-School ESL Tutoring	12	
1	Re-Entry Link: Stakeholders Meeting	46	
1	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	11	
1	LGBTQ Advisory Board Meeting	9	
1	Family Services Society of Yonkers Holiday Party	66	
1	Andrus Community Services Healthy Families Holiday Event	132	
3	MTA Explorer Program	25	
1	Family Services Society of Yonkers Kinship Support Program (Spanish-speaking)	6	
1	Diamondz n da Rough Social Club: Breakfast with Santa	90	
1	Dominican Cultural Association of Yonkers Annual Toy Drive Distribution	350	
1	TamiCo Dancing Inc.: The Nutcracker	150	\$433
1	Yonkers African American Heritage Committee Annual Kwanzaa Celebration	168	

<b>Total Non-Library Programming</b>	<u>Sessions</u> 67	<u>Att.</u> 2890
<b>GRAND TOTAL PROGRAMMING</b>	<b>220</b>	<b>4469</b>



**Yonkers Public Library  
GRINTON I. WILL BRANCH  
ACTIVITIES REPORT - DECEMBER 2018**

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
4	Nursery Rhyme Time	JUV			76
2	Baby Time	JUV			29
4	Mother Goose Time	JUV			75
1	Nutcracker Craft	JUV			18
1	Lego Club	JUV	YES		45
1	Bilingual Story Time	JUV			13
1	Military Hero Series with Ruby	JUV			18
1	Night Before Christmas	JUV			32
1	Holly Jolly Puppet Show	JUV			99
1	Music Bubble & Comedy Show	JUV			89
1	Class Visit-Montessori	JUV		YES	25
4	Gaming Thursdays	Y/A	YES		45
2	Sew Amazing	Y/A			24
1	Young Adult Advisory Group	Y/A			7
1	Painting with Teresa	Y/A			21
22	YA Groups ex AHRC, Another Step, Day Break	Y/A			408
1	Meet the Author-Field Horne	Adult			15
3	Crochet Club	Adult			25
3	Bridge Club	Adult			36
1	Will Book Club	Adult			18
1	WEBS Career Counseling	Adult			4
2	Friends of YPL Programs	Adult			195
6	Senior Benefit Information Center	Adult			13
12	Homework Helper	JUV			34

	<u>Sessions</u>	<u>Attendance</u>
Adult	17	306
Y/A	30	505
JUV	30	553
STEM	5	90
Class Visits	1	25
<b>Total Regular Library Programming</b>	<b>77</b>	<b>1,364</b>

**NON-LIBRARY PROGRAMMING**

Sessions	Program	Attendance	Fee
3	Meditation Seminar with Indra	12	
2	India Center of Westchester	650	
1	National Council of Negro Women	25	
3	Cluster	3	
1	Salerno Italian Club	10	
1	Writers' Workshop	10	
1	Remsen Road Condo Meeting	26	50
1	Prime Location	250	250
6	Little Radical Theatrics	75	
1	Day Break	280	
1	Rising Ground	20	
1	Jewish Council of Yonkers	25	
1	Toastmaster's	15	
1	AARP Driving Program	26	
1	National Association of Letter Carriers	20	
1	Yonkers Historical Society	15	
1	Yonkers Philharmonic Society	15	
1	National Stuttering Association	5	
2	Parliamo Italiano	20	
1	Westchester Musicians Guild	15	
1	Chaminade	50	
1	NAMI	20	
2	CTS Study	18	
1	Sing Memorable Songs	10	
1	Aquehung Democratic Club	20	
1	Driver's Safety	34	50
1	Brahma Kumaris	40	
1	Community Housing Innovations	70	
1	Yonkers Housing Authority	25	
1	Baxter Karate-Do	15	
1	Empire Safety Driving Program	20	50
1	Sons of Italy	25	
1	La Leche League of Yonkers	8	
1	Enrico Fermi Scholarship Committee	10	
18	Little Learners - Parks Dept	450	
19	Senior Center-Parks Dept	425	

<b>Total Non-Library Programming</b>	<u>Sessions</u> 83	<u>Att.</u> 2,757
<b>GRAND TOTAL PROGRAMMING</b>	<b>160</b>	<b>4,121</b>



