

**YONKERS PUBLIC LIBRARY  
AGENDA FOR BOARD MEETING  
GRINTON I. WILL BRANCH  
November 20, 2018**

**MINUTES**

**[ACTION ITEM]**

Approve Minutes of Board Meeting October 18, 2018.

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE'S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

**[ACTION ITEM]**

Ratify the following appointments:

Carlos E. Bermeo, P/T Page, \$11.00/hr., effective 10/13/18

Laurie Antash, P/T Librarian II, \$25.35/hr., effective 10/20/18

Dillon P. Syron, P/T Page, \$11.00/hr., effective 11/10/18

Yulisa Paz, P/T Page, \$11.00/hr., effective 11/10/18

Glenda Molina, Clerk I/Spanish Speaking, \$38,013, eff. 11/16/18

Acknowledge the following terminations:

Sumaya Kashem, P/T Page, \$11.00/hr., effective 10/13/18

Elizabeth Ortiz, P/T Page, \$11.00/hr., effective 10/20/18

**COMMITTEE REPORTS**

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

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

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

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

Foundation Update

**RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedule #797

**UNFINISHED BUSINESS**

Continued discussion of FY20 Budget

**NEW BUSINESS**

**[ACTION ITEM]** Approve revised Harassment Policy

Nominating Committee for 2019 Officers

Trustee Self-Evaluations

Reminder – December Meeting 2019 Plan Work Session

**EXECUTIVE SESSION**

To discuss the job performance of a particular employee

**NEXT BOARD MEETING DATE:** Thursday, December 13, 2018, Riverfront Library.

YONKERS PUBLIC LIBRARY  
BOARD MEETING  
RIVERFRONT LIBRARY  
OCTOBER 18, 2018

**ATTENDANCE**

TRUSTEES:	Anietra Guzmán-Santana Nancy Maron Stephen Jannetti Joseph Puglia Josephine Ilarraza John Saraceno
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	Sarah McAllister
WLS BOARD REPRESENTATIVE:	Tr. Puglia
UNION REPRESENTATIVE:	Brandon Neider, PC Tech I, Grinton I. Will Branch

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

**MINUTES**

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

**MANAGEMENT REPORT**

Director Falcone updated Board members on the Will façade. The project is still behind schedule, and the revised timetable shows substantial completion no earlier than January.



Director Falcone informed Board members that the Will Branch will require temporary heat for several weeks while the boiler is being replaced. Chris Connor, COY Project Manager, will be overseeing and hopefully expediting the completion of this project.

Deputy Director Thaler told Board members that the 1000 Books Before Kindergarten initiative continues to be a great success.

Director Falcone commended the head of YPL IT Department, Carlos Figueroa, as well as Brandon Neider and Frank Iwuchukwu for their work on the recent phone system upgrade.

Tr. Maron represented the Board at the Art Gallery Committee meeting last week. Haifa Bint-Kadi introduced two new committee members at that meeting, and also presented an exhibit schedule covering the next two years.

Director Falcone thanked Tr. Maron and Tr. Guzmán-Santana for information which led the Library to obtain a Verizon \$10,000 grant for Virtual Reality. YPL also applied for a Con Edison grant to support arts education in the Riverfront Gallery.

Director Falcone informed Board members that Human Resources professional Rebecca Mazin will be revising the YPL Policy on Harassment to insure that it complies with recent changes in State regulations. Ms. Mazin will also be leading a new round of training workshops on this topic for Library staff beginning this month. In addition, we are working with the COY Human Resources Department to make their web-based training modules available to YPL staff.

The Chamber of Commerce will be honoring the Library, as well as other service organizations, on November 15, 2018 at the Castle Royale.

**UNION REPRESENTATIVE'S REPORT** – Union Representative, Brandon Neider had nothing to report.

**WLS REPORT** – WLS Representative Tr. Joseph Puglia reported to Board members that he was unable to attend the last meeting. Director Falcone attended a Director's meeting this morning and said that WLS officially agreed to sign a contract with a new vendor to provide the next integrated library automation system. Director Falcone distributed to Board members the WLS 2017 statistics report and 2018 Library Trustee handbooks.



## **PERSONNEL REPORT**

The Board acknowledged the following salary promotions:  
Emily Power, Senior Library Clerk, \$44,965, effective 9/21/18  
Biagio Capirchio, Librarian II, \$63,213, effective 9/21/18  
Ralph Cooper, Librarian II, \$63,213, effective 9/21/18

The Board acknowledged the following retirement:  
Beatrice Schimler, Senior Library Clerk, \$49,226, effective 10/5/18

The Board acknowledged the following transfer:  
Khanliah Grady, Senior Library Clerk from Riverfront Library Clerical to Riverfront Administration, effective 9/21/18.

## **COMMITTEE REPORTS**

**Finance, Budget & Planning** - Guzmán-Santana, Saraceno, Jannetti  
On motion of Tr. Jannetti, seconded and unanimously carried, the Board authorized \$8,910 be allotted from the Contributions Fund for payment to a vendor. This payment will be reimbursed to the Library by the Foundation.

Director Falcone said that he, Deputy Director Thaler and Business Manager Presedo have started discussions on the FY20 budget proposal. This will be an agenda item at the November meeting.

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

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

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

Tr. Guzmán-Santana and Tr. Maron thanked everyone who attended and supported the success of the 10/17/18 Gala held at the Riverfront Library. A financial accounting of the event will be presented at the Foundation's upcoming board meeting.

## **PAYMENT OF BILLS**

On motion of Tr. Saraceno, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule 796.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

On motion of Tr. Maron, seconded and unanimously carried, the Board approved the 2019 Holiday Schedule.

On motion of Tr. Ilarraza, seconded and unanimously carried, the Board approved closing the Library at 12:00 noon on Monday, December 24, 2018.

Tr. Guzmán-Santana led the Board members in a discussion regarding the Montefiore grant and CLUSTER. Deputy Director Thaler advised Board members on the status of the continuation of the grant.

Director Falcone advised Board members that The Sharing Community will be closing its doors on December 31, 2018. The Journal News will be focusing on homelessness in Downtown Yonkers in an upcoming edition, and some YPL staff and patrons were interviewed for the article.

The Library is planning a staff holiday party for December 7<sup>th</sup> at Dunwoodie from 6-10 p.m.

**NEXT BOARD MEETING DATE** – Tuesday, November 20, 2018, 7:00 p.m. at the Grinton I. Will Branch.

## **EXECUTIVE SESSION**

Tr. Puglia motioned to enter into Executive Session at 9 p.m. to discuss the performance of a particular employee.

The Board exited Executive Session at 9:45 p.m. and adjourned upon a motion by Tr. Maron.

Edward Falcone  
Library Director & Secretary

## Yonkers Public Library

### Bill List October 2018

Vendor Name	Description	Date	Amount
<b>CAPITAL FUNDS</b>			
BAKER & TAYLOR	MATERIALS	10/19/2018	26,873.23
BARNES & NOBLE	MATERIALS	10/30/2018	262.25
BARNES & NOBLE	MATERIALS	10/19/2018	306.74
BARNES & NOBLE	MATERIALS	10/11/2018	500.53
BRODART CO.	MATERIALS	10/11/2018	6.15
BRODART CO.	MATERIALS	10/30/2018	7.90
BRODART CO.	MATERIALS	10/11/2018	9.35
BRODART CO.	MATERIALS	10/11/2018	37.28
BRODART CO.	MATERIALS	10/30/2018	341.04
COLE INFORMATION	MATERIALS	10/19/2018	1,355.90
DEMCO	MATERIALS	10/30/2018	3,981.00
KAEYER, GARMENT & DAVIDSON	FAÇADE PHASE 2:GRINTON I WILL	10/19/2018	1,303.81
MIDWEST TAPE	MATERIALS	10/11/2018	11.18
MIDWEST TAPE	MATERIALS	10/11/2018	15.99
MIDWEST TAPE	MATERIALS	10/19/2018	29.24
MIDWEST TAPE	MATERIALS	10/19/2018	30.35
MIDWEST TAPE	MATERIALS	10/19/2018	37.48
MIDWEST TAPE	MATERIALS	10/11/2018	39.97
MIDWEST TAPE	MATERIALS	10/19/2018	60.05
MIDWEST TAPE	MATERIALS	10/19/2018	60.72
MIDWEST TAPE	MATERIALS	10/19/2018	65.75
MIDWEST TAPE	MATERIALS	10/11/2018	69.42
MIDWEST TAPE	MATERIALS	10/19/2018	96.19
MIDWEST TAPE	MATERIALS	10/19/2018	155.62
MIDWEST TAPE	MATERIALS	10/11/2018	187.64
MIDWEST TAPE	MATERIALS	10/19/2018	294.52
MILCON CONSTRUCTION	FAÇADE PHASE 2:GRINTON I WILL	10/30/2018	6,402.10
MILCON CONSTRUCTION	FAÇADE PHASE 2:GRINTON I WILL	10/30/2018	24,704.38
MULTICULTURAL BOOKS & VIDEOS	MATERIALS	10/11/2018	143.83
<b>TOTAL</b>			<b>67,389.61</b>



<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>CONTRIBUTIONS FUNDS</b>			
AMERICAN EXPRESS	LORIA & NETWORK SOLUTIONS	10/2/2018	1,115.80
BAKER & TAYLOR	MATERIALS	10/30/2018	267.93
BELLA VISTA DELI	BOARD MEETING 10/18/2018	10/24/2018	122.00
BITETTI, CHRISTINE	REIMB EXP: GIRLS WHO CODE	10/2/2018	37.74
BITETTI, CHRISTINE	CLUSTER 12TH ANNUAL HARVEST	10/3/2018	240.33
BUTLER, MAUREEN	HOMEWORK HELPER: CRESTWOOD	10/17/2018	100.00
BUTLER, MAUREEN	HOMEWORK HELPER: CRESTWOOD	10/30/2018	137.50
CHENEY, CYNTHIA	HOMEWORK HELPER: RIVERFRONT	10/10/2018	237.50
CHENEY, CYNTHIA	HOMEWORK HELPER: RIVERFRONT	10/24/2018	325.00
CLUSTER, INC.	ANNUAL HARVEST TASTING (4 @) \$225.	10/17/2018	900.00
GANTZER, ANA	REIMB EXP: HISPANIC HERITAGE PROG	10/17/2018	114.83
GIBSON, RUFUS	ZUMBA INSTRUCTOR	10/2/2018	80.00
GOVCONNECTION, INC.	LASER JET TONER CARTRIDGES	10/30/2018	883.79
HALPERN, MICHELLE	REIMB EXP: FALL INTO BOOKS CONF	10/30/2018	65.00
HAMM & CLOV STAGE COMPANY	HISPANIC HERITAGE PERFORMANCE	10/24/2018	650.00
LARKIN, JOHN	HOMEWORK HELPER: CRESTWOOD	10/30/2018	112.50
NATIONAL AUDUBON SOCIETY	MEMBERSHIP	10/2/2018	20.00
PRESEDO, VIVIAN	REIMB EXP: 1,000 BKS BEFORE KINDER	10/2/2018	60.00
W. B. MASON CO., INC.	GIRLS WHO CODE	10/30/2018	29.06
W. B. MASON CO., INC.	MATERIALS	10/10/2018	359.90
WESTCHESTER CHILDREN'S ASSOCI	VISION CONFERENCE REGISTRATION	10/24/2018	45.00
X2O XAVIARS ON THE HUDSON	GALA CATERING	10/17/2018	8,910.00
YMCA OF YONKERS	TICKETS TO GALA 10/11/2018 (2)	10/10/2018	270.00
<b>TOTAL</b>			<b>15,083.88</b>
<b>MONTEFIORE GRANT</b>			
CLUSTER COMMUNITY SERVICES	INNOVATION PILOT PROJECT	10/29/2018	10,089.69
CLUSTER COMMUNITY SERVICES	INNOVATION PILOT PROJECT	10/29/2018	11,517.25
VERIZON WIRELESS	PHONE SERVICE	10/29/2018	106.86
<b>TOTAL</b>			<b>21,713.80</b>

