

**YONKERS PUBLIC LIBRARY
AGENDA FOR ANNUAL MEETING
RIVERFRONT LIBRARY
JANUARY 31, 2018**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting of December 14, 2017.

ELECTION OF OFFICERS FOR YEAR 2018 – 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).

(“Standing” committees are Finance, Budget & Planning; Employee Relations; Buildings & Grounds; Fundraising & Development).

MANAGEMENT REPORT

UNION REPRESENTATIVE’S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEMS]

Ratify the following appointment:

Dante Barbieri, P/T Page, \$11.00/hr., effective 1/6/18

Justine Osterman, Librarian Trainee, \$43,685, effective 2/7/18

Acknowledge the following minimum salary wage increases for part-time pages from \$10.00/hr. to \$11.00/hr. effective 12/31/17:

Indirah Bowman

Mariangelis Burgos

Nicholas Claudio

Maureen Crowley

Hamza Farooqui

Jon Figura

Esha Hafeez

Alyssa Lopez

Litzy Mejia

Laurence Mintah

Christian Pichardo
Alexia Rodriguez
Tiana Sigler
Tasfia Tasnim
Melissa Torres

Acknowledge the following terminations:
Alyssa Lopez, P/T Page, \$11.00/hr., effective 1/13/18
Anne Quartano, P/T Page, \$11.00/hr., effective 1/22/18

COMMITTEE REPORTS

Finance, Budget & Planning

Employee Relations

Buildings & Grounds

Fundraising & Development

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #787

[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

NEW BUSINESS

Foundation Update

[ACTION ITEM] Approve appointments to Foundation board and revisions to Bylaws

**NEXT BOARD MEETING DATE: Wednesday, February 28, 2018
Grinton I. Will Branch.**

YONKERS PUBLIC LIBRARY
BOARD MEETING
GRINTON I. WILL BRANCH
December 14, 2017

ATTENDANCE

TRUSTEES:	Nancy Maron Anietra Guzman-Santana Derrick Touba Joseph Puglia
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	Sarah McAllister
YONKERS REPRESENTATIVE ON THE WLS BOARD OF TRUSTEES:	None
UNION REPRESENTATIVE:	Rose Bannister, Clerk III, Business Office, Riverfront

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

MINUTES

On motion of Tr. Puglia, seconded and carried, the Board approved the Minutes of the Board Meeting of November 16, 2017.

MANAGEMENT REPORT

Director Falcone distributed minutes from the December 12th façade construction meeting to the Board members. He informed them that the bid opening for Phase II is set for January 19, 2018.

Director Falcone reported that the Will Branch boiler project will likely focus on replacing one unit now and replacing the other one at a future date.

Deputy Director Thaler updated the Board on the Montefiore Hudson Valley Collaborative grant. Case workers should be on site in mid-January.

Director Falcone told Board members that the 1000 Books Before Kindergarten committee met on December 11 to plan a start date in early 2018.

A Computer Science Education Week celebration was held in Tech Central on December 5. Director Falcone reported that several city council members, representatives of the Mayor's office, and representatives from the office of State Senator Andrea Stewart-Cousins attended and congratulated members of the Girls Who Code Club on their accomplishments.

Director Falcone advised Board members that the Library was awarded a \$30,000 CDBG Grant to reimburse YPL for computer equipment purchased earlier this year.

Director Falcone informed the Board that the second Staff Development Day is tentatively set for next April, and the schedule of activities is being discussed.

UNION REPRESENTATIVE'S REPORT – Union Representative Rose Bannister had nothing to report.

WLS REPORT – None

PERSONNEL REPORT

On motion of Tr. Touba, seconded and unanimously carried, the Board ratified the following appointments:

Mary Robison, Librarian II, \$61,372, effective 12/1/17

Hamza Farooqui, P/T Page, \$10.00/hr., effective 11/25/17

The Board acknowledged the following terminations:

Evencio Alvarez-Martinez, P/T Page, \$11.00/hr., effective 11/18/17
Eleanora Amoyaw, P/T Page, \$11.00/hr., effective 11/18/17
Stephanie Bediako, P/T Page, \$10.00/hr., effective 11/18/17
Cheyenne Darcy, P/T Page, \$11.00/hr., effective 11/18/17
Radhamely Deleon, P/T Page, \$10.00/hr., effective 11/18/17
Jesus Delossantos, P/T Page, \$11.00/hr., effective 11/18/17
Yaw Eshun, P/T Page, \$11.00/hr., effective 11/18/17
Brittany Kusi-Gyabaah, P/T Page, \$10.00/hr., effective 11/18/17
Christopher Machado, P/T Page, \$10.00/hr., effective 11/18/17
Jose Rivera, P/T Page, \$11.00/hr., effective 11/18/17
Carlos Rodriguez, P/T Page, \$10.00/hr., effective 11/18/17
Hadil Sarrar, P/T Page, \$11.00/hr., effective 11/18/17
Jose Velez, P/T Page, \$11.00/hr., effective 11/18/17
Shaniqua Williams, P/T Page, \$11.00/hr., effective 12/2/17

The Board acknowledged the following pay increase:
Clara Olaya, P/T Page, \$11.00/hr., effective 12/2/17

COMMITTEE REPORTS

Finance, Budget & Planning: Maron, Jannetti
On motion of Tr. Guzman-Santana, seconded and carried, the Board approved the following two transfers:

12/16/17 Saunders Book Fund, Sunnyside Federal Savings & Loans Bank, 15 mo. CD, \$75,074.78; 1.10%
To Sterling National Bank, 14 mo. CD, 1.60%.

12/16/17 Contributions Account, Sunnyside Federal Savings & Loans Bank, 15 mo. CD, \$26,572.85; 1.10%
To Sterling National Bank, 14 mo. CD, 1.60%.

Employee Relations: Maron, Greenwald

Buildings & Grounds: Maron, Buckley, Guzman-Santana, Touba

Fundraising & Development: Maron, Guzman-Santana, Buckley, Touba, Greenwald
Tr. Guzman-Santana informed Board members that the Yonkers Public Library Foundation is discussing a date in January to hold their first official Board meeting.

PAYMENT OF BILLS

On motion of Tr. Guzman-Santana, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #786.

UNFINISHED BUSINESS

Tr. Maron requested a press release be done in February announcing the Library's 125th year in operation and upcoming events to celebrate.

Director Falcone submitted a revised set of recommendations to be included in the FY2019 operating budget request. The deadline for submitting budget package is January 19th. The administrative staff reviewed the document with the Board, and answered questions.

On motion of Tr. Guzman-Santana, seconded and unanimously carried, the Board approved the 2019 Fiscal Year Budget request as presented, with management salaries to be reviewed in May and to be not more than 3%.

NEW BUSINESS

The State of the City Address will be held on Wednesday, March 7, 2018 at the Riverfront Library auditorium.

NEXT BOARD MEETING DATE – Thursday, January 18, 2018, 7:00 p.m. at the Riverfront Library.

The Board meeting adjourned at 9:30 p.m.

Edward Falcone
Library Director & Secretary

RESOLUTION

BE IT RESOLVED, at the December 14, 2017 Board meeting, on motion of Tr. Guzman-Santana, the Board unanimously carried and approved that Library management salaries are to be reviewed in May and are not to be more than 3%.

MEETING MINUTES



DATE: December 12, 2017
TO: All Attendees
RE: Yonkers Public Library - Will Branch

A meeting was held at Yonkers Public Library Grinton I Will Branch on December 12, 2017 at 10:00 AM.

Present:

Edward Falcone – Director Yonkers Public Library
Susan Thanler – Deputy Director Yonkers Public Library
Christian Zabriskie – Branch Administrator
Scott Miller - Milcon Construction Corp.
Jarek Batko - Milcon Construction Corp.
Andrew Allison – KG+D Architects
Teresa May – KG+D Architects

The following is a summary of the items discussed:

Contracts

No items in this category.

Approvals

No items in this category.

Schedule

1. Roof Replacement
 - a. The roof has passed to warrantee inspection.
 - b. Milcon will resolve the 2 ponding areas by creating a scupper through the built up curb allowing water to flow onto the main entry canopy. The scupper will be flashed with EPDM roofing per the manufacturers instruction.
2. Windows
 - a. 5 bays of glass have been installed, 4 bays remain.
 - b. Due to variance in the position of aluminum frame as it was secured to the building some of the glass had to be disposed of and has been re-ordered. The replacement glass will arrive on site on December 22nd.
 - c. Arched framing is in fabrication – it will be delivered to the site as it is ready and the glass will be measured once the frame has been installed.

3. Terracotta
 - a. Panels have arrived in the United States, they are in a shipyard in New Jersey
 - b. The panels and the brackets are due to arrive on December 22nd.
4. Regarding the overall job schedule, Milcon is working toward the January 15th Final Completion date but they cannot guarantee an end date. Custom fitting the curtainwall to the Reading Room opening and the long lead time on the terracotta have impacted the schedule but Milcon stands by the quality of the work they are providing and are committed to seeing this phase of construction to completion.

Submittals

1. All submittals have been reviewed, there are currently no open submittals

RFI's

No items this category

Potential Change Orders / Change Orders

1. Milcon Provided 4 PCO's for consideration:
 - a. PCO D – 18 Additional Sunshades. Milcon expressed concern regarding installing the vertical sun shades at different times. KG+D has consulted our structural engineer and there is no concern regarding installing the additional sunshades after the first set is installed.
 - b. PCO E – Repair of the concrete ledge at the Reading Room
 - c. PCO F – Application of the masonry coating over the concrete columns, arches, and concrete ledge at the Reading Room
 - d. PCO G – New Signage at the West Elevation
2. PCO H – Replacement of the Main Lobby doors is pending

Logistics / Safety

1. No items this section

Review Completed Work

1. Frames have been secured to the structure and all the glass that has been delivered to the site has been installed.

General Items

1. YPL has no general items at this time.

Next Meeting

The next meeting will be Wednesday, January 3, 2018 at 11:00 AM following the Phase 2 Bid Walk-Through.

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

Kaeyer, Garment + Davidson Architects, PC

265 Main Street, Mount Kisco, New York 10549

914.616.5900 | kgdarchitects.com

Yonkers Public Library Bill List December 2017

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
AMERICAN EXPRESS	SUPPLIES, SOFTWARE	12/6/2017	2,707.41
BAKER & TAYLOR	MATERIALS	12/21/2017	21,055.07
BAKER & TAYLOR	MATERIALS	12/7/2017	34,760.61
BARNES & NOBLE	MATERIALS	12/18/2017	927.45
BUDGET LIBRARY SUPPLIES	DVD CASES	12/18/2017	2,690.00
EBSCO	MATERIALS	12/7/2017	98.79
EBSCO	MATERIALS	12/7/2017	112.62
EBSCO	MATERIALS	12/7/2017	133.69
EBSCO	MATERIALS	12/21/2017	160.96
H. W. WILSON	MATERIALS	12/21/2017	179.10
INFORMATION TODAY, INC.	MATERIALS	12/7/2017	433.03
KG+D	PROFESSIONAL SERVICES	12/18/2017	2,609.19
MCGRAW-HILL	MATERIALS	12/21/2017	24.17
MIDWEST TAPE	MATERIALS	12/21/2017	5.59
MIDWEST TAPE	MATERIALS	12/18/2017	11.99
MIDWEST TAPE	MATERIALS	12/7/2017	12.99
MIDWEST TAPE	MATERIALS	12/18/2017	25.58
MIDWEST TAPE	MATERIALS	12/7/2017	27.18
MIDWEST TAPE	MATERIALS	12/21/2017	31.17
MIDWEST TAPE	MATERIALS	12/7/2017	31.97
MIDWEST TAPE	MATERIALS	12/21/2017	36.78
MIDWEST TAPE	MATERIALS	12/21/2017	41.58
MIDWEST TAPE	MATERIALS	12/18/2017	42.98
MIDWEST TAPE	MATERIALS	12/18/2017	47.96
MIDWEST TAPE	MATERIALS	12/7/2017	49.96
MIDWEST TAPE	MATERIALS	12/18/2017	51.16
MIDWEST TAPE	MATERIALS	12/18/2017	68.97
MIDWEST TAPE	MATERIALS	12/7/2017	95.94
MIDWEST TAPE	MATERIALS	12/7/2017	310.55
MIDWEST TAPE	MATERIALS	12/7/2017	87,016.00
MILCON	FACADE PROJECT-WILL BRANCH	12/21/2017	341,733.18
NATIONAL LEARNING CORP.	MATERIALS	12/21/2017	913.87
OLA CONSULTING ENGINEERS	BOILER REPLACEMENT	12/27/2017	400.00

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
OLA CONSULTING ENGINEERS	BOILER REPLACEMENT	12/15/2017	1,625.52
OVERDRIVE	MATERIALS	12/18/2017	427.88
OVERDRIVE	MATERIALS	12/21/2017	1,279.39
RECORDED BOOKS	MATERIALS	12/21/2017	41.60
RECORDED BOOKS	MATERIALS	12/7/2017	41.60
WORD & RABY PUBLISHING	MATERIALS	12/7/2017	66.55
TOTAL			500,330.03
CONTRIBUTIONS FUNDS			
BELLA VISTA DELI	BOARD MEETING 12-14-2017	12/19/2017	122.00
BITETTI, CHRISTINE	GIRLS WHO CODE GRANT	12/22/2017	88.96
BUTLER, MAUREEN	HOMEWORK HELPER-CREST	12/19/2017	337.50
COREY GLASS	DOOR GLASS REPAIR	12/22/2017	200.00
GOVCONNECTION, INC.	TRAC MACHINES TONER	12/19/2017	777.40
HAMM & CLOV STAGE COMPANY	HISPANIC HERITAGE	12/22/2017	650.00
KEANE & BEANE, P. C.	PROFESSIONAL SERVICES	12/19/2017	315.00
LIBRARY TRUSTEES ASSOCIATION	MEMBERSHIP	12/22/2017	525.00
MAIER, JODY	REIMB EXP: SUPPLIES	12/11/2017	9.79
MARTINEZ, RUSSELL	LAUNDROMAT	12/4/2017	20.00
OXFORD UNIVERSITY PRESS	ESL MATERIALS-RIV	12/4/2017	48.40
PLYMOUTH ROCKET, INC.	SUBSCRIPTION	12/11/2017	600.00
PRESEDO, VIVIAN	REIMB EXP: KEATS GRANT PAINT	12/11/2017	9.00
S & S WORLDWIDE, INC.	SUPPLIES	12/11/2017	207.92
SIEGAL, MARTIN	HOMEWORK HELPER-WILL	12/27/2017	562.50
SIEGAL, MARTIN	HOMEWORK HELPER-WILL	12/4/2017	625.00
TILSON, ANDREA	HOMEWORK HELPER-RIV	12/19/2017	787.50
W. B. MASON	PROGRAM & KEATS GRANT	12/22/2017	30.50
W. B. MASON	BETTER WORLD BOOKS	12/19/2017	53.55
WALSH, MICHAEL	REIMB EXP: NYLA	12/4/2017	800.00
WESTCHESTER LIBRARY SYSTEM	CONFERENCE:GUZMAN SANTANA	12/22/2017	125.00
TOTAL			6,895.02

