

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
RIVERFRONT LIBRARY
FEBRUARY 28, 2019**

MINUTES

[ACTION ITEM] Approve Minutes of Annual Board Meeting January 24, 2019.

GUEST PRESENTERS

Wayne Francis (Lead Pastor, Authentic Church)

Rebecca Mazin (Human Resources Consultant, Recruit Right)

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEM]

Ratify the following appointments:

Delilah Futrell, P/T Page, \$12.00/hr, eff. 2/9/19

Alan Houston, Librarian I, \$55,043.00/yr, eff. 2/22/19

Acknowledge the following resignations:

COMMITTEE REPORTS

Finance, Budget & Planning-

Employee Relations -

Buildings & Grounds -

Fundraising & Development -

Foundation Update

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #800

UNFINISHED BUSINESS

[ACTION ITEM] Appointment of Committees by President

[ACTION ITEM] Revision of Bylaws

NEW BUSINESS

[ACTION ITEM] Request for Long-Term Rental of Will Auditorium

Discussion of data and analytics

Patron Guidelines for Using VR Equipment

NEXT MEETING DATE: Thursday, March 21, 2019 at the Grinton I. Will Library

YONKERS PUBLIC LIBRARY
ANNUAL BOARD MEETING
RIVERFRONT LIBRARY
January 24, 2019

ATTENDANCE

TRUSTEES:	Anietra Guzmán-Santana Nancy Maron Stephen Jannetti Derrick Touba Joseph Puglia Josephine Ilarraza
LIBRARY DIRECTOR:	Ed Falcone
DEPUTY DIRECTOR:	None
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Tr. Puglia
UNION REPRESENTATIVE:	None

The Board Meeting began at 7:06 p.m., with Library Director Falcone presiding until the Election of Officers for 2019.

MINUTES

On motion of Tr. Ilarraza, seconded and unanimously carried, the Board approved the Minutes of the Board Meeting of December 13, 2018.

ELECTION OF OFFICERS FOR YEAR 2018

On motion of Tr. Touba from the Nominating Committee, seconded and unanimously carried, the following officers were elected: Anietra Guzman-

Santana, President; Nancy Maron, Vice President; and Stephen Jannetti, Treasurer.

Following a discussion of committee roles and proposed amendments to the by-laws, the Board agreed to postpone committee appointments until all Trustees are present. On motion of Tr. Touba, seconded and unanimously carried, the appointment of committees by the President was postponed.

MANAGEMENT REPORT

Director Falcone updated the Board on the Will façade project. The railings, windows and lobby are near completion. Delivery of the façade material is expected next month, with installation to follow soon thereafter.

Director Falcone informed the Board that the Will boiler project is complete.

Director Falcone updated the Board on the Con Edison grant-funded arts education workshops at the Riverfront Library. The Art Gallery curator, Haifa Bint-Kadi, has begun a search for artists to lead families and young adults in art projects throughout the year. Tr. Maron also attended a meeting of the Neo teen club and was very impressed.

Director Falcone updated the Board on the budget. Library management met with the City Department of Finance in advance of the formal budget request meeting and learned that the City Council will examine their request at the same time as the Mayor's Office. Library management expects a formal meeting with Finance later next month.

Director Falcone advised the Board on this year's CDBG grant request. The Library has requested \$40,000 for the purpose of a planning study for a new Y/A Room at the Riverfront Library. The goal is either a completely redesigned room on the third floor or a new room on the first floor, both with input from young adult patrons.

Director Falcone reminded the Board that the Library will be migrating to the new WLS Evergreen computer system over the next couple of months and is hopeful the transition will be complete by the end of March.

Tr. Touba asked Director Falcone for more information on the VR Committee meeting he attended. Director Falcone explained that the purpose of the meeting was to discuss the Library's new Virtual Reality technology and how it was being implemented in partnership with Yonkers Public Schools. Tr.

Jannetti suggested that Tech Central come up with guidelines for using the equipment.

UNION REPRESENTATIVE’S REPORT – None

WLS REPORT – None

PERSONNEL REPORT

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

- Jason Eisenberg, Clerk I, \$38,013.00/yr, eff. 12/14/18
- Eissa Sawan, P/T Page, \$12.00/hr, eff. 1/2/19
- Mohamed Murshed, P/T Page, \$12.00/hr, eff. 1/21/19
- Eileen Fusco, Librarian Trainee, \$48,406.00/yr, eff. 1/2/19

The Board acknowledged the following terminations:

- Ernest Amoyaw, P/T Page, \$11.00/hr., eff. 12/18/18
- Tanya Key, P/T Page, \$11.00/hr., eff. 12/18/18
- Enis Kolasinac, P/T Page, \$11.00/hr., eff. 12/18/18
- Tiffany Osei, P/T Page, \$11.00/hr., eff. 12/18/18
- Summer Prassor, P/T Page, \$11.00/hr., eff. 12/10/18
- Alexia Rodriguez, P/T Page, \$11.00/hr., eff. 12/18/18
- Tasfia Tasnim, P/T Page, \$11.00/hr., eff. 12/18/18
- Gloria Buckley, Clerk I, \$48,350.00/yr., eff. 1/2/19
- Joan Daly, Clerk II, \$56,118.00/yr., eff. 1/2/19
- Melissa Glazer, Librarian I, \$56,747.00/yr., eff. 12/31/18

COMMITTEE REPORTS

Finance, Budget & Planning:

On motion of Tr. Puglia, seconded and unanimously carried, the Board authorized Business Manager Presedo to renew or find new accounts with more favorable rates for the following certificates:

- 2/27/19 Saunders Book Fund, Sterling National Bank, 14 mo. CD, \$75,074.78; 1.60%
- 2/27/19 Contributions Account, Sterling National Bank, 14 mo. CD, \$26,935.87; 1.60%

On motion of Tr. Ilarazza, seconded and unanimously carried, the Board authorized Business Manager Presedo to write a check in excess of \$5,000 from the Contributions Fund for VR equipment (\$6,799.00, Invoice #78624)

Director Falcone distributed copies of a new Operating Budget presentation. The Board was impressed with the presentation and asked that it be distributed to them monthly.

Employee Relations:

Buildings & Grounds:

Fundraising & Development:

Tr. Maron reported that the Foundation wrote their first check to the library and that they were preparing a public statement for donors. Tr. Maron announced an upcoming book talk with Mary Calvi, author of *Dear George, Dear Mary*. The event is scheduled at the Riverfront Library on February 13 and it is free and open to the public; 20% of book sales will go to the Foundation. Tr. Maron also reported that the spring fundraising gala will be held on May 20 at the Riverfront Library and she was pleased to announce that the Foundation had secured author Sandra Cisneros as a special guest.

PAYMENT OF BILLS

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #799.

On motion of Tr. Ilarazza, seconded and unanimously carried, the Board voted to designate Vice President Maron to certify claims for payment in the absence of the Treasurer and the President.

UNFINISHED BUSINESS

Tr. Guzmán-Santana distributed an analysis of Trustee Self-Evaluations and led a discussion on how they can grow as Board. Ideas discussed included policy, meeting recaps and outreach and advocacy.

Tr. Guzmán-Santana distributed proposed revisions to the Board of Trustees by-laws. The proposed revisions included updates to names, locations, meeting times, committees and methods of communication. The Board

agreed to continue a discussion and vote on the proposed revisions when all Trustees were present.

NEW BUSINESS

None.

NEXT BOARD MEETING DATE – Thursday, February 28, 2019, 7:00 p.m. at the Riverfront Library.

EXECUTIVE SESSION

Tr. Maron motioned to move into Executive Session to discuss the performance of a particular employee at 8:50 p.m.

The Board exited Executive Session at 9:22 p.m. On motion of Tr. Ilarazza, seconded and unanimously carried, the Meeting was adjourned at 9:22 p.m.

Edward Falcone
Library Director & Secretary

Yonkers Public Library Bill List January 2019

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
BAKER & TAYLOR	MATERIALS	1/9/2019	32,726.26
BARNES & NOBLE	MATERIALS	1/9/2019	306.98
BARNES & NOBLE	MATERIALS	1/9/2019	318.15
BARNES & NOBLE	MATERIALS	1/9/2019	666.40
BARNES & NOBLE	MATERIALS	1/14/2019	1,178.14
BRODART CO.	MATERIALS	1/9/2019	22.50
BRODART CO.	MATERIALS	1/14/2019	149.76
CROWN A/C HEAT & POWER	BOILER REPAIRS	1/9/2019	623.10
HP INC.	COMPUTER	1/28/2019	1,011.32
MIDWEST TAPE	MATERIALS	1/9/2019	14.99
MIDWEST TAPE	MATERIALS	1/9/2019	16.78
MIDWEST TAPE	MATERIALS	1/9/2019	18.39
MIDWEST TAPE	MATERIALS	1/9/2019	20.78
MIDWEST TAPE	MATERIALS	1/9/2019	23.98
MIDWEST TAPE	MATERIALS	1/9/2019	29.24
MIDWEST TAPE	MATERIALS	1/9/2019	29.98
MIDWEST TAPE	MATERIALS	1/9/2019	32.98
MIDWEST TAPE	MATERIALS	1/9/2019	34.48
MIDWEST TAPE	MATERIALS	1/9/2019	41.60
MIDWEST TAPE	MATERIALS	1/9/2019	44.98
MIDWEST TAPE	MATERIALS	1/9/2019	49.46
MIDWEST TAPE	MATERIALS	1/9/2019	49.57
MIDWEST TAPE	MATERIALS	1/9/2019	58.48
MIDWEST TAPE	MATERIALS	1/9/2019	58.48
MIDWEST TAPE	MATERIALS	1/9/2019	58.48
MIDWEST TAPE	MATERIALS	1/9/2019	83.33
MIDWEST TAPE	MATERIALS	1/9/2019	112.93
MIDWEST TAPE	MATERIALS	1/9/2019	121.62
MIDWEST TAPE	MATERIALS	1/14/2019	132.84
MIDWEST TAPE	MATERIALS	1/9/2019	159.84
MIDWEST TAPE	MATERIALS	1/9/2019	388.27

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
MILCON CONSTRUCTIONS	FAÇADE PHASE 2: WILL	1/9/2019	86,945.33
MONAT, PHILLIP	LIB LIGHTING DESIGN	1/9/2019	1,760.54
OLA CONSULTING ENGINEERS	BOILER	1/29/2019	969.71
OVERDRIVE	MATERIALS	1/9/2019	2,220.25
OVERDRIVE	MATERIALS	1/9/2019	3,316.50
OVERDRIVE	MATERIALS	1/9/2019	4,211.25
TOTAL			138,007.67