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

Date	Num	Memo	Amount
<b>Abbey Ice</b>			
10/23/2018	164290	rental	88.50
10/23/2018	81308	spring water	46.50
10/23/2018	81829	spring water	65.00
10/23/2018	83523	spring water	79.00
10/23/2018	83524	spring water	46.00
10/29/2018	84321	spring water	53.00
Total Abbey Ice			378.00
<b>Acevedo, Zafiro</b>			
10/12/2018	100618za	Hispanic Heritage workshop	250.00
Total Acevedo, Zafiro			250.00
<b>Amazon.com</b>			
10/11/2018	677936699459	train table	129.28
10/11/2018	687693774968	library supplies	298.99
10/11/2018	883434868994	air conditioners	1,398.00
10/11/2018	438967957767	computer kit	19.99
10/11/2018	438967957767	computer kit	219.98
10/30/2018	734637565673	library supplies	11.49
10/30/2018	787346354673	library supplies	27.33
10/30/2018	434956748739	filters	139.65
10/30/2018	438357664638	library supplies	17.58
10/30/2018	438378683953	library supplies	9.95
10/30/2018	443437849378	library supplies	52.84
10/30/2018	443533746576	library supplies	19.95
10/30/2018	448444359945	library supplies	170.36
10/30/2018	459349558949	library supplies	69.99
10/30/2018	467476375855	library supplies	21.04
10/30/2018	488754865786	library supplies	36.76
10/30/2018	693986675766	library supplies	155.70
10/30/2018	699935698579	library supplies	215.88
10/30/2018	734985734547	library supplies	23.99
10/30/2018	744976389554	library supplies	11.50
Total Amazon.com			3,050.25
<b>American Express</b>			
10/11/2018	92018AE	software, hardware, computer supplies	2,836.09
10/11/2018	92018AE	software, hardware, computer supplies	135.78
10/11/2018	92018AE	software, hardware, computer supplies	268.95
Total American Express			3,240.82
<b>American Paper Supply (APP)</b>			
10/12/2018	j1185878	disinfectant	432.90
Total American Paper Supply (APP)			432.90
<b>Amoils, Roseanne</b>			
10/11/2018	59	job search coaching	720.00
Total Amoils, Roseanne			720.00
<b>Arch For Kids</b>			
10/29/2018	240	castle construction workshop at Will libr...	250.00
Total Arch For Kids			250.00
<b>Art &amp; Soul Studio</b>			
10/11/2018	100418-1	La familia exhibit opening reception	475.00
10/11/2018	100418	Wild side exhibit reception 8/2/18	400.00
Total Art & Soul Studio			875.00
<b>Avila, Teresa</b>			
10/29/2018	1TA	english conversation classes 9/20; 27 1...	200.00
Total Avila, Teresa			200.00
<b>Bitetti, Christine</b>			
10/29/2018	10-19-18CB	petty cash request-lunch w/ YPS to disc...	66.00
Total Bitetti, Christine			66.00
<b>Book Page</b>			

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

Date	Num	Memo	Amount
10/29/2018	S38475	12 monthly shipments	1,800.00
Total Book Page			1,800.00
<b>Brodart</b>			
10/12/2018	511802	shelf adapter	35.28
Total Brodart			35.28
<b>Budget Library Supplies</b>			
10/15/2018	17169	dvd cases	4,854.00
Total Budget Library Supplies			4,854.00
<b>Cablevision Lightpath</b>			
10/19/2018	22803160	phones	3,561.87
10/19/2018	22813200	internet	5,234.75
Total Cablevision Lightpath			8,796.62
<b>Cablevision Optimum</b>			
10/11/2018	07803544469oct18	cable box	14.70
10/12/2018	07803065546oct18	tv box	7.35
10/29/2018	07803550279nov18	crestwood phones and internet	140.89
Total Cablevision Optimum			162.94
<b>Cengage Learning</b>			
10/15/2018	65322231	subscription	3,859.57
Total Cengage Learning			3,859.57
<b>CHLOE'S KIDS</b>			
10/11/2018	14 rf	baby signing time	75.00
10/19/2018	15RF	baby signing time program 10/2 and 10/...	150.00
Total CHLOE'S KIDS			225.00
<b>Citadel Pest Control</b>			
10/11/2018	3489	pest control	180.00
10/11/2018	3494	pest control	200.00
Total Citadel Pest Control			380.00
<b>Con Edison</b>			
10/12/2018	92142173100oct18	gas	183.18
Total Con Edison			183.18
<b>Crown Janitorial</b>			
10/30/2018	422139-1	maintenance supplies	2,113.11
Total Crown Janitorial			2,113.11
<b>Demco</b>			
10/15/2018	6462133	office supplies	1,867.78
Total Demco			1,867.78
<b>DEMCO SOFTWARE</b>			
10/23/2018	INV00008394	reservation software	1,291.50
Total DEMCO SOFTWARE			1,291.50
<b>DiSilvio, Kathleen</b>			
10/29/2018	61918KD	employee reimbursement puppet stage	50.00
Total DiSilvio, Kathleen			50.00
<b>FILIBERTI, JOHN</b>			
10/11/2018	32773	tech quickbooks training	375.00
10/19/2018	32774	quickbooks training 10/13/18	250.00
Total FILIBERTI, JOHN			625.00
<b>GovConnection</b>			
10/15/2018	56196135	hp410x toners	550.90
10/15/2018	56196132	hp729 designjet printhead	362.01
10/15/2018	56196133	documate 3125 scan	299.99
Total GovConnection			1,212.90
<b>Grunberg, Kirsten</b>			



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

Date	Num	Memo	Amount
10/29/2018	102318KG	employee reimbursement family pumpki...	55.95
Total Grunberg, Kirsten			55.95
<b>Halasz, Dawn</b>			
10/23/2018	September	sing, dance and have fun w/dawny dew	200.00
Total Halasz, Dawn			200.00
<b>Hjortart, Sine</b>			
10/23/2018	10-10-18SH	paper cutting 10/10/18	170.00
Total Hjortart, Sine			170.00
<b>Home Depot Credit Service</b>			
10/11/2018	5134636	supplies for tech central	39.56
Total Home Depot Credit Service			39.56
<b>Infogroup</b>			
10/29/2018	10003426483	reference license agreement 10/15/18-1...	3,300.00
Total Infogroup			3,300.00
<b>ISE Office Plus</b>			
10/23/2018	400994	office supplies	387.29
10/23/2018	401211	calendar and refill + base	22.98
10/23/2018	401260	calendar, desk pad/wall, ruler	20.37
Total ISE Office Plus			430.64
<b>Jackson-Hirsh</b>			
10/30/2018	0998224	laminating supplies	235.86
Total Jackson-Hirsh			235.86
<b>Keane &amp; Beane</b>			
10/23/2018	40846	professional services client#1416.009	1,732.50
Total Keane & Beane			1,732.50
<b>Marshall, Nancy</b>			
10/19/2018	10-11-18NM	strong zumba 10/11/18	70.00
10/29/2018	101818NM	kids bootcamp	50.00
Total Marshall, Nancy			120.00
<b>Mota, Juan</b>			
10/12/2018	000023	sewing drawstring backpacks	175.00
Total Mota, Juan			175.00
<b>Office Dynamics</b>			
10/23/2018	40118	contract for Minolta/D1351	300.00
Total Office Dynamics			300.00
<b>Reilly, Jason Co. LLC</b>			
10/29/2018	7-19-18-TB	children animals rock program 7/19/18	375.00
Total Reilly, Jason Co. LLC			375.00
<b>Rong, Jian-Yang</b>			
10/19/2018	10-06-18JYR	meditation 10/6/18	70.00
Total Rong, Jian-Yang			70.00
<b>Rosenfeld Shana</b>			
10/12/2018	92418SR	refreshments and supplies for bookclub	49.29
Total Rosenfeld Shana			49.29
<b>S &amp; S Worldwide</b>			
10/15/2018	10475652	program supplies	494.31
Total S & S Worldwide			494.31
<b>Schall Hardware</b>			
10/15/2018	16682	hardware and large metal sign	329.76
Total Schall Hardware			329.76
<b>Stanley Convergent</b>			
10/12/2018	15913689	maintenance charges	64.68

11:04 AM  
 11/07/18  
 Accrual Basis

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

Date	Num	Memo	Amount
10/12/2018	15916686	maintenance charges	683.54
Total Stanley Convergent			748.22
<b>Sterling Sanitary Supply</b>			
10/15/2018	al3071	janitorial supplies	543.35
10/23/2018	AI3506	monthly leases	300.00
Total Sterling Sanitary Supply			843.35
<b>Sweetwater Music Instruments&amp;Pro Audio</b>			
10/15/2018	18269051	furman 8+1 pwr cond.	69.00
10/15/2018	18269075	compact subwoofer	965.00
Total Sweetwater Music Instruments&Pro Audio			1,034.00
<b>Todays Business Solutions</b>			
10/29/2018	8580	service plan one year subscription rene...	890.00
Total Todays Business Solutions			890.00
<b>Torres, Arnaldo</b>			
10/19/2018	10-10-18AT	employee reimbursement parking	65.00
10/19/2018	10-11-18AT	employee reimbursement program supp...	153.40
Total Torres, Arnaldo			218.40
<b>Verizon</b>			
10/11/2018	9147931065oct18	phone and alarm	46.39
10/12/2018	9144109274oct18	phone and alarm	47.15
10/29/2018	9816254031	phone service 9/11/18-10/10/18	909.38
Total Verizon			1,002.92
<b>Verizon Wireless</b>			
10/11/2018	9814387435	cell phones	171.45
10/11/2018	9815222165	cell phones	338.79
Total Verizon Wireless			510.24
<b>Wayne's Electric Service</b>			
10/11/2018	091811	electric work at crestwood	1,125.00
Total Wayne's Electric Service			1,125.00
<b>WB Mason</b>			
10/11/2018	I59083299	office supplies	140.88
10/11/2018	I59126624	natural rubber tape	77.69
10/11/2018	I59174252	board, super val 50/pk.	26.17
10/11/2018	I59176773	rubber stamps	51.66
10/11/2018	I59182270	flagship paper	193.00
10/11/2018	I59225446	portfolio, ltr. 2pkt.	9.22
10/11/2018	I59175451	eraser, 24,bx pk	5.75
10/15/2018	I59272881	office supplies	667.80
10/15/2018	I59279381	office supplies	42.10
10/15/2018	I59412042	office supplies	80.54
10/15/2018	I59412240	office supplies	26.44
10/23/2018	I59323610	white board super 50/pk.	26.17
10/23/2018	I59572167	supplies	29.56
10/30/2018	I59912140	construction paper	5.87
Total WB Mason			1,382.85
<b>Weaver, Alan</b>			
10/11/2018	0918-12	excel classes	600.00
Total Weaver, Alan			600.00
<b>Xerox</b>			
10/12/2018	094578895	monthly base charge/sept.	95.00
Total Xerox			95.00
<b>Zabriskie, Christian</b>			
10/29/2018	102218CZ	employee reimbursement program supp...	52.45
Total Zabriskie, Christian			52.45
<b>TOTAL</b>			<b>53,500.15</b>

JOINT MANAGEMENT REPORT  
NOVEMBER 2018

**Façade.** Work is currently underway on the reconstruction of the walkway and vestibule at the front entrance. The glass for the remaining windows is expected to be delivered on 11/19; when that happens, the replacement of the old window frames will begin. The contractor is still behind schedule, and the project will extend well into the winter months.