**Yonkers Public Library  
Crestwood Branch  
ACTIVITIES REPORT - December 2018**

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Tech Drop-In: Mango Lanuages	Adult	Yes		9
1	Tech Drop-In: Social Media	Adult	Yes		18
1	Tech Drop-In: Hoopla Holiday Edition	Adult	Yes		39
1	Tech Drop-In: DuoLingo	Adult	Yes		6
1	Tech Drop-In: Personalize Your Photos	Adult	Yes		4
1	Tech Drop-In: Freegal	Adult	Yes		12
1	Tech Drop-In: Lynda.com	Adult	Yes		13
1	Tech Drop-In: Online Games	Adult	Yes		9
1	Tech Drop-In: Google Docs	Adult	Yes		7
1	Tech Drop-In: Load Up Your Devices	Adult	Yes		17
1	Tech Drop-In: Skyping & FaceTime	Adult	Yes		8
4	News & Brews	Adult			84
4	PC Cruzin'	Adult	Yes		29
2	Sing Memorable Songs: Crestwood Crooners	Adult			21
3	Color at Crestwood	Adult			81
1	Lunch N Learn	Adult			20
1	Crestwood Reiki Experience	Adult			13
1	Crestwood Book Club	Adult			11
1	Relax & Restore Sound Meditation	Adult			19
2	Non-Pretzel Yoga	Adult			24
3	Yoga for Yogis	Adult			39
2	Mindful Mondays	Adult			24
11	Help Desks	Adult	Yes		17
1	Tech Drop-In: Online Games & KAHOOT!	Juv	Yes		29
1	Holiday Hoopla with Wickity Stitch and Tibbits	Juv			32
1	Nutcracker Celebration	Juv			35
1	Pete the Cat StoryTime	Juv			65
2	Musical Mondays	Juv	Yes		38
2	Crestwood Literary Lego Club	Juv	Yes		54
1	Baking in a Winter Wonderland	Juv	Yes		52
12	Homework Helper	Juv			105
5	Crestwood Cinema	Juv			75
6	Music & Merriment	Juv			320
3	Chess	Juv			13
2	Discovery Storytime	Juv			29
1	Paws for Reading	Juv			23
2	Art With Madison	Juv			47
1	Science with Mary Ann	Juv	Yes		7
1	Young Science Explorers	Juv	Yes		18
1	Saturday Strory Time	Juv			28
1	Holiday Doll Making Workshop	Juv	Yes		26
4	Saturday Chess	Juv			32
1	Frozen Yoga	Juv			32
1	Frozen Karaoke & Games	Juv			41
2	Dance with Daphne	Juv			43
1	Minecraft Party	Juv	Yes		16
1	Jolly Postman Storytime and Tea	Juv			21
1	Bilingual Storytime/ Cuentos Bilingues	Juv			2
1	Teen Tuesday Holiday Hoopla	Y/A	Yes		9

1	Teen Readers: December Holiday Edition	Y/A			12
2	Teen Tuesday	Y/A	Yes		17
1	YA Book Buzz	Y/A			31
1	Volunteens	Y/A			8

STEM		Class Visits	
Sessions	Attendance	Sessions	Attendance
39	454	0	0

	<u>Sessions</u>	<u>Attendance</u>
Adult	46	524
Y/A	6	77
JUV	55	1183

**Total Regular Library Programming                      107                      1784**





## QUARTERLY REPORT: OCTOBER, NOVEMBER, AND DECEMBER 2018

The Yonkers Public Library has been a haven for patrons of all ages and from all walks of life for more than 125 years, providing programs and resources that improve lives and strengthen communities. It serves as an essential community center and an engine of opportunity for an ever-growing array of users.

### Adult Programs and Events

The partnership between the Library and the Yonkers Public Schools continues to thrive. In October, the IB students from Yonkers High School attended the annual Library orientation day, at which our reference Librarians provided them with instruction and educational materials on the use of the Library's catalog and databases, as well as offering them guidance in developing their reference and research skills. And once again, in the year just ended, we are grateful to the Yonkers Public School Superintendent, Dr. Edwin Quezada, for supplying the Reference Department's Local History Collection with yearbooks from the City's High Schools, items which are among that collection's most valuable holdings.

The Reference staff continues to provide regular one-on-one training in the use of the Library's online catalog and many databases available to our patrons. In addition, computer workshops offered during the last quarter of the year included *Introduction to 3D printing, Excel, PowerPoint, Google Docs, Publisher, Microsoft Word, iPad Basics, and Internet for Beginners*.

A healthy and well-informed community is extremely important to the Library, as evidenced by our fitness programs, all coordinated by Elyse Schreiber. The *Zumba Fitness Class* continues to be popular with our patrons. The exercises are chosen to challenge the mind and the body. They promote a healthy balance of flexibility and strength. The *Qi Gong*, and *Energy Healing* programs are also still popular with our patrons, and we have added *Kickboxing* to our offerings, as well.

Our teen patrons are regularly offered an impressive array of innovative and engaging programs, thanks to both Ana Gantzer, our teen Librarian, and Christine Bitetti, our Tech Central Coordinator. I am grateful to them both for all that they do, which includes, during the last quarter, showing *movies* and organizing a *holiday book giveaway*, as well as presenting programs on *teen sewing, virtual reality and gaming, Halloween paper cutting, decorating holiday cookies, and decorating candles*. The Library is the place for teens to discover new ideas and to prepare for college. In support of this part of our mission, Librarian Alice DeWaters brought in a representative from the Foundation Center to demonstrate to our teen patrons some tools and techniques for seeking financial aid to further their education.

### Children's Programs and Events

Parents and child caregivers will find an essential partner in the Riverfront Library's Children's Department, which offers a wide range of programs and resources to help kids develop early



literacy skills. *Story Times* for young children were offered throughout this last quarter for infants through children aged six. Each session consisted of age-appropriate stories, *rhymes*, *finger plays*, and *crafts*. *Baby Signing Time* continues to be widely popular with the kids and their parents.

School visits to the Children's Department increased during the quarter. There were four visits from the Cesar Chavez School alone.

In November, eighty-five 4<sup>th</sup> grade students and five teachers from the Charter School for Educational Excellence attended the Children Department's annual celebration of Native American Heritage Month. Bringing a dynamic, current view of Native American culture into the 21<sup>st</sup> century classroom, this event complements the elementary schools' Social Studies curriculum. It was led by Native American storyteller Joe Cross.

The Children's Department continues to make great strides in the area of community outreach, most recently by promoting preschool story times and organizing library card registrations at the Philpse Manor Hall, St. Peter's School, the Yonkers Children's Place, Queen's Daughters Day Care center, and Robert C. Dodson School.