Vendor Name	Description	Date	Amount
CONTRIBUTIONS FUNDS			
AMERICAN EXPRESS	MISC EXPENSES	1/9/2019	79.99
AMERICAN EXPRESS	NETWK SOL/WACKY BUTTNS	1/29/2019	106.93
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP:SUSAN THALER	1/29/2019	220.00
ART & SOUL STUDIO	REIMB EXP:SUPPLIES-GRANT	1/29/2019	27.35
ART & SOUL STUDIO	NEO GRANT	1/23/2019	475.00
BELLA VISTA DELI	BOARD MTG: 1/24/2019	1/29/2019	131.11
BUTLER, MAUREEN	HOMEWORK HELPER-CREST	1/23/2019	37.50
BUTLER, MAUREEN	HOMEWORK HELPER:CREST	1/29/2019	150.00
CHAMBER OF COMMERCE COY (TH	MEMBERSHIPS	1/16/2019	350.00
CRAFTON, DAILEY	BEER MAKING PROGRAM	1/16/2019	96.53
GOVCONNECTION, INC.	TRAC	1/23/2019	931.19
GOVCONNECTION, INC.	MATERIALS (2 INVOICES)	1/2/2019	2,346.98
HANDI-LIFT SERVICE COMPANY IN	REIMB EXP: RET CK FEE	1/23/2019	17.00
HASTINGS ON HUDSON LIBRARY	LOST BOOK	1/2/2019	5.99
INTREPID SEA, AIR & SPACE MUS.	LIBRARY MEMBERSHIP	1/2/2019	1,500.00
LARKIN, JOHN F.	HOMEWORK HELPER:CREST	1/29/2019	112.50
LARKIN, JOHN F.	HOMEWORK HELPER-CREST	1/23/2019	187.50
NEPPERHAN COMMUNITY CENTER,	MLK CELEB 1/23 8 TKTS	1/16/2019	480.00
NEW ROCHELLE PUBLIC LIBRARY	LOST DVD	1/2/2019	25.00
PRESEDO, VIVIAN	REIMB EXP: POM-POMS	1/23/2019	25.00
PRESEDO, VIVIAN	REIMB EXP: 1000 BKS	1/9/2019	25.80
ROBISON, MARY	REIMB EXP:CRAFT SUPPLIES	1/23/2019	23.90
SCHOLASTIC, INC.	GORTON HS DONATION	1/9/2019	347.00
SIEGAL, MARTIN	HOMEWORK HELPER: WILL	1/9/2019	562.50
TIERNEY	MATERIALS	1/9/2019	598.00
W. B. MASON CO., INC.	SUPPLIES	1/23/2019	36.04
W. B. MASON CO., INC.	SUPPLIES	1/29/2019	36.73
W. B. MASON CO., INC.	ART GALLERY GRANT	1/16/2019	37.59
W. B. MASON CO., INC.	SUPPLIES	1/23/2019	353.00
WCHS: WESTCHESTER A HISTORY	MATERIALS	1/16/2019	160.00
TOTAL			9,486.13
MONTEFIORE GRANT			
VERIZON WIRELESS	CELL PHONES	1/31/2019	107.02
TOTAL			107.02

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 January 2019

Date	Num	Memo	Amount
Abbey Ice			
01/10/2019	88177	spring water	117.00
01/14/2019	88651	spring water	46.50
01/22/2019	165049	rental equipment rf	47.25
01/22/2019	165072	water cooler rental will	47.25
01/22/2019	88652	spring water	33.50
01/31/2019	89967	library spring water	66.00
01/31/2019	89969	library spring water	25.65
01/31/2019	89969	library spring water	33.35
Total Abbey Ice			416.50
Amazon.com			
01/31/2019	433468843633	library supplies	101.82
01/31/2019	454943644894	program supplies	103.96
01/31/2019	477536795639	materials	26.85
01/31/2019	673388639576	program supplies	24.92
01/31/2019	774677957396	library supplies	22.67
01/31/2019	843563386469	supplies	77.88
01/31/2019	939553873368	hardware	47.44
Total Amazon.com			405.54
American Express			
01/10/2019	6-77003dec18	software materials	768.49
01/14/2019	122118	software, hardware, program supplies	369.90
01/14/2019	122118	software, hardware, program supplies	84.68
01/14/2019	122118	software, hardware, program supplies	169.90
Total American Express			1,392.97
American Paper Supply (APP)			
01/31/2019	j1196370	burnisher #9007347	1,300.00
Total American Paper Supply (APP)			1,300.00
Arch For Kids			
01/10/2019	248	winter wonderland workshop 12/28/18	250.00
Total Arch For Kids			250.00
Art & Soul Studio			
01/31/2019	011819aands	workshop meetings 11/15/18-1/18/19	700.00
Total Art & Soul Studio			700.00
ARTEAGA, KELLY			
01/25/2019	1-10-19	1 hour of zumba	70.00
Total ARTEAGA, KELLY			70.00
B & H Photo			
01/25/2019	152934050	sony call of duty:black ops 4	299.39
Total B & H Photo			299.39
Brodart			
01/25/2019	b5508630	materials	49.92
01/25/2019	b5511397	materials	98.32
Total Brodart			148.24
Cablevision Lightpath			
01/22/2019	100032619	internet 12/1/18-12/31/18	5,233.55
01/22/2019	100032629	internet	3,570.14
Total Cablevision Lightpath			8,803.69
Cablevision Optimum			
01/10/2019	07803-550279jan19	phones crestwood	140.89
01/14/2019	07803544469Jan19	cable boxes	14.70
Total Cablevision Optimum			155.59
Cengage Learning			
01/10/2019	65712582	biography 12/16/18 to 12/15/19	3,591.40
Total Cengage Learning			3,591.40
CHLOE'S KIDS			

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 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 January 2019

Date	Num	Memo	Amount
01/25/2019	18rf	baby signing time 1/4/19, 1/8/19	150.00
Total CHLOE'S KIDS			150.00
Citadel Pest Control			
01/10/2019	3551	pest control	154.00
01/10/2019	3551	pest control	46.00
Total Citadel Pest Control			200.00
Clifton, Michelle			
01/10/2019	122818mc	sound meditation 11/28/18	100.00
Total Clifton, Michelle			100.00
Con Edison			
01/14/2019	92142173100Jan19	gas charges	206.30
Total Con Edison			206.30
Couteau, Donna			
01/10/2019	11-29-18las	4th grade presentation 11/29/18	300.00
Total Couteau, Donna			300.00
Crown Janitorial			
01/10/2019	425791-2	janitorial supplies	287.59
Total Crown Janitorial			287.59
Cruz, Aurora			
01/31/2019	011519ac	reimbursement for teen program refresh...	94.21
Total Cruz, Aurora			94.21
Daly, Celine			
01/15/2019	122818CD	sound meditation 12/12/18 crestwood	50.00
Total Daly, Celine			50.00
DPW Pasny			
01/14/2019	1118	electric charges will library	6,598.06
01/14/2019	1118	electric charges crestwood library	748.93
Total DPW Pasny			7,346.99
Fredi B Design			
01/15/2019	010719	website maintenance-Oct, Nov Dec	390.00
Total Fredi B Design			390.00
Gantzer, Ana			
01/31/2019	011019ag	petty cash reimbursement for program s...	89.83
Total Gantzer, Ana			89.83
GovConnection			
01/15/2019	56393526	cartridge waste	85.18
01/15/2019	56407791	printer	266.70
01/15/2019	56419100	HDMI over wireless	216.09
01/31/2019	56435818	16gb usb3 data traveler 100 g3	55.05
01/31/2019	56450395	hp toner cartridges	352.06
01/31/2019	56450398	hp cartridges	433.02
01/31/2019	56453658	licenses	231.34
01/31/2019	cm56429475	credit goodwill	-15.00
Total GovConnection			1,624.44
H & C Truck Repair			
01/31/2019	48039	2011 ram pickup repairs	655.94
Total H & C Truck Repair			655.94
Heitner, Lois H.			
01/15/2019	18	yoga 12/12/18, 12/19/18	100.00
Total Heitner, Lois H.			100.00
Journal News, The			
01/25/2019	WT0832006-1/19	subscription crestwood	707.12
01/25/2019	WT1916581-1/19	subscription riverfront	1,368.09

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 Accrual Basis

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT January 2019

Date	Num	Memo	Amount
Total Journal News, The			2,075.21
Keane & Beane			
01/14/2019	43037	telephone conferences	6,165.59
Total Keane & Beane			6,165.59
LE Health Inc.			
01/15/2019	122818	yoga for yogis, frozen yoga	200.00
Total LE Health Inc.			200.00
Mackenzie Automatic Doors			
01/10/2019	327935	repairs	398.50
01/25/2019	328213	entrance door inspection and repairs	1,095.00
Total Mackenzie Automatic Doors			1,493.50
Mango Languages			
01/10/2019	inv004172	subscription	11,500.00
Total Mango Languages			11,500.00
Marshall, Nancy			
01/10/2019	12-27-18	strong zumba riverfront 12/27/18	70.00
Total Marshall, Nancy			70.00
Metro Group, Inc.			
01/25/2019	pl 598063	cooling tower service	782.83
Total Metro Group, Inc.			782.83
Midwest Tape			
01/25/2019	96779438	materials	49.67
01/25/2019	96779439	library materials	256.87
01/25/2019	96826888	materials	88.46
01/25/2019	96827312	materials	215.08
Total Midwest Tape			610.08
Mota, Juan			
01/15/2019	000026	sew amazing 12/29/18	175.00
Total Mota, Juan			175.00
Office Dynamics			
01/14/2019	40764	contract 1/1/19-3/31/19	300.00
Total Office Dynamics			300.00
Open Systems			
01/14/2019	46905	monitoring fire alarm system 1/1/19-12/...	375.00
Total Open Systems			375.00
Oriental Trading			
01/31/2019	694357180-02	program supplies	56.85
Total Oriental Trading			56.85
Overdrive			
01/25/2019	01322co190012733	materials	1,136.82
01/25/2019	01322co190012733	materials	2,273.66
Total Overdrive			3,410.48
Panek-Harris, Julia			
01/15/2019	122818JPH	sound meditation 12/12/18 crestwood	50.00
Total Panek-Harris, Julia			50.00
Platt, Daphne			
01/10/2019	ycr122618	dance with daphne 12/26/18 2 sessions	125.00
Total Platt, Daphne			125.00
Positive Promotions			
01/31/2019	06191329	program supplies black history month	94.15
Total Positive Promotions			94.15
Preferred Business			

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 January 2019

Date	Num	Memo	Amount
01/25/2019	101569	envelopes	255.95
Total Preferred Business			255.95
Robert Rogers Puppet Company			
01/14/2019	120218	puppet show performance 12/15/18	395.00
Total Robert Rogers Puppet Company			395.00
Schall Hardware			
01/15/2019	16977	maintenance supplies	116.46
Total Schall Hardware			116.46
Sprague Operating Resources			
01/10/2019	00009807649	bioheat oil	597.94
01/10/2019	00009807667	heating oil will	4,772.60
01/22/2019	00009840988	bioheat oil will	7,330.83
01/25/2019	00009841013	bioheat oil crestwood	327.54
Total Sprague Operating Resources			13,028.91
Stanley Convergent			
01/14/2019	16174965	maintenance monitoring 2/1/19-2/28/19	230.19
01/14/2019	16174965	maintenance monitoring 2/1/19-2/28/19	453.35
01/14/2019	16175666	maintenance monitoring 2/1/19-2/28/19 ...	64.68
Total Stanley Convergent			748.22
Sterling Sanitary Supply			
01/25/2019	ai9522	satellite monthly lease	300.00
Total Sterling Sanitary Supply			300.00
Supt. Of Documents			
01/25/2019	0319	gov't printing documents	14.00
Total Supt. Of Documents			14.00
Thrive Reiki			
01/10/2019	25	mindful monday 12/10-11/18 reiki 12/1...	90.00
Total Thrive Reiki			90.00
Verizon			
01/10/2019	9147931065jan19	phones and alarms	49.66
01/14/2019	9144109274Jan19	phone service 1/1/19-1/31/19	47.09
01/31/2019	9143373015feb19	phone service	48.36
01/31/2019	9143372191feb19	phone service	151.14
Total Verizon			296.25
Verizon Wireless			
01/14/2019	9820918356	wireless charges 11/24-12/23/18	340.05
01/31/2019	9821983727	wireless charges Dec 11-Jan 10	134.58
Total Verizon Wireless			474.63
WB Mason			
01/10/2019	l61857530	library supplies	47.83
01/22/2019	l62281867	copy paper	97.56
01/22/2019	l62381305	office supplies	136.54
01/22/2019	l62393500	office supplies	300.90
01/22/2019	cr6274254	office supply credit	-5.18
01/31/2019	l53697912	office supplies	34.24
01/31/2019	l62536019	office supplies	328.19
01/31/2019	l62586488	program supplies	49.56
01/31/2019	l62629180	construction paper	1.95
01/31/2019	l62689150	office supplies	175.87
Total WB Mason			1,167.46
Westchester Library Association			
01/14/2019	Dec2019Rev	movie licensing renewal 1/17/19-1/16/20	643.00
Total Westchester Library Association			643.00
Westchester Library System			
01/10/2019	010119-38	membership-digital and wireless semi-a...	168,215.23
01/10/2019	010119-75	enhanced wireless	1,050.00