**Boiler Project.** All remaining equipment has been delivered, and the contractor is now concentrating on getting at least one boiler back on line. Even with the temporary heating unit, many areas of the building are not adequately heated, and some public areas have experienced periodic closures.

**First Winter Storm.** And it's not even winter yet. All branches closed at 5 pm on Thursday 11/15, and Friday's opening was delayed two hours, due to a powerful nor'easter.

**Grants.** The Verizon grant has been received, and the VR project that we developed with the YSD can proceed. We are still waiting for word on the Con Edison grant, which will support activities in the Riverfront Gallery

**NYLA.** This year's state library conference was held in Rochester, and YPL was able to send seven staff members to the event. Two staffers, Michael Walsh and Brandon Neider, presented a program on digital archiving which was well-received.

**Sarah McAllister.** Executive Secretary Sarah McAllister is retiring this month after seven years at YPL. We thank her for her good service, and wish her well.

MEETINGS ATTENDED THIS PERIOD

10/19	Ed Susan	Engineering meeting @ Will 5 <sup>th</sup> Grade Coding Program planning meeting
10/21	Ed	Yonkers Marathon
10/23	Ed & Susan Ed & Susan	Chamber of Commerce networking breakfast @ St. John's Narcan training @ Will
10/24	Ed & Susan Ed & Susan Ed	Greenway Park dedication School Library Council @ Saunders Foundation Board @ Will
10/25	Ed Ed & Susan Ed, Susan	Thursday Lunch Club Sculpture Garden dedication CLUSTER Gala @ X20
10/26	Ed Susan	Will Branch visit YoFi staff meeting
10/28	Ed & Susan	YREC kickoff meeting
10/29	Ed	NYC Accessibility Summit @ Brooklyn Public Library
10/30	Ed & Susan Susan	Façade construction meeting @ Will Branch Administration meeting @ Will
10/31	Susan	Harassment training session @ Will



11/1	Ed	Thursday Lunch Club
	Ed & Vivian	Harassment training session @ Riverfront
	Ed	Peace Vigil @ City Hall
	Ed, Susan & Vivian	First Thursday Gallery Hop
11/2	Susan & Vivian	YoFi opening night
11/5	Ed & Susan	Monthly meeting with Deputy Mayor @ City Hall
11/7-10	Ed & Susan	NYLA Annual Conference @ Rochester
11/10	Susan	Warburton Galerie opening reception
11/13	Ed	Chamber of Commerce networking breakfast @Costco
	Ed & Susan	Façade construction meeting @ Will
	Susan	Telephone conference with Westchester Disabled On The Move
11/14	Ed & Susan	Daylighting III dedication @ Chicken Island
11/15	Ed	WLS Annual Meeting
	Ed	PLDA monthly meeting @ WLS
	11/17 Susan	Superhero Storytime @ Will
11/18	Susan	Luis Perelman event @ Blue Door Gallery

# YONKERS PUBLIC LIBRARY

## CIRCULATION STATISTICS

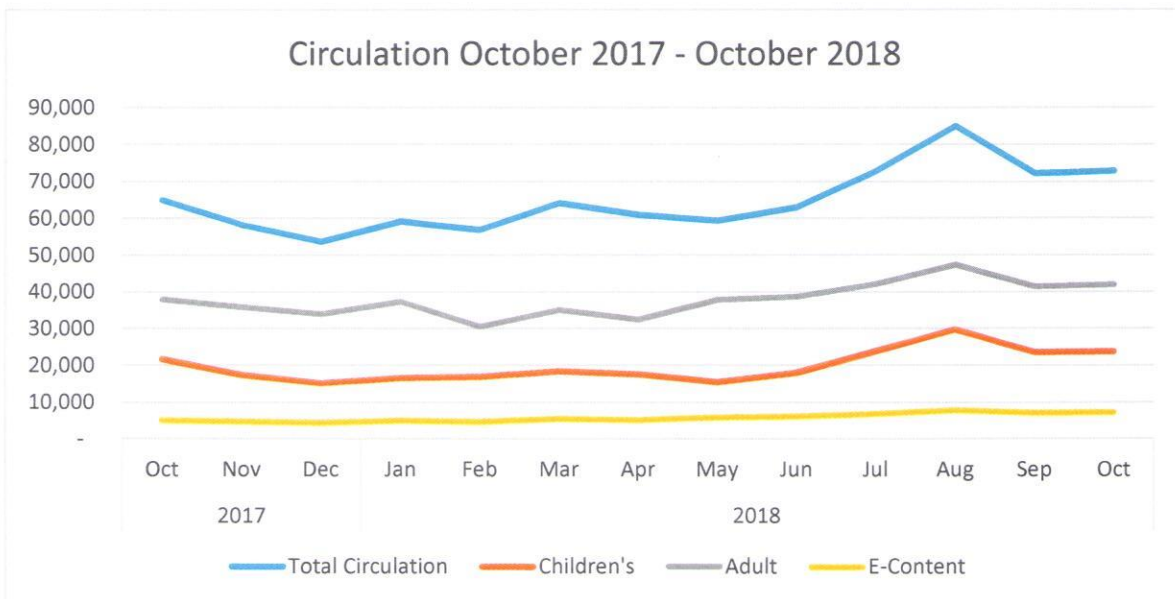
October 2018

**Museum  
Passes  
Check-Outs**

	<u>2017</u>	<u>2018</u>		<u>Dev.</u>	<u>%</u>	
Days of Service	30	30				
<b>RIVERFRONT LIBRARY</b>						12
Adult	13,595	15,819		2,224		
Children's	7,801	8,607		806		
<b>Total Riverfront Circulation</b>	<b>21,396</b>	<b>24,426</b>		3,030	14.16%	
<b>GRINTON I. WILL BRANCH</b>						13
Adult	21,462	22,048		586		
Children's	12,209	13,427		1,218		
<b>Total Will Circulation</b>	<b>33,671</b>	<b>35,475</b>		1,804	5.36%	
<b>CRESTWOOD BRANCH</b>						6
Adult	2,796	3,996		1,200		
Children's	1,782	1,758		(24)		
<b>Total Crestwood Circulation</b>	<b>4,578</b>	<b>5,754</b>		1,176	25.69%	
<b>E-content (All Branches)</b>	5,290	7,319				
<b>TOTAL CIRCULATION</b>						31
Total Current Month	64,935	72,974		8,039	12.38%	
Total Previous Months	<u>587,934</u>	<u>593,764</u>		<u>5,830</u>	<u>0.99%</u>	
<b>Total Year to Date</b>	652,869	666,738		13,869	2.12%	

## Circulation October 2017 - October 2018

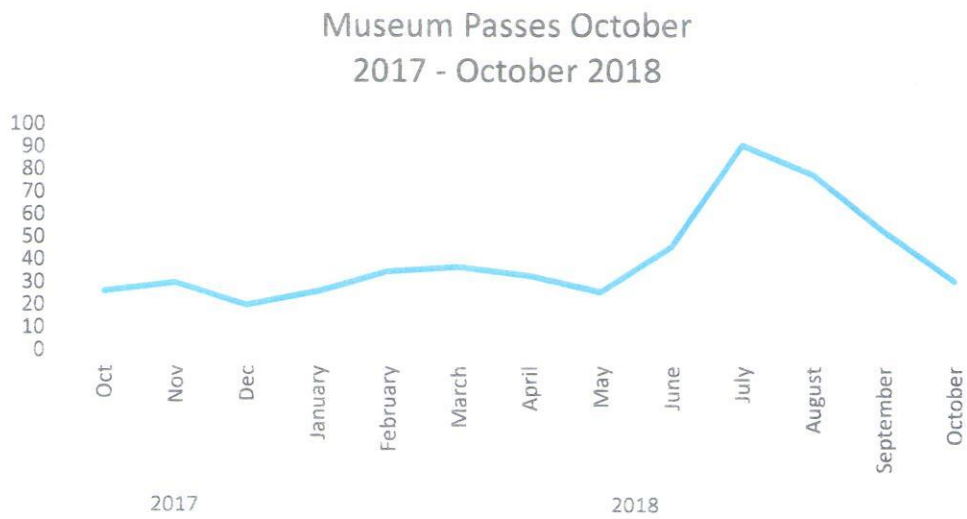
		Total Circulation	Children's	Adult	E-Content
2017	Oct	64,935	21,792	37,853	5,290
	Nov	58,264	17,523	35,806	4,935
	Dec	53,669	15,213	33,888	4,568
2018	Jan	59,157	16,712	37,266	5,179
	Feb	56,858	16,935	30,496	4,836
	Mar	64,153	18,521	34,965	5,636
	Apr	60,966	17,694	32,398	5,264
	May	59,384	15,619	37,747	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





# Museum Passes

Year	Month	Checked Out
2017	Oct	26
	Nov	30
	Dec	20
2018	January	26
	February	35
	March	37
	April	33
	May	26
	June	46
	July	91
	August	78
	September	53
	October	31



## Museum Passes by Branch

2018	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

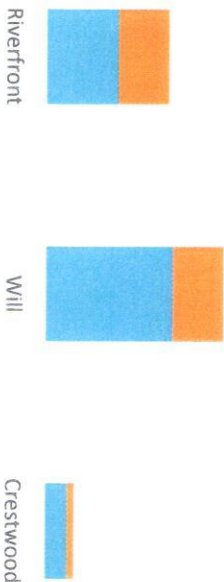
Museum Passes by Branch 2018



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

	Print	AV	Total
Riverfront	14,435	9,991	24,426
Will	25,403	10,072	35,475
Crestwood	4,444	1,310	5,754
Total	44,282	21,373	65,655

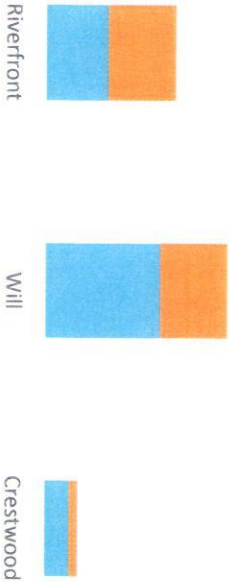
### Print vs. AV - October 2018



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

	Print	AV	Total
Riverfront	7,630	8,189	15,819
Will	14,057	7,991	22,048
Crestwood	3,061	935	3,996
Total	24,748	17,115	41,863

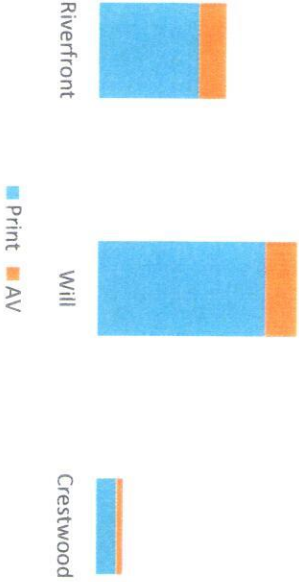
### Adult Print vs. AV - October 2018



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

	Print	AV	Total
Riverfront	6,805	1,802	8,607
Will	11,346	2,081	13,427
Crestwood	1,383	375	1,758
Total	19,534	4,258	23,792