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 December 2017

Date	Num	Memo	Amount
Abbey Ice			
12/06/2017	160996	Rental of Equipment	47.25
12/06/2017	161012	Rental of Equipment	94.50
12/06/2017	161216	Rental of Equipment	88.50
12/06/2017	161240	Rental of Equipment	47.25
12/06/2017	57231	Spring Water	53.00
12/06/2017	57230	Spring Water	79.00
12/14/2017	58325	Spring Water	59.50
12/14/2017	58326	Spring Water	40.00
12/26/2017	59227	Spring Water	124.50
Total Abbey Ice			633.50
Able & Ready			
12/06/2017	18037	Repair-Washing Machine	169.95
Total Able & Ready			169.95
ABM Systems			
12/14/2017	0000010892	Service Contract Preventive Maint.	3,340.00
Total ABM Systems			3,340.00
Amazon.com			
12/06/2017	111017	Supplies	71.10
12/26/2017	557869478464	Expenses	18.93
12/26/2017	557869478464	Expenses	52.17
Total Amazon.com			142.20
American Express			
12/06/2017	6-76005nov17	Expenses	306.52
12/06/2017	6-76005nov17	Expenses	385.00
Total American Express			691.52
American Library Association			
12/06/2017	47198897	Supplies	101.90
Total American Library Association			101.90
Amoils, Roseanne			
12/06/2017	48	Program-Job Search Coach	900.00
Total Amoils, Roseanne			900.00
Arch For Kids			
12/06/2017	186	Program-Space Habitats	250.00
12/14/2017	188	Program-Space Habitats	250.00
Total Arch For Kids			500.00
ARTEAGA, KELLY			
12/14/2017	11282017	Program-Zumbini Class	75.00
12/14/2017	8	Program-Zumba	70.00
12/26/2017	9	Program-Zumba	70.00
12/26/2017	12122017	Program-Zumbini Class	75.00
Total ARTEAGA, KELLY			290.00
Baird,Zahra			
12/06/2017	111717	Reimbursement-Program Supplies	298.97
12/26/2017	121317	Reimbursement-Program Supplies	36.50
12/26/2017	121317a	Reimbursement-Program Supplies	84.06
Total Baird,Zahra			419.53
Baker & Taylor			
12/26/2017	1s17120049	Materials-Book Leasing	4,802.07
Total Baker & Taylor			4,802.07
Bean, Sharon			
12/06/2017	112017	Reimbursement-Program Supplies	50.85
12/26/2017	120717	Reimbursement-Program Supplies	35.20
Total Bean, Sharon			86.05
Bitetti, Christine			
12/06/2017	111017	Reimbursement-Program Supplies	129.29

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 December 2017

Date	Num	Memo	Amount
Total Bitetti, Christine			129.29
Browne, Maria D.			
12/14/2017	112917	Program-Manualidades Para Las Fiestas	50.00
Total Browne, Maria D.			50.00
Cablevision Lightpath			
12/06/2017	21749129	Phones	3,546.68
12/06/2017	21755169	Internet	5,234.75
12/26/2017	21837131	Phones	3,549.15
12/26/2017	21850172	Internet	5,234.75
Total Cablevision Lightpath			17,565.33
Cablevision Optimum			
12/06/2017	07803550279dec17	Phones & Internet	140.81
12/26/2017	07803544469dec17	TV Boxes	14.70
12/26/2017	07803065546dec17	TV Box	7.35
Total Cablevision Optimum			162.86
Carriage Paper			
12/06/2017	599618	Thermal Roll Paper	1,924.20
Total Carriage Paper			1,924.20
Cengage Learning			
12/27/2017	62292789	Subscription	8,370.00
Total Cengage Learning			8,370.00
CHLOE'S KIDS			
12/14/2017	7rf	Program-Baby Signing	75.00
Total CHLOE'S KIDS			75.00
Christine's Critters			
12/06/2017	112517	Program-Birds Of Prey	250.00
Total Christine's Critters			250.00
Citadel Pest Control			
12/06/2017	3248	Pest Control	200.00
Total Citadel Pest Control			200.00
City Of Yonkers			
12/06/2017	dec2017	Rent-dec	62,500.00
12/06/2017	nov2017	Rent-nov	62,500.00
Total City Of Yonkers			125,000.00
Cole Information			
12/06/2017	0721227-in	Continuations	1,316.00
Total Cole Information			1,316.00
Con Edison			
12/26/2017	92142173100nov17	Gas	181.81
Total Con Edison			181.81
Couteau, Donna			
12/06/2017	102517	Program-Story Time	250.00
Total Couteau, Donna			250.00
Crown HVAC			
12/14/2017	8167	Oil Heater Repair-Crest	645.50
Total Crown HVAC			645.50
Crown Janitorial			
12/26/2017	399284-1	Janitorial Supplies	737.50
12/26/2017	401300-1	Janitorial Supplies	1,595.99
Total Crown Janitorial			2,333.49
Cruz, Aurora			
12/06/2017	111917	Reimbursement-Program Supplies	82.59

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 December 2017

Date	Num	Memo	Amount
Total Cruz, Aurora			82.59
Daly, Celine			
12/06/2017	111617	Program-Sound Meditation	50.00
12/26/2017	12617	Program-Sound Meditation	50.00
Total Daly, Celine			100.00
Dell			
12/14/2017	10204108993	Software Licensing	2,510.21
Total Dell			2,510.21
Demco			
12/06/2017	6259464	Supplies	163.99
12/06/2017	6254374	Supplies	42.76
12/26/2017	6264989	Supplies	512.00
Total Demco			718.75
DEMCO SOFTWARE			
12/06/2017	00004347	Room Reservation Software	1,291.50
Total DEMCO SOFTWARE			1,291.50
DeWaters, Alice			
12/26/2017	121117	Reimbursement-Program Supplies	99.91
Total DeWaters, Alice			99.91
DPW Pasny			
12/06/2017	sep-17	Electric Charges-Will	10,870.95
12/06/2017	sep-17	Electric Charges-Crest	800.85
12/06/2017	oct-17	Electric Charges	9,899.61
12/06/2017	oct-17	Electric Charges	710.01
12/12/2017	May17	Electric -Will	8,927.56
12/12/2017	May17	Electric- Crestwood	649.06
Total DPW Pasny			31,858.04
Dreamland Security			
12/14/2017	dss17121	Security Guard Service	8,393.00
Total Dreamland Security			8,393.00
Ebsco			
12/06/2017	9199354	Subscription	10,999.38
12/06/2017	9199353	Subscription	9,374.89
12/06/2017	9199357	Subscription	2,425.25
Total Ebsco			22,799.52
Foundation Center, The			
12/26/2017	fin1670.1	Subscription-Network Partnership	1,995.00
Total Foundation Center, The			1,995.00
Full Compass			
12/26/2017	Inc00551140	Computer Accessories	125.86
Total Full Compass			125.86
Gantzer, Ana			
12/06/2017	112017	Reimbursement-Program Supplies	29.49
12/06/2017	111417	Reimbursement-Program Supplies	48.77
12/14/2017	112717	Reimbursement-Program Supplies	28.88
12/26/2017	121117	Reimbursement-Program Supplies	43.80
Total Gantzer, Ana			150.94
Gonzalez, Alexander			
12/26/2017	3	Program-Coding Class	150.00
Total Gonzalez, Alexander			150.00
GovConnection			
12/06/2017	55333601	Supplies	36.63
12/06/2017	55330151	Computer Products	221.60
12/06/2017	55330152	Computer Products	313.70
12/06/2017	55330155	Computer Products	28.58

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 December 2017

Date	Num	Memo	Amount
12/06/2017	55341066	Computer Products	1,000.47
12/14/2017	55330175	Computer Products	68.92
12/26/2017	55388664	Computer Products	79.30
12/26/2017	55388665	Computer Supplies	37.51
12/26/2017	55388667	Computer Products	32.99
Total GovConnection			1,819.70
Heitner, Lois H.			
12/06/2017	111617lh	Program-Yoga	250.00
Total Heitner, Lois H.			250.00
Home Depot Credit Service			
12/14/2017	50001	Tools	82.97
Total Home Depot Credit Service			82.97
ISE Office Plus			
12/14/2017	382364	Business Cards-Bitetti	30.49
Total ISE Office Plus			30.49
La Peruta, Patricia			
12/06/2017	112817	Reimbursement-Petty Cash	7.99
12/06/2017	112817	Reimbursement-Petty Cash	12.75
12/06/2017	112817	Reimbursement-Petty Cash	267.63
Total La Peruta, Patricia			288.37
Lauter, Daniel			
12/06/2017	102517	Program-Bowl Sound & Mindfulness	100.00
Total Lauter, Daniel			100.00
LDI Color Toolbox			
12/26/2017	1348746	Supplies	68.49
Total LDI Color Toolbox			68.49
Lloyd, Joan			
12/26/2017	12117	Program-Jewelry Making	50.00
Total Lloyd, Joan			50.00
M & M Performing Arts Company			
12/27/2017	88	Program-Play Marriage Is Murder	400.00
Total M & M Performing Arts Company			400.00
Mason, Sheila			
12/26/2017	005	Program-Gift Wrapping	76.94
Total Mason, Sheila			76.94
McGibney, Catherine			
12/06/2017	111617	Program-Yoga	150.00
Total McGibney, Catherine			150.00
Mota, Juan			
12/06/2017	20171115	Program-Sewing	450.00
Total Mota, Juan			450.00
Mr. Chimney			
12/27/2017	49906	Boiler Maintenance	2,500.00
Total Mr. Chimney			2,500.00
North State Mechanical			
12/06/2017	04068	Repairs-Control Valve	9,620.00
12/06/2017	04071	Repairs-A/C Shutdown	6,957.00
Total North State Mechanical			16,577.00
Panek-Harris, Julia			
12/06/2017	11162017	Program-Sound Meditation	50.00
12/26/2017	12617a	Program-Sound Meditation	50.00
Total Panek-Harris, Julia			100.00
Quill Corp.			

12:52 PM
 01/10/18
 Accrual Basis

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT December 2017

Date	Num	Memo	Amount
12/26/2017	2724456	Supplies	94.67
Total Quill Corp.			94.67
Robison, Mary			
12/14/2017	112917	Reimbursement-Program Supplies	30.00
Total Robison, Mary			30.00
Rong, Jian-Yang			
12/06/2017	5	Program-Qi Gong Class	75.00
12/14/2017	6	Program-Qi Gong	75.00
Total Rong, Jian-Yang			150.00
Safeguard Lock & Key			
12/26/2017	5957	Lock & Key Repairs	149.00
Total Safeguard Lock & Key			149.00
Schall Hardware			
12/14/2017	15755	Hardware	161.29
Total Schall Hardware			161.29
Stanley Convergent			
12/14/2017	15084641	Maintenance Charges	185.88
12/14/2017	15086751	Maintenance Charges	655.16
12/26/2017	15137984	Monitoring & Maintenance	242.00
Total Stanley Convergent			1,083.04
Sterling Sanitary Supply			
12/06/2017	ag3601	Janitorial Supplies	13.25
12/06/2017	ag3601	Janitorial Supplies	442.39
Total Sterling Sanitary Supply			455.64
Sweetwater Music Instruments&Pro Audio			
12/27/2017	16555162	Cables & Speakers	86.97
Total Sweetwater Music Instruments&Pro Audio			86.97
The Metro Group			
12/26/2017	p1533318	Maintenance-Cooling Tower	732.83
Total The Metro Group			732.83
Thrive Reiki			
12/06/2017	7	Program-Reiki	30.00
12/06/2017	8	Program-Reiki	30.00
12/26/2017	9	Program-Reiki	30.00
Total Thrive Reiki			90.00
United Metro Energy			
12/14/2017	329913	Oil-Will	7,920.79
12/14/2017	329915	Oil-Crestwood	851.33
Total United Metro Energy			8,772.12
United Overhead Door			
12/06/2017	s155534-154506	Repair-Door	322.75
Total United Overhead Door			322.75
Verizon			
12/06/2017	9143372191dec17	Phones & Alarms	156.56
12/06/2017	9143373015dec17	Phones & Alarms	48.85
12/26/2017	91479310659dec17	Phones/Alarms	59.37
Total Verizon			264.78
Verizon Wireless			
12/06/2017	9796052886	Cell Phones	171.64
12/14/2017	9796849391	Cell Phones	343.46
Total Verizon Wireless			515.10
WB Mason			
12/06/2017	149457674	Supplies	45.10
12/06/2017	149463717	Supplies	627.29

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 December 2017

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
12/06/2017	149500987	Supplies	12.39
12/06/2017	149911953	Supplies	84.96
12/14/2017	149980249	Supplies	122.95
12/26/2017	150201876	Supplies	76.35
12/26/2017	150278673	Supplies	75.98
Total WB Mason			1,045.02
Weaver, Alan			
12/06/2017	1117-14	Program-Computer Instruction	450.00
12/26/2017	1217-12	Program-Excel & Powerpoint	250.00
Total Weaver, Alan			700.00
Westchester Library System			
12/06/2017	111017	WEBS Seminar	500.00
12/06/2017	111417	WEBS Counseling	4,500.00
12/26/2017	010118-59	WLS-IT Wireless Service	800.00
12/26/2017	010118-38	WLS-IT Support	161,906.76
Total Westchester Library System			167,706.76
Xerox			
12/26/2017	091539839	Copier Maintenance	95.00
Total Xerox			95.00
Yonkers Auto Center			
12/14/2017	3671	Vehicle Maintenance	348.44
Total Yonkers Auto Center			348.44
Yonkers Wellness Center			
12/06/2017	11-13-17	Program-Adult	60.00
12/27/2017	12-11-17	Program-Reiki	60.00
Total Yonkers Wellness Center			120.00
Zev Haber Music by Zev			
12/06/2017	2034	Program-Family Music Show	275.00
Total Zev Haber Music by Zev			275.00
TOTAL			446,947.89