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02/05/19
Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
January 2019

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Total Westchester Library System			169,265.23
Xerox			
01/14/2019	095505125	meter usage and maintenance	95.00
Total Xerox			95.00
Yonkers Parking Authority			
01/14/2019	19-0005	parking for employees Jan-Mar. 2019	218.48
Total Yonkers Parking Authority			218.48
TOTAL			243,720.90

YPL Operating Budget 2018-19

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month (January)	YTD	Balance	% used
101	Salaries	6,335,062	6,335,062	2,977,428.54	455,426	3,432,854	2,902,208	54%
103	Temp Services	613,900	613,900	228,953.00	34,737	263,690	350,210	43%
119	Contractual Settlements	130,537	130,537	132,892.00	0	132,892	-2,355	102%
150	Termination Payments	35,000	35,000	37,803.00	17,941	55,744	-20,744	159%
198	Overtime	263,040	263,040	58,873.00	24507.11	83,380	179,660	32%
	Personal Services Total:	7,377,539	7,377,539	3,435,949.54	532,610	3,968,560	3,408,979	54%
280	Reference Materials	82,000	82,000	478.00	0	478	81,522	1%
	Materials Total	82,000	82,000	478.00	0	478	81,522	1%
301	Office Supplies	89,110	89,110	45,814.00	4,819	50,633	38,477	57%
306	Janitorial Supplies	22,200	22,200	14,364.00	1,895	16,259	5,941	73%
308	Wearing Apparel	2,971	2,971	0.00	0	0	2,971	0%
309	Fuel For Heating	85,500	85,500	2,819.00	13,029	15,848	69,652	19%
312	Hardware	7,025	7,025	2,951.00	215	3,166	3,859	45%
313	Misc. Supplies	1,000	1,000	783.00	0	783	217	78%
314	Electrical Supplies	800	800	0.00	0	0	800	0%
327	Nursery Supplies	100	100	0.00	0	0	100	0%
361	Gas	2,000	2,000	1,012.00	206	1,218	782	61%
	Material and Supplies Total	210,706	210,706	67,743.00	20,164	87,907	122,799	42%
401	Insurance	22,700	22,700	22,700.00	0	22,700	0	100%
402	Telephones	74,700	74,700	27,244.00	4,497	31,741	42,959	42%
403	Printing	13,310	13,310	1,509.00	256	1,765	11,545	13%
404	Lights and Power	194,268	194,268	60,440.00	0	60,440	133,828	31%
405	Postage	5,800	5,800	13.00	0	13	5,787	0%
406	Freight and Express	750	750	36.00	0	36	714	5%
407	Equipment Maint. And Repair	35,400	35,400	16,800.00	2,810	19,610	15,790	55%
408	Rental of Equipment	14,988	14,988	2,947.00	790	3,737	11,252	25%
409	Building Maint. And Repair	73,000	73,000	25,094.00	1,158	26,252	46,748	36%
410	Milage Allowance	710	710	59.43	0	59	651	8%
413	Professional Fees	176,450	176,450	111,841.00	8,991	120,832	55,618	68%
415	Outside Labor & Related Charges	27,500	27,500	20,182.00	0	20,182	7,318	73%
419	Misc. Expenses	16750	63312	32,864.00	5888.67	38752.67	24559.33	0.61209
421	Rental of Space	750,000	750,000	750,000.00	0	750,000	0	100%
422	Janitorial Service	2,600	2,600	2,446.00	154	2,600	0	100%
424	Maint. Of Office Equipment	10,200	10,200	925.00	0	925	9,275	9%
425	Subscriptions and Publicationns	147,183	147,183	116,732.00	17,167	133,899	13,284	91%
430	IT Hardware Maint.	24,000	24,000	17,119.00	508	17,627	6,373	73%
431	IT Software Licensing and Maint.	486,323	486,323	209,734.00	176,670	386,404	99,919	79%
436	Tuition/Bd/Travel Reimbursemer	2,150	2,150	197.00	0	197	1,953	9%
446	Automobile Repair	6,000	6,000	2,344.00	656	3,000	3,000	50%
481	Binding of Books	1,550	1,500	470.00	0	470	1,080	30%
496	Special Projects	0	0	0.00	0	0	0	
	Contractual Services Total	2,086,332	2,132,844	1,421,696.43	219,544	1,641,240	491,604	79%
	Total Operating Budget	9,756,577	9,803,089	4,925,866.97	772,318	5,697,707	4,104,904	58%

JOINT MANAGEMENT REPORT
FEBRUARY 2019

Snow Closing. The branches closed at 5 pm on Wednesday, February 20th. Riverfront lost three hours of service, and Will lost four hours.

Façade. The terracotta panels have been shipped and are expected to be onsite by early March. In the meantime, work continues on the remaining windows, doors, and railings.

Construction Grant. YPL's 2018 library construction grant award from NYS will be increased by \$43,317 to total \$183,912 due to unspent funds from other library systems. This is the third and final grant to support the façade project at Will. Funds for these grants are typically released in the fall.

Supportive Services Grant. Montefiore is committing to a 100% renewal of the case management program, subject to our submitting a new proposal. In addition, Montefiore has nominated Shauna Porteus to receive a Westchester County Public Health Honoree award. The ceremony will take place on April 4th.

FY2020 Budget. The Budget Department did a second review of the YPL operating budget on February 20th. The Budget staff just asked for clarification on certain lines, and they complimented the Library for presenting a tight, realistic budget. There will likely be no further news on the budget until the Mayor presents his Executive Budget in April.

Evergreen Migration. The three branches have received training on the new system, and the Technical Processing staff will have their own training on March 1. The system goes live on March 14th.

Tech Conference. Technology Trainer Christine Bitetti and IT Manager Carlos Figueroa attended the Future of Education Technology Conference in Orlando last month. It was their first FETC, and they returned with useful information gathered from the programs and vendor exhibits.

MEETINGS ATTENDED THIS PERIOD

1/28	Ed	Yonkers Basics Advisory Board @ BoE
1/29	Ed	Chamber of Commerce networking breakfast @ Yonkers Brewery
1/31	Ed	Thursday Lunch Club
2/4	Ed & Susan	Monthly meeting with Deputy Mayor @ City Hall
2/5	Ed & Susan	Façade construction meeting @ Will
	Susan	Interview
2/6	Susan	Women in Business
	Susan	IT meeting
	Susan	Smoking Cessation program planning meeting
	Susan	Interview
2/7	Susan	Thursday Lunch Club
	Susan & Vivian	Gallery Hop
2/13	Susan	Evergreen training
2/14	Susan	Thursday Lunch Club
	Susan	Day Program Consortium

2/15	Susan	Interviews
2/19	Ed & Susan Susan	Façade construction meeting @ Will Smoking Cessation program planning meeting
2/20	Ed Susan Ed, Susan & Vivian	WCC focus group Yonkers Basics Advisory Board @ BoE Budget review @ Finance
2/21	Ed Ed & Susan	PLDA general meeting @ WLS Thursday Lunch Club
2/23	Ed & Susan	Author event with Mary Calvi
2/26	Ed & Susan Susan Susan Ed & Susan	Chamber of Commerce networking breakfast @ Dunwoodie Interview Day Program Consortium Dominican flag raising @ City Hall
2/27	Ed & Susan	Foundation Board @ Riverfront
2/28	Susan	CDBG quarterly reports meeting

SAVE THE DATE

March 13	State of the City Address @ Riverfront, 7:00 pm
March 20	Women In Business Luncheon @ Dunwoodie, noon
April 5	WLS Celebrating Libraries Breakfast @ Doral Arrowwood, 8:00 am
November 21	WLS 60 th Annual Meeting, time and place TBA

YONKERS PUBLIC LIBRARY

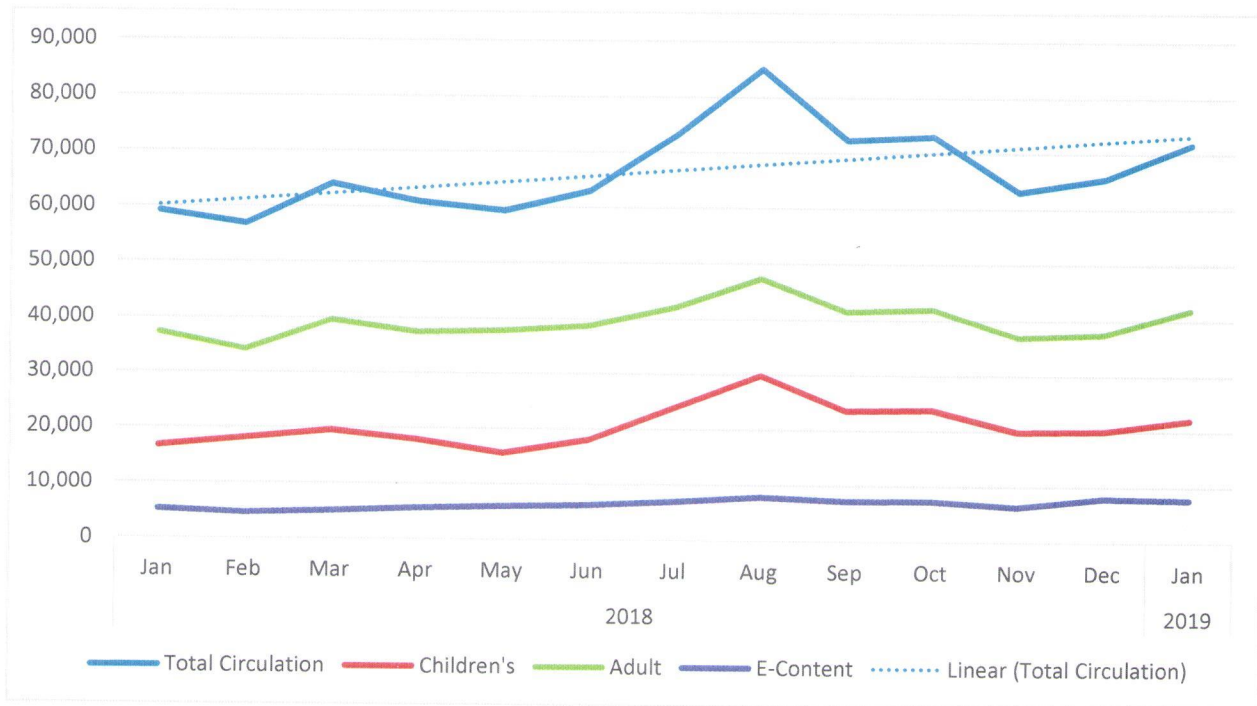
CIRCULATION STATISTICS

January 2019

	<u>2018</u>	<u>2019</u>			<u>Museum Passes Checkouts</u>
Days of Service	28	29			
RIVERFRONT LIBRARY			<u>Dev.</u>	<u>%</u>	13
Adult	13,244	14,374	1,130		
Children's	4,852	6,523	1,671		
Total Riverfront Circulation	18,096	20,897	2,801	15.5%	
GRINTON I. WILL LIBRARY					14
Adult	21,105	23,121	2,016		
Children's	10,632	13,781	3,149		
Total Will Circulation	31,737	36,902	5,165	16.3%	
CRESTWOOD LIBRARY					5
Adult	2,917	4,341	1,424		
Children's	1,228	1,788	560		
Total Crestwood Circulation	4,145	6,129	1,984	47.9%	
E-CONTENT (ALL BRANCHES)	5,179	7,709	2,530	48.9%	21
TOTAL CIRCULATION					53
Total Current Month	59,157	71,637	12,480	21.1%	
Total Previous Months					
Total Year-to-Date	59,157	71,637	12,480	21.1%	