The Children's Department's 1000 Books Before Kindergarten program continues to be most popular. Parents and children reading together is the single most important way to help children get ready to read as a regular activity. It is a great way to help families prepare their preschoolers for later reading success. So far, the Children's Department has registered 410 children in the program, and five children have each already read 1000 books. Parents have expressed to the staff how motivated their children are because of the program. One grateful parent even showed a Librarian pictures from home of her toddler going to the bookshelf to pick up a book to read.

## **Staff**

During this quarter, we welcomed Jason Eisenberg as *Clerk 1* and Glenda Molina as Spanish Speaking *Clerk 1*. There were also some changes in the Circulation department. Beatrice Schimler retired, after working in the Circulation Department for twenty years. After working in the Circulation Department for over twenty five years, Khanliah Grady was transferred to the Business Office. Tyisha Baker was transferred from the Grinton I. Will Branch Library and was promoted to Clerk II. Emily Power was also promoted to Clerk II. Each one of them is thus taking a next step, and we wish all of them well.

## **Professional Development and Conferences Attended**

Library staff members attended the following meetings and workshops during the quarter:

Aurora Cruz conducted a Library tour and provided an overview of online resources for parents of children in the Head Start program.

Eugene Howell attended a meeting at the Andrus Children's Home.

Kirsten Grunberg attended the *Creating Dynamic Bi-lingual Story Times* workshop at WLS.

Mary Robison represented the Library at the Yonkers Public School's Transitions Fair. Mary also attended the *MHVC Cultural Competency and Health Literacy Best Practices* forum.

Michelle Halpern attended the *Fall into Books* conference at the West Nyack Crestview Conference Center.

Renee Rabadi attended the *Local Early Intervention Coordinating Council* meeting at WLS. Renee also attended the *End of Year Youth Services* meeting at WLS.

We are grateful to our patrons and the community agencies which enable us to serve the community better. With such support and great staff, the Riverfront Library will continue to fulfill its mission to advance knowledge and to inspire lifelong learning.

*Sandy Ernest Amoyaw*

Branch Administrator

The Riverfront Library



October, November, December 2018 Quarterly Report  
Grinton I Will Library  
Christian Zabriskie, Administration

**Construction:** This was a very challenging period for construction at the Will Library. The renovation and improvement of the boilers and heating system was delayed due to the availability of parts. As a result the project started substantially later than had been originally planned and hoped for. This delay took us into the beginning of the cold weather in a building that was without heat. The library administration responded quickly to the issue by providing a temporary heating solution and providing space heaters at each point-of-service desk. Unfortunately the unit which we hired was only able to be connected to one half of the HVAC system allowing us to provide temporary heat in the Main Reading room only. Staff worked diligently in difficult work conditions for two months to continue to provide service to the public. Many staff worked in spaces that were only in the mid-sixties. Near the end of the boiler project the Reading Room was the only space that we could keep open to staff and the public and all operations including circulation were run off the Reference Desk. This was a challenging time for staff but we were able to keep the doors open and serve the public. The heat finally came on right before Thanksgiving and December was much more comfortable.

The facade work continued as did Phase 2 of the renovation. Window removal and replacement begun immediately after the heat came back on and work was done in the upper lobby mainly regarding the ceiling treatment.

The missing panel of the lunette was rehung. The art movers who had taken it down and boxed it had gone out of business but a new vendor was found who worked quickly and well to hang the panel, which was taken down because of construction.

**Special Collection Additions:** We have been able to add a new collection this quarter. In response to our ongoing work with Rising Ground and the Unaccompanied Minor population they serve we have started a Young Adult Spanish Language collection. It is a broad collection offering a wide variety of titles both in translation and original Spanish language. There are also nonfiction and graphic novel additions to the collection. The collection has been given its own area in the YA collection and is working well and getting circs.

**Circulation:** Circulation had to make a lot of modifications to their workflow to adapt to the cold conditions. While there was regular heat in their offices, the circulation desk itself was consistently cold due to drafts from the doors (both lower and upper entrances). They had to move circulation services to the central desk in the Main Reading Room numerous times then move them back when the heat came up. It was all accomplished without a loss of service to patrons.

**Adult Services:** Adult services continues to adapt to the combination of FA/YA and Reference into one department. People were cross-trained at their "new" desks and a common desk schedule was developed to go into implementation in the new year. The Adult Services

Department has been expanding its programming offerings. In this quarter they offered a number of movie programs, restarted the book club, and offered painting and sewing classes. We have an active YA Book Club now and the Stringed Instrument Group Meetings remain a popular way for musicians to casually meet up and play together. During this period staff also expanded the musical scores collection with new titles and some discovered donations.

**Children's Services:** Youth Services also did important work during the chill. Even when the room was closed due to low temperature, staff made themselves available to parents and kids who needed them to retrieve materials from the closed area. Storytime continued throughout the crisis. This was a busy programming period for the department. They had large events like Music with Zev, as well as smaller in-house programs like Ghosts and Goblins on Parade. We offered a program about architecture for kids and bilingual storytime. During this period we expanded our bilingual children's collection considerably as well, including collecting in languages which we had not before. We updated the iPads in the children's room, set up one of the new AWE machines, and continue to improve on and expand our children's active play corner.