**YONKERS PUBLIC LIBRARY
QUARTERLY BUDGET REPORT
FOR THE YEAR JULY 1, 2017-JUNE 30, 2018
CAPITAL FUNDS**

<u>C2099CP</u>		ORIGINAL AMOUNT	AMOUNT AVAILABLE 12/31/2017
510646	Will Ext. Construction	1,800,000	937,645
510647	Will Auditorium Improv.	55,000	51,739
510820	Library Books and other Materials	300,000	42,652
510821	Boiler Upgrades	60,000	42,884
510822	Computers & Library Equipment	47,000	47,000
510872	Library Books and other Materials	350,000	350,000
510873	Exterior - Will Branch	2,400,000	2,400,000
510874	Boiler Upgrades	568,000	568,000

**YONKERS PUBLIC LIBRARY
 QUARTERLY BUDGET REPORT
 FOR THE YEAR JULY 1, 2017-JUNE 30, 2018
 REVENUE**

Revenue Category	Budgeted Revenue 2017-2018	Revenue Realized 7/1/2017-6/30/2018
Fees & Fines	\$65,300	\$22,763
Rental of Property	11,160	10,218
Miscellaneous (Includes E-Rate)	41,050	27,638
Total Library Generated Revenues	<u>\$117,510</u>	<u>\$60,619</u>
State Funding	47,560	56,875
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<u>\$10,474,674</u>	<u>\$10,427,098</u>

BANK ACCOUNT INFORMATION
DECEMBER 2017

BANK	RATE	ACCOUNT NAME	NUMBER	EXP	TYPE	12/31/2017
<u>ENDOWMENTS AND TRUSTS</u>						
SAUNDERS ENDOWMENT GOAL \$65,000						
SUNNYSIDE FEDERAL SAVINGS & LOANS						
	1.60%	SAUNDERS BOOK FUND	4658	2/27/2019	14 MO. CD	75,074.78
<u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u>						
TRUSTCO BANK						
	1.00%	JOHN JUTKOWITZ THEATER FUND	5226302	2/6/2018	11 MO. CD	10,675.01
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS						
	1.10%	DAVID S. KOGAN MEM FUND	1085506	5/23/2018	15 MO. CD	5,014.25
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
TRUSTCO BANK						
	1.00%	RITA G. MURPHY MEM FUND	5226257	2/7/2018	11 MO. CD	5,507.13
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK						
	N/A	YPL TRUST ACCOUNT	6700288970	----	CHECKING	4,978.09
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS						
	1.60%	CONTRIBUTIONS ACCOUNT	4659	2/27/2019	14 MO. CD	26,935.87
SUNNYSIDE FEDERAL SAVINGS & LOANS						
	1.10%	CONTRIBUTIONS ACCOUNT	1085514	5/23/2018	15 MO. CD	61,113.99
STERLING NATIONAL BANK						
	1.25%	CONTRIBUTIONS ACCOUNT	3481	7/28/2018	13 MO. CD	51,027.01
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK						
	0.01%	CONTRIBUTIONS ACCOUNT	6700289260	----	CHECKING	76,750.27
	0.01%	CONTRIBUTIONS ACCOUNT	6700288655	----	CHECKING	9,100.31

***** TO BE CLOSED IN THE NEAR FUTURE *****

76,750.27
9,100.31
85,850.58

JOINT MANAGEMENT REPORT
JANUARY 2018

Snow Closures. All three branches lost one day of service on Thursday, January 4th due to a snow storm. There was also a three-hour snow delay on Wednesday, January 17th.

Crestwood Boiler. Crestwood lost an additional day of service on Wednesday, January 3rd when a crack was discovered in their boiler. A replacement unit was quickly found and installed during the course of that day and the following day (during the snow storm). We were able to reopen the branch on Friday, January 5th. However, an empty oil tank forced another closure which began on Sunday the 7th. The fuel company was unable to make a delivery until Thursday, January 11th, and the branch reopened that afternoon. In total, Crestwood lost five days of service (in addition to the snow closure).

Façade (Phase I). All of the non-curved glass has been installed on the west façade, and the remaining window frames for curved pieces should be installed by month's end. The terracotta panels have finally arrived on-site, and installation has begun. Inside, the crew has begun restoring the section of the main reading room that was disrupted by the window work. The façade project remains behind schedule, and we are waiting for a new timeline from the contractor.

Façade (Phase II). Seven bids were returned for the next phase of the project, and Milcon was the apparent low bidder. KG&D is reviewing the scope of work with Milcon and a second contractor, and we might have an award recommendation by our February meeting.

Budget. The FY19 operating budget package was submitted on time, and our review meeting with the Budget Director is scheduled for February 8th. The deadline for submitting capital project requests is January 31st, and we are working on that now.

Will Elevator. Included in this year's capital budget request, once again, will be funds to replace the elevator at Will. We have been seeing more frequent breakdowns, including a 13-day period this month with no service.

1000 Books Before Kindergarten. The committee met twice more in January. Promotional and informational materials are being developed, and a kick-off event is tentatively scheduled for Saturday, February 24th.

Montefiore Grant. Case managers will begin working two days per week at the Riverfront and Will branches beginning the week of January 22nd. Initial results are positive.

Local History. The Local History Incubator is up and running at the Will Library. Christian, Brandon and Carlos have done a great job building this facility. Staff members, including Reference Librarian Michael Walsh, are already putting it to good use. Some photo and slide collections have been uploaded and can be viewed at archive.ypl.org. Included are some wonderful photos (from slides) of the construction of the Will branch.

MEETINGS ATTENDED THIS PERIOD

12/19	Ed & Susan Susan	Chamber of Commerce networking breakfast @ Hyatt Place Senior Arts program @ Will
12/21	Ed & Susan	PLDA meeting @ Montrose
1/3/18	Susan	Façade construction meeting & contractor walk-through @ Will
1/8	Susan	Security vendor walk-through @ Riverfront
1/10	Susan Ed & Susan Vivian Ed Susan	CDBG grant workshop @ Riverfront WCA broadband meeting @ BoE Cash management training @ Will Foundation board meeting @ Riverfront Literacy Solutions board meeting @ Tarrytown
1/11	Susan Ed & Susan Ed & Susan	LYFE committee meeting Lunch Club @ Philipse Manor 1,000 Books committee meeting @ Riverfront
1/12	Susan Ed & Susan	E-Resources workshop @ Katonah Deputy Mayor monthly meeting
1/15	Ed & Susan	Rev. Martin Luther King Dinner @ Grand Roosevelt Ballroom
1/18	Ed Ed & Susan	PLDA meeting @ WLS Meeting with Gallery Curator
1/19	Ed, Susan, Vivian	Façade bid opening
1/22	Ed	Lighting consultant, Will
1/23	Ed & Susan Ed Susan Susan	Chamber of Commerce networking breakfast @ Yonkers Brewery Westchester County Association broadband summit @ White Plains Façade construction meeting @ Will Meeting with WLS Director of Outreach
1/24	Susan	Branch Administrators meeting
1/25	Ed	Will visit
1/26	Ed	Custodial meeting @ Will
1/30	Susan Ed & Susan Ed & Susan Ed & Susan	Yonkers Basics meeting @ BoE 125 Anniversary meeting Judith Schwartztein reception @ Beczak Foundation board meeting @ Riverfront
1/31	Ed & Susan	1,000 Books committee meeting @ Riverfront

MARK YOUR CALENDARS

State of the City Address: Wednesday, March 14th

WLS National Library Week Breakfast: April 6th

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

December 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	29	29		
RIVERFRONT LIBRARY			<u>Dev.</u>	<u>%</u>
Adult	12,636	12,321	(315)	
Children's	6,133	5,196	(937)	
Total Riverfront Circulation	18,769	17,517	(1,252)	-6.67%
GRINTON I. WILL BRANCH				
Adult	23,266	18,913	(4,353)	
Children's	11,162	8,851	(2,311)	
Total Will Circulation	34,428	27,764	(6,664)	-19.36%
CRESTWOOD BRANCH				
Adult	2,823	2,654	(169)	
Children's	1,080	1,166	86	
Total Crestwood Circulation	3,903	3,820	(83)	-2.13%
E-content (All Branches)	5,220	4,568		
TOTAL CIRCULATION				
Total Current Month	62,320	53,669	(8,651)	-13.88%
Total Previous Months	<u>776,228</u>	<u>711,133</u>	<u>(65,095)</u>	<u>-8.39%</u>
Total Year to Date	838,548	764,802	(73,746)	-8.79%

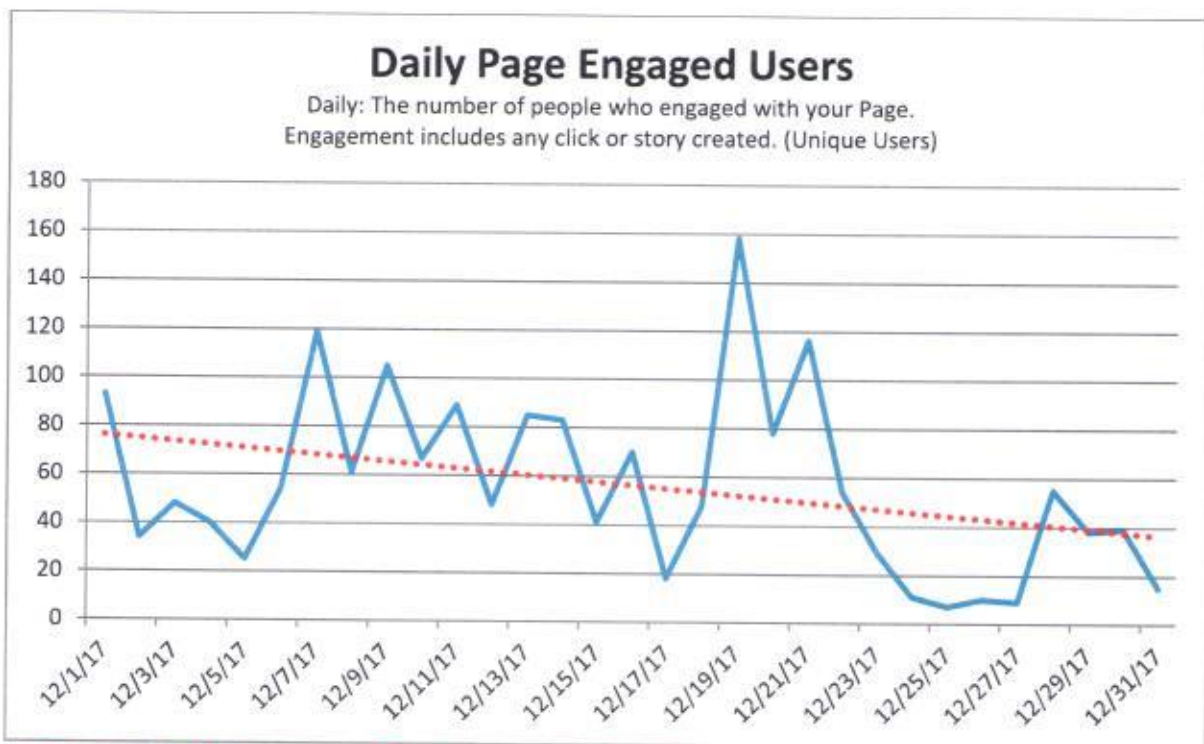
Social Media Statistics December 2017

FACEBOOK Snapshot

Month	Total Likes	New Likes	Page Engagement*	%	Total Posts	Monthly Total Reach**	%
May	2,311	39	6,302		46	4,382	
June	2,340	35	7,054	12%	55	6,565	49%
July	2,403	63	11,992	70%	62	7,369	12%
August	2,465	62	7,690	-36%	61	6,423	-13%
September	2,509	44	11,604	51%	40	15,374	139%
October	2,556	47	14,853	28%	39	23,676	54%
November	2,561	5	12,477	-16%	39	19,846	-16%
December	2580	19	13,226	6%	45	17,761	-11%

*Page engagement: Likes, clicks, comments, and shares

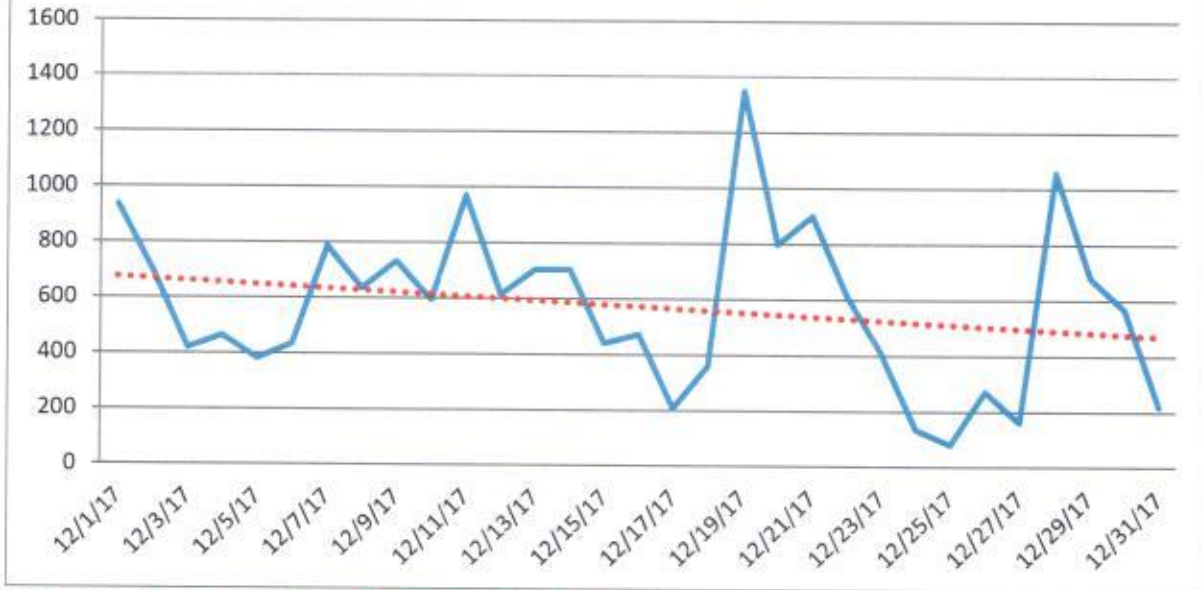
**Reach: Patrons are online & YPL posts show up in newsfeed



INSIGHT: IS YPL'S ENGAGEMENT RATE INCREASING OVER TIME

Daily Total Reach

Daily: The number of people who have seen any content associated with your Page.
(Unique Users)



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

Lifetime Engaged Users

Lifetime: The number of unique people who engaged in certain ways with your Page post, for example by commenting on, liking, sharing, or clicking upon particular elements of the post.