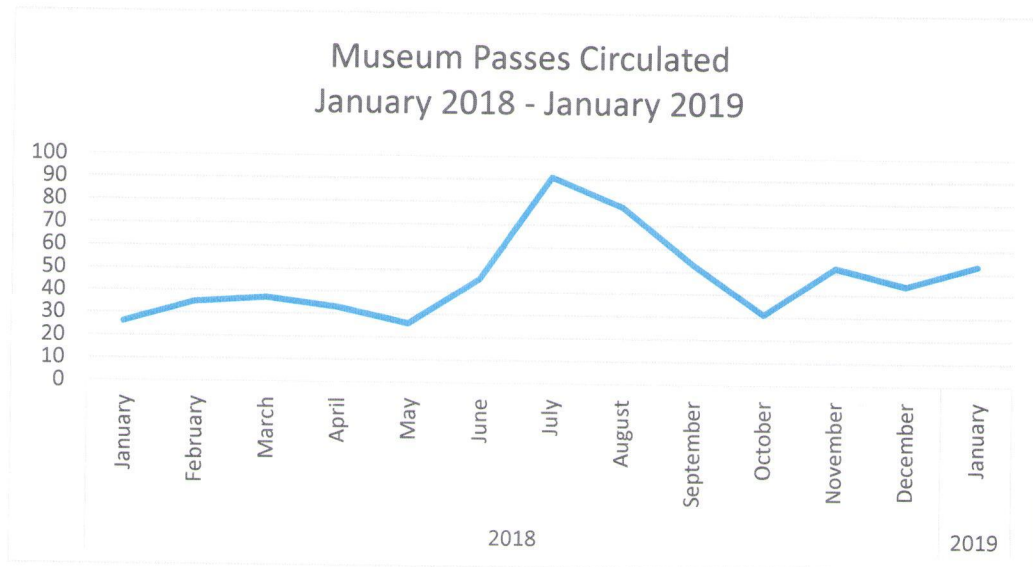
Circulation January 2018 - January 2019

		Total Circulation	Children's	Adult	E-Content
2018	Jan	59,157	16,712	37,266	5,179
	Feb	56,858	18,139	34,128	4,591
	Mar	64,153	19,575	39,547	5,031
	Apr	60,966	17,955	37,401	5,610
	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	47,326	7,895
	Sep	72,235	23,581	41,416	7,238
	Oct	72,974	23,792	41,863	7,319
	Nov	63,080	19,888	36,868	6,324
	Dec	65,508	20,091	37,461	7,956
2019	Jan	71,637	22,092	41,836	7,709



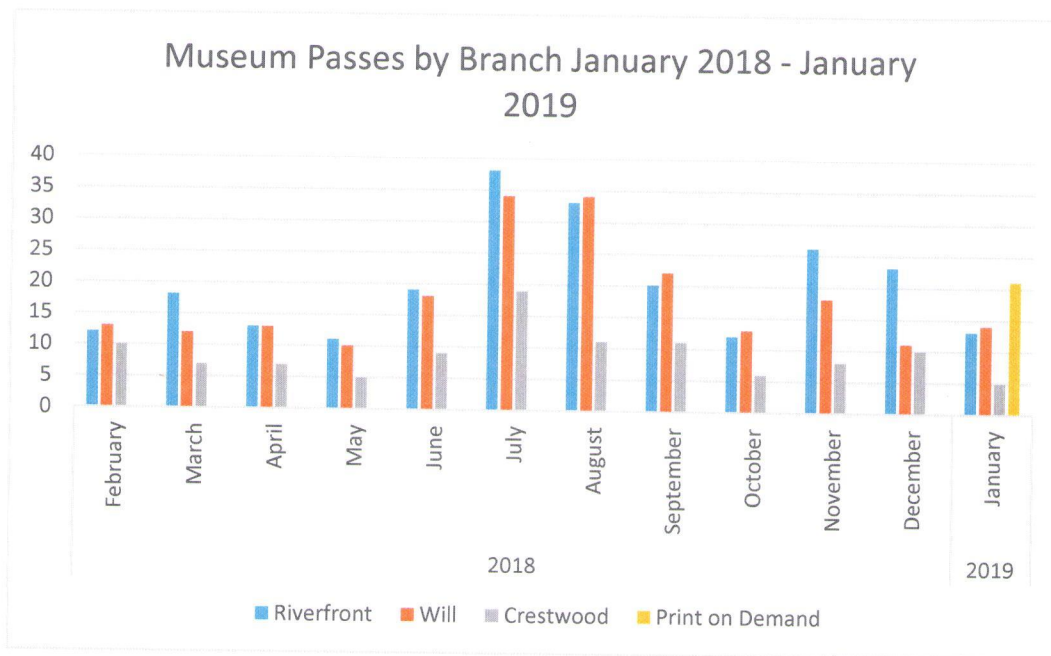
Museum Passes

Year	Month	Checked Out
2018	January	26
	February	35
	March	37
	April	33
	May	26
	June	46
	July	91
	August	78
	September	53
	October	31
	November	52
	December	44
2019	January	53



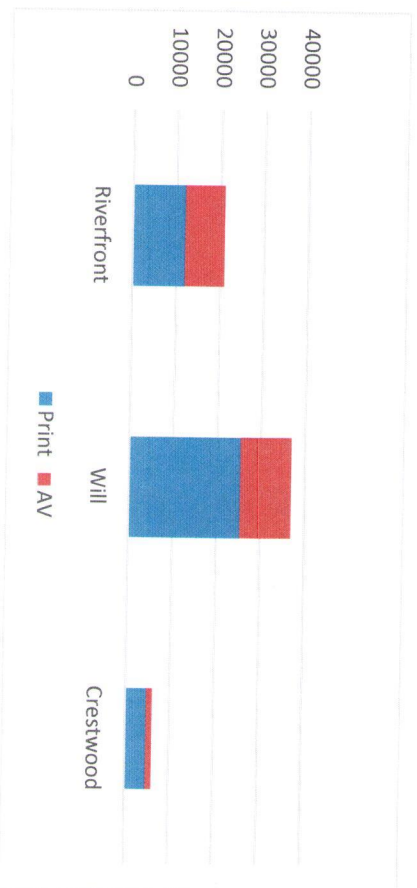
Museum Passes by Branch

	Month	Riverfront	Will	Crestwood	Print on Demand
2018	February	12	13	10	
	March	18	12	7	
	April	13	13	7	
	May	11	10	5	
	June	19	18	9	
	July	38	34	19	
	August	33	34	11	
	September	20	22	11	
	October	12	13	6	
	November	26	18	8	
	December	23	11	10	
	2019	January	13	14	5



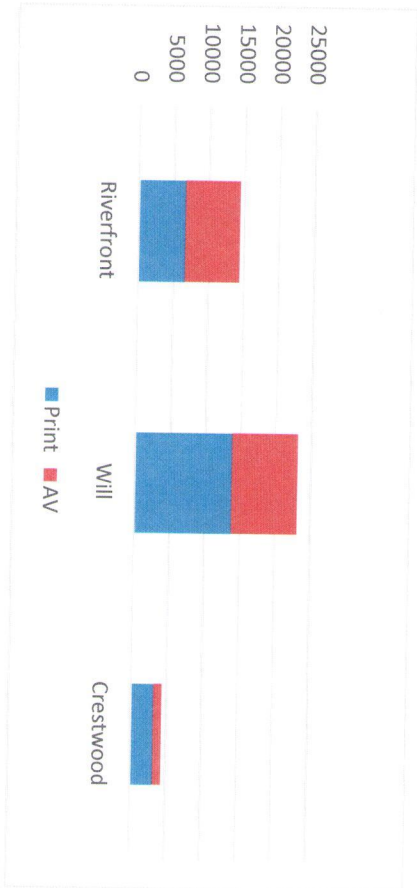
Print vs. AV by Branch - January

	Print	AV	Total
Riverfront	11827	9070	20897
Will	25267	11635	36902
Crestwood	4664	1465	6129
Total	41758	22170	63928



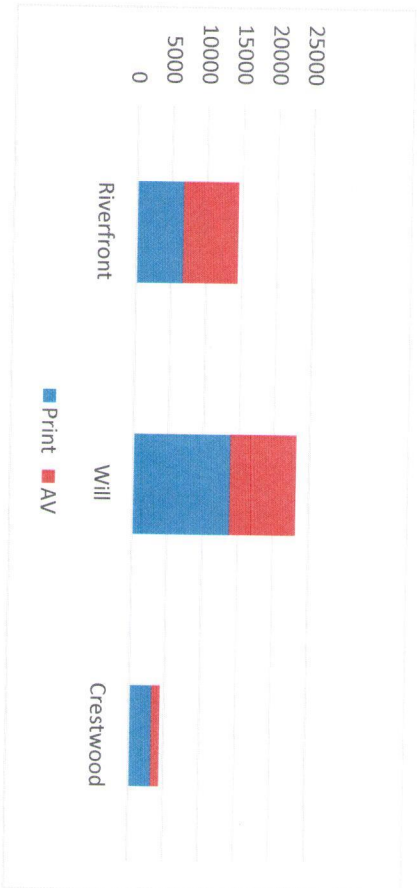
Adult Print vs. AV by Branch - January

	Print	AV	Total
Riverfront	6609	7765	14374
Will	13762	9359	23121
Crestwood	3176	1165	37495
Total	23547	18289	74990



Juvenile Print vs. AV by Branch - January

	Print	AV	Total
Riverfront	5218	1305	6523
Will	11505	2276	13781
Crestwood	1488	300	1788
Total	18211	3881	22092

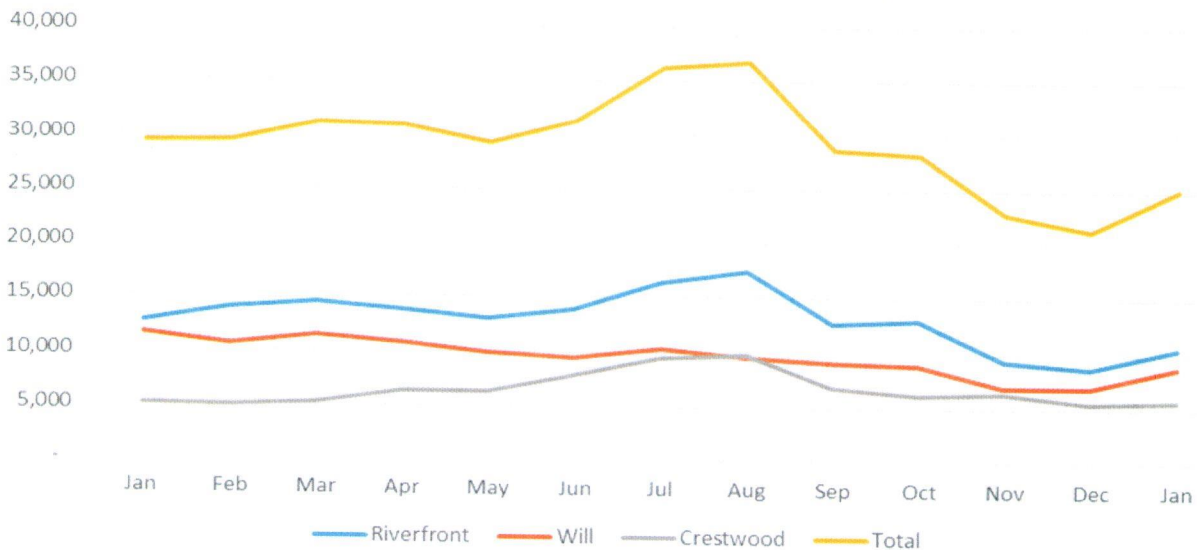


Yonkers Public Library

STATISTICS - PATRON TRANSACTIONS January 2019

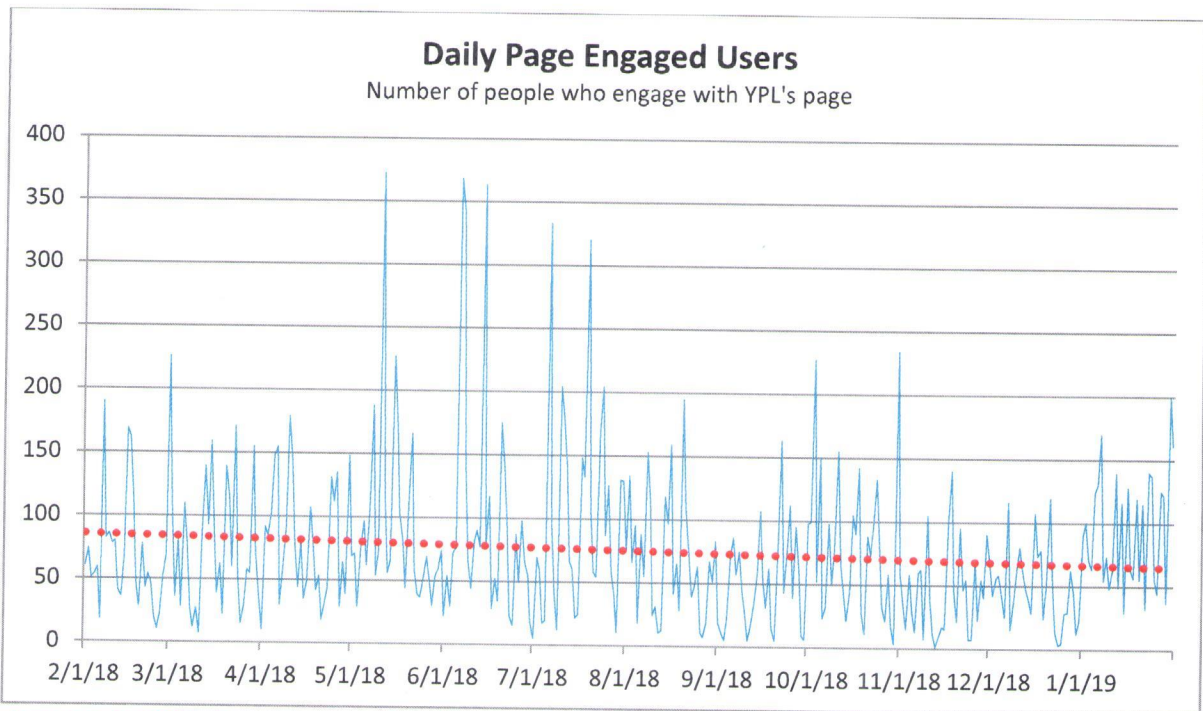
	December <u>2018</u>	January <u>2019</u>
RIVERFRONT BRANCH		
Circulation	2,905	3,211
Directional/Other	3,874	4,820
Reference	1,977	2,494
Total	<u>8,756</u>	<u>10,525</u>
GRINTON I. WILL BRANCH		
Circulation	4,064	5,173
Directional/Other	1,433	1,798
Reference	1,478	1,869
Total	<u>6,975</u>	<u>8,840</u>
CRESTWOOD BRANCH		
Circulation	1,877	2,022
Directional/Other	1,145	1,296
Reference	2,579	2,455
Total	<u>5,601</u>	<u>5,773</u>
TOTALS		
Current Month	21,332	25,138
Previous Months	-	355,438
Cumulative		380,576

Patron Transactions January 2018 - January 2019

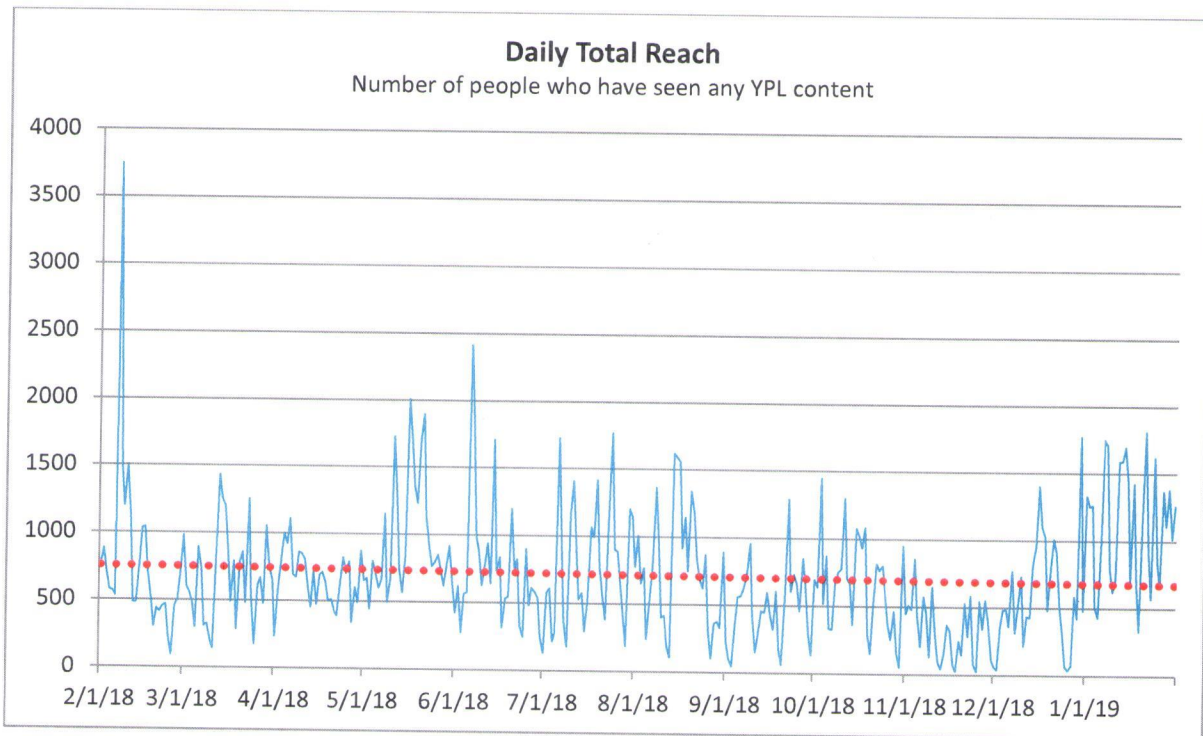


Social Media Statistics January 2019

FACEBOOK Snapshot



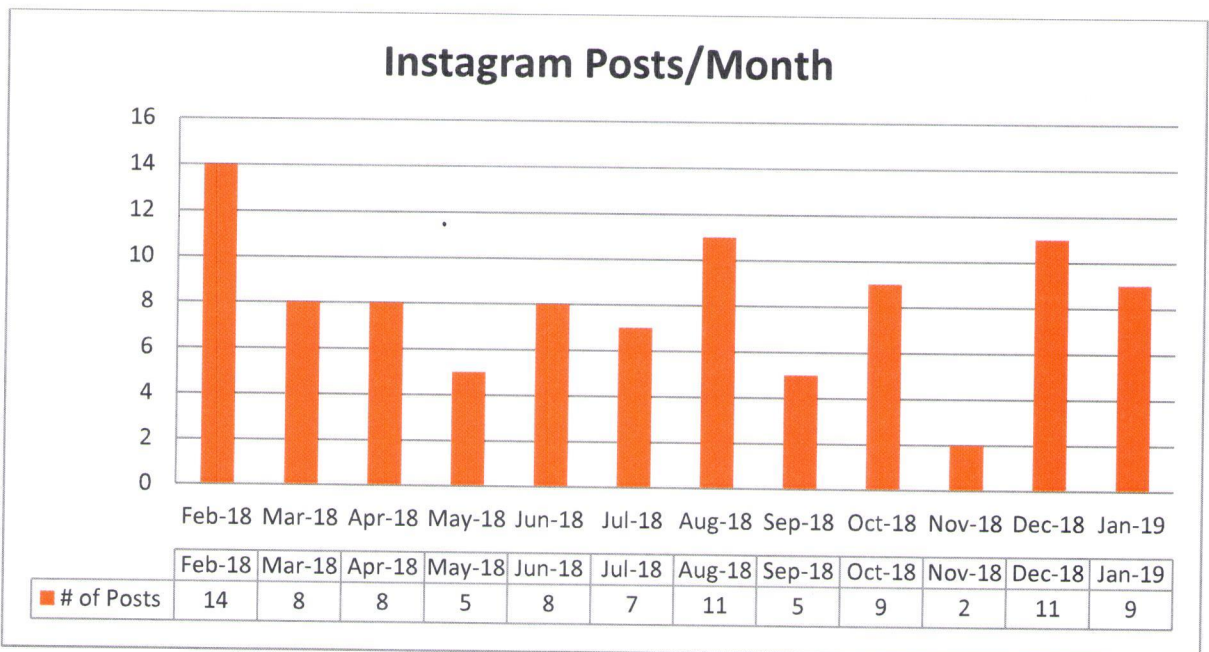
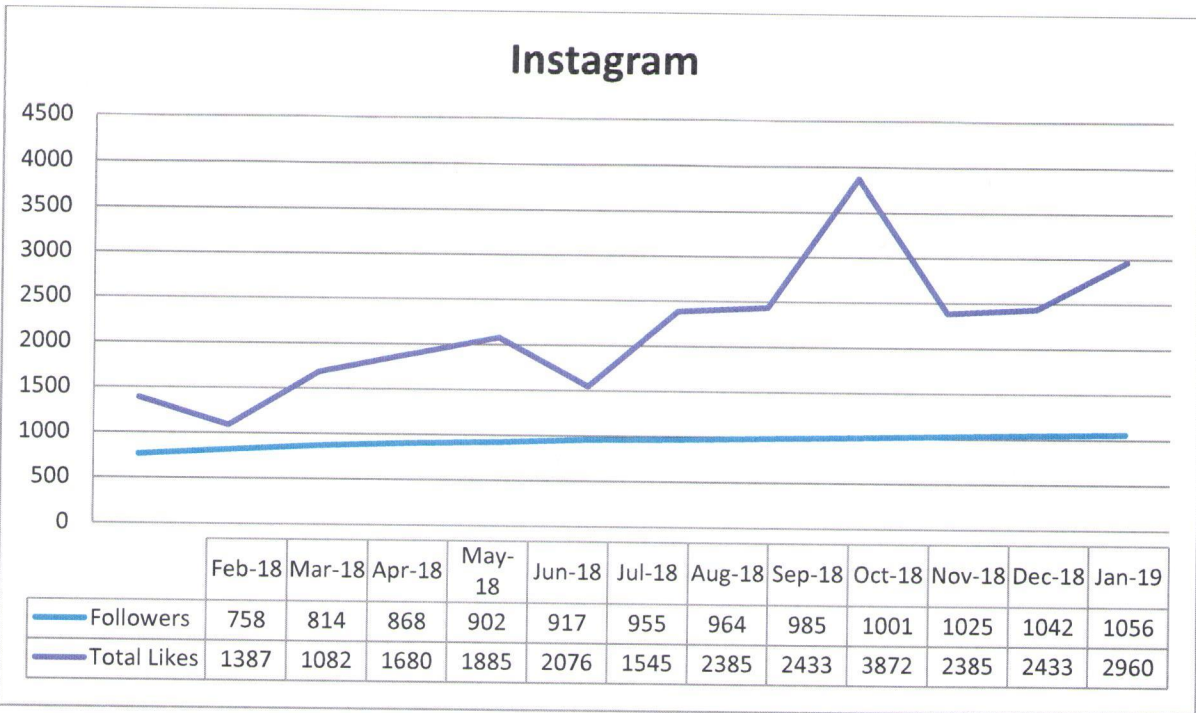
INSIGHT: IS YPL'S ENGAGEMENT RATE INCREASING OVER TIME



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

INSTAGRAM

Snapshot



CONSTANT CONTACT

January Newsletters

Time Sent	Campaign Name	Total Sent	Open Rate	Total Unique Opens	Total Unique Clicks	Total Unsubscribes
2019/01/31, 2:01 PM	Gallery Newsletter January 2019	1,996	21.80%	404	18	8
2019/01/28, 9:31 AM	Black History Month_2019	11,367	17.80%	1,863	60	11
2019/01/25, 3:02 PM	Gallery Hop Feb 7, 2019	15,259	17.50%	2,355	65	30
2019/01/08, 9:25 PM	Jazz Music_Will Library	11,093	20.70%	2,117	89	16