#### **Conference/Training**

- Numerous staff attended the New York Library Association Conference in Rochester
- Reference Librarian Mike Walsh and Computer Tech Brandon Neider presented a conference session on our Local History Incubator
- Numerous staff attended Narcan training
- Numerous staff attended Sexual Harassment training



## CRESTWOOD BRANCH QUARTERLY REPORT - OCTOBER, NOVEMBER & DECEMBER 2018

The fourth quarter of 2018 was a busy quarter for us. With the leaving of Melissa Glazer to pursue her dream job as a cataloger for the Westchester Library System where she had previously worked part-time, we have found ourselves recalibrating, taking a look at tasks and duties and how best to proceed until we are able to gain a new Crestwood Crew member to round out our YPL Crestwood team.

Building improvements included Carlos Figueroa and Russell Martinez collaborating on moving the existing furniture in the main reading room to open up more floor space in front of our teen area, where Carlos installed a flat-screen TV for gaming. A new AWE computer replaced our old Little Tykes computer and Crestwood Crew was trained in operating our new phone system in October. Russell Martinez hung our birdfeeder from the front tree with chain in preparation for our upcoming birding STEAM programs.

The quarter brought team building/training opportunities including a full staff meeting in November where the ATTITUDE formula was unveiled in order to make better decisions, more in line with YPL policy and procedures. Westchester County Department of Health offered a free training on how to respond to opioid overdoses, including the use of Naloxone (Narcan), at the Will Branch in October and 2 full-time Clerks, Kim Arline and Mary Nowak, were in attendance. Mary Nowak and Caroline Sullivan attended the Westchester Library System Circulation Meeting in November. Library Trainee Justine Osterman attended the New York Library Association Conference in Rochester, NY. Part-time Clerk Caroline Sullivan successfully completed the Foundations of Early Literacy online course offered via Westchester Library System. Part-time clerks Sumie Hernandez-Moss, Caroline Sullivan and Dalyz Aguilar all visited Children's Librarian Kirsten Grunberg, at Riverfront Library to observe Bilingual Storytime and glean storytime best practices from her. In December, YOM Team Captain Nina Colavolpe-Leone along with part-time clerks Carmela McManus, Anita Asheley and Caroline Sullivan and Friends of Crestwood Library President John S. Jeris represented Crestwood at the Year-end City Hall Recognition Ceremony. Part-time clerk Peter Alaimo attended Westchester County: A History with Field Horne.

Programming continues to be key in drawing people of all ages and backgrounds through our doors. Crestwood has really developed literature, wellness, and STEM programs that are of interest to our community. Our library continues to support teens by providing Teen Tuesday programming, the Volunteer program and opportunities for court-appointed and community service hours.

October highlights included the hiring of local teacher John Larkin to form a duo with local teacher Maureen Butler to continue to provide the Homework Helper Program for our youth. Local Author Elle L. Stone spearheaded a successful Halloween Hoopla party featuring her beloved characters Wickity Stitch and Tibbets, and returning when we stayed open late for Trick or Treating on Halloween Night, providing a fun literary rest stop for the community. The Project Edubat Trunk (lead project sponsor USDA Forest Service) provided us with several interesting STEM based programs helping children, teens and adults appreciate the value and role that bats play in our world. The Homeschool History Fair brought characters to life when the children presented in character and stayed in character even during the snack breaks! November highlights included Crestwood Historical Society (CHS) celebrating Paradise Found:



The Garden History of Westchester County Parks presented by President Gigi Carnes. November is also NaNoWriMo (National Novel Writing Month) where our very own part-time Clerk Dalylz Aguilar, graduate of John Jay College with a Creative Writing degree, led a series of writing workshops for all ages, culminating in a wonderful WriteShare Program where homeschoolers and parents shared their writing. December started with the Crestwood Crew hosting the second annual OneYPL holiday breakfast party to unify Library Board Members, Friends and staff while celebrating a wonderful year full of YPL accomplishments together. Pete the Cat StoryTime with Angela from Macaroni Kid Yonkers collected toys, snacks, food and items for the Yonkers Animal Shelter. December had a slew of holiday programs including the No-Bake Snowmen and Reindeer led by Part-time clerk Liz Caruso and the hallmark Music & Merriment with Ms. Judy and Special Guest from the North Pole (Santa). During the week off from school in December, our second annual Nutcracker Program with MaryAnn Penzero and guest dancers delighted attendees of all ages. Frozen Yoga with Mandy Engelke was a literary moving success followed by Karaoke Frozen Fun and Games.

Friends of Crestwood Library (FOCL) stepped in when the Westchester Library System Chess Tournament in November was cancelled. They graciously funded a Pizza n Play to celebrate the accomplishments of our local chess players. The November FOCL Holiday Bake and Craft Sale plus raffle brought in funds to support Children's & Homeschooling programs including Art with Madison and Science. FOCL Vice President MaryAnn Penzero was present at the Crestwood Tree Lighting Ceremony and assisted in handing out free candy canes for all in attendance.