Green = Highest Maximum Value
Yellow = Midpoint
Red = Lowest Minimum Value

Lifetime Post Total Impressions

Lifetime: The number of impressions of your Page post. (Total Count)

Green Represents Top 10%

Lifetime Post Total Reach

Lifetime: The total number of people your Page post was served to. (Unique Users)

Green >>> 90
Yellow <90 and >10
Red <<< 10

Posted

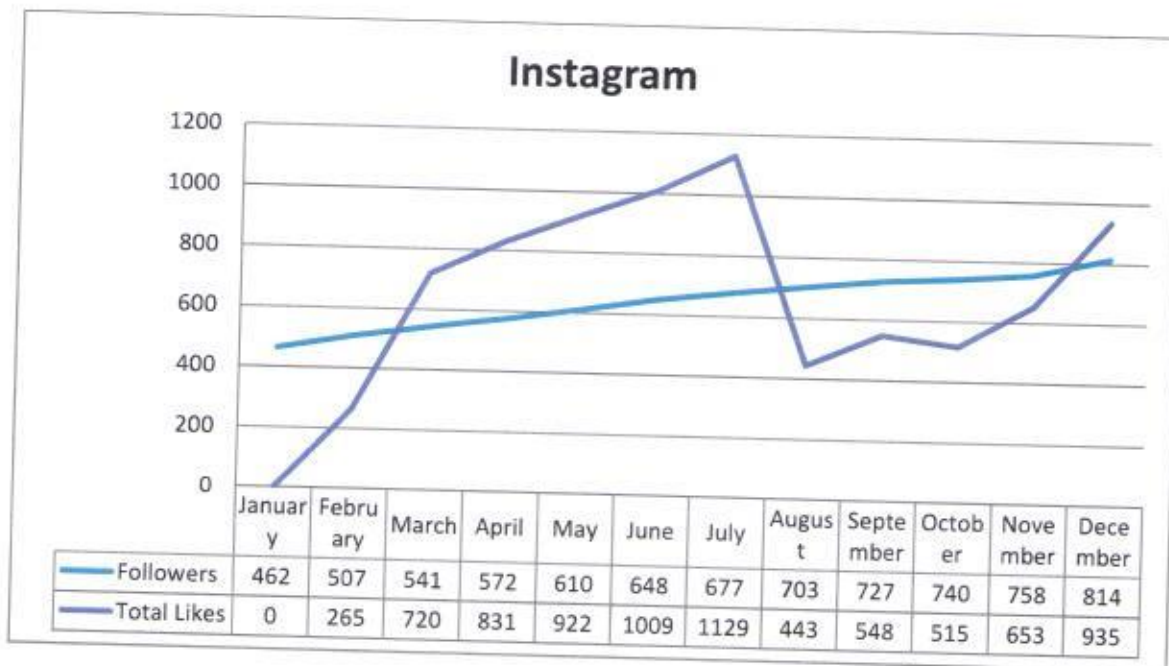
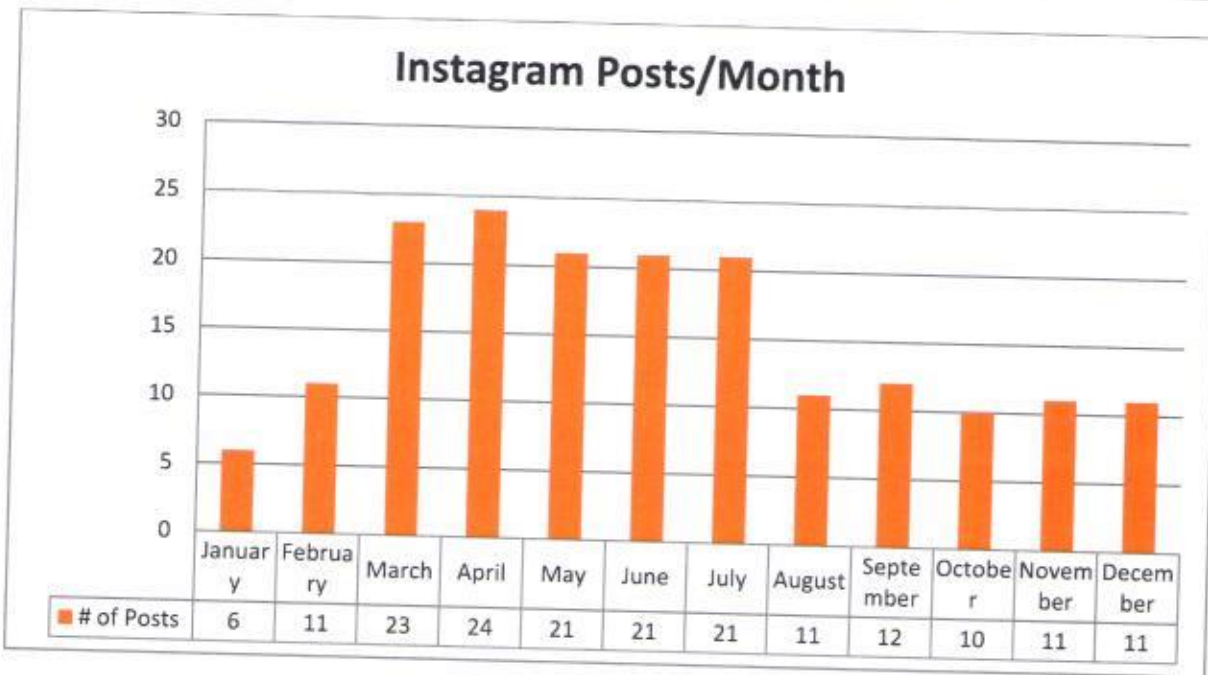
Type

Post Message

Post Message	Type	Posted	Lifetime Post Total Reach	Lifetime Post Total Impressions	Lifetime Engaged Users
Will Library had Mad Science on Friday, De Photo	Photo	12/30/17 5:49 AM	438	799	35
Patricia D. Manning, Psy.D and longtime C Photo	Photo	12/29/17 5:40 PM	389	648	11
Our readers love Jim Vagas, and according Photo	Photo	12/28/17 4:36 PM	298	511	16
Jim Vagas did a Magic Show at Will 12/28, Photo	Photo	12/28/17 4:34 PM	373	663	34
**Two Showings on Thursday, December, Photo	Photo	12/26/17 6:05 AM	284	532	10
Yonkers Public Library wishes you a very h. Video	Video	12/23/17 6:07 AM	210	405	17
Get on the dance floor and enjoy some he Photo	Photo	12/21/17 11:28 AM	161	274	4
Gingerbread House Workshop 12/19/17 - Photo	Photo	12/21/17 6:36 AM	365	643	51
"[Gary Paulsen] said he was 13 when he st Photo	Photo	12/20/17 6:36 AM	191	333	9
Thank you to everyone who wrote a card r Photo	Photo	12/20/17 6:18 AM	188	319	11
Girls Who Code ended its first 10-week clu Photo	Photo	12/19/17 4:48 PM	685	1243	101
Only a couple spots left for our highly-reqi Photo	Photo	12/19/17 12:54 PM	184	337	3
Cory up with a book this winter and tell us Photo	Photo	12/19/17 11:34 AM	213	357	6
Snow men cheered us this winter # I durt Photo	Photo	12/18/17 2:35 PM	290	491	30
Have a story to tell? Now you have a place Photo	Photo	12/18/17 10:10 AM	436	740	37
Winterscape started at the library with Po Photo	Photo	12/16/17 11:53 AM	425	683	66
As 2017 slowly wraps up all the "top" lists Link	Link	12/15/17 10:03 AM	185	294	5
Check out some of our great holiday progr: Link	Link	12/14/17 6:02 PM	154	267	2
HOLIDAY Bilingual Stories and Crafts/Cuen Photo	Photo	12/14/17 5:43 PM	256	431	19
Photo	Photo	12/14/17 9:32 AM	295	515	20
Photo	Photo	12/14/17 7:05 AM	317	528	29
# I & I Aurora isn't afraid of a little sne Photo	Photo	12/13/17 5:45 PM	474	828	77
Warning: Library staff has consumed home Photo	Photo	12/13/17 6:24 AM	600	1048	44
Did you know our newly successful Americi Link	Link	12/12/17 6:00 PM	172	317	4
Yonkers Public library wishes you a warm Link	Link	12/12/17 12:33 PM	279	464	8
We know PowerPoint! Tonight, come to i Photo	Photo	12/12/17 12:03 PM	118	217	6
Learn how knit, crochet and embroider with Video	Video	12/12/17 12:03 PM	653	1137	62
#MondayMotivation is courtesy of Glorian Photo	Photo	12/11/17 7:40 AM	425	705	40
# I Winterscape is next Saturday, De Photo	Photo	12/10/17 6:06 PM	450	772	36
FREE gift wrapping Photo	Photo	12/9/17 10:58 AM	893	1747	99
# I & I may be cold outside, but it's i Video	Video	12/9/17 10:19 AM	474	847	40
Thank you lohud for spotlighting our Amei Link	Link	12/8/17 6:33 AM	235	419	22
Look what we made! Hansel & Gretel stor: Photo	Photo	12/7/17 3:31 PM	444	792	31
Sign up now before all the seats are taken Link	Link	12/7/17 2:30 PM	259	468	23
Whoa! Those are some big windows going Photo	Photo	12/7/17 12:19 PM	149	293	5
Teaser for what's to come: Get in the spiri Link	Link	12/7/17 6:30 AM	275	479	14
Holiday onigami folding party this Saturda: Link	Link	12/6/17 6:06 PM	273	503	39
SO much fun today at our annual Christm: Photo	Photo	12/6/17 5:32 PM	446	782	25
Yonkers Library celebrates Computer Scier Video	Video	12/6/17 11:03 AM	208	342	7
The head thrown back, the stanco, those F Photo	Photo	12/5/17 4:33 PM	273	677	27
Today we celebrated Santa's List Day with Photo	Photo	12/4/17 6:32 PM	343	593	19
Learn valuable skills for free with our "all i Link	Link	12/3/17 5:35 PM	224	404	5
M & M Productions Comedy "Marriage is i Photo	Photo	12/3/17 11:30 AM	343	611	34
Our little architects built some "out-of-the Photo	Photo	12/3/17 10:06 AM	160	307	2
Photo	Photo	12/2/17 9:33 AM	245	419	21
Holiday shop and give back! Win, win! St: Photo	Photo	12/1/17 9:19 AM	581	1033	73
Photo	Photo	12/1/17 6:30 AM			

INSTAGRAM

Snapshot



CONSTANT CONTACT

December Newsletters

Time Sent	Campaign Name	Total Sent	Open Rate	Total Unique Opens	Mobile Open Rate	Desktop Open Rate	Total Unique Clicks	Total Unsubscribes
12/23/2017	Kids home - Winter Programs	7,452	12%	894	55%	46%	65	3
12/22/2017	Winter Reading	7,461	14%	1032	51%	49%	124	11
12/13/2017	Holiday fun	7,492	16%	1157	55%	45%	56	10

Monthly: December 2017

	<u>ELECTRONIC USAGE COUNT</u>		<u>MUSEUM PASSES</u>
	2016	2017	<u>CHECK-OUTS</u>
			Dec-17
Riverfront Branch	11,743	11,714	4
Will Branch	6,679	5,674	13
Crestwood Branch	<u>357</u>	<u>559</u>	<u>3</u>
Total	18,779	17,947	20

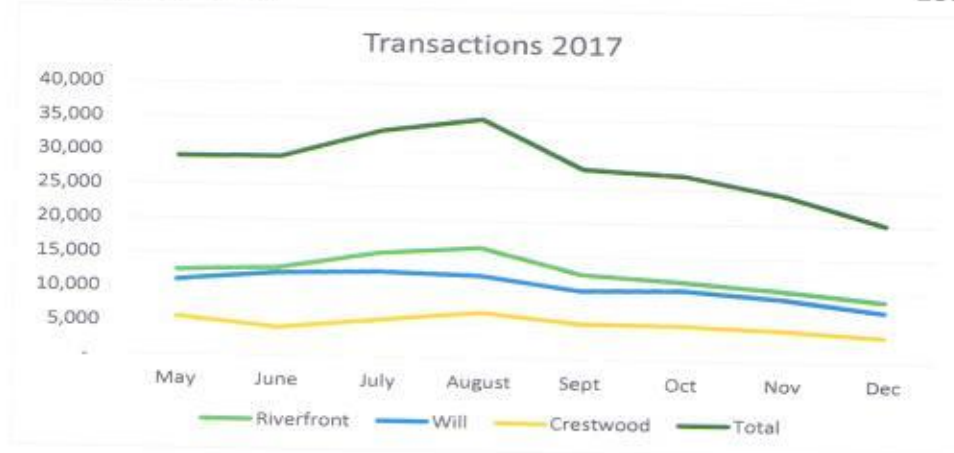
<u>TURNSTILE COUNT</u>		
	2016	2017
Riverfront Library	31,146	30,310
Will Branch	35,657	36,342
Crestwood Branch	<u>5,412</u>	<u>5,528</u>
Total	72,215	72,180

<u>LIBRARY CARD COUNT</u>				
User Profile	Crestwood	Riverfront	Will	Total
Adult	1,771	38,498	29,371	69,640
Contract	0	119	7	126
Courtesy	0	1	20	21
Guest	0	5	0	5
Internet	0	6	2	8
Juvenile	54	5,979	2,830	8,863
Staff	20	109	80	209
Teen	16	6,282	1,708	8,006
Temp	1	22	2	25
Total	1,862	51,021	34,020	86,903