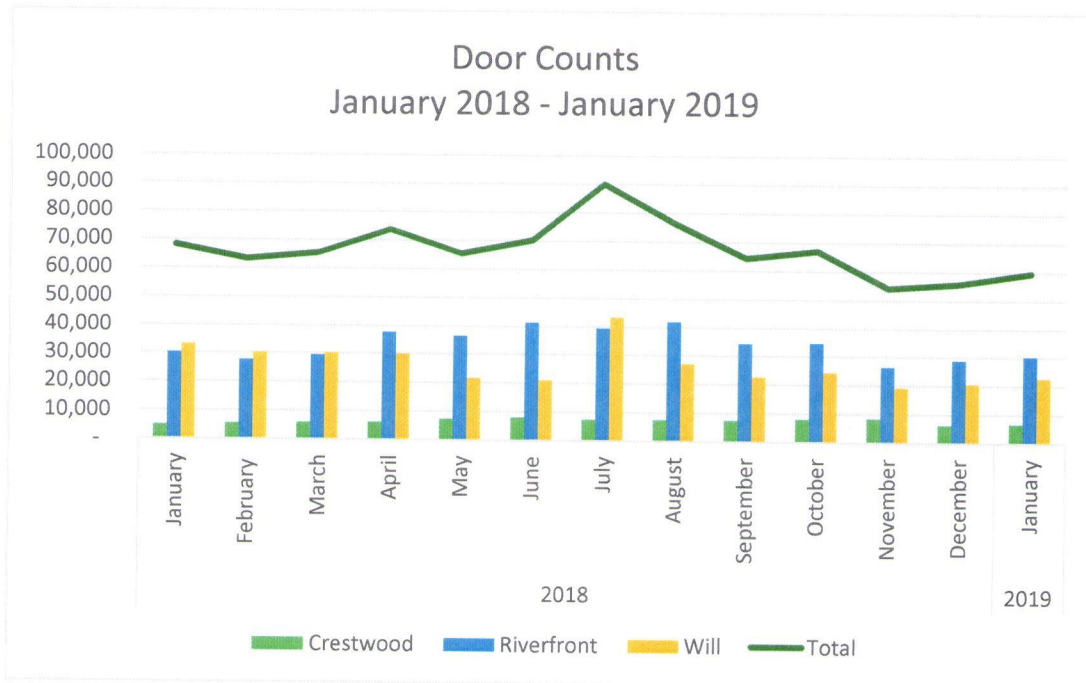
Opens by device:

Mobile: 46%

Desktop: 54%

Door Counts

Year	Month	Crestwood	Riverfront	Will	Total
2018	January	4,908	30,044	33,193	68,145
	February	5,431	27,564	30,231	63,226
	March	5,906	29,334	30,250	65,490
	April	6,145	37,567	29,952	73,664
	May	7,287	36,425	21,713	65,425
	June	7,961	41,221	20,999	70,181
	July	7,327	39,310	43,329	89,966
	August	7,485	41,716	27,015	76,216
	September	7,404	34,282	22,669	64,355
	October	7,983	34,599	24,415	66,997
	November	8,387	26,388	19,301	54,076
	December	6,260	28,829	20,663	55,752
2019	January	6,648	30,160	22,700	59,508



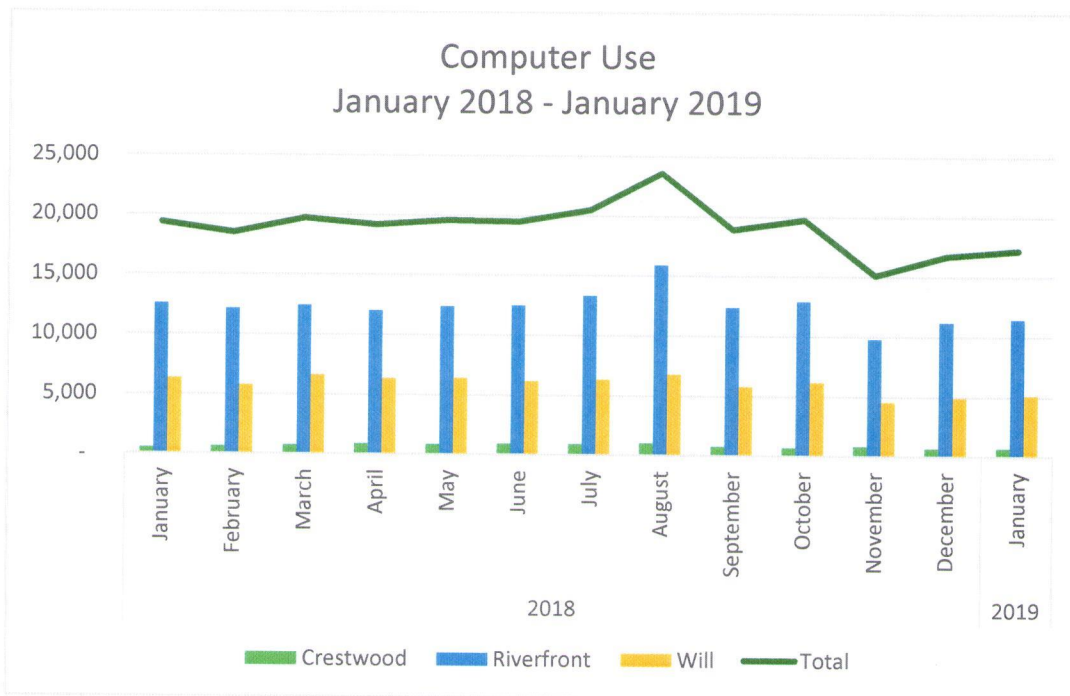
January 2019

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,627	38,251	28,681	68,559
Contract	1	121	257	379
Courtesy	0	1	24	25
Guest	0	5	0	5
Internet	0	5	3	8
Juvenile	300	6,920	4,067	11,287
Staff	23	115	94	232
Teen	65	6,474	2,260	8,799
Temp	1	30	3	34
Total	2,017	51,922	35,389	89,328

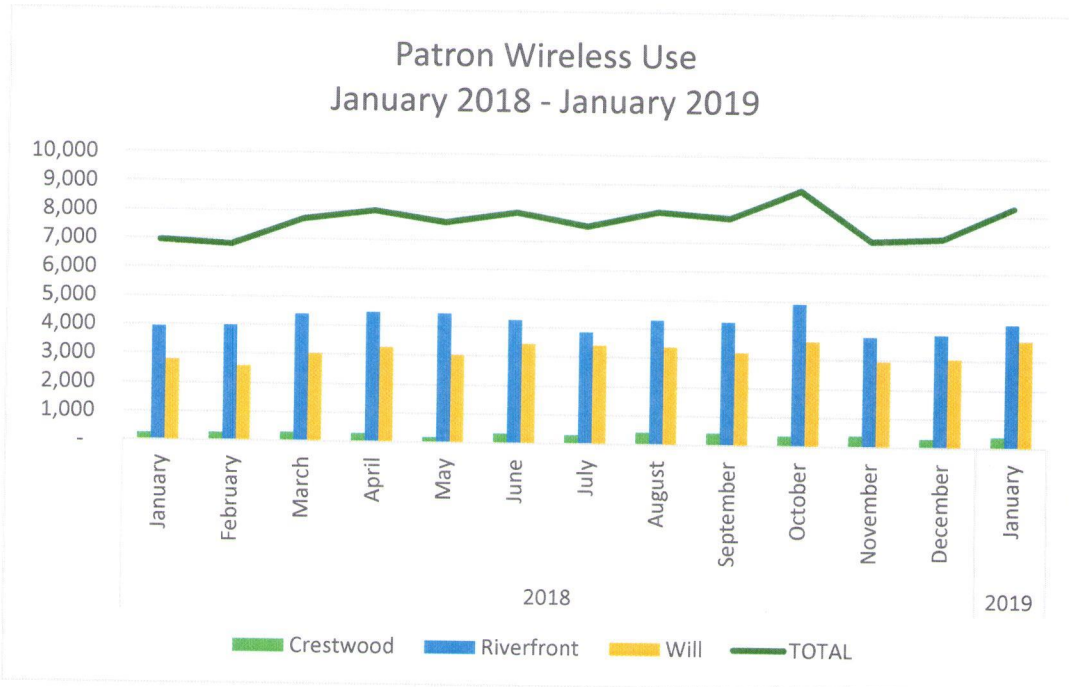
Public Computer Use

		Crestwood	Riverfront	Will	Total
2018	January	472	12,559	6,303	19,334
	February	615	12,124	5,730	18,469
	March	709	12,400	6,600	19,709
	April	836	11,996	6,337	19,169
	May	818	12,358	6,386	19,562
	June	873	12,448	6,133	19,454
	July	873	13,299	6,297	20,469
	August	979	15,869	6,742	23,590
	September	739	12,369	5,756	18,864
	October	667	12,903	6,140	19,710
	November	804	9,766	4,517	15,087
	December	644	11,173	4,895	16,712
2019	January	653	11,442	5,108	17,203



Patron Wireless Use

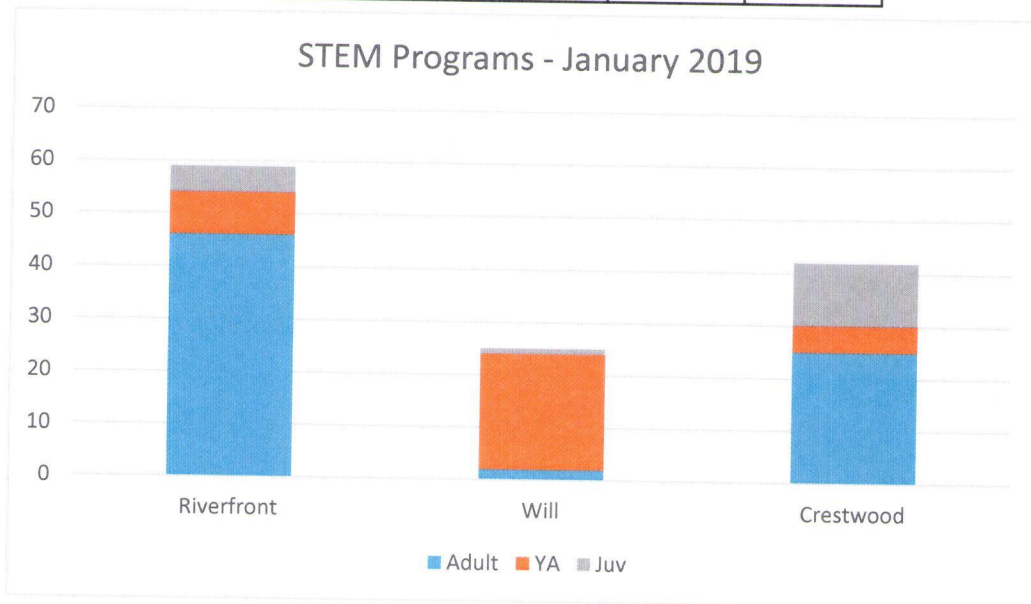
		Crestwood	Riverfront	Will	TOTAL
2018	January	239	3,917	2,793	6,949
	February	264	3,958	2,588	6,810
	March	295	4,381	3,028	7,704
	April	287	4,466	3,262	8,015
	May	174	4,438	3,018	7,630
	June	331	4,239	3,427	7,997
	July	296	3,837	3,395	7,528
	August	413	4,273	3,367	8,053
	September	415	4,234	3,198	7,847
	October	350	4,895	3,601	8,846
	November	385	3,770	2,943	7,098
	December	297	3,863	3,047	7,207
2019	January	383	4228	3681	8292