Selected Highlights of Branch Manager's Professional Meetings and Activities during this period included:

October:

- 1: Tri-State Children's & Teen's Book Buzz Penguin Random House, NYC
- 2: Art Carney Place Street Dedication Ceremony, Crestwood, NY
- 3: YOM Teleconferene Call & NaNoWriMo Meeting, Crestwood Library
- 4: Bea Schimler Retirement Party at Riverfront Library & School 15 Meeting at Dodson School, Yonkers
- 5-8: Sage Academy Gong Camp at Ananda Ashram (Vacation time for Sound Certification)
- 10-14: Art of the Zildjin Training, 9 Ways Academia, Perkasio, PA (Vacation time for Sound Certification)
- 17: YOM Teleconference Call & YPL Foundation Fundraising Gala at Riverfront Library
- 19: WLA Immigration program at Westchester Library System Headquarters
- 20: Bank Street Bookfest at Bank Street College, NYC
- 24: Sarah Lawrence College Volunteer Fair
- 25: St Bart's School 15 Class Visit
- 27-28: Soundworkers Cookbook, Circles of Wisdom, Andover, MA (Weekend Sound Certification)
- 30: Wild West of Apps Westchester Library System, Elmsford, NY
- 30: Branch Management Meeting at Grinton I Will Library
- 30: PTA Meeting Paideia School 15 Cafeteria
- 30: Friends of Crestwood Library Meeting
- 31: Halloween Trick or Treating at Crestwood Library

November:

- 5-7: Yoga Nidra Teacher Training at Ishta Yoga, NYC (Personal Time, Yoga Certification)
- 8: Pat Manning Organizational Meeting & Webinar "Up or Out: Smarter Ways to Get Library Employees Back on Track, or End the Ride", via LibraryWorks
- 9: Not Just for YA Book Group Co-moderator at Savor in The Westchester, NY
- 10: Friends of Crestwood Library Bake & Craft Sale

- 11: Veteran's Day Parade and Tea
- 13: WLA/WLS Performers showcase at White Plains Library
- 14: Friends of Crestwood Library Meeting
- 16: Twelfth Night, Montfort Academy, Mount Vernon NY
- 17: Crestwood Historical Society Meeting and Chess Pizza N Play
- 18: Twelve Angry Jurors, Sacred Heart School, Yonkers Players
- 26: Local Author Meeting, Crestwood Library
- 27: Full Crestwood Staff Meeting
- 27: Music & the Brain with Petr Janatra Sound & Music Institute Webinar, New York Open Center
- 28: YOM Teleconference Call

December:

- 4: OneYPL Holiday Breakfast and Crestwood Tree Lighting in Veteran's Plaza Crestwood NY
- 5: Westchester County: A History with Field Horne, Grinton I. Will Library & Friends of Crestwood Library Board Meeting, Crestwood Library
- 6: Empathy Effect Workshop, New York Open Center, NY
- 7: Pete the Cat Storytime w MacaroniKid Yonkers & YPL Holiday Party Dunwoodie Yonkers
- 12: Pat Manning Organizational Meeting
- 13: Wake for John McPartland's Mother Dowdle Funeral Home, Dobbs Ferry, NY
- 14: Not Just for YA Book Group Meeting Co-Moderator at Savor, The Westchester in White Plains
- 15: YCR Pizza and Potluck Crestwood Library, NY
- 19: Farewell to Joan and Gloria Dessert Party & Children's Village Gingerbread Party at Grinton I. Will Library
- 20: Carolyn Gallagher IRV Meeting at YCR PLUS Melissa Glazer Farewell Tea, Crestwood Library
- 26: Daphne Platt Early Literacy Lunch Meeting

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager



# Yonkers Public Library - Graphics Department Quarterly Report: October-December 2018

## YONKERS PUBLIC LIBRARY

Library Hours (signs)  
Columbus Day Closings (signs)  
Election/Veterans Day Closings (signs)  
Thanksgiving Closings (signs)  
Christmas/New Year's Closings (signs)  
Programs & Events - November 2018 (calendars)  
Programs & Events - December 2018 (calendars)  
Programs & Events - January 2019 (calendars)

## RIVERFRONT LIBRARY

### Director's Office

Fall Gala (pamphlets)

### Circulation Dept.

#0001 Library Card Sign-Up (stockforms)  
Welcome to the Yonkers Public Library (stock cards)

### Children's Department

1000 Books Before Kindergarten (bookmarks)  
Thanksgiving Craft (fliers, poster, Flickr)  
Winter Story & Craft (fliers, poster, Flickr)  
Holiday Picture Bingo (fliers, poster, Flickr)  
Legorama Club, November (fliers, poster, Flickr)  
Arch For Kids: Future City (fliers, poster, Flickr)  
Sesame Street Day (fliers, poster, Flickr)  
Family Film: Home Alone (fliers, poster, Flickr)  
Christmas Ornament Workshop (fliers, poster, Flickr)  
Game & Puzzle Week (fliers, poster, Flickr)  
Toddler Time (flier reprints)  
Babies & Books (flier reprints)  
Baby Signing Time (flier reprints)  
America Reads, English/Spanish (flier reprints)  
Homework Helper, English/Spanish (flier reprints)  
Holiday Celebrations, English/Spanish (fliers, posters, Flickr)  
Do the Bright Thing! (bookmarks)  
Legorama Club, December (fliers, posters, Flickr)  
Arch for Kids: Winter Wonderland (fliers, posters, Flickr)  
Bilingual Storytime at Philipse Manor Hall (fliers, posters, Flickr)  
Three Kings Day (fliers, posters, Flickr)  
Legorama Club, January (fliers, posters, Flickr)  
Puzzle Day (fliers, posters, Flickr)  
Winnie the Pooh Storytime (fliers, posters, Flickr)  
STEM: Instant Snow Dough (fliers, posters, Flickr)

### Young Adult Department

Feature Films, November (fliers, poster, Flickr)  
Holiday Classic Films (fliers, poster, Flickr)  
Holiday Book Giveaway (posters, Flickr)  
Holiday Fun (fliers, poster, Flickr)  
Feature Films, January (fliers, poster, Flickr)