Yonkers Public Library

STATISTICS - PATRON TRANSACTIONS December 2017

	November <u>2017</u>	December <u>2017</u>
RIVERFRONT LIBRARY		
Circulation	3,627	3,094
Directional/Other	3,931	3,511
Reference	2,875	2,368
Total	<u>10,433</u>	<u>8,973</u>
GRINTON I. WILL BRANCH		
Circulation	4,908	3,948
Directional/Other	1,730	1,545
Reference	2,540	1,912
Total	<u>9,178</u>	<u>7,405</u>
CRESTWOOD BRANCH		
Circulation	1,694	1,638
Directional/Other	1,093	967
Reference	1,899	1,171
Total	<u>4,686</u>	<u>3,776</u>
TOTALS		
Current Month	24,297	20,154
Previous Months	-	233,639
Year to date (May-Dec.)		253,793



YONKERS PUBLIC LIBRARY

PERSONNEL REPORT

JANUARY 1, 2018

<u>Element Number & Category</u>	<u>Total # of Positions</u>	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	10	7	3
<u>7411 Technical Processing</u>			
	4	3	1
<u>7412/13 Maintenance</u>			
	16	16	0
<u>7412/13/14 Public Service</u>			
Professional	39	34	4
Clerical	<u>35</u>	<u>29</u>	<u>8</u>
TOTAL	107	91	16



Edward Falcone
Library Director

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
December	Literacy Solutions NY: Tutors	A	78
December	Literacy Solutions NY: Learning Center Use	A	28
6 sessions	Literacy Solutions NY: Basic Classes	A	78
5 sessions	Literacy Solutions NY: Intermediate Classes	A	59
3 sessions	Literacy Solutions NY: Citizenship Classes	A	32
December	Read Away Your Fines	A	44
7 sessions	TASC Connect	A	24
12/5	YPS Code of Conduct Meeting	A	10
12/5, 12, 19	Knitting & Crocheting Workshop	A	51
12/6	Yonkers Re-Entry Panel Outreach	A	11
12/6	Riverfront Book Club: The Stars Are Fire by Anita Shreve	A	9
12/6, 13	Job Search Coach	A	24
12/7	Healthy Living for your Brain and Body	A	6
12/7, 21	Zumba Class	A	22
12/9	Holiday Gift Wrapping	A	8
12/11	Meditation & Reiki Healing	A	10
12/11	Coloring for Adults	A	7
12/13	Yonkers Children's Place HeadStart Center Parent Orientation	A	7
12/14	Community Legal Needs Assessment	A	13
12/15	Personalize a Holiday Candle	A	8
12/15	How to Use the New Foundation Directory Online	A	6
12/17	Movie: Hanna-Barbera Holiday Triple Feature	A	8
12/17	Movie: The Emoji Movie	A	18
12/18	Making Bath Fizzies	A	9
December	Read Away Your Fines	Y/A	5
4 sessions	Gaming Thursdays	Y/A	55
12/5, 12, 19	Girls Who Code	Y/A	86
12/13	Teen Maker: Paper Bead Jewelry	Y/A	7
12/20	Decorating Holiday Cookies	Y/A	13
12/27	Teen Holiday Party	Y/A	10
December	America Reads	JUV	60
12/1	Baby Signing Time	JUV	22
5 sessions	Babies and Books	JUV	48
12/4, 18	Bilingual Storytime	JUV	40
12/4	Letters to Santa	JUV	23
12/6	Christmas Ornament Making	JUV	92
12/7, 11, 28	Toddler Time	JUV	45
12/8	Fun Friday	JUV	5
12/9	Ezra Jack Keats Inspires "Yonkers: A Home for Every Culture"	JUV	14
12/11	Minecraft Monday	JUV	7
12/12	Zumba for Kids	JUV	23
12/13	Holiday Bilingual Story & Craft	JUV	30
12/15	Legorama Club	JUV	26
12/16	All Aboard the Polar Express Party!	JUV	86
12/19	Gingerbread House Workshop	JUV	87
12/22	Christmas Sing-Along	JUV	3
12/26	Movie: Captain Underpants	JUV	38
12/27	Arch for Kids: Winter Wonderland	JUV	46
12/28	Magic Show with Magic Jim	JUV	78
12/29	YOom for Kids	JUV	14
12/29	Board Games	JUV	8

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
12/4, 6, 7	Martin Luther King Jr. Middle School	Internal	JUV	148
12/5	Charter School for Educational Excellence	Internal	JUV	28
12/6	Lanza Learning Center	Internal	JUV	18
12/11, 12	Leake & Watts	Internal	Y/A	4
12/13	Yonkers Children's Place HeadStart Center	Internal	JUV	25
12/20	St. Peter's	External	JUV	60

HOMEWORK HELPER

Date(s)	Type	Attendance
10 sessions	JUV	104

NUMBER OF LIBRARY PROGRAMS: 103

ATTENDANCE AT LIBRARY PROGRAMS: 1,928

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
12/2, 3	Catholic Charities OSHA Training (Spanish)	46	
12/2, 16	CSEA Local 100A CPR First Aid Training	60	\$50.00
12/2	Park Avenue Investment Club Meeting	9	
12/2	Lower Hudson Valley Perinatal Network Interviews	6	
12/2	Girl Scout Troop 1786 Scratch Coding	12	
12/3	Fit Club	25	\$150.00
12/3	Nowodski Foundation: Afternoon Paint Party	20	
12/4	Emblem Health New York History Hour Discussion	12	
12/4	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	9	
6 sessions	YPS Best Practices in Conducting FBAs and Developing BIPs	115	
12/5	Yonkers SEPTA Parent Member Training	13	
12/5	YPS Science Training	41	
12/6	Yonkers Coalition for Youth	32	
12/7	City of Yonkers Finance Department Holiday Party	82	
12/7	NAACP of Yonkers	4	
12/8	Community Partners for Undoing Racism	9	
12/9	New Yorks in Uniform: World War I thru Today	40	
12/10	NYCD16 Indivisible	62	
12/11	Yonkers Workforce Development: ACS Homecare Orientation	12	
12/11	CLUSTER Board Meeting	11	
12/11	Yonkers LGBTQ Advisory Board Meeting	6	
12/12	YPS High School Transition Fair	250	
12/12	YPS Early Childhood Education Parent Workshop	36	
12/12	Divest New York Coalition Meeting	15	
12/13	YPS Grandparent Holiday Celebration	96	
12/13	Hope & Love Book Club	6	
12/13	County Executive Elect Latimer Transition Committee Public Hearing	150	
12/14	City of Yonkers Personnel Introduction to Publisher	8	
12/14	Andrus Community Services Holiday Event	80	
12/14	Project Inspire	6	
12/14	First Ward Meeting	5	
12/15	Family Services Society of Yonkers Kinship Support Group (Spanish)	6	
12/15	Westchester Disabled On the Move ACCES-VR Orientation	6	
12/16	Omicron Chi Chi Information Meeting	12	
12/16	Dominican Cultural Association Annual Toy Giveaway	500	
12/18	YCAP Holiday Celebration	25	
12/19	Yonkers Arts Meeting	9	
12/20	Andrus Community Services Healthy Families	39	
12/21	YPS Science Pretest Scoring	32	
12/21	Family Services Society of Yonkers Client Holiday Luncheon	78	
12/23	Financial Education Services: Community Focus Group on Financial Svcs	15	\$25.00
12/23	Greyston Community Garden: Santa Claus Comes to the Garden	150	
12/30	Yonkers African American Heritage Committee Kwanzaa Celebration	89	

ATTENDANCE AT NON-LIBRARY PROGRAMS:

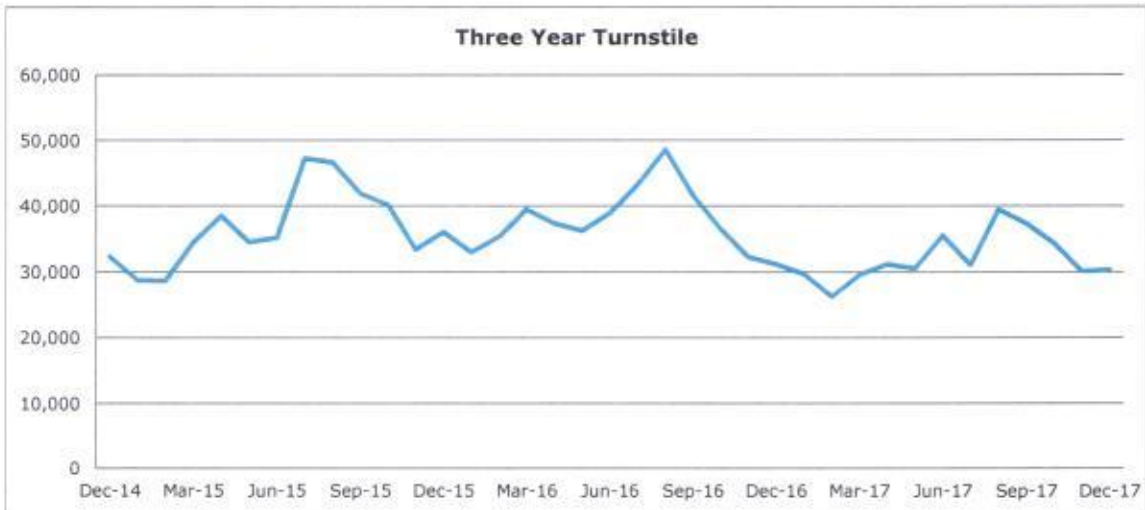
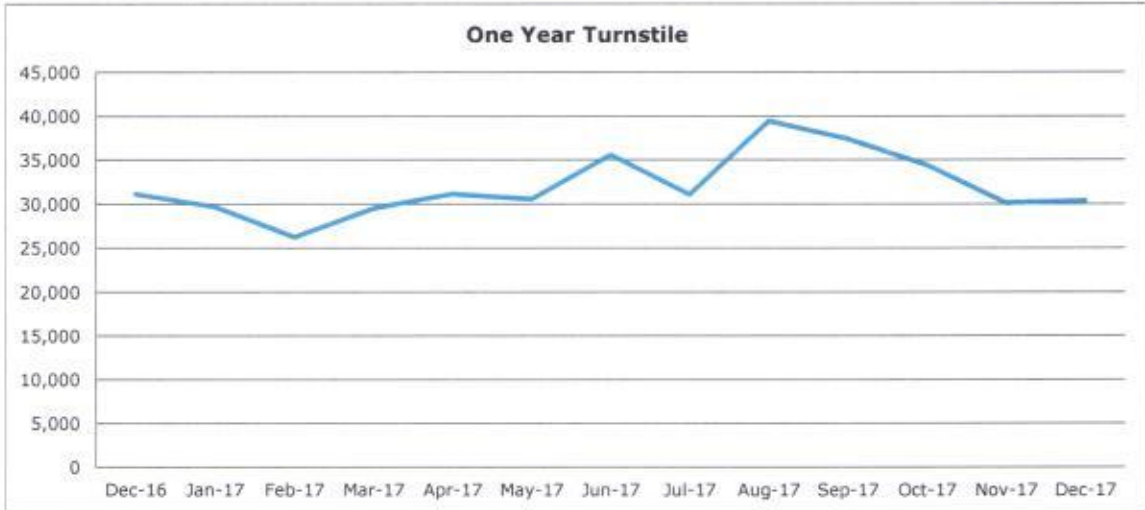
2,239

GRAND TOTAL PROGRAM ATTENDANCE

4,167

Electronic Use Count

	<u>Count</u>
PC Sign Up	11,632
18 English-speaking Computer Classes	78
7 Spanish-speaking Computer Classes	4
TOTAL ELECTRONIC USE COUNT:	11,714
RIVERFRONT LIBRARY TURNSTILE COUNT:	30,310



Room	# Events	Hours	Utilization
Arts & Crafts Room	15	35.00	13.46%
Auditorium	4	13.00	5.00%
Auditorium and Event Space	2	5.00	1.92%
Board Room	12	27.00	10.38%
Community Room A	4	14.00	5.38%
Community Room A & B	24	60.00	23.08%
Community Room B	4	16.00	6.15%
Event Space	1	5.50	2.12%
Learning Lab	33	65.00	25.00%
Maker Lab	11	23.00	8.85%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	1	3.00	1.15%
Room 1	1	2.00	0.77%
Room 2B	31	99.00	38.08%
Room 3	2	6.00	2.31%
Room 4B	20	43.25	16.63%
Small People's Place	23	41.25	15.87%
Table Space 1	3	19.00	7.31%
Tech Central	16	34.00	13.08%
Third Floor Computer Lab	0	0.00	0.00%
Yonkers Room	13	67.50	25.96%
Young Adult Room	5	15.00	5.77%

Events reflects reservations, not actual usage
Hours includes regular library hours and overtime

**Yonkers Public Library
Grinton I. Will Branch
Activities Report - December 2017**

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
12/1,8 & 15	Baby Time	Juv	56
12/4,5,11 & 12	Nursery Rhyme Time	Juv	84
12/6,7,13 & 14	Mother Goose Time	Juv	44
12/7	Hansel and Gretel Story & Craft	Juv	15
12/11	Bilingual Story Time	Juv	11
12/15	Lego Club	Juv	32
12/28	Magic Show	Juv	253
12/29	Mad Science Holiday Spectacular	Juv	182
12/3	M & M Productions	Adult	163
12/4	String Instrument Meet Up	Adult	6
12/4 & 18	Tai Chi	Adult	20
12/5,7,12,14,19 & 21	Senior Benefit Information Center	Adult	10
12/5,12 & 19	Singin' & Swingin'	Adult	20
12/7,14,21 & 28	Bridge Club	Adult	64
12/7	Feature Film- <i>Tulip Fever</i>	Adult	38
12/10	Male Glee Club-Sponsored by Friends of YPL	Adult	150
12/11	Sing Memorable Songs	Adult	41
12/7,14 & 28	Crochet Club	Adult	12
12/17	Snow Tunes-Musical Affair-Sponsored by Friends	Adult	125
12/18	Feature Film- <i>From Here to Eternity</i>	Adult	25
12/19	Book Discussion w/ Laurie Antash	Adult	24
12/21	Art Film- <i>Amnesia</i>	Adult	10
12/1,8, & 15	Brain Breaker	YA	5
12/4,11 & 18	Coloring for Teens	YA	3
12/5,12 & 19	Teen Tech	YA	4
12/6,13 & 20	Word Puzzle Wednesday	YA	4
12/7,14 & 21	Gaming Thursdays	YA	3
19 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	603