### Juvenile Print vs. AV - October 2018

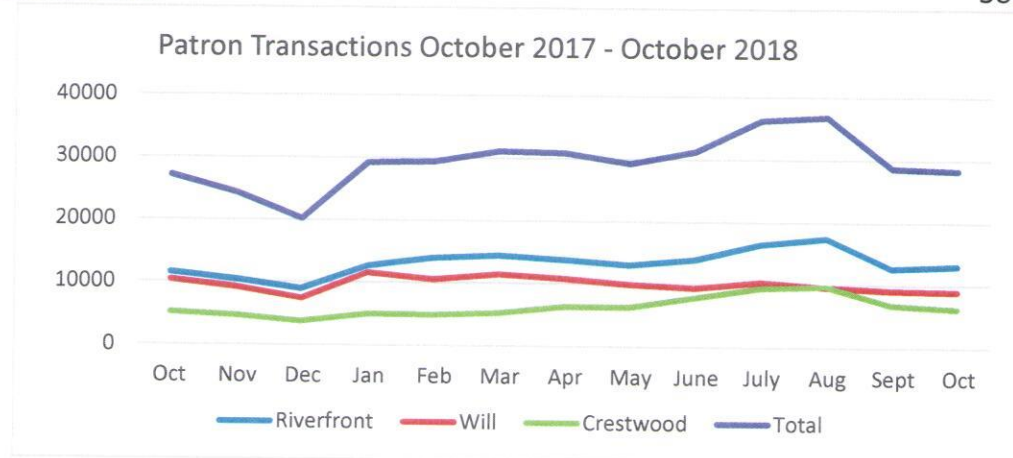




# Yonkers Public Library

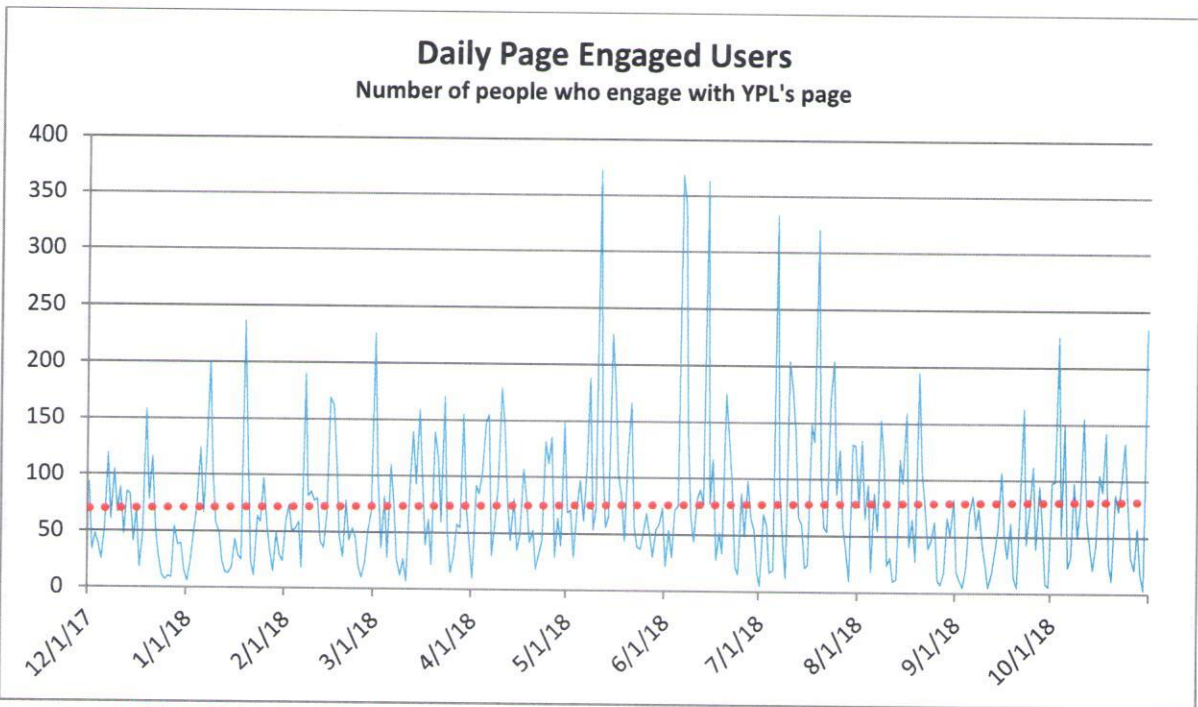
## STATISTICS - PATRON TRANSACTIONS October 2018

	September 2018	October 2018
<b>RIVERFRONT LIBRARY</b>		
Circulation	5,025	4,796
Directional/Other	4,708	4,957
Reference	2,955	3,302
<b>Total</b>	12,688	13,055
<b>GRINTON I. WILL BRANCH</b>		
Circulation	5,064	5,033
Directional/Other	1,757	1,744
Reference	2,317	2,211
<b>Total</b>	9,138	8,988
<b>CRESTWOOD BRANCH</b>		
Circulation	1,835	2,000
Directional/Other	1,680	1,316
Reference	3,330	2,949
<b>Total</b>	6,845	6,265
<b>TOTALS</b>		
<b>Current Month</b>	28,671	28,308
<b>Previous Months</b>	-	354,494
<b>Cumulative</b>		382,802

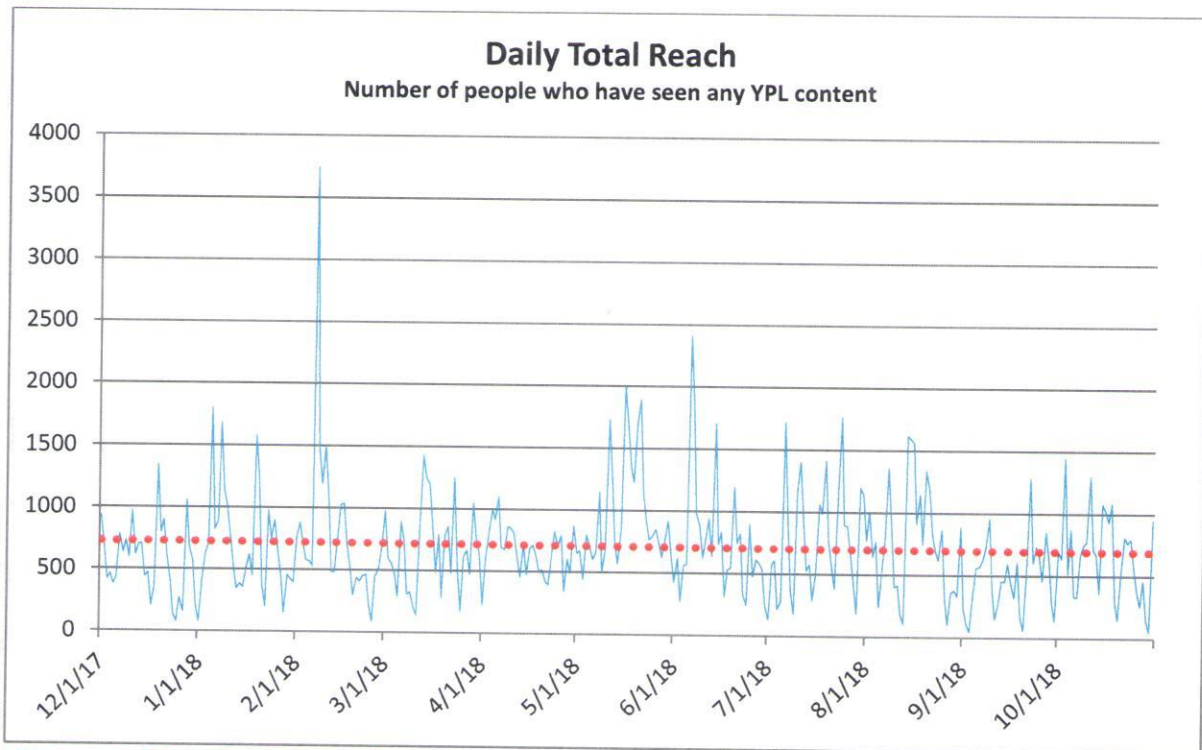


# Social Media Statistics October 2018

## FACEBOOK Snapshot



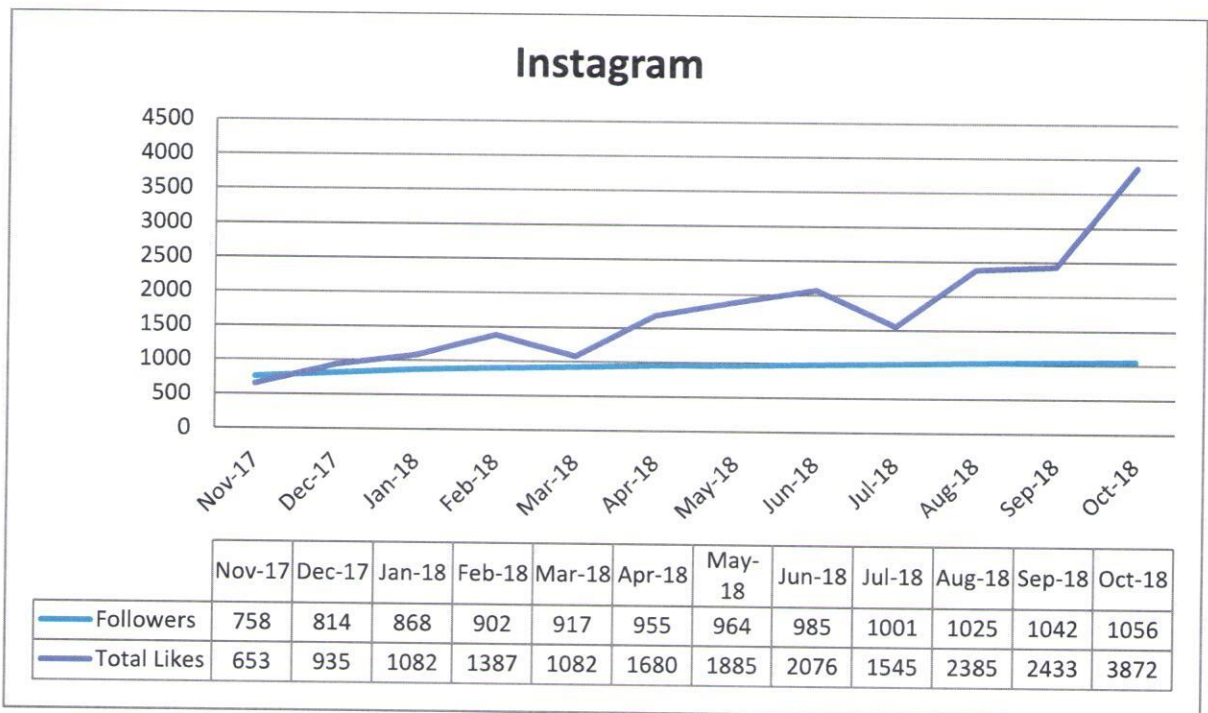
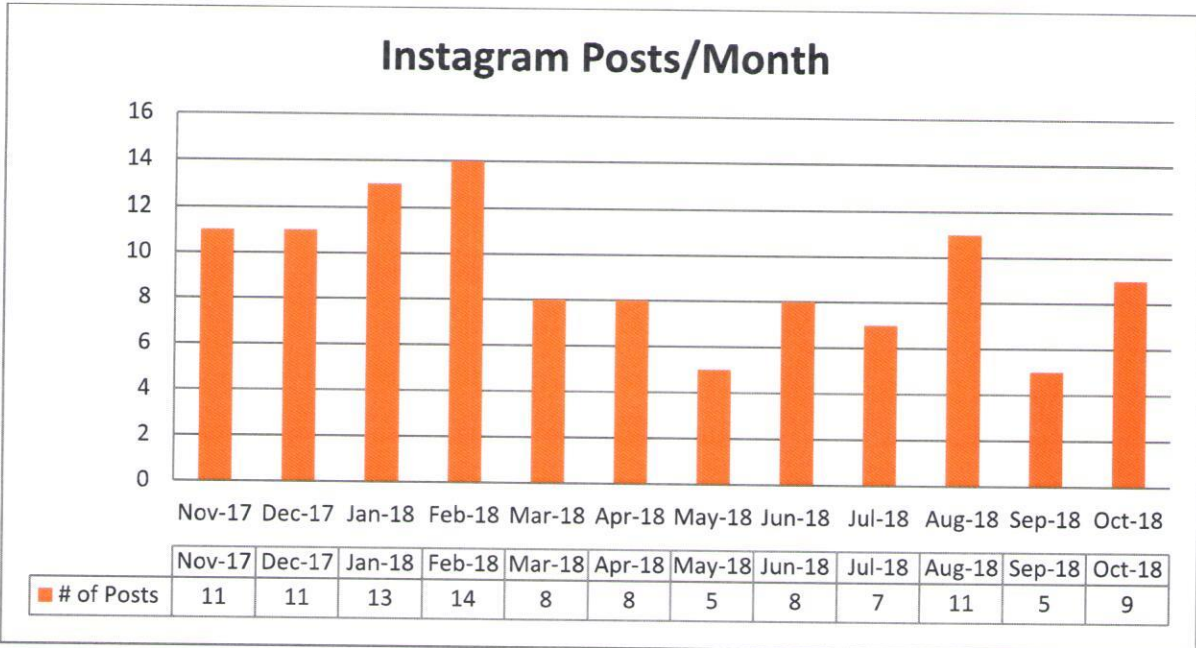
**INSIGHT: IS YPL'S ENGAGEMENT RATE INCREASING OVER TIME**