### Reference/Adult

Museum Passes (flier reprints)  
Computer Classes, November (fliers)  
Evening Book Club, November (fliers, poster, Flickr)  
Read Away Your Fines (fliers)  
Clases de Computacion, November (fliers)  
Office Supply Requisition #3005 (stock forms)  
Bienvenidos a la Biblioteca (fliers)  
Find a Place to Rent/Affordable Housing Assistance (fliers)  
Job Searching on the Web (bookmarks)  
College Funding Websites (bookmarks)  
Tiny Terrariums (fliers, posters, Flickr)  
Employment Application form #5009 (stock forms)  
Foundation Support for Education (fliers, poster, Flickr)  
TASC Volunteers (fliers)  
Wireless Printing Service (bookmarks)  
Fax/Notary (bookmarks)  
Free Homework Help Online (flier reprints)  
Test Prep Booklets Online (fliers)  
Read Away Your Fines (flier reprints)  
Evening Book Club, January (fliers, poster, Flickr)  
English Conversation Group, January-March (fliers, poster, Flickr)  
Crafty Tuesdays (fliers, poster, Flickr)  
Black History Month: Shades of Soul (fliers, poster, Flickr)  
Tech Central: January (fliers)  
Immigration Assistance, English/Spanish (flier reprints)

### Tech Central

Painting with Teresa (fliers, poster Flickr)  
InDesign (fliers, poster, Flickr)  
Transfer Your Phone Photos (fliers, poster, Flickr)  
Sew Amazing (fliers, poster, Flickr)

# Yonkers Public Library - Graphics Department Quarterly Report: October-December 2018

## GRINTON I. WILL BRANCH

### Branch Administrator's Office

Gift Acknowledgment #6026 (stockforms)

### Children's Department

Yoga Dance (fliers, poster, Flickr)  
Dia de los Muertos (fliers, poster, Flickr)  
Rags: Hero God of World War 1 (fliers, poster, Flickr)  
Red Planet Day (fliers, poster, Flickr)  
Dinosaurs Rock (fliers, poster, Flickr)  
'Twas the Night Before Christmas (fliers, poster, Flickr)  
The Nutcracker Story & Craft (fliers, poster, Flickr)  
Gabe: The Dog Who Sniffs Out Danger (fliers, posters, Flickr)  
Holly Jolly Puppet Show (fliers, posters, Flickr)  
The Music, Bubble and Comedy Show (fliers, posters, Flickr)  
Winter/Spring Storytimes (fliers, poster, Flickr)  
Appreciate a Dragon Day (fliers, poster, Flickr)  
Bilingual Storytime, January (fliers, poster, Flickr)  
Lego Club, Jan-March (fliers, poster, Flickr)  
Winter Story & Craft (fliers, poster, Flickr)  
Storytime with Signing (fliers, poster, Flickr)  
Darling, Mercy Dog of Ww1 (fliers, poster, Flickr)  
National Ice Skating Month (fliers, poster, Flickr)

### Reference

Meet the Author: Field Horne (fliers, poster, Flickr)  
Hudson River Brickmakers (fliers, posters, Flickr)

### Young Adult Department

Green Screen Photography (fliers, poster, Flickr)  
Sew Amazing (fliers, poster, Flickr)  
Painting with Teresa (fliers, poster, Flickr)  
YA Book Club, January (fliers, posters, Flickr)

### Adult/Fine Arts Department

Movie of the Month, October (fliers, posters, Flickr)  
Art Film, October (fliers, posters, EBB)  
Movies at the Will Branch, November (fliers, posters, Flickr)  
Movies at the Will Branch, December (fliers, poster, Flickr)  
Will Book Club, November (fliers, poster, Flickr)  
Incubator Room (fliers, Flickr)  
Will Book Club, December (fliers, poster, Flickr)  
Movies at the Will Branch, January (fliers, posters, Flickr)  
Movies at the Will Branch, February (fliers, poster, Flickr)  
Will Book Club, January (fliers, poster, Flickr)

### Circ Desk

Museum Passes(flier reprints)

## CRESTWOOD BRANCH

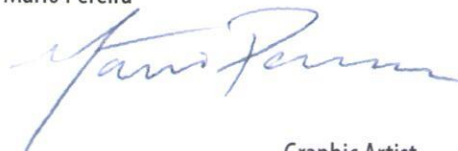
Crestwood Computing, November (fliers)

Crestwood Computing, December (fliers)

## FRIENDS OF THE YONKERS PUBLIC LIBRARY

Fall Book Sale (fliers, poster, Flickr)  
Meet the Candidates (fliers, poster, Flickr)  
December Events (fliers, poster, Flickr)

Mario Pereira



Graphic Artist

Custodial Department  
Quarterly Report  
October, November, December, 2018

Crestwood

This quarter my staff and I picked up a donated children's outdoor play set and installed it at Crestwood.

All outdoor furniture was removed for storage.

Will

In this quarter the boiler replacement project began, due to the late start and back ordered hot water pumps we were without full heat for several weeks. A temporary boiler was installed for the main reading room, my staff and I provided space heaters for most of the work areas, those space heaters required us to arrive early to turn them on so that the work areas would warm up some before staff arrived.

Also in this quarter Gruppuso plumbing was called to repair a leaking water supply pipe in the main reading room, and for other minor repairs.