CLASS VISITS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
12/19	Montessori	Juv	30

OUTREACH

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
12/3	Barnes & Noble	Juv	75

HOMEWORK HELPER

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
12 Sessions	Homework Helper	Juv	51

NUMBER OF LIBRARY PROGRAMS

ATTENDANCE AT LIBRARY PROGRAMS:

**91
2,163**

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
12/1	Brandeis Women's Club	20	
12/1 & 8	Daybreak	75	
12/2	India Center of Westchester	110	
12/2	National Council of Negro Women	15	
12/2	Salerno Italian Club	8	
12/2	CTS Study Group	30	
12/2	Book Author Rob Bernstein	5	\$35
12/4	Chaminade	50	100
12/4,11,18,27 & 28	Radical Theatrics	150	
12/4	Enrico Fermi Scholarship Committee	12	
12/5	Yonkers Program & Design	6	
12/5	Prime Locations	70	250
12/5	AARP	33	
12/6	UFO Roundtable	23	
12/6	Historical Society	7	
12/7	Sunnybrook Gardens	40	50
12/8	India Center of Westchester	100	
12/9	NAMI	8	
12/10	Amateur Radio Club	20	
12/11	Westchester Musicians Guild	10	
12/11	Takara Condo	30	50
12/12	American Muslim Association	70	250
12/12	Jewish Council of Yonkers	23	
12/13 & 27	Toastmaster's	10	
12/13	National Stuttering Association	5	
12/14	Tuckahoe Independents	10	
12/16	Driver's Safety	25	50
12/18	Aquahung	15	
12/18	Cross St. Condo	25	35
12/19	Montefiore Nursing Graduation	250	
12/23	Baxter Karate	60	150
12/23	Meditation Seminar with Indra	30	
12/30	Empire Safety	25	50
16 Sessions	Little Learners- Yonkers Parks Dep	400	
19 Sessions	Senior Center-Yonkers Park Dept	350	

ATTENDANCE AT NON-LIBRARY PROGRAMS:
GRAND TOTAL PROGRAM ATTENDANCE

2,120
4,283

PC Sign Up
10 Computer Classes

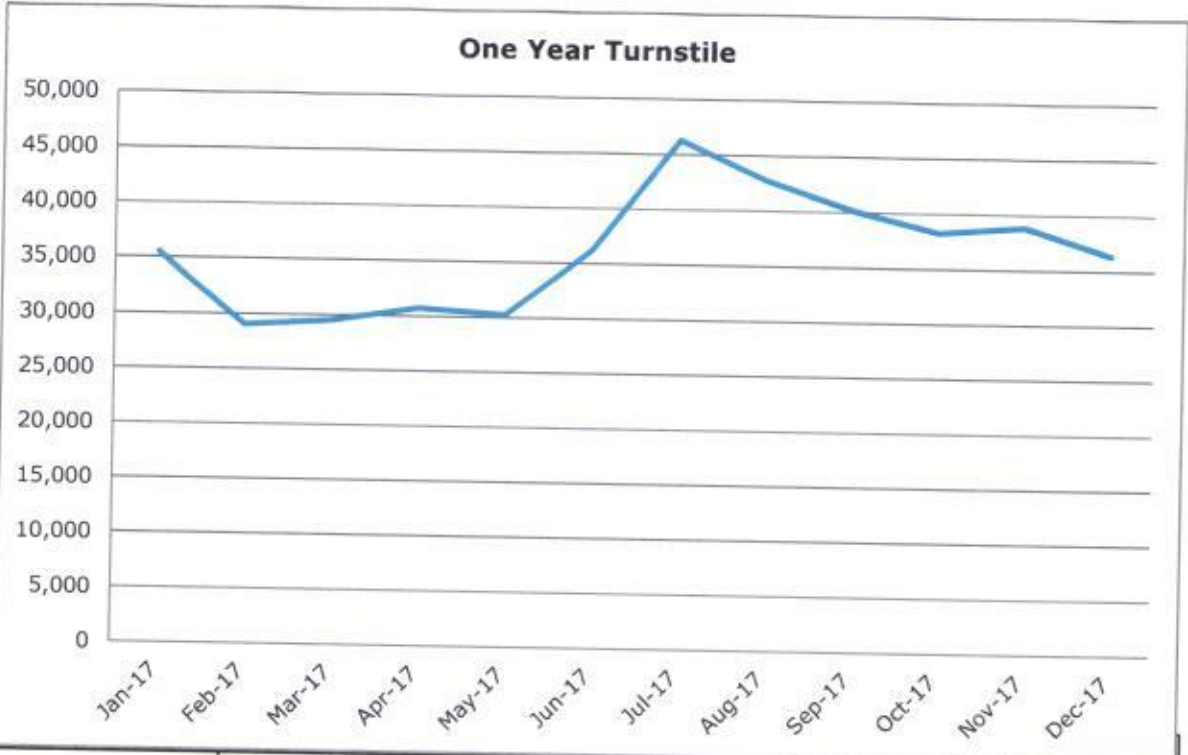
5,630
44

TOTAL ELECTRONIC USE COUNT:

5,674

Will Library Turnstile Count

36,342



Auditorium		
Meeting Room	101	34.03%
Projection Room	9	3.03%
Sen. Flynn Room	97	32.83%
Story Room	3.5	12.04%
	48	16.30%

Events reflects reservations, not actual usage
 Hours includes regular library hours and overtime

**Yonkers Public Library
Crestwood Branch
ACTIVITIES REPORT -DECEMBER 2017**

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
1 session	Tech Drop-In: YPL Website	A	54
1 session	Tech Drop-In: Skype	A	28
1 session	Tech Drop-In: Load Up Your Device	A	4
2 sessions	Sing Memorable Songs	A	19
5 sessions	News & Brews	A	112
3 sessions	Mindful Mondays	A	14
5 sessions	PC Cruzin'	A	43
14 sessions	Help Desks	A	18
3 sessions	Yoga for Yogis	A	27
4 sessions	Color @Crestwood	A	40
2 sessions	Non-pretzel Yoga for Adults	A	15
1 session	Tech Drop-In: Computer Science Lynda.com	A	10
4 sessions	Word Wednesdays Brain Games	A	20
1 session	Tech Drop-In: Personalize Your Photos	A	6
1 session	Reiki	A	12
1 session	GoogleDocs	A	8
1 session	Tech Drop-In: Programming Resources	A	8
1 session	Tech Drop-In: Duolingo	A	7
1 session	Tech Drop-In: Games Online	A	11
1 session	Relax and Restore Sound Meditation	A	20
1 session	Tech Drop-In: Mango Languages	A	4
1 session	Tech Drop-In: Social Media	A	18
1 session	Crestwood Knitting, Crochet & Embroidery Club	JUV	14
1 session	Saturday Storytime	JUV	29
4 sessions	Chess	JUV	31
6 sessions	Music & Merriment (9:30 & 11am)	JUV	298
1 sessions	Crafts for a Cause	JUV	28
2 sessions	Literary Lego Club	JUV	22
4 sessions	Crestwood Cinema	JUV	20
1 session	Paws For Reading	JUV	22
2 sessions	Arts & Crafts With Madison	JUV	28
2 sessions	HomeSchool Study Hall	JUV	22
2 sessions	Science With Sharon	JUV	49
1 session	Fold, Create...READ!	JUV	12
1 session	Wickity Stitch Holiday Hoopla	JUV	29
1 session	Tune in Tuesday: Despicable Me 3 Movie	JUV	25
2 sessions	Dance With Daphne	JUV	97
1 session	Nutcracker Celebration	JUV	46
1 session	Light up New Year	JUV	49
1 session	Fit & Fun Friday	JUV	18
1 session	Write Stuff	JUV	8
4 sessions	Teen Tuesdays	YA	44
1 session	Teen Readers Book Club	YA	16
1 session	Book Buzz	YA	40
1 session	VOLUNTEENS	YA	14
HOMESCHOOL HELPER			
Date(s)		Type	Attendance
12 sessions		JUV	88

NUMBER OF LIBRARY PROGRAMS: 109
ATTENDANCE AT LIBRARY PROGRAMS: 1,547

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
12/2	Friends of Crestwood Library Bake Sale	N/A	303
12/13	Friends of Crestwood Library Board Meeting	N/A	8
12/13	Friends Party	N/A	39

ATTENDANCE AT NON-LIBRARY PROGRAMS: 350

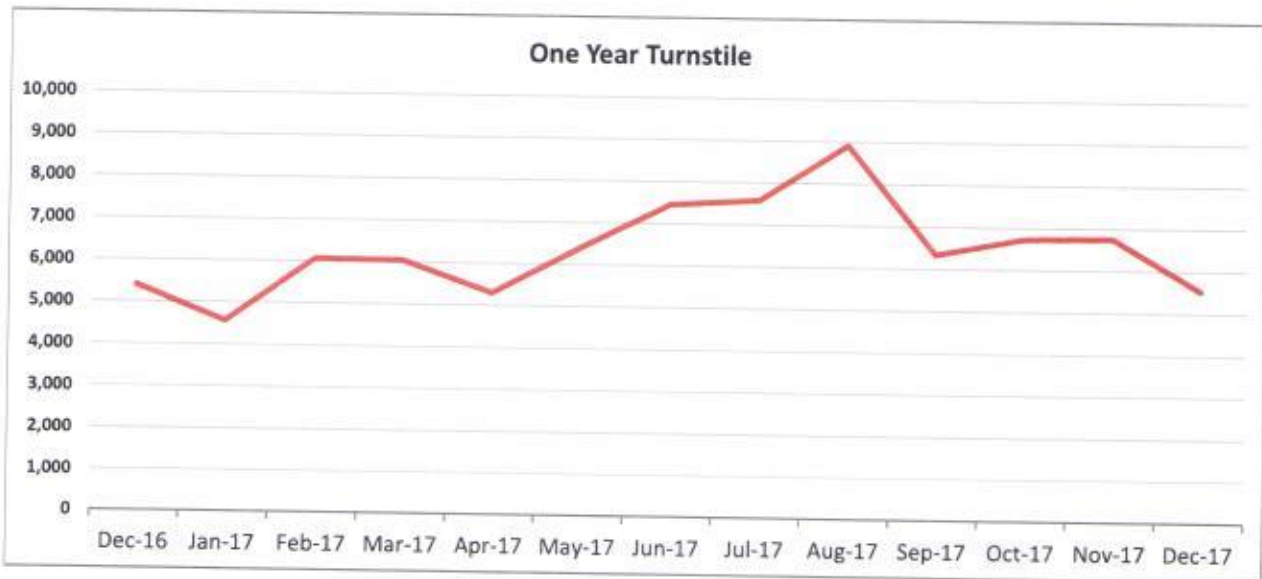
GRAND TOTAL PROGRAM ATTENDANCE: 1,897

Electronic Use Count

	Count
PC Sign Up	340
30 Computer Events- Classes/workshops/drop-ins/help desk	219

TOTAL ELECTRONIC USE COUNT: 559

CRESTWOOD LIBRARY TURNSTILE COUNT: 5,528



Room	# Events	Hours	Utilization
Area			
Children's Room	29	40	20.73%
Reading Room	53	86	44.56%
Teen Corner	24	43	22.28%
Outside	6	24	12.44%
	0	0	0.00%
	112	193	

Events reflects reservations, not actual usage; Hours includes regular library hours and overtime

BOOK STOCK

For the Month of **DECEMBER 2017**

RIVERFRONT LIBRARY	2017	2016
Number of volumes at end of previous month	153,830	
Number of volumes added this month	577	
TOTAL	154,407	
Number of volumes lost/withdrawn this month	1,982	
TOTAL VOLUMES RIVERFRONT LIBRARY	152,425	159,858

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	142,909	
Number of volumes added this month	538	
TOTAL	143,447	
Number of volumes lost/withdrawn this month	1,406	
TOTAL VOLUMES GRINTON I. WILL BRANCH	142,041	150,801

CRESTWOOD BRANCH		
Number of volumes at end of previous month	21,713	
Number of volumes added this month	224	
TOTAL	21,937	
Number of volumes lost/withdrawn this month	79	
TOTAL CRESTWOOD BRANCH	21,858	21,270

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	316,324	331,929
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QUARTERLY REPORT OCTOBER, NOVEMBER, AND DECEMBER 2017

The Riverfront Library's services and programs have been developed to address the particular needs of the City of Yonkers' diverse population. Growth in program attendance reflects the library's role in providing learning, free entertainment, leisure opportunities, and access to information in all its forms. Programs offer patrons of all ages the opportunity to meet, network and learn from professionals and community experts on a range of topics while building community resources and social connections.

Our Children's Department has become a preferred destination for young people and their families as they have discovered the value of opening young minds to the joys of exploration and reading.

Significant accomplishments during the last quarter of 2017 are listed here under headings drawn from the Yonkers Public Library's strategic plan.

Engage the Yonkers Community – The Riverfront Library provides widely accessible opportunities for learning beyond formal education, throughout all stages and phases of a person's life, in all subjects from business and technology, to history, science, literature and art. Patron education classes continue to be very popular, and we have expanded access to technology training through partnerships, thus better addressing the needs of learners of various ages.

Key achievements:

- The Adult Department, in partnership with the Westchester Library System and Urban Resource Institute, offered re-entry workshops for the formerly incarcerated and anyone who has been impacted by the criminal justice system. Workshop topics covered included job searching, obtaining a certificate of good conduct or a certificate of relief, and talking to children about sensitive criminal justice issues.
- A community conversation on rehabilitation, the criminal justice system, and the history of Sing Sing, was held at the Riverfront Library in partnership with WLS.
- Thanks to the Adult Department staff, the Hispanic Heritage celebration was a huge success with *Noche de Salsa* and a bilingual performance of *Peter the Liar*.
- Successful workshops included *Basic Housing Law and How to use the New Foundation Directory Online*. The Adult Department also ran a blood drive program.
- The weekly story times in the Children's Department continue to be popular each month. Highlights of our children's programs during the quarter include *Babies and books*, *Baby Signing Time*, *Ezra Jack Keats*, *Winter Wonderland*, *Zumba for kids*, *Legorama*, a *Gingerbread House Workshop* and the *Bilingual Story Time and Crafts*.
- We registered 1,250 patrons for new library cards in various community programs.