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

# INSTAGRAM

## Snapshot





**CONSTANT CONTACT****October Newsletters**

---

Date	Campaign Name	Total Sent	Open Rate	Total Unique Opens	Total Unique Clicks	Total Unsubscribes
2018/09/27, 4:52 PM	September Gallery Newsletter	1,893	23%	411	12	9
2018/09/27, 10:15 AM	Gallery Hop October 4, 2018	14,987	18%	2,471	70	31
2018/09/26, 1:50 PM	Foundation Gala - Han List	74	86%	63	12	0
2018/09/13, 9:44 AM	FYPL_Gala_New Beginnings18	11,571	26%	2,722	275	22
2018/09/11, 8:50 PM	Hispanic Heritage_9/22/18	11,355	23%	2,383	63	21
2018/09/06, 4:35 PM	Back to School_2018	11,376	29%	3,012	186	21
2018/09/04, 9:19 PM	Copy of Sept 6 Gallery Hop	14,871	14%	1,969	67	26

Opens by device:

Mobile: 44%

Desktop: 56%

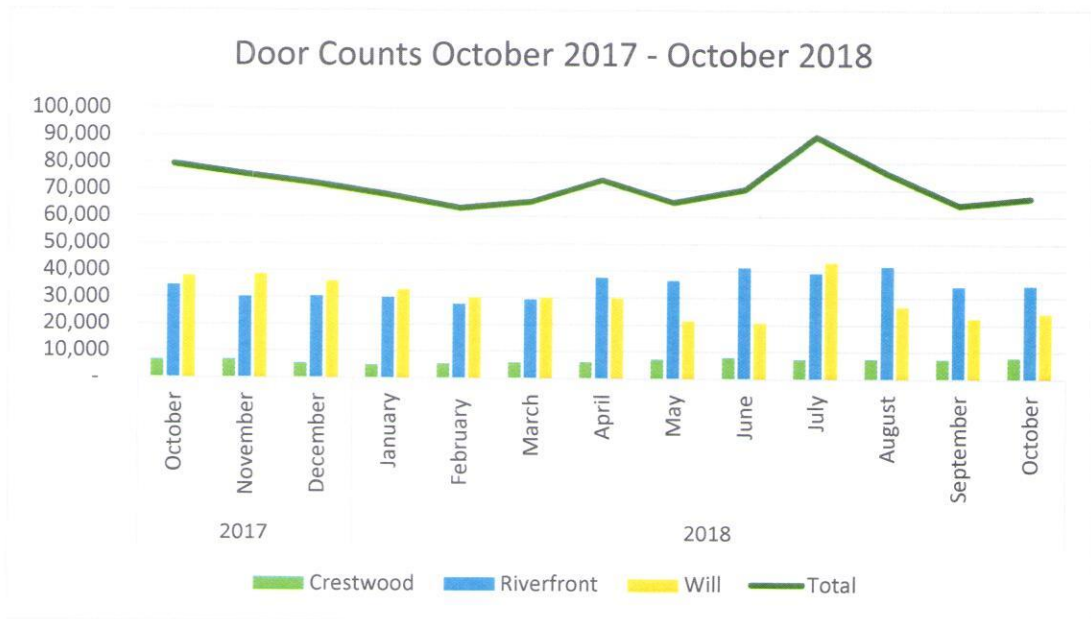
October 2018

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,614	37,579	26,966	<b>66,159</b>
Contract	1	126	6	<b>133</b>
Courtesy	0	1	24	<b>25</b>
Guest	0	5	0	<b>5</b>
Internet	0	5	3	<b>8</b>
Juvenile	275	6,873	3,850	<b>10,998</b>
Staff	23	114	92	<b>229</b>
Teen	61	6,355	2,048	<b>8,464</b>
Temp	1	29	3	<b>33</b>
<b>Total</b>	<b>1,975</b>	<b>51,087</b>	<b>32,992</b>	<b>86,054</b>

## Door Counts

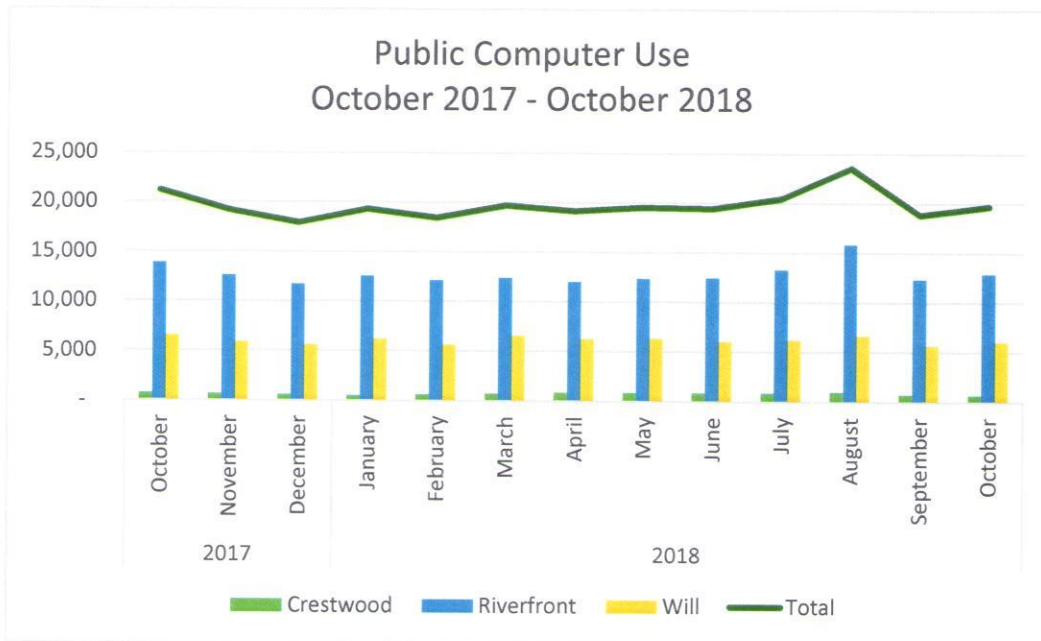
		Crestwood	Riverfront	Will	Total
2017	October	6,729	34,414	38,247	79,390
	November	6,755	30,096	38,818	75,669
	December	5,528	30,310	36,342	72,180
2018	January	4,908	30,044	33,193	68,145
	February	5,431	27,564	30,231	63,226
	March	5,906	29,334	30,250	65,490
	April	6,145	37,567	29,952	73,664
	May	7,287	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





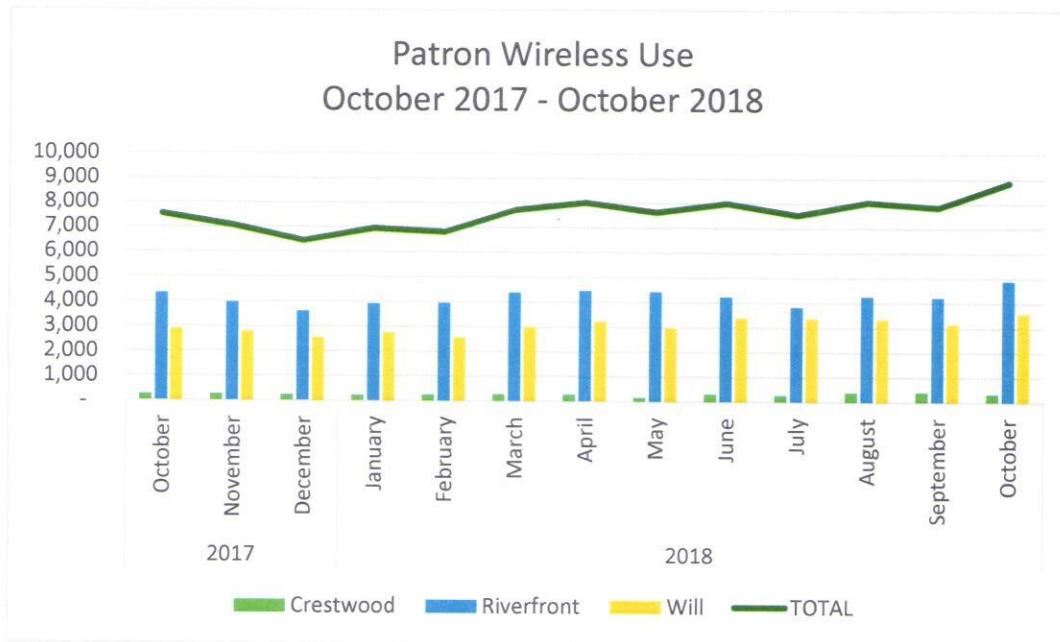
## Public Computer Use

		Crestwood	Riverfront	Will	Total
2017	October	707	13,860	6,604	21,171
	November	637	12,603	5,975	19,215
	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