STEM Programs - January 2019

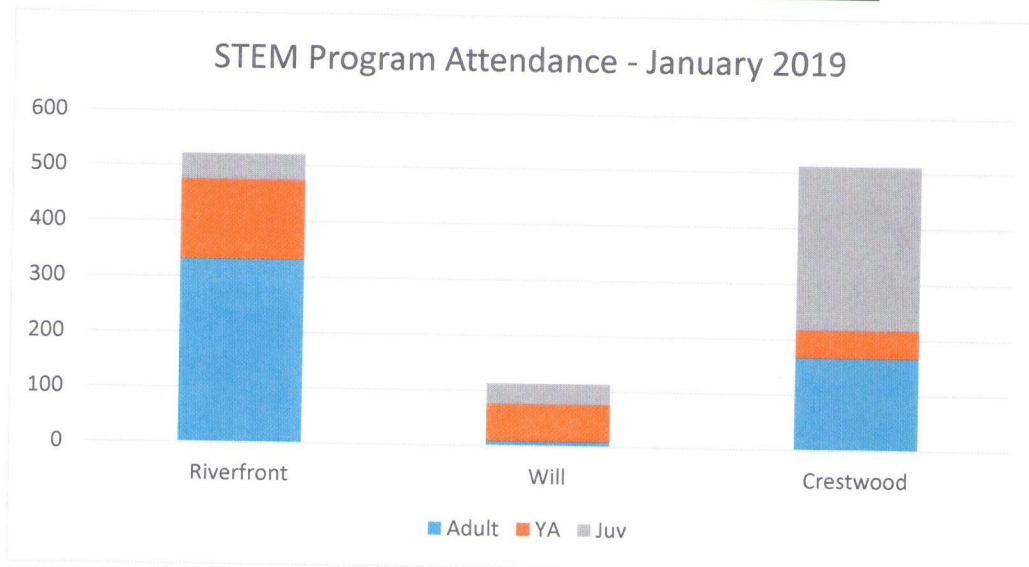
Sessions

	Adult	YA	Juv	Total
Riverfront	46	8	5	59
Will	2	22	1	25
Crestwood	25	5	12	42
Total	73	35	18	126



Attendance

	Adult	YA	Juv	Total
Riverfront	331	143	47	521
Will	9	67	38	114
Crestwood	167	49	296	512
Total	507	259	381	1147



YONKERS PUBLIC LIBRARY

PERSONNEL REPORT FEBRUARY 1, 2019

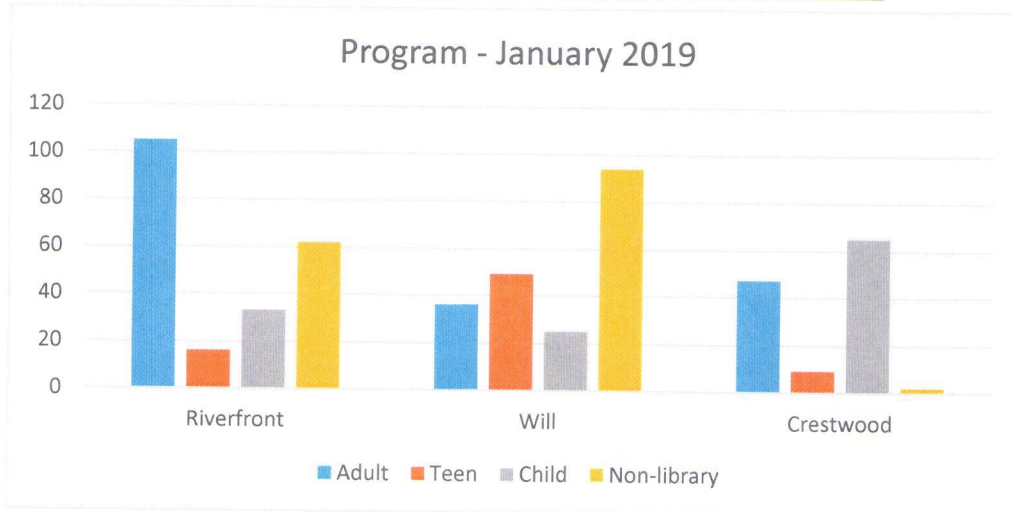
Element Number & Category	Total # of Positions	Positions Filled	Positions Vacant
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	8	6	2
<u>7411 Technical Processing</u>			
	4	3	1
<u>7412/13 Maintenance</u>			
	17	16	1
<u>7412/13/14 Public Service</u>			
Professional	38	31	7
Clerical	<u>37</u>	<u>27</u>	<u>10</u>
TOTAL	106	85	21



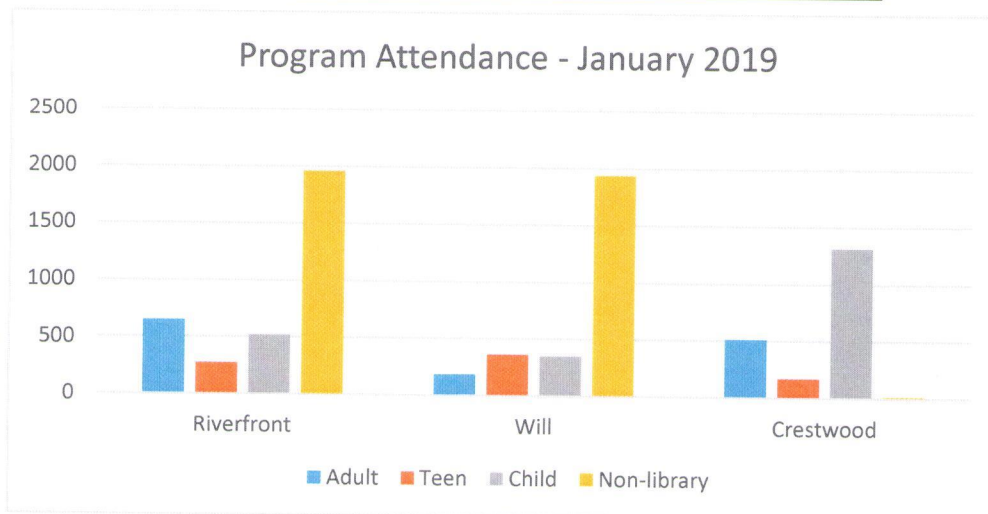
Edward Falcone
Library Director

Yonkers Public Library Programs - JANUARY 2019

Number of Programs				
	Riverfront	Will	Crestwood	Total
Adult	105	36	47	188
Teen	16	49	9	74
Child	33	25	65	123
Non-library	62	94	2	158
Total	216	204	123	543

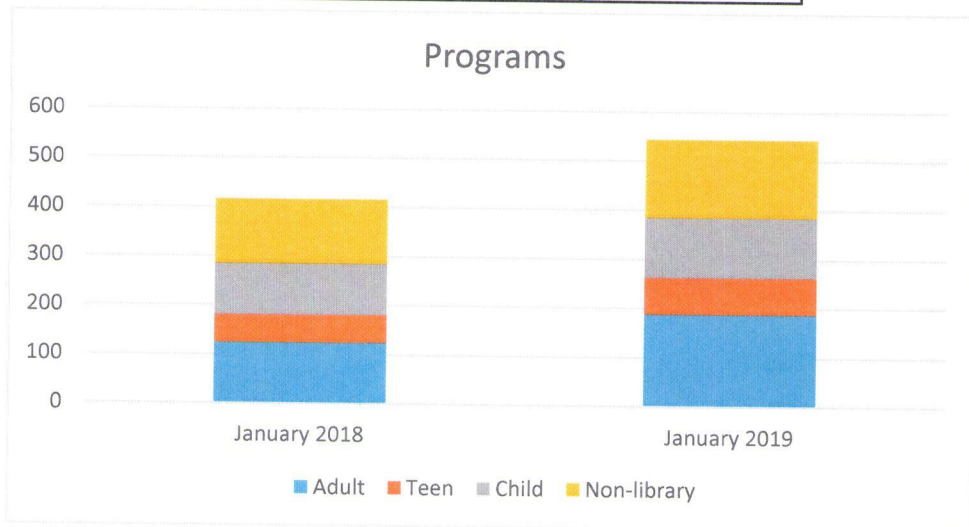


Attendance				
	Riverfront	Will	Crestwood	Total
Adult	646	185	509	1340
Teen	274	362	171	807
Child	522	352	1314	2188
Non-library	1957	1936	13	3906
Total	3399	2835	2007	8241



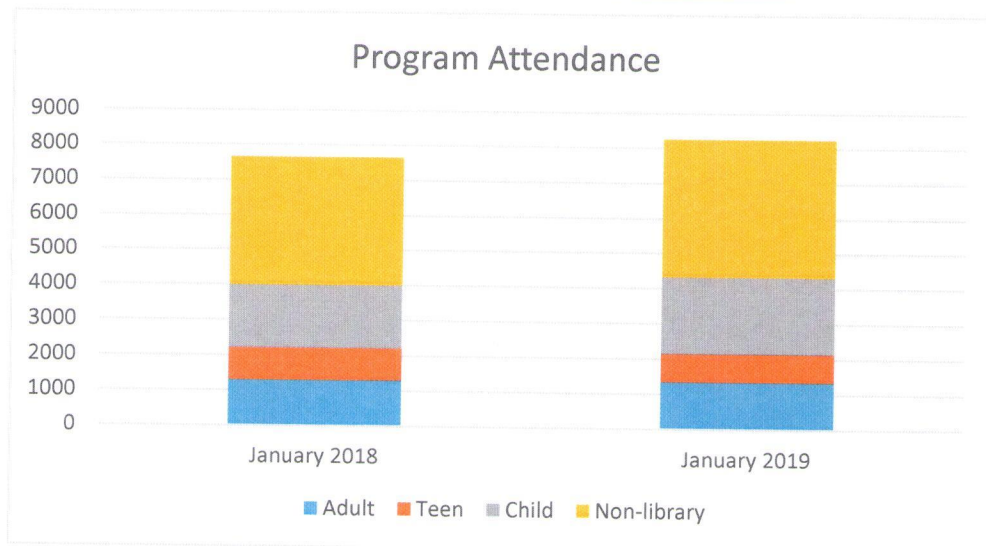
One-Year Comparison PROGRAMS

	January 2018	January 2019
Adult	124	188
Teen	56	74
Child	105	123
Non-library	131	158
Total	416	543



ATTENDANCE

	January 2018	January 2019
Adult	1291	1340
Teen	927	807
Child	1793	2188
Non-library	3637	3906
Total	7648	8241



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

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Books before Bedtime	Adult			4
3	Crafty Tuesdays: Knitting/Crocheting/Coloring	Adult			43
3	ESL Conversation Group	Adult			43
1	Excel I	Adult	YES		7
1	Excel II	Adult	YES		0
1	Facebook Basico	Adult	YES		6
1	Genealogy Club	Adult	YES		4
1	Google Docs Boot Camp Part I	Adult	YES		5
1	Google Docs Boot Camp Part II	Adult	YES		3
1	Intermediate Word	Adult	YES		8
1	Internet for Beginners	Adult	YES		5
1	introduction to 3D printing	Adult	YES		9
1	introduction to publisher	Adult	YES		2
1	Introduction to Windows 7	Adult	YES		3
1	introduction to Word	Adult	YES		11
1	iPad Basics	Adult	YES		5
5	Job search help	Adult	YES		64
1	Literacy Solutions: Learning Center Usage	Adult	YES		54
44	Literacy Solutions: Tutors	Adult			99
1	Microsoft Word Basico	Adult	YES		6
1	Movie : "The Nun"	Adult			22
1	Point and click	Adult	YES		5
1	Powerpoint I	Adult	YES		10
1	Powerpoint II	Adult	YES		9
1	Read Away Your Fines	Adult			48
2	Sew Amazing!	Adult			23
1	Social Media	Adult	YES		4
1	Strong by Zumba	Adult			7
14	TASC tutoring	Adult	YES		66
2	Technology Drop in	Adult	YES		10
2	Technology for Seniors	Adult	YES		21
1	Windows Basico	Adult	YES		5
2	Yoga	Adult			14
1	Zumba	Adult			12
1	Decorate a Glass	Adult	YES		7
1	NEDP	Adult	YES		2
1	Learn to Brew! Winter Brews	Adult	YES		
4	America Reads	JUV			41
2	Babies and Books	JUV			44
2	Baby Signing Time	JUV			56
3	Bilingual Storytime	JUV			77
1	Bilingual Storytime at Philipse Manor Hall - Martin Luther King, Jr. Celebration	JUV			14
1	Lanza Learning Center Visit	JUV		YES	18
1	Legorama Club	JUV			38
1	National Puzzle Day	JUV			4
4	Preschool Playdate	JUV			33
2	Queens Daughters Day Care	JUV		YES	38
1	STEM: Instant Snow Dough	JUV	YES		14
5	Toddler Time	JUV			70