Reimagine and Repurpose our space –The Riverfront Library is a place for innovators, entrepreneurs and creators to come together to collaborate, explore, learn, and create. The Maker Space, the reading areas, and the quiet study rooms offer welcoming public spaces in our library. The city's diverse cultures can all profit from our resources, services, and programming.

Key achievements:

- We offered significantly more DIY/maker programs, including the popular *Upcycle it: Make a Plastic Bottle Zipper Container*, and the *Paper Bead Jewelry class*.

- The Young Adult Department had well-attended programs in *Holiday Cookie Decorating, Financing your Education, Gift Wrapping Basics, Preparing Easy Appetizers, Spanish arts and crafts, and Decorating Glass Bottles.*
- Tech Central, in a fun and friendly environment, offered a very successful free workshop to girls from Grades 6 to 12. The workshop run on coding for 10 weeks from October to December.

Professional Development

The following tours, meetings, and workshops were attended by Riverfront staff during the quarter:

Aurora Cruz - YPL-Cluster Partnership Meeting

Arnaldo Torres – YMCA Board of Trustees Meeting

Phyllis Cole, Arnaldo Torres -TS 360 Training (a collection development tool)

Ana Gantzer, Aurora Cruz, Kirsten Grunberg, Tara Somersall – Yonkers Children’s Place: Head Start Parent Orientation

Eugene Howell – Andrus Network Meeting

Ana Gantzer, Christine Bitetti – NYLA Annual Conference

Aurora Cruz –Vive School ESOL Library Tour

Christine Bitetti presented Tech Central Overview at the Vive School

Mary Robison, Eugene Howell – Support Services Planning Meeting

Ana Gantzer, Aurora Cruz, Kirsten Grunberg – WLS Librarians Serving Latinos Meeting

Ana Gantzer, Aurora Cruz –Teen Room and Tech Central Tour to students from Leake & Watts

Arnaldo Torres – WLS Battle of the Bands meeting

Mary Robison – Yonkers Public Schools Transition Fair

Staff Accomplishments & Honors

The following staff members received compliments from patrons for their work in the library and for creating a positive and motivating work environment: Mary Robison, John Favareau, Christine Bitetti and Eugene Howell. Mary Robison attended the New York Blood Center Annual Recognition luncheon.

Meetings attended during the quarter: the Saint Peter’s Childcare Advisory Board, Rotary International, the Mayor’s African-American Advisory Board, Yonkers on the Move, and the YPL Management Meeting.

I want to take this opportunity to thank everyone for all their efforts throughout the year. Working with all of you has been a pleasure.

Sandy Ernest Amoyaw

Branch Administrator, Riverfront Library

September, November, December 2017
Grinton I Will Quarterly Report
Christian Zabriskie

Construction - Construction on the library renovation continues steadily, if slowly. The lower windows are now complete and we are awaiting delivery of the terra cotta panels and upper arched windows. While the pace of the construction is disappointing, the results look great and the Main Reading Room is going to be fantastic when the temporary wall (finally) comes down. The walkthrough with contractors looking to bid on Phase II was very well-attended, with lots of companies present and a lively dialog. Hopefully we will see a number of bids.

Print Reference Collection - The Will Reference Department has worked very hard this quarter to eliminate the large underutilized print collection which took up nearly half of the Main Reading Room. Some items were moved over to the circulating collection, some were shifted to other locations where they will be retained in the collection, some were offered to other institutions, and large quantities were sent to Better World Books. Currently there is one large range still in place holding materials whose original shelving locations were disrupted due to the construction of the temp wall. When those are back in their original locations all of the huge looming black ranges will be gone opening up an enormous amount of floor space in the heart of the Will Library. Staff and administration are exploring a number of uses for the space going forward and hope to be able to feature this as part of the "big reveal" when the temp wall comes down.

Local History Incubator & Online Archives - Will Library has now completed construction on a Local History Incubator. This is a repurposing of the old study carrels on the mezzanine level, which are now two separate workstations to capture and digitize local history. One station is set up with a variety of high quality scanning equipment designed to digitize photos and archival material. The other station is a full recording booth designed for oral history recording but also usable for storytelling and readers theater. Materials digitized will be featured on the new YPL Digital Archives website where we already have a number of featured collections, including the Volunteer Lifesaving Corp, Early Days of Will Library, the Construction of Will Library, and materials from the Yonkers Police Museum. We have a number of collections already interested in partnering with us to digitize their materials, including the Yonkers Police Museum, the Urban League of Westchester, and the Abbate collection of oral history interviews with WWII veterans. We are currently planning outreach and programming, developing a cadre of volunteers, and exploring new collections or groups to capture and share with the community via the web.

Youth Services Trainee Hire - After an exhaustive interview process (eight interviews), we have hired an extremely promising Library Trainee for the Youth Service Department. Justine Osterman is a MLS candidate at Queens College who has been working as a Teacher's Assistant in a NYC DOE Universal Pre-K classroom. She is fluent in American Sign Language, has a strong base in children's literature, and is interested and active in maker/tinker culture. She also does a great storytime under pressure. This position will be shared with Crestwood Library, with Justine working at Will three days a week and at Crestwood two days a week.

Collection - We continue to weed and clean the collection using the Collection HQ Collection Check tool. We have updated our Spanish collection as well as starting a separate Adult Graphic novel collection. These titles are not risqué but do address more mature themes than are appropriate in the YA section. We have also done some basic work in developing a small business collection which we are discussing featuring in the new space opened up by the removal of the Print Reference Collection.

Closed Stacks Controlled Weeding - There has been considerable weeding in the closed stacks. While removing outdated and unneeded materials, this has also been a time of discovery of the fascinating and deep range of materials that are there (LIFE Magazine going back to before the Second World War, Popular Mechanics going back to the early 20th century, JET & Ebony magazines through the entirety of the Civil Rights Movement). Staff and Administration are exploring how to highlight these materials in ways that will allow the public to enjoy them while also retaining and preserving interesting and important artifacts.

Administrative Conference Attendance - Branch Administrator Christian Zabriskie attended the New York Library Conference where he presented twice ("I Got the Job. Now What?" and "Stalking Your Elected Officials: Using Political Intelligence for Library Advocacy"), and completed his responsibilities as President of the Reference and Adult Services Section. He also worked with various groups to raise over \$1200 in donations to the NYLA Library Disaster Relief Fund all of which was directed to libraries in Puerto Rico.

CZ

CRESTWOOD BRANCH QUARTERLY REPORT - OCTOBER, NOVEMBER, DECEMBER 2017

We had a fabulous fall quarter at Crestwood Library. We focused on connecting with our community in meaningful ways and aligning program, services and staff trainings with our YPL Long Range Plan. We were sad to see part-time Custodian Jayson Sotomayor and part-time clerk/notary Anne Quartano leave our crew.

The biggest building improvement under the stewardship of Russell Martinez and technology advancement steered by Carlos Figueroa was electrical outlet installation throughout our branch. Patrons are thrilled to be able to plug in their personal devices under the two big tables upstairs, in our Teen Scene corner, Biography Section and in the Children's Room Downstairs.

Crestwood Historical Society (CHS) celebrated their twentieth anniversary with an annual membership meeting. President Gigi Carnes presented a program on "Architects, Builders, and Contractors of Crestwood". Following the program, attendees proceeded to the main floor of the Library to unveil the "Crestwood Notables Bookshelf," dedicated to the memory of long time Crestwood residents, the late George and Peg Breckley. The Breckleys' granddaughter, Kristin Potter, and family were in attendance, and she read a biography of her grandparents and their contributions to the community. Dorothy Hoobler, a Crestwood author, was also a guest for the CHS celebration. Intern Kate Kirwan, a graduate student from St. John's University Library School Program, made a pathfinder for some of CHS local resources and curated a small display of items from the CHS collection for the anniversary celebration.

Friends of Crestwood Library (FOCL) continue to strongly support our library by sponsoring programs, buying materials and providing extra pairs of hands when needed. They have a new Vice-President, Yonkers resident Mary Ann Penzero, who has an academic and theater arts education background. FOCL Holiday Bake and Craft Sale in early December brought many new patrons and neighbors who never visited the library through the doors. The sale brought in just under five hundred dollars. Their FOCL Holiday Soiree in appreciation of all the support and growth that members have brought to our library was a joyous night, reaffirming their commitment to our small yet vibrant library. FOCL was also present at the Crestwood Tree Lighting Ceremony and provided free candy canes for all.

Programming at Crestwood continues to focus on the needs of multigenerational and multifaceted learning. Our coloring program is relaxing, our Lego program became literary by incorporating the reading of a book at the start of the program to inspire creativity, Westchester based musician Dan Lauter was able to pinch hit for one of our sound meditation sessions, and early literacy was alive and well during Dance with Daphne. We ended the year with December holiday programs including candle decorating with Technology Coordinator Christine Bietetti and the Nutcracker with Mary Ann Penzero. Homeschooler's Art with Madison program incorporated some dates when public schools were off so that the two sets of children could experience art together. Science with Sharon continues to be so popular that it has divided into two groups, with the younger scientists studying concepts with Sumie Moss-Hernandez and Mary Ann Penzero.

October saw a steady rise in interest and use of the Homework Helper Program with local resident and certified teacher Maureen Butler providing after school help to students in Grades 1-7 on Mondays through Thursdays from 3:30-5pm. For a second Halloween in a row, we were open late for trick or treating.

In November, Local Author Elle L. Stone spearheaded a successful NaNoWriMo (National Novel Writing Month) where free journals were given out along with opportunities for writing exercises and critiques by the author. A multigenerational Memory Box program, co-sponsored in part by a grant from the NY State Department of Health via the Alzheimer's Association Hudson Valley NY Chapter, raised awareness about this debilitating disease.

December started with the Crestwood Crew hosting a OneYPL holiday breakfast party to unify the staff while celebrating a wonderful year full of YPL accomplishments together. Melissa Glazer and I went on pop up visits to the City of Yonkers (COY) Parks & Recreation Senior Center 16 to promote library programs and services and participated in the Star Wars themed YPL Barnes & Noble Book Fair that raised the profile of YPL in the community. We made many book recommendations, ensuring that the reading force was alive and well. The OneYPL Winter Reading Program launched in late December and was well received by Adults and Teens. Yonkers Girl Scout Glorianna Montalvo Montes, won a

YSA/Disney grant of \$500 dollars to build a library for My Sister's Place. She reached out to YPL for support. Crestwood Library served as a drop off site for the cause, collecting 10 boxes of books. Music & Merriment with Miss Judy had a special guest from the North Pole in December that delighted participants of all ages.

The quarter brought team building opportunities including a full staff meeting with 3-D printer training provided by YPL Technology Instruction Co-ordinator Christine Bitetti. Staff continues to have one on one Gimlet and Technology Resources Training and attended the second and third of a series of three Goal Setting Workshops led by Jane Kershaw that will serve as the foundation for staff in their quest to augment their skills set.

Selected Highlights of Professional Meetings and Activities during this period included:

OCTOBER:

- 12: Goal Setting Training & YOM Recognition Ceremony at Crestwood Library
- 13: Not Just for YA Book Group Co-moderator at Panera Bread in White Plains, NY
- 14: Chappaqua Children's Book Festival, Chappaqua NY
- 16: Goal Setting Training at Crestwood Library
- 18: Marketing Meeting with Shauna Porteus, Community Services Librarian & Friends of Crestwood Library Board Meeting at Crestwood Library
- 19: Candlewick Book Preview at Bank Street College, NYC & Caseworker Meeting at Crestwood Library
- 20: Simon & Schuster Book Preview, NYC
- 23: Organizational Meeting, Pat Manning at Crestwood Library & PTA Book Fair, Family Night at Paideia School 15, Crestwood NY
- 26: Strategic Planning Meeting Children's Services Meeting at Riverfront Library
- 28: Book Fest at Bank Street College, NYC
- 31: Halloween Trick or Treating at Crestwood Library

NOVEMBER:

- 1: Organizational Meeting, Pat Manning at Crestwood Library
- 2, 9 & 30: Spanish Class White Plains Public Library
- 3: Interviews for the Children's Librarian Position at Grinton I. Will Library
- 4: Training Transitioning from Co-worker to New Supervisor, Manhattanville College, NY
- 6: Branch Management Meeting at Grinton I Will Library & Organizational Strategy Meeting, Crestwood Library
- 8: Science Meet-Up at Greenburgh Public Library
- 10: Not Just for YA Book Group Co-moderator at Panera Bread in White Plains, NY
- 11: New York Library Association FILM Presentation at Annual Conference in Saratoga Springs, NY
- 13: BOCES School Library Specialists Council Meeting presentation in Rye Brook, NY
- 14: Organizational Meeting, Pat Manning at Crestwood Library
- 17: Inter Library Loan workshop at Westcheter Library System HQ in Elmsford, NY
- 18: Crestwood Historical Society 20th Anniversary at Crestwood Library
- 20: PTA meeting Paideia School 15, Crestwood NY
- 27: Local History Collection Tour and Meeting with John Favareau at Riverfront Library
- 29: Meeting with Shauna Marketing Librarian & Friends of Crestwood Library Board Meeting at Crestwood Library

DECEMBER:

- 2: YPL Book Fair, Barnes & Noble, Yonkers, NY & Friends of Crestwood Library Bake & Craft Sale, Crestwood, NY
- 5: YOM recognition ceremony and reception at Yonkers City Hall
- 6: Branch Management Meeting at Grinton I. Will Library
- 7: Tree Lighting, Legion Plaza, Crestwood NY
- 8: Interviews for the Children's Intern Position at Grinton I. Will Library
- 8: Not Just for YA Book Group Meeting Co-Moderating at Panera Bread in White Plains
- 11: Local History Room Tour & Slower Readers Book Discussion Group at White Plains Public Library
- 13: Friends of Crestwood Library Board Meeting and Holiday Soiree, Crestwood Library
- 21 & 28: Spanish Class, White Plains Public Library

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager

Yonkers Public Library - Graphics Department Quarterly Report: October-December 2017

The following is a list of assignments completed by the Graphics Department (listed by department/requestor)

YONKERS PUBLIC LIBRARY

Election & Veterans Day Closings (signs)
Thanksgiving Closings (signs)
Holiday Closings (signs)
MLK Day Closings (signs)
Programs & Events - November 2017 (calendars)
Programs & Events - December 2017 (calendars)
Programs & Events - January 2018 (calendars)
Programs & Events - January 2018 (calendars)

RIVERFRONT LIBRARY

Circulation Dept.