## Patron Wireless Use

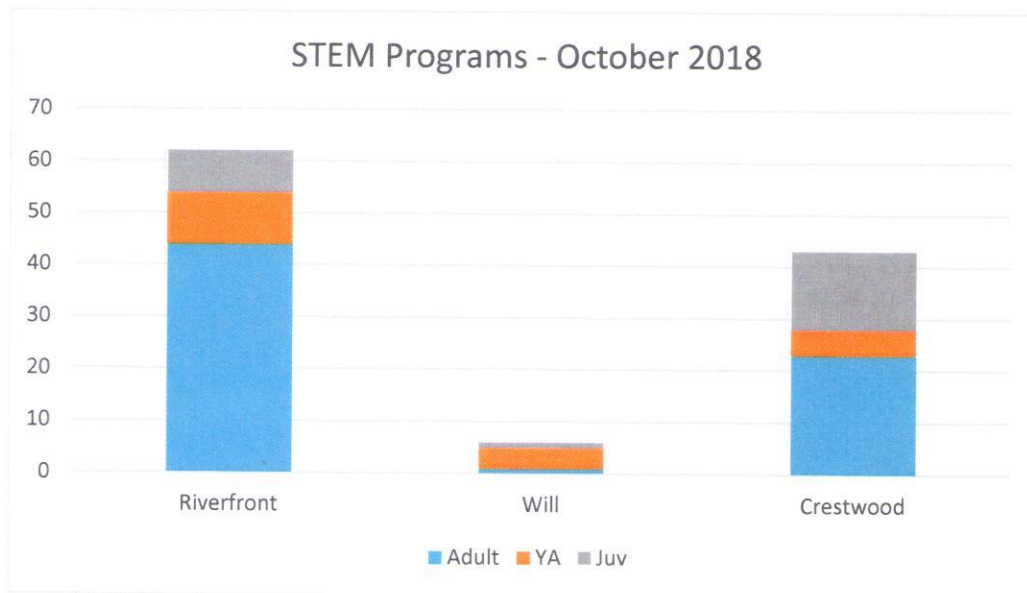
		Crestwood	Riverfront	Will	TOTAL
2017	October	267	4,336	2,921	7,524
	November	276	3,979	2,818	7,073
	December	250	3,620	2,578	6,448
2018	January	239	3,917	2,793	6,949
	February	264	3,958	2,588	6,810
	March	295	4,381	3,028	7,704
	April	287	4,466	3,262	8,015
	May	174	4,438	3,018	7,630
	June	331	4,239	3,427	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



## STEM Programs - October 2018

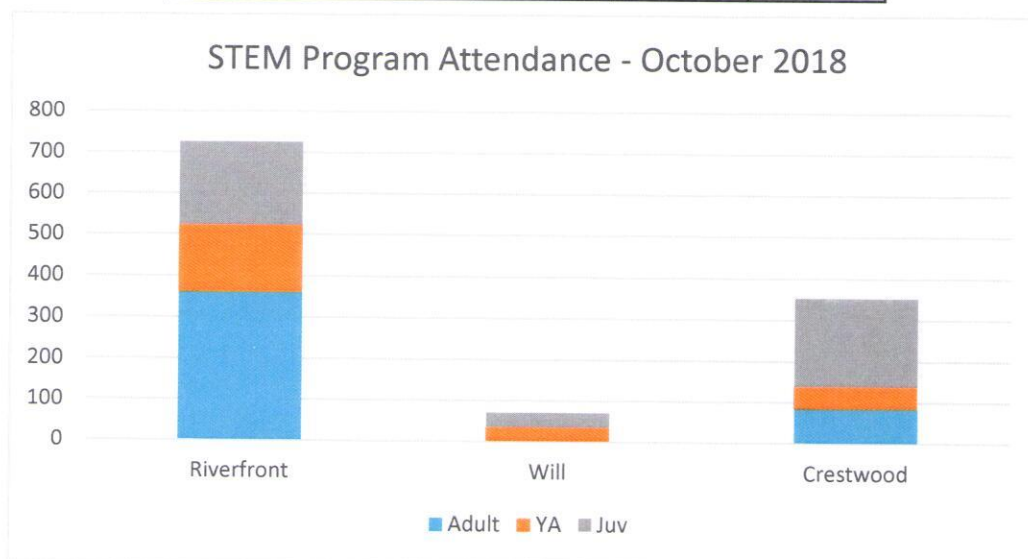
### Sessions

	Adult	YA	Juv	Total
<b>Riverfront</b>	44	10	8	<b>62</b>
<b>Will</b>	1	4	1	<b>6</b>
<b>Crestwood</b>	23	5	15	<b>43</b>
<b>Total</b>	<b>68</b>	<b>19</b>	<b>24</b>	<b>111</b>



### Attendance

	Adult	YA	Juv	Total
<b>Riverfront</b>	361	164	201	<b>726</b>
<b>Will</b>	1	36	35	<b>72</b>
<b>Crestwood</b>	86	55	211	<b>352</b>
<b>Total</b>	<b>448</b>	<b>255</b>	<b>447</b>	<b>1150</b>





# YONKERS PUBLIC LIBRARY

## PERSONNEL REPORT NOVEMBER 1, 2018

---

<b><u>Element Number &amp; Category</u></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	7	1
<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>28</u>	<u>9</u>
<b>TOTAL</b>	<b>106</b>	<b>87</b>	<b>19</b>

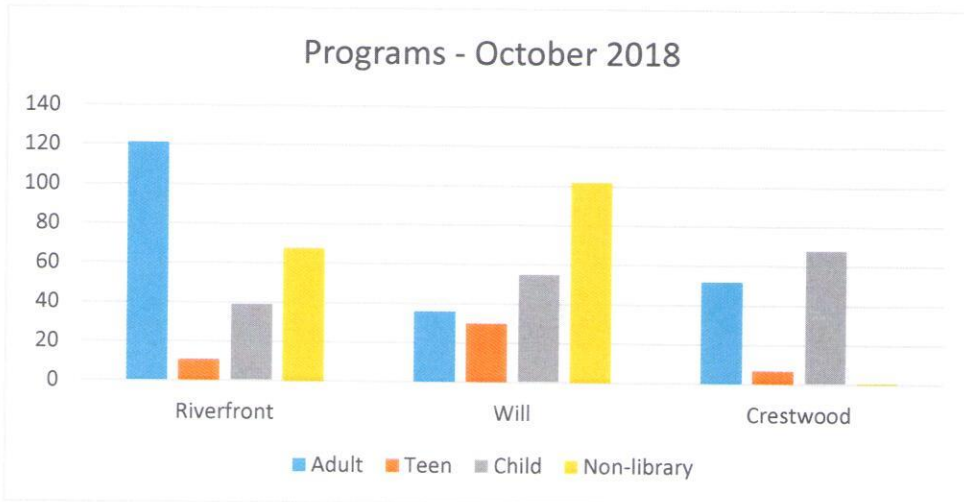
---



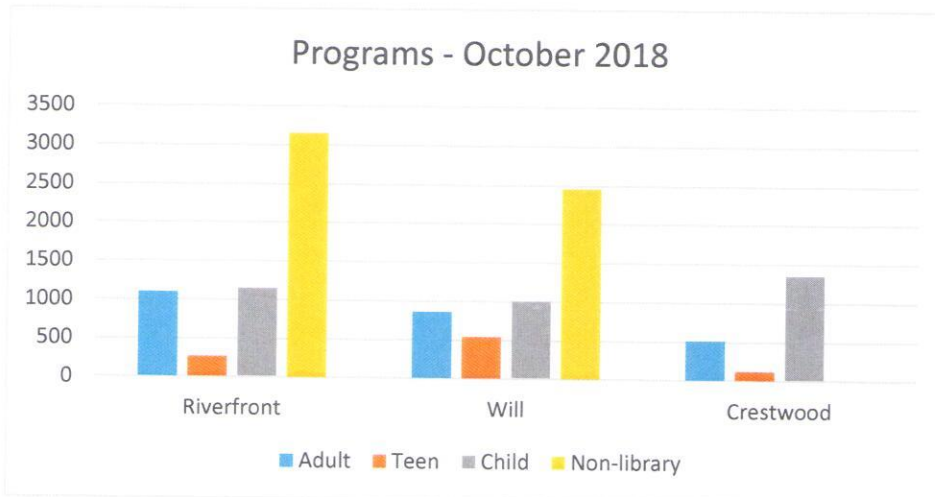
Edward Falcone  
Library Director

## Yonkers Public Library Programs - OCTOBER 2018

Number of Programs				
	Riverfront	Will	Crestwood	Total
<b>Adult</b>	121	36	52	<b>209</b>
<b>Teen</b>	11	30	7	<b>48</b>
<b>Child</b>	39	55	68	<b>162</b>
<b>Non-library</b>	68	102	1	<b>171</b>
<b>Total</b>	<b>239</b>	<b>223</b>	<b>128</b>	<b>590</b>



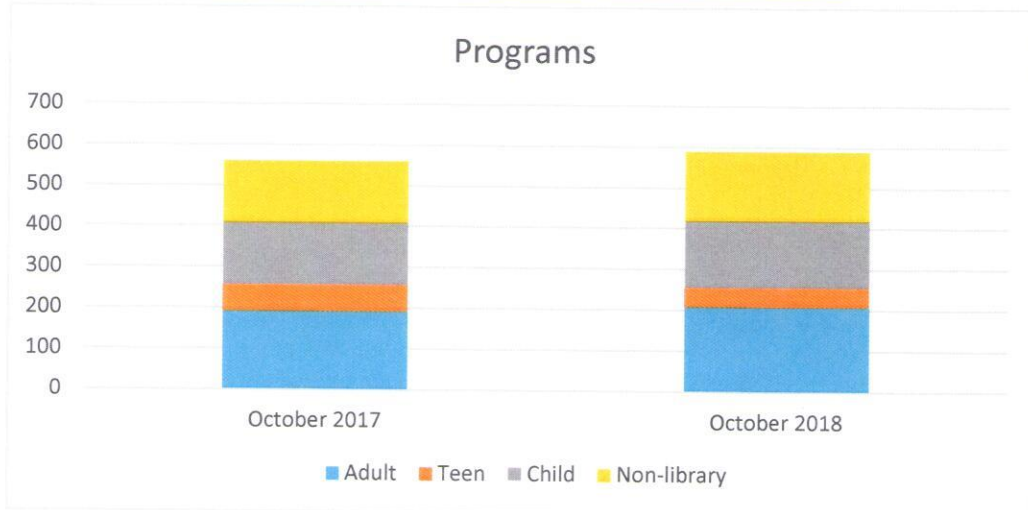
Attendance				
	Riverfront	Will	Crestwood	Total
<b>Adult</b>	1097	858	510	<b>2465</b>
<b>Teen</b>	264	540	122	<b>926</b>
<b>Child</b>	1150	1000	1352	<b>3502</b>
<b>Non-library</b>	3159	2461	9	<b>5629</b>
<b>Total</b>	<b>5670</b>	<b>4859</b>	<b>1993</b>	<b>12522</b>



## Programs One-Year Comparison

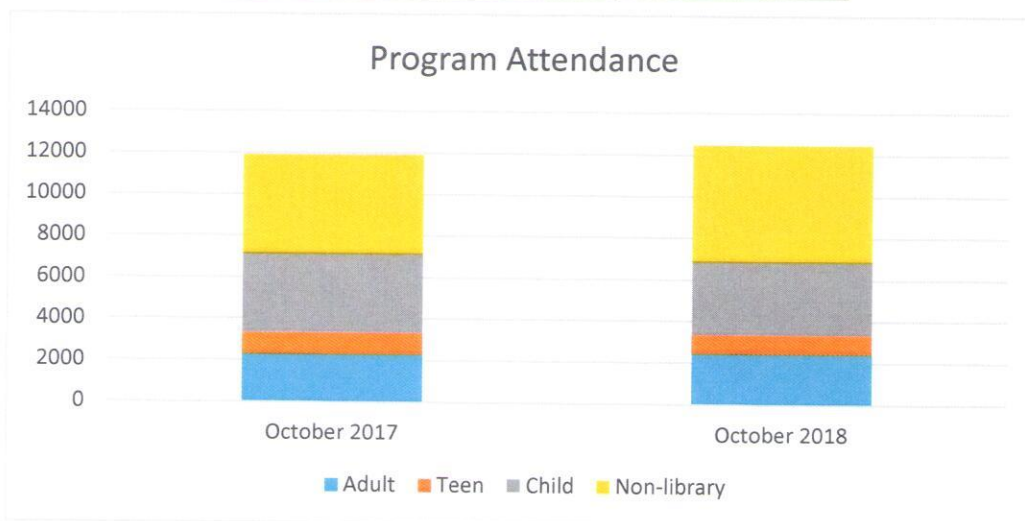
### PROGRAMS

	October 2017	October 2018
<b>Adult</b>	192	209
<b>Teen</b>	66	48
<b>Child</b>	151	162
<b>Non-library</b>	152	171
<b>Total</b>	561	590