Because of problems with our aging sliding doors, McKenzie Automatic door repair had to be called a few times to make repairs.

Riverfront

Three times this quarter my staff had to replace vandalized soap dispensers in the third floor men's room.

Also this quarter at the Library Directors request we are still discarding useless electronic equipment and old furniture from our large storage room in our basement.

Also this quarter we repair three wood chairs.

Staff:

No staff issues to report.

Russell Martinez  
Supervisor of Custodians



# IT Department Quarterly Report

## Completed Projects

- **AV wiring\Auditorium at Grinton I. Will Branch**
  - We are working on implementing a new Audio\Video jack in the floor of the stage in the auditorium at Will. The current wireless setup that we have been using at the podium has been unreliable and we have had mixed experiences with Mac's and PC's. This wiring will give us a direct connection to the projector and will be compliant across multiple devices that patrons bring in to use.
- **AWE Machines**
  - The little tykes early education computers in the children's department of the Crestwood and Will Branch and Riverfront Library have been replaced with new AWE Early Learning machines. These AIO (All in One) units come installed with over 70+ software programs that cover seven curricular areas: math, science & nature, social studies & geography, reading, art & music, writing & computer skills, and reference. Furniture has been purchased for the branches to accommodate these new machines.

## Ticket System

The IT department at the library is currently using a ticketing system to keep track of work that each technician is assigned. The tickets can range from general help desk calls to repairs of various types. Below is the department count for the quarter:

Tickets resolved	760
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## Ongoing Projects

Projects that we are still currently working on:

- **Upgrade to newer Evanced platform**
  - The library has been using a software-based event and room management program called Evanced to help branches keep track of event programming, patron registration for classes, room/equipment management, and statistical usage history. Recently they have undergone a comprehensive upgrade design from the ground up and now they are offering a hosted service of the software. We are coordinating with the Marketing committee for YPL through this conversion process and expect it to be up soon.
- **ClassVR Integration**
  - Thanks to the efforts of Shauna Porteus, the library has acquired two sets of ClassVR devices through a Verizon Grant that was applied for in the fall. This project is a collaboration between Yonkers Public Schools and YPL and Christine Bitetti has been the point-of-contact throughout this process. Configuration, setup and building of curriculum is being performed on the devices at this time and YPL\YPS staff members will be trained in its use and implementation.

Best Regards,

Carlos Figueroa

TECHNICAL PROCESSING DEPARTMENT  
QUARTERLY REPORT  
OCTOBER, NOVEMBER, DECEMBER 2018

Tech. Processing continues to order and prepare materials for patron use. Many AV items were ordered and processed in house by our department.

Many of the book orders are processed by Baker & Taylor and Brodart and are ordered using the WLS acquisitions module. This allows for the delivery of shelf ready items directly to the departments with the titles already linked in workflows. There is a lot of online work involved in this process. After each order is placed it must be tracked and after the items are delivered each title must be received and paid in the acquisitions module.

Tech. Processing provides monthly budget balances for each department so that they can reconcile their orders and allotments. All departments use these monthly budget allotments to order their new materials.

Our department answers any questions that Librarians and staff may have about their orders or vendors. We provide whatever information is needed and try to accommodate their needs.

Mary DiChiara  
Technical Processing Dept.

YONKERS PUBLIC LIBRARY  
By-Laws

ARTICLE  
NAME AND LOCATION

The name of this organization shall be The Yonkers Public Library. Its administrative offices are located at One Larkin Center, Yonkers NY 10701. Its libraries are:

- Riverfront Library, One Larkin Center, Yonkers NY 10701
- Grinton I. Will Branch Library, 1500 Central Park Avenue, Yonkers NY 10710
- Crestwood Branch Library, 16 Thompson Street, Yonkers NY 10708.

ARTICLE  
MISSION STATEMENT

The Yonkers Public Library changes lives every day. Our expert, trusted staff help all the people of Yonkers find the information they need, the programs they enjoy, and the reading they love.

ARTICLE I.  
OFFICE OF TRUSTEES

1. The Board of Trustees shall consist of not less than five nor more than seven members appointed by the Board of Education of the City of Yonkers, as provided in the charter of the Yonkers Public Library, Number 697, granted by the Regents of the University of the State of New York, February 9, 1893, and the Amendment of Charter, dated March 26, 1993.
2. Each of the Trustees shall hold office for a term of five years. The term of each Trustee shall end on December 31<sup>st</sup> of the fifth year following appointment, unless the said Trustee shall have resigned or otherwise terminated membership on the Board. In the event of the creation of a vacancy for any reason, the successor Trustee appointed by the Board of Education shall serve for the balance of the unexpired term of the Trustee, whom such successor shall have succeeded.
3. In the event that any Trustee shall fail to attend three successive meetings of the Board and shall fail to present a satisfactory excuse, the Board shall, upon resolution and upon notice thereof mailed to said Trustee, be deemed to have accepted the resignation of said Trustee.
4. No Trustee shall receive any compensation whatever for services as such.