Welcome to the Yonkers Public Library (stock forms)
Revenue Report Sheets #1001 (stock forms)

Children's Department

Baby Signing Time (flyers, poster, EBB)
Thanksgiving Story & Craft (flyers, poster, EBB)
Legorama Club, November (flyers, poster, EBB)
A Home for Your Alien (flyers, poster, EBB)
Zumba Kids, November (flyers, poster, EBB)
Operation Gratitude (flyers, poster, EBB)
National Game & Puzzle Day (flyers, poster, EBB)
Friday Flicks (flyers, poster, EBB)
Fairy Tale Picture Books (bookmarks)
Classic Books (bookmarks)
Adventure Books (bookmarks)
Historical Fiction (bookmarks)
Mystery Books (bookmarks)
Science Fiction (bookmarks)
Fractured Fairytales (bookmarks)
Letters to Santa (flyers, poster, EBB)
Board Games (flyers, poster, EBB)
Hanukkah (flyers, poster, EBB)
Yoom Kids (flyers, poster, EBB)
Legorama Club, December (flyers, poster, EBB)
Zumba Kids, December (flyers, poster, EBB)
Christmas Sing Along (flyers, poster, EBB)
Magic Jim (flyers, poster, EBB)
Arch for Kids Winter Wonderland (flyers, poster, EBB)
Gingerbread House (flyers, poster, EBB)
Ornament Making (flyers, poster, EBB)
Captain Underpants (flyers, poster, EBB)
Holiday Craft, English/Spanish (flyers, poster, EBB)
Computer class, English/Spanish (flyers, poster, EBB)
Legorama Club, January (flyers, posters, EBB)
Zumba Kids, January (flyers, posters, EBB)
National Popcorn Day (flyers, posters, EBB)
Winnie the Pooh (flyers, posters, EBB)
Snow Globes (flyers, posters, EBB)
Three Kings Day (flyers, posters, EBB)

Young Adult Department

Gaming Thursdays (flyer reprints)
Feature Films, November (flyers, posters, EBB)
Free Homework Help Online, English/Spanish (flyer reprints)
Teen Calendar, November (flyers)
Feature Films, December (flyers, posters, EBB)
Teen Fun, November (flyers, posters, EBB)
Teen Calendars, November (flyers)
Decorate Holiday Cookies (flyers, posters, EBB)
Paper Bead Jewelry (flyers, posters, EBB)
Teen Holiday Party (flyers, posters, EBB)
Feature Films, January (flyers, posters, EBB)
Teen Calendar, January (flyers)
Teen Video Challenge (flyers, posters, EBB)

Reference/Adult

Celebrity Chef Cookbooks (display sign)
Dad Diets (flyers, poster, EBB)
Bocadillos (flyers, poster, EBB)
Save the Date: Dramatic Escape (bookmarks)
Wireless Printing Services (bookmark reprints)
Power of Self-Healing, November & December (flyers, poster, EBB)
Feature Films, November (flyers, poster, EBB)
Girls Night Film (flyers, poster, EBB)
Riverfront Book Club, November (flyers, poster, EBB)
Manualidades Creativas (flyers, poster, EBB)
Affordable Housing Assistance/Find a Place to Buy or Rent (flyers)
Learning Express (bookmarks)
The Mouse (flyers)
Healthy Living for Your Brain and Body (flyers, poster, EBB)
Legal Assistance (flyer reprints)
Make Your Own Bath Fizzies (flyers, poster, EBB)
Tech Central, December (flyers)
Clases de Computacion, December (flyers)
Free Permit Practice Tests (bookmark reprints)
Evening Book Club, January (flyers, poster, EBB)
Gift Wrapping (flyers, poster, EBB)
Fitness, January (flyers, poster, EBB)
Riverfront Book Club, December (flyers, posters, EBB)
Winter Sports (display sign)
Tech Central, January (flyers)
Clases de Computacion, January (flyers)
Grants Webinar (flyers, posters, EBB)
Black History Month: Sam Cooke & Marvin Gaye (flyers, posters, EBB)
Blood Drive, English/Spanish (flyers, posters, EBB)
Celebrate Good Times (flyers, posters, EBB)
Paper Beads, English, Spanish (flyers, posters, EBB)
New Year, New You (display sign)
What a Year it Was (display sign)
Video Games (sign)
Feature Films, February (flyers, poster, EBB)

Tech Central

Edit Your Holiday Photo (flyers, poster, EBB)
Fashion for Teens (flyers, poster, EBB)
Minecraft Mondays (flyers, poster, EBB)
Paint Party (flyers, poster, EBB)
Adobe Premiere (flyers, poster, EBB)
Sew Amazing (flyers, poster, EBB)
Transfer Your Phone Photos (flyers, poster, EBB)

Yonkers Public Library - Graphics Department Quarterly Report: October-December 2017

GRINTON I. WILL BRANCH

Branch Administrator's Office

Part-Time Time sheets #2013 (stockforms)
Graphics for Grownups (display sign)

Children's Department

Bilingual Story Time, November (flyers, poster, EBB)
Pretzelstein with Zev (flyers, poster, EBB)
Live Birds of Prey (flyers, poster, EBB)
Lego Club, November-February (flyers, poster, EBB)
Chess Club (flyer reprints)
Hansel & Gretel (flyers, poster, EBB)
Magic Jim (flyers, poster, EBB)
Mad Science Holiday Show (flyers, poster, EBB)
New Children's DVDs (sign)
Bilingual Story Time, January- March
The Last Jedi Party (flyers, posters, EBB)
Kids Chess Club, January-February (flyers, posters, EBB)
Kazoo Day (flyers, posters, EBB)
Snowy Science (flyers, posters, EBB)
Winter Story & Craft (flyers, posters, EBB)
Winter/Spring Storytimes (flyers, posters, EBB)

Young Adult Department

Origami Fun, Holidays Edition (flyers, posters EBB)
Young Adult Book Club Film, December (flyers, poster, EBB)
Young Adult Book Club, January (flyers, poster, EBB)
Young Adult Book Club Film, January (flyers, poster, EBB)
Young Adult Book Club, February (flyers, poster, EBB)
Young Adult Book Club Film, February (flyers, poster, EBB)
Black History Month Films (flyers, poster, EBB)

Adult/Fine Arts Department

Will Book Club, November (flyers, posters, EBB)
Movie of the Month, November (flyers, posters, EBB)
M&M Performing Arts: Marriage is Murder (flyers, posters, EBB)
Mind, Body & Soul (flyers, poster, EBB)
Art Film, December (flyers, poster, EBB)
Movie of the Month, December (flyers, poster, EBB)
Will Book Club (flyers, poster, EBB)
Barnes & Noble Bookfair (flyers, posters, buttons, EBB)
Sing Memorable Songs 2018 (flyers, posters, EBB)
Stringed Instrument Group, January-May (flyers, posters, EBB)
Movie of the Month, January (flyers, posters, EBB)

Reference Department

Movies at the Will Branch, January (flyers, posters, EBB)
Movies at the Will Branch, February (flyers, posters, EBB)

CRESTWOOD BRANCH

Teen Readers Book Club (EBB)
Yoga Beginners (EBB)
Yoga Advanced (EBB)
Crestwood Cinema, November (flyers, poster, EBB)
Crestwood Computing, November (flyers)
Fold, Create, Read (EBB)
Knitting, Crocheting and Hand Embroidery Club (EBB)
Bake Sale (flyers, poster, EBB)
Tech Drop-In (EBB)
Holiday Cards (EBB)
Decorate Holiday Candles (EBB)
Make A Memory Box (EBB)
Crestwood Cinema, December (flyers, poster, EBB)
Jump Start School (EBB)

FRIENDS OF THE YONKERS PUBLIC LIBRARY

November Events (flyers, poster, EBB)
Meet the Candidates (flyers, poster, EBB)
Giant Booksale (flyers, poster, EBB)
December Events (flyers, poster, EBB)

COMMUNITY NOTICES (for the EBB)

Medicare Right Center
NYCLU: Art Contest
Power Outages

Mario Pereira



Graphic Artist

TECHNICAL PROCESSING DEPARTMENT
QUARTERLY REPORT
OCTOBER, NOVEMBER, DECEMBER 2017

The Technical Processing Department continues to order, process, and link items for patron use.

The TS360 program in Baker & Taylor is the way most print materials are now being ordered by the adult and juvenile departments. We are going to set up the audio/visual accounts for this type of ordering also. This will allow patrons to see if a particular item has been ordered by one of our branches. We are waiting for Baker & Taylor and WLS to complete the process to change these accounts.

All departments continue to use monthly budget allotments to order their new materials through the acquisitions module in Sirsi and with firm orders through our department. This has been working very well.

Tech Processing ordered and processed adult graphic novels for a new collection in the Will branch main reading room. Some YA graphic novels were reprocessed to be included in this new collection.

There have been a large number of audio/visual donations which have been processed and linked for patron use.

The Tech Processing Dept. continues to provide information as requested by librarians and administration.

Mary DiChiara
Technical Processing Dept.

Custodial Department
Quarterly Report
October, November, December, 2017

Crestwood

In October Citadel Extermination was called to treat the historical/storage room for Camel back Crickets. At Citadel's request I sealed the cracks and holes in the window frames as well.

During routine inspection in November I found the boiler was not running. Crown Boiler repair was called to check the boiler and they found that the oil filter was clogged.

In December Macintosh Electric installed five much needed power outlets. Also in December, I received a call from the Crestwood staff about strange sounds coming from the boiler room. After a check of the boiler I could find nothing wrong and the following day I had Crown Boiler check Crestwood's boiler. They found a crack in the boiler that could not be repaired. They were able to find a replacement boiler that day and began installation immediately. The servicemen returned the following day during a snow storm to complete the installation.

Will

Following the roof replacement by Milcon Construction in October, Wayne Electric installed new flag pole lights and conduit on the new roof.

Also in October Northstate Mechanical replaced two aging/leaking three-way heating valves for heating units number six and seven. Following that repair ABM Systems connected the new heating valves to the monitoring system.

In November the boiler water booster pump in the Children's Room roof top heating unit was replaced. Also in November repairs were made to one of our overhead doors and to our washing machine and our chimney was cleaned and pressure tested. Cory Glass replaced broken glass in the lower lobby door.

This quarter Slade Elevator was not needed for any repairs.

Riverfront

Nothing to report.

Staff:

Jason Sotomayor resigned as part time custodian at Crestwood for health reasons. No replacement has been found.

Russell Martinez
Supervisor of Custodians

IT Department Quarterly Report

The last quarter of 2017 has been an interesting and busy period in the department due to the new technologies that we have helped implement at the branches while also taking care of existing needs.

Ongoing Projects

Projects that we are still currently working on:

- **Wifi Upgrade at the Riverfront Branch**
 - We are adding an additional nine WIFI access points to the Branch to provide more wireless internet coverage. We are installing additional Cat6 Cable to support the new access points. At the moment we are expected to be finished with the cable install by the end of February and start the access point installation soon after.
- **Wifi Upgrade at the Crestwood Branch**
 - We are adding one additional access point to the Branch in the lower level of the building. WIFI coverage should be greatly improved after this addition
- **Digital signage Equipment**
 - Shauna Porteus has been working on the template and the design of the new digital signage equipment. We are awaiting the final word on when the screens are ready to go live to start the physical installation.
- **Phone upgrades**
 - We are still working with our phone provider, Lightpath, on the configuration and implementation of the new upgraded phone models that will replace our current phones. We will notify staff as we get closer to the switch date.

Ticket System

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 information for the quarter:

Tickets resolved	567
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Completed Projects

- **Wifi Upgrade at the Grinton I. Will Branch**
 - Additional access points were deployed at the Will Branch to provide more robust WIFI coverage throughout the location. We will be monitoring and adjusting access points in time to make sure that we are providing the best possible coverage in each primary location.
- **Local History Incubator at Grinton I. Will Branch**
 - All the audio, scanning and PC equipment has been installed in the Incubator room at the Branch. Currently we are researching and writing procedures on best use practices and creating manuals on how to operate the audio recording equipment. We are working closely with the Branch Administrator and training on the use of the equipment will be scheduled for the months of January through February.

Best Regards,

Carlos Figueroa

MEETING MINUTES



DATE: January 23, 2018
TO: All Attendees
RE: Yonkers Public Library - Will Branch

A meeting was held at Yonkers Public Library Grinton I Will Branch on January 23, 2018 at 11:00 AM.

Present:

Susan Thaler – Deputy Director Yonkers Public Library
Christian Zabriskie – Branch Administrator
Russell Martinez - Supervisor of Custodians
Scott Miller - Milcon Construction Corp.
Angel Covarrubias - Milcon Construction Corp.
Andrew Allison – KG+D Architects
Teresa May – KG+D Architects

The following is a summary of the items discussed:

Contracts

No items this category

Approvals

No items in this category.

Schedule

1. Windows
 - a. All rectilinear glass has been installed
 - b. 8 bays of the arched frames have been delivered, installation will begin as soon as weather permits.
 - c. Once the arched frames have been installed measurements for the glass will be taken and the glass ordered.
 - d. Operable awning windows are arriving on site on January 28th and will be installed immediately
2. Terracotta
 - a. Panels and bracket system have been delivered to the site and installation has begun.
3. Vertical Sun Shades
 - a. Shop drawings have been issued by Cambridge Architectural metals and reviewed and approved by KG+D.

4. Replacement of the storefront adjacent to the Lower Lobby on the south side of the building has not been completed due to weather.
5. KG+D made a second request that Milcon provide a realistic revised construction schedule accounting for the remaining base bid work and the change order scope.

Submittals

1. All submittals have been reviewed, there are currently no open submittals.

RFI's

No items this category

Potential Change Orders / Change Orders

No items this category

Logistics / Safety

No items this section

Review Completed Work

1. All rectilinear glass has been installed.
2. Framing of the "fin tube enclosure" at the base of the Reading Room windows is nearly complete. Insulation has been installed and the interior side of the window sill has been caulked.
3. Terracotta installation has begun a the roof.

General Items

1. YPL has no general items at this time.

Next Meeting

The next meeting will be Tuesday, February 2018 at 10:00 AM

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

cc: Ed Falcone, All Attendees