### ATTENDANCE

	October 2017	October 2018
<b>Adult</b>	2316	2465
<b>Teen</b>	1043	926
<b>Child</b>	3794	3502
<b>Non-library</b>	4785	5629
<b>Total</b>	11938	12522





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

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
3	Babies and Books	JUV			86
2	Baby Signing Time	JUV			73
1	Bagua Meditation	Adult			16
2	Bilingual Storytime	JUV			60
2	Bilingual Storytime - St. Peter's School	JUV		YES	136
1	Bilingual Storytime and Gardening for Children at the Museum - Philipse Manor Hall	JUV	YES		41
2	Boot Camp for Kids	JUV			33
1	Buying and Selling in eBay	Adult	YES		12
2	Cesar Chavez School - 6th grade	JUV		YES	102
1	Collage Art for Kids: Decorate a Treasure Box	JUV			7
3	Conversation Class	Adult			30
1	Family Pumpkin Decorating / Decoración de calabazas en familia	JUV			62
1	Google Docs & Drive	Adult	YES		2
1	Halloween Movies @ your Library double feature	Adult			35
1	Halloween Paper-Cutting	Y/A	YES		12
1	Halloween Story & Craft	JUV			67
1	Hispanic Heritage Celebration: All About Empanadas	Adult			39
1	IB Orientation Day	Y/A		YES	100
1	Intermediate Word	Adult	YES		4
1	Internet for beginners	Adult	YES		8
1	Intro to 3D printing	Adult	YES		6
1	Intro to Photoshop	Adult	YES		3
1	Intro to publisher	Adult	YES		3
1	Intro to Word	Adult	YES		10
1	Introduction to Windows 7	Adult	YES		4
5	Job search help	Adult	YES		69
4	Knitting/Crochet Group & Coloring	Adult			82
1	Legorama	JUV			32
1	Microsoft Word basico	Adult	YES		3
2	Películas de herencia hispana: Condorito & Ni de aqui ni de alla	Adult			41
1	Películas de herencia hispana para niños en su biblioteca: The Perfect Game	JUV			6
1	Point and Click	Adult	YES		4
1	Powerpoint I	Adult	YES		7
1	Powerpoint II	Adult	YES		2
5	Preschool Playdate	JUV			86
1	QuickBooks	Adult	YES		24
1	Social Media	Adult	YES		6
2	Storytime at Queens Daughters Day Care	JUV		YES	58
1	Strong by Zumba	Adult			15
12	TASC	Adult	YES		92
2	Tech drop in	Adult	YES		15
1	Tech for seniors	Adult	YES		8
1	Teen Sewing	Y/A	YES		14
5	Toddler Time	JUV			91
4	VR + Gaming	Y/A	YES		95
1	Windows basico	Adult	YES		5
1	Word for Resumes	Adult	YES		4
1	Zumba	Adult			20
4	Girls Who Code	Y/A	YES		43







## NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
3	Family Services Society of Yonkers: Youth Empowered for Success	44	
1	Community Housing Innovations: First Time Homebuyer Orientation	85	
1	YPS ELA/Title I Reading Teacher Meeting	20	
1	SCORE How to Grow Your Business Workshop Series	15	
1	MTA Explorer Program	12	
2	Hudson Valley Community Services: Seeking Safety Womens Support Group	12	
1	A Tale of Two Havanas Film Reception (Chuck Lesnick)	75	\$75
2	Westchester Disabled On the Move ACCES-VR Orientation	30	
1	Sister to Sister International: Girl Power	170	\$400
4	Family Services of Westchester: Creative Writing Workshop	53	
1	Yonkers Arts Board Meeting	9	
2	Rising Ground Planning Meeting	18	
1	Hope & Love Book Club Reading	6	
1	YPS Hispanic Heritage Celebration	200	
1	National Association of Letter Carriers Meeting	32	
1	MTA Skilled Craft Career & Trade Fair	150	
2	Relative Caregivers Support Group	20	
1	National Council of Negro Women Membership Meeting	8	
1	Yonkers African American Heritage Committee: Economic Education Symposium	52	
1	Gamma Phi Delta Meeting	12	
1	NYCD16 Indivisible Meeting	167	
2	Local 628 Firefighters	27	
1	Avon Representatives Meeting	52	\$75
1	100 Hispanic Women of Westchester	14	
1	LGBTQ Advisory Board Meeting	6	
1	US Small Business Administration: Emerging Leaders 2018	21	
2	USWU Local 455 Westchester Ambulette Meeting	109	
1	League of Women Voters: Know Your Government: Getting Ready for the Midterm Election	12	
1	CLUSTER Advanced Regional Training	13	
2	Yonkers Partners in Education: Scholars Information Session	125	
1	Foundation for the Yonkers Public Library: New Beginnings Fall Gala	150	
1	CLUSTER Diabetes Self-Management Program	14	
1	US Coast Guard Academy Information Session	52	
1	JobsFirst NYC/Westchester Community Foundation: Jobs Roundtable & Listening Session	30	
1	Family Services Society of Yonkers: Kinship Support Group (Spanish)	6	
1	Sister to Sister International STEAM Study Session	23	
1	Yonkers Marathon Bag Check & Registration	300	
1	JCY Westchester Community Partners: Mentor Training	56	
1	Fidelis Care Meeting	6	
1	Israelite Church of God in Jesus Christ	6	
5	Consulado General De Mexico en Nueva York: El Consulado sobre Ruedas	500	
1	YSEPTA Meet & Greet	53	
1	Horizon Healthcare Staffing: School Nurse Training	6	\$100
1	Rising Ground Pumpkin Decorating	20	
1	Autism Project/FLOS: Navigating Your Child's IEP & Knowing The Special Education System	25	
1	Third Ward: Democratic Candidates Q&A Session	50	
1	Community After School ESL Tutoring	22	
1	Liga de Yonkers Soccer League Meeting	39	
1	Westchester Continuum of Care Partnership for the Homeless: Domestic Violence Training	146	
1	NYS CASE: Job Coaching and Employment Support Training	26	
1	Family Services Society of Yonkers: Kinship Support Recognition Ceremony	50	
1	SCORE Free Small Business Workshop	10	

<b>Total Non-Library Programming</b>	<b>Sessions</b> 68	<b>Att.</b> 3159
<b>GRAND TOTAL PROGRAMMING</b>	<b>239</b>	<b>5670</b>



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

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
8	Nursery Rhyme Time	JUV			179
4	Baby Time	JUV			110
10	Mother Goose Time	JUV			224
2	Chess Club	JUV			10
1	Lego Club	JUV	YES		35
1	Bilingual Story Time	JUV			10
1	Fall Picture Bingo	JUV			20
1	Music with Zev	JUV			54
1	Ghost and Goblins on Parade	JUV			22
1	Celebrate Hispanic Heritage Month	JUV			100
4	Circus Club	JUV			13
1	Castles: Home and Fortresses	JUV			13
1	Not So Spooky Halloween Concert	JUV			36
1	Class Visit-St John the Baptist	JUV		YES	90
1	Class Visit-Montessori	JUV		YES	24
4	Gaming Thursdays	Y/A	YES		36
1	Read Away Your Fines	Y/A			3
1	Teen Lounge	Y/A			44
1	Young Adult Advisory Group	Y/A			9
1	Young Adult Book Club	Y/A			9
22	YA Groups ex AHRC, Another Step, Day Break	Y/A			439
5	Crochet Club	Adult			50
4	Bridge Club	Adult			64
1	Intro to E-Book	Adult	YES		1
1	Zumba for Adults and Teens	Adult			13
1	Will Book Club	Adult			28
6	WEBS Career Counseling	Adult			44
1	Opioid Community Training	Adult			15
1	Book Sale sponsored by Friends of YPL	Adult			525
2	Feature Films	Adult			48
1	The Ultimate Boy Band-Friends of YPL	Adult			50
4	Stringed Instrument Meetup	Adult			7
9	Senior Benefit Information Center	Adult			13
17	Homework Helper	JUV			60

	<u>Sessions</u>	<u>Attendance</u>
Adult	36	858
Y/A	30	540
JUV	55	1000
STEM	6	72
Class Visits	2	114
<b>Total Regular Library Programming</b>	<b>121</b>	<b>2,398</b>



**NON-LIBRARY PROGRAMMING**

Sessions	Program	Attendance	Fee
1	Brandeis Women's Club	20	
1	Housing Action Center	30	
6	UFT Retired Teachers	141	
1	Yonkers Historical Society	15	
1	City of Yonkers Mobile Tax Service	225	
4	Meditation Seminar with Indra	10	
1	National Council of Negro Women	35	
1	Park Avenue Investments	10	
1	Little Radical Theatrics	25	
1	Alexander Technique Bronxville	15	50
1	Jewish Council of Yonkers	20	
1	Luther Burbank Garden Club	5	
1	Toastmaster's	10	
1	SEIU 704 B	20	
1	Fisher House Foundation	125	
1	Yonkers Philharmonic Society	15	
1	National Stuttering Association	5	
6	Westchester Board of Elections	225	
1	Aquehung Democratic Club	20	
1	Rising Phoenix	25	
1	AARP Driving Program	25	
1	NAMI	5	
2	CTS Study	25	
2	Sing Memorable Songs	40	
1	Westchester Residential Opportunities	50	
1	AARP Chapter 5427	30	
1	Driver's Safety	20	50
1	Rotary Club	50	
4	Salerno Italian Club	15	
1	City Council President Mike Khader	25	
1	Chaminade	30	
1	City of Yonkers Housing Authority	25	
1	2035 Central Park Annual Meeting	40	50
1	Empire Safety Driving Program	20	50
1	CSEA	25	
1	Enrico Fermi Scholarship Committee	10	
24	Little Learners - Parks Dept	550	
24	Senior Center-Parks Dept	480	

<b>Total Non-Library Programming</b>	<u>Sessions</u> 102	<u>Att.</u> 2461
<b>GRAND TOTAL PROGRAMMING</b>	<b>223</b>	<b>4859</b>