ARTICLE II.  
OFFICERS

1. The officers of the Board shall be a President, a Vice President, and a Treasurer.



2. A nominating subcommittee consisting of members of the Board of Trustees shall be appointed by the President no less than one month prior to the Annual Meeting. The nominating committee shall present a slate of officers at the Annual Meeting.
3. Officers shall serve for a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
4. The **President** shall preside at all meetings of the Board; authorize calls for any special meetings; appoint all committees; execute documents as authorized by the Board; serve as ex-officio voting member of all committees; and generally perform all duties associated with that office. The President of the Yonkers Public Library Board of Trustees and one member of the Board of Trustees appointed by the President shall automatically be members of the Board of Directors of The Foundation for the Yonkers Public Library with all the rights and privileges of a Foundation Director but without need for election by the Board of Directors of The Foundation for the Yonkers Public Library.
5. The **Vice President** shall act in the absence of the President.
6. The **Treasurer**, President, or designated Trustee shall certify all bills that have been presented for payment, to be subsequently ratified by the Board of Trustees. The Treasurer, President, or designated Trustee are authorized to sign checks in payment of obligations of the Yonkers Public Library as authorized by the Board.
7. The **Secretary** shall be the Library Director who shall furnish the minutes of all meetings of the Board; have custody of all the records of the Board as a body corporate; and receive and preserve all correspondence of the Board; and shall transmit all notices and communications to members of the Board. The Yonkers Public Library Director, and one Yonkers Public Library staff member appointed by the Library Director, shall automatically be members of the Board of Directors of the Yonkers Public Library Foundation with all the rights and privileges of a Foundation Director but without need for election by the Board of Directors of the Yonkers Public Library Foundation.

### ARTICLE III. MEETINGS

1. The regular meeting of the Board shall be held monthly on dates agreed upon by the Board. Notice of the time and place of each meeting shall be delivered by mail or email not less than five nor more than ten days before the meeting. Four Trustees shall constitute a quorum. In the absence of a quorum, the Trustees present may adjourn the meeting to a day fixed. The Board may meet on shorter notice or on a different date if every absent Trustee waives notice in writing or by telephone.
2. Special meetings may be called by the Secretary at the direction of the President or at the request of two Trustees for the transaction of business stated in the call for the meeting. Notice of such special meeting shall be given to all members by telephone or in writing at least twenty-four hours prior to the meeting time.

3. The regular meeting in January shall be the Annual Meeting at which officers shall be elected for a term of office of one year each. The President shall name standing committees for a term of one year at the Annual Meeting, or within one week from the date of the Annual Meeting.
4. The Director or Deputy Director, when the Director is not available, shall attend all meetings, may participate in the discussion and offer professional advice, but shall not be accorded a vote on any question.
5. The order of business for regular meetings shall include, but not be limited to, the following items which may be covered in the sequence shown below:
  - Disposition of minutes of the prior meeting
  - Director's Report
  - Union Representative's Report
  - Committee Reports
  - Communications
  - Payment of bills
  - Unfinished Business
  - New Business
  - Adjournment
6. An affirmative vote of the majority of those Trustees present shall be necessary to approve any action before the Board.
7. *Robert's Rules of Order* shall govern the parliamentary procedure of the Board.

#### ARTICLE IV. COMMITTEES

1. There shall be three standing committees of the Board as follows: Finance, Budget and Planning, Policy and Employee Relations.

The Finance Committee shall consist of no less than the Treasurer and one Trustee and shall supervise the monies, investments and funds of the Library and make recommendations to the Board regarding such investments.

The Budget and Planning Committee shall consist of at least one member and shall review the annual budget with the Director and shall seek its adoption by the Board and the City of Yonkers and participate in planning activities as directed by the Board.

The Employee Relations Committee shall consist of at least two members of the Board and shall undertake contract negotiations and report and recommend action to the Board on matters affecting employee management relations.



The Policy Committee shall consist of at least two members of the Board and shall review and recommend amendments to current library policies and recommend new policies when applicable.

2. Special committees may be appointed by the President from time to time at the discretion of the Board.
3. When appropriate, each committee shall make a progress report to the Board at its meetings. No committee shall have other than advisory powers, unless the Board has delegated specific power to act.

#### ARTICLE V. LIBRARY DIRECTOR

1. The Board shall appoint a Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.
2. The Director shall be responsible for the proper direction and supervision of the staff, care and maintenance of Library property, selection of books in keeping with the policy of the Board, efficiency of service to the public, preparation of the budget, and the operation of the Library within the budgeted appropriation.
3. The Director shall recommend to the Board appointments and other personnel transactions in accordance with the provisions of appropriate civil service regulations and contractual obligations.
4. The Director shall have interim authority to appoint employees without prior approval of the Board, provided such appointments are reported to the Board at its next regular meeting.
5. The Director shall assist the Board in any collective bargaining negotiations with employee representatives and may recommend the form and substance of agreement for action by the Board.
6. All communications or petitions from the staff to the Board shall be transmitted through the Director who shall have the right of recommendation prior to consideration by the Board.
7. The Director shall submit monthly and annual reports of the work of the Library; certify all bills incurred; and perform such other duties as the Board shall direct.

#### ARTICLE VI. AMENDMENTS

These By-Laws may be repealed, amended or added to at a regular meeting of the Board of Trustees by a majority vote of the members present after the proposed repeal,



amendment or addition has been submitted in writing at least ten days prior to the meeting at which such action is proposed to be taken.

Original By-Laws 1936  
Revised February 24, 1949  
Revised July 14, 1965  
Revised July 10, 1969  
Revised January 9, 1980  
Revised March 8, 1989  
Revised January 9, 1991  
Revised October 19, 1992  
Revised November 16, 1994  
Revised January 14, 1998  
Revised November 10, 1998  
Revised September 20, 2001  
Revised January 24, 2019