1	Winnie the Pooh Storytime	JUV			14
1	Yonkers Children's Place - Headstart Program / WLS Youth Outreach	JUV			28
4	Tween Tech Time	JUV	YES		33
5	Gaming + VR	Y/A	YES		110
1	Movie "Selma"	Y/A			9
6	Neo Teen Art Group	Y/A			120
1	Read Away Your Fines	Y/A			2
1	Teen Maker: Pizza!	Y/A	YES		15
2	Girls Who Code	Y/A	YES		18

STEM		Class Visits	
Sessions	Attendance	Sessions	Attendance
59	521	3	56

	Sessions	Attendance
Adult	105	646
Y/A	16	274
JUV	33	522

Total Regular Library Programming 154 1442

NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
4	Hope & Love Discussion Group	24	
2	Friends of Philipse Manor Hall Meeting	23	
1	YPD Hiring Ceremony	300	
2	City of the Lord's Praise Temple	50	
2	Westchester Disabled On the Move ACCES-VR Orientation	43	
2	YPS Early Education Parent Workshop	43	
1	Yonkers Paddling & Rowing Club Board Meeting	11	
1	NYS Dept of Criminal Justice Services: Social Work Training	26	
1	City of Yonkers Mayor's Office Firefighter Meeting	8	
2	Family Services Society of Yonkers: Youth Empowered for Success (YES)	40	
1	Yonkers Arts Board Meeting	8	
1	Community Housing Innovations: First Time Homebuyer Orientation	85	
1	Yonkers Coalition for Youth	31	
4	MTA Explorer Program	60	
1	LYFE Coalition	31	
1	Women's Enterprise Development Center: Camino a la Iniciativa Empresarial	18	
2	Relative Caregivers Support Group	15	
1	City of Yonkers Human Resources: New Employee Orientation	76	
1	Family Services Society of Yonkers Kinship Support Program: Three Kings Day	30	
1	National Council of Negro Women Meeting	10	
3	DORENEX Model UN Workshop	58	
1	New York Progressive Action Network Quarterly Board Meeting	55	
1	Women of Courage Church of Life Community Meeting	11	
1	Chi Eta Phi Meeting	12	
1	Committee of Young People in Alcoholics Anonymous	8	
1	NYCD16 Indivisible	150	
1	Cornell University Literacy Focus Group	6	
1	Fidelis Care Meeting	9	
1	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	16	
1	Yonkers African American Heritage Committee: The Evolution of Dr. Martin Luther King Jr	25	
1	Pierpointe on the Hudson Board Meeting	15	\$50
1	Yonkers Partners in Education Fellows Information Session	30	
2	Richmond Community Services: Individual Placement Meetings	23	
1	YPS Adverse Childhood Experiences (ACEs) Summit	200	
1	Horizon Healthcare Staffing: School Nurse Training	6	\$100
1	City of Yonkers Human Resources: Conflict Resolution Training	20	
1	Pierpointe on the Hudson Owner Meeting	50	\$150
2	City of Yonkers Human Rights Commission	12	
2	YPS CPET Professional Development	64	
1	Sister to Sister International STEAM Study Session	21	
1	WealthWave Financial Education Workshop	21	\$25
1	NYCD16 Indivisible: New York State Health Act Forum	169	
1	Community After-School ESL Tutoring	9	
1	SCORE Free Small Business Workshop	26	
1	CLUSTER Girls Justice Initiative Family Team Meeting	9	

Total Non-Library Programming	<u>Sessions</u> 62	<u>Att.</u> 1957
GRAND TOTAL PROGRAMMING	216	3399

**Yonkers Public Library
GRINTON I. WILL BRANCH
ACTIVITIES REPORT - JANUARY 2019**

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
5	Knitting/Crocheting Workshop	Adult			30
5	Bridge Club	Adult			36
9	Senior Benefit Information Center	Adult			10
1	Feature Films	Adult			11
1	Book Discussion	Adult			17
3	Young at Heart Workshop	Adult			60
1	Job Hunting	Adult	YES		6
1	Intro to E-Books	Adult	YES		3
2	WEBS Career Counseling	Adult			2
8	Senior Benefit Information Center	Adult			10
4	Teen Advisory Group	Y/A			8
1	Young Adult Book Club	Y/A			9
22	Electronic Games	Y/A	YES		67
22	YA Groups ex AHRC, Another Step, Day Break	Y/A			278
2	Nursery Rhyme Time	JUV			56
2	Mother Goose	JUV			38
1	Lego Club	JUV	YES		38
1	Vet-2-Vet Animal Military Hero	JUV			5
1	Story Time with Signing	JUV			20
1	Dragon Day Story and Craft	JUV			35
1	Skating Story and Craft	JUV			10
1	Bilingual Story Time	JUV			17
1	Winter Story and Crafts	JUV			34
1	Leake and Watts	JUV		Yes	12
1	Ability Beyond	JUV		Yes	10
1	Montessori	JUV		Yes	19
11	Homework Helper	JUV			58

	Sessions	Attendance
Adult	36	185
Y/A	49	362
JUV	25	352
STEM	25	114
Class Visits	3	41
Total Regular Library Programming	110	899

NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
18	Little Radical Theatrics	625	
3	AARP Tax Seminar	100	
5	Meditation Seminars with Indra	25	
1	National Council of Negro Women	15	
2	CTS Study Group	30	
1	Writers' Workshop	10	
1	National Association of Letter Carriers	30	
2	Jewish Council of Yonkers	22	
1	SEIU 704	35	
1	Toastmaster's	10	
1	Parliamo Italiano	2	
2	LaLeche League of Yonkers	16	
1	AKA Society	4	
1	Yonkers Historical Society	15	
2	Enrico Fermi Scholarship Committee	16	
1	Cornell Cooperation Extension	25	
3	Al-Anon	15	
1	Aquehung Democratic Club	26	
1	AARP Chapter 5427	30	
1	Alpha Pi Alpha	10	
1	NAMI	5	
1	CTS Study	15	
1	Empire Safety Driving Program	30	50
1	Driver's Safety	25	50
1	Westchester Soccer Referee Association	50	
20	Little Learners - Parks Dept	400	
20	Senior Center-Parks Dept	350	

Total Non-Library Programming	<u>Sessions</u> 94	<u>Att.</u> 1936
GRAND TOTAL PROGRAMMING	204	2835

**Yonkers Public Library
Crestwood Branch
ACTIVITIES REPORT - January 2019**

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Tech Drop-In: Your Electronic Gadget & You	Adult	Yes		5
1	Tech Drop-In: Canva	Adult	Yes		5
1	Tech Drop-In: Freading	Adult	Yes		17
1	Tech Drop-In: Cloud Storage	Adult	Yes		4
1	Tech Drop-In: YPL Website	Adult	Yes		15
1	MELT Method Self Treatment for Wellness	Adult	Yes		13
2	Crestwood Fireside	Adult	Yes		47
4	News & Brews	Adult			107
4	PC Cruzin'	Adult	Yes		46
2	Sing Memorable Songs: Crestwood Crooners	Adult			16
4	Color at Crestwood	Adult			77
1	Start the New Year Right Get Organized	Adult			10
1	Crestwood Reiki Experience	Adult			6
1	Crestwood Book Club	Adult			21
1	Relax & Restore Sound Meditation	Adult			17
2	Non-Pretzel Yoga	Adult			13
4	Yoga for Yogis	Adult			55
2	Mindful Mondays	Adult			20
13	Help Desks	Adult	Yes		15
1	Tech Drop-In: Online Games & KAHOOT!	Juv	Yes		23
1	Tech Drop-In: Google CS First	Juv	Yes		21
1	Sew Much Fun	Juv	Yes		42
1	I Have A Dream Story Craft	Juv			17
2	MineCraft Monday	Juv	Yes		32
2	Crestwood Literary Lego Club	Juv	Yes		35
1	Bake in the New Year	Juv	Yes		43
17	Homework Helper	Juv			158
4	Crestwood Cinema	Juv			93
10	Music & Merriment	Juv			435
5	Chess	Juv			42
4	Discovery Storytime	Juv			72
1	Paws for Reading	Juv			29
1	Art With Madison	Juv			36
2	Science with Mary Ann	Juv	Yes		50
2	Young Science Explorers	Juv	Yes		50
1	Saturday Story Time	Juv			35
5	1000 Book Thursdays	Juv			53
4	Saturday Chess	Juv			48
1	Tech Drop-In: Comics Plus	Y/A	Yes		8
1	Teen Readers: New Year's Edition	Y/A			8
4	Teen Tuesday	Y/A	Yes		41
1	YA Book Buzz	Y/A			38
1	Volunteens	Y/A			8
1	Beat the January Blues...READ...Teen Book Giveaway	Y/A			68

STEM		Class Visits	
Sessions	Attendance	Sessions	Attendance
42	512	0	0

	<u>Sessions</u>	<u>Attendance</u>
Adult	47	509
Y/A	9	171
JUV	65	1314

Total Regular Library Programming 121 1994

NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
1	Friends of Crestwood Library	9	N/A
1	Drop-In MahhJong	4	N/A

	<u>Sessions</u>	<u>Att.</u>
Total Non-Library Programming	2	13
GRAND TOTAL PROGRAMMING	123	2007

YONKERS PUBLIC LIBRARY
By-Laws

ARTICLE
NAME AND LOCATION

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

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

ARTICLE
MISSION STATEMENT

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

ARTICLE I.
OFFICE OF TRUSTEES

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

ARTICLE II.
OFFICERS

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

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

ARTICLE III. MEETINGS

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

meeting. Notice of such special meeting shall be given to all members by telephone or in writing at least twenty-four hours prior to the meeting time.

3. The regular meeting in January shall be the Annual Meeting at which officers shall be elected for a term of office of one year each. The President shall name standing committees for a term of one year at the Annual Meeting, or within one week from the date of the Annual Meeting.
4. The Director or Deputy Director, when the Director is not available, shall attend all meetings, may participate in the discussion and offer professional advice, but shall not be accorded a vote on any question.
5. The order of business for regular meetings shall include, but not be limited to, the following items which may be covered in the sequence shown below:

- Disposition of minutes of the prior meeting
- Director's Report
- Union Representative's Report
- Committee Reports
- Communications
- Payment of bills
- Unfinished Business
- New Business
- Adjournment

6. An affirmative vote of the majority of ~~those Trustees present~~ the Board's total membership shall be necessary to approve any action before the Board.
7. *Robert's Rules of Order* shall govern the parliamentary procedure of the Board.

ARTICLE IV. COMMITTEES

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

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

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

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

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

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

ARTICLE V. LIBRARY DIRECTOR

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

ARTICLE VI. AMENDMENTS

These By-Laws may be repealed, amended or added to at a regular meeting of the Board of Trustees by a majority vote of the members present after the proposed repeal, amendment or addition has been submitted in writing at least ten days prior to the meeting at which such action is proposed to be taken.

Original By-Laws 1936

Revised February 24, 1949

Revised July 14, 1965

Revised July 10, 1969

Revised January 9, 1980

Revised March 8, 1989

Revised January 9, 1991

Revised October 19, 1992

Revised November 16, 1994

Revised January 14, 1998

Revised November 10, 1998

Revised September 20, 2001

Revised February 28, 2019

WELCOME TO THE WORLD OF VIRTUAL REALITY

The VR Lab at Tech Central provides a space