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

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Tech Drop-In: Novelist	Adult	Yes		14
1	Tech Drop-In: Appy Hour	Adult	Yes		13
1	Tech Drop-In: Freegal	Adult	Yes		5
1	Tech Drop-In: Fall Into E-Books	Adult	Yes		5
1	Tech Drop-In: Fall Into Instagram	Adult	Yes		7
1	Tech Drop-In: Online Storage	Adult	Yes		5
4	News & Brews	Adult			115
4	PC Cruzin'	Adult	Yes		21
2	Sing Memorable Songs: Crestwood Crooners	Adult			14
5	Color at Crestwood	Adult			109
5	Mah Jong	Adult			20
1	Crestwood Reiki Experience	Adult			14
1	Fall Into Action: Get Organized	Adult			11
1	Sound Meditation	Adult			19
3	Non-Pretzel Yoga	Adult			31
3	Yoga for Yogis	Adult			47
1	Crestwood Book Club	Adult			15
3	Mindful Mondays	Adult			29
13	Help Desks	Adult	Yes		16
1	Tech Drop-In: Tumblebooks	Juv	Yes		13
1	Tech Drop-In: NASA Live Stream	Juv	Yes		10
1	Tech Drop-In: 3-D Printing	Juv	Yes		22
1	Tech Drop-In: Launchpads	Juv	Yes		22
2	Crestwood Literary Lego Club	Juv	Yes		35
1	Bake the World a Better Place: Bat Week Edition	Juv			33
18	Homework Helper	Juv			196
4	Crestwood Cinema	Juv			62
10	Music & Merriment	Juv			453
4	Chess	Juv			17
4	Discovery Storytime	Juv			93
1	Paws for Reading	Juv			29
2	Art With Madison	Juv			35
1	Science with Mary Ann	Juv	Yes		16
1	Young Science Explorers	Juv	Yes		10
1	Saturday Story Time	Juv			13
1	Homeschool History Fair	Juv			52
4	Saturday Chess	Juv			39
1	Bat Week: StellaLuna Story & Craft	Juv			28
2	Going Batty	Juv	Yes		17
1	Be at Bat Hero	Juv	Yes		6
1	Halloween Fun with Wickity Stitch & Tibbits	Juv			79
1	Halloween Author Visit with Elle L. Stone	Juv			12
4	Minecraft Monday	Juv	Yes		60
1	Tech Drop-In: Teen Book Finder	Y/A	Yes		8
1	Tech Drop-In: Fact vs. Fake	Y/A	Yes		13
1	Tech Drop-In: Intro to VR	Y/A	Yes		12
2	Teen Tuesdays	Y/A	Yes		22
1	YA Book Buzz	Y/A			59
1	Volunteens	Y/A			8









Section II.D.1  
POLICY ON HARASSMENT, DISCRIMINATION, AND EQUAL EMPLOYMENT OPPORTUNITY  
Draft October 2018 (Awaiting Trustee Approval)  
Replaces October 2016

I. Equal Employment Opportunity

The Yonkers Public Library (Library) is an equal opportunity employer that does not discriminate on the basis of race, color, creed, age, national origin, alien or citizenship status, religion, gender (Including gender identity), sexual orientation, disability, arrest or conviction record, marital status, military status, partnership status, or status as a victim of domestic violence, stalking or sex offenses, genetic information or any other characteristic protected by federal, state or local law. Our management team is dedicated to ensuring the fulfillment of this policy in hiring, placement, selection for training, promotion, transfer, demotion, layoff, termination, recruitment, advertising, rates of pay or any other forms of compensation and general treatment during employment.

II. Policy Statement; Harassment and Discrimination

The Library does not tolerate sexual harassment or any form of harassment of any employee, job applicant, contractor or intern whether paid or unpaid (collectively “employees”), by any employee, including managers, supervisors and/or co-workers, or by non-employees such as vendors, patrons or Trustees. Anyone engaging in such conduct not only exposes the Library to legal liability, but the perpetrator may also be personally liable for his or her conduct. This Policy applies to all applicants and employees in every aspect of employment and prohibits harassment, discrimination and retaliation, whether engaged in by co-workers, supervisors or non-employees.

The Library requires all employees to comply with this Policy and contribute to maintaining a workplace that is free of discrimination and harassment. Therefore, if you witness or otherwise become aware of sexual or other harassment or unlawful discrimination, you have an obligation to report the behavior, even if it was not directed at you.

Supervisors, managers and anyone with supervisory oversight of any other employees are obligated to immediately report sexual harassment or any other form of harassment as soon as they become aware of it, no matter who reported the behavior, and even if no one has complained about the behavior. Supervisors or managers who fail to report harassment will be subject to discipline.

Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, including but not limited to during work-related meetings, travel and social events or over electronic communication such as email, text or online. Misconduct under this policy will result in appropriate disciplinary action against the perpetrator or the manager or supervisor who fails to report the misconduct.

### III. Prohibition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct based on gender or of a sexual or nature, when:

- Submission to such conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment (quid pro quo); or
- Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual (quid pro quo); or
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creates and/or perpetuates an intimidating, hostile, or offensive work environment (hostile work environment).

Sexual Harassment is unlawful gender discrimination under federal, state and local laws.

Sexual harassment may be based on a person's gender, sexual orientation, or gender identity or expression. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders.

Some examples of sexual harassment that violate the Library policy include:

- Unwelcome touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Whistling in an inappropriate manner.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring or stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti or cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive email, text messages, instant messages or voice-mail messages.
- Sexually-oriented or explicit remarks, including written or verbal references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies or prowess.
- Questions or offering unsolicited information about one's sex life or experiences.
- Repeated requests for dates after having been turned down.
- Requests or suggestions of sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Excluding, undermining, demeaning, insulting, or denying resources to someone based on their gender, sexual orientation, or gender identity or expression.



- Any other conduct or behavior deemed inappropriate under the circumstances by the Library.

IV. Other Harassment Prohibited

Harassment or discrimination on the basis of any other characteristic protected by applicable law is also strictly prohibited. Under this Policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion, or results in adverse action against an individual because of his/her race, color, creed, age, national origin, alien or citizenship status, religion, gender (Including gender identity), sexual orientation, disability, arrest or conviction record, marital status, military status, partnership status, or status as a victim of domestic violence, stalking or sex offenses, genetic information or any other characteristic protected by federal, state or local law and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Some examples of harassment that violate the Library policy include:

- Verbal conduct such as racial or ethnic epithets, derogatory jokes, comments, slurs, invitations or comments related to a protected characteristic.
- Visual conduct such as racially derogatory posters, photography, e-mail, cartoons, drawings or gestures that are degrading because of a protected characteristic.
- Physical conduct such as assault, unwanted touching, blocking of normal movement or interference with one's work, where such conduct is directed at a person because of a protected characteristic.
- Cyber-harassment using electronic communication, including e-mail, instant messaging (IM), chat, or messages posted to a website, blog, social media platform or discussion group or any other form of electronic communication..

V. Reporting Discrimination and Harassment

If you experience sexual harassment, gender discrimination, or any job-related discrimination or harassment based on your race, color, creed, age, national origin, alien or citizenship status, religion, gender (Including gender identity), sexual orientation, disability, arrest or conviction record, marital status, military status, partnership status, or status as a victim of domestic violence, stalking or sex offenses, genetic information or any other characteristic protected by federal, state or local law, or if you believe you have been treated in an unlawful, discriminatory and/or retaliatory manner, **you should promptly report the incident.**

You may submit a verbal or written complaint. You may use the attached complaint form and submit it to the Director. You may also use this form to report harassment committed against someone else. If your complaint involves the Director, or you are otherwise uncomfortable reporting the matter to the Director, you should report the issue directly to the Deputy Director,

your manager, supervisor or any other manager or supervisor. Any manager or supervisor who becomes aware that such discrimination, harassment, retaliation and/or other unlawful employment practice is taking place in the workplace is required to follow this reporting procedure immediately.

VI. Investigations

The Library takes complaints of discrimination and harassment very seriously. Such behavior is not tolerated. Every report of perceived discrimination, harassment, and/or retaliation will be timely and fully investigated in a manner that ensures due process for all parties. Investigations will be conducted confidentially to the extent possible. Investigations may include speaking to the parties and witnesses and reviewing potentially relevant documents, emails, or other electronic communications. All employees, including managers and supervisors, are required to cooperate with and participate with any such investigation about which they may be able to provide relevant information. Refusal to cooperate may lead to discipline. Investigations will be completed as expeditiously as possible. The person(s) making the complaint and the person(s) against whom the complaint was made will be notified of the determination of the investigation. The person(s) making the complaint may also seek administrative or legal recourse as outlined below.

VII. Retaliation is Prohibited

Retaliation is any adverse action that would reasonably prevent an employee from coming forward with a complaint about sexual harassment, harassment or discrimination. Adverse action does not have to be job related or occur in the workplace to be considered unlawful retaliation (for example, threats of physical violence outside of the workplace.) Retaliation is prohibited by this Policy and by local, state, and federal law. Retaliation against an individual for reporting or opposing harassment, discrimination, retaliation or other unlawful employment practice, or for testifying, supporting or participating in an investigation into such a claim, is a serious violation of this Policy and will not be tolerated.

Anyone who believes they have been subjected to retaliation, or who witnesses or otherwise becomes aware of retaliation should report it just as they would report discrimination or harassment.

Neither this Policy nor the law protects intentionally false claims of harassment or retaliation.

VIII. Appropriate Response and Disciplinary Action

Misconduct constituting harassment, sexual harassment, discrimination or retaliation will be dealt with promptly and appropriately. Response may include, for example, training, counseling, monitoring of the offender and/or disciplinary action consistent with the Library disciplinary policy, including termination of employment. These actions will be taken as the Library deems appropriate under the circumstances.



IX. Other Resources

The United States Equal Employment Opportunity Commission (“EEOC”) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. A complaint may be filed with the EEOC by calling 1-800-669-4000 or visiting [eoc.gov](http://eoc.gov).

The New York State Human Rights Law (“HRL”), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. Complaints with the New York State Division of Human Rights (“DHR”) may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court. Complaining internally to the Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. Individuals may also file a complaint with the New York State Division of Human Rights by calling 888-392-3644 or visiting [dhr.ny.gov](http://dhr.ny.gov).

If you believe you have been subjected to unlawful conduct, you may also have the right to file a lawsuit in federal or state court.

If the harassment involves unwanted physical contact, coerced physical confinement, or coerced sex acts, the conduct may be a crime for which you may contact the local police department.



**Complaint Form for Reporting Sexual Harassment**

If you believe that you have been subjected to discrimination or harassment of any nature (including sexual harassment) prohibited by the Library's policies, including its Policy on Harassment, Discrimination, and Equal Employment Opportunity (the 'Policy'), or retaliatory conduct, you are encouraged to complete this Form and submit it to the Director. Once you submit this form, the Library will follow the Policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, the Library will still investigate the claim as outlined in the Policy.

**RETALIATION PROHIBITED**

The Library prohibits retaliation of any kind for filing a complaint or coming forward as a witness to discrimination, harassment or other misconduct. Anyone who believes they have been subjected to retaliation, or who witnesses or otherwise becomes aware of retaliation, should report it just as they would report discrimination or harassment.

**COMPLAINANT INFORMATION**

Name: \_\_\_\_\_ Home/Mobile Phone: \_\_\_\_\_

Home Address:  
\_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Select Preferred Communication Method:  US Mail  Email  Phone  Text  In person

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address/Branch: \_\_\_\_\_ Work Phone/Ext: \_\_\_\_\_

My Supervisor  IS  IS NOT aware of this complaint

**COMPLAINT INFORMATION**

1. Your complaint of Discrimination/Harassment/Retaliation is made against:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Location/Branch: \_\_\_\_\_ Work Phone/Ext: \_\_\_\_\_

Relationship to you:  Supervisor  Subordinate  Co-Worker  Volunteer  Patron  
 Vendor  Other (explain) \_\_\_\_\_

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is prohibited under the Library's policies. Use additional sheets of paper if necessary and attach any relevant documents or evidence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date(s) discrimination/harassment/retaliation occurred:

\_\_\_\_\_

Is the behavior described above continuing?  Yes  No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

---

---

---

---

---

*The following questions are optional, but may help facilitate the investigation.*

5. Have you previously complained or provided information (verbal or written) about discrimination/harassment/retaliation at the Library? If yes, when and to whom did you complain or provide information?

---

---

---

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state, or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state, or local government agency?

Yes  No

7. Have you instituted a legal suit or court action regarding this complaint?  Yes  No

8. Have you hired an attorney with respect to this complaint?  Yes  No

I request that the Library investigate this complaint of discrimination/harassment/retaliation in a timely and confidential manner as outlined in the Policy, and advise me of the results of the investigation. I have been informed by the Library that retaliation for filing this request is prohibited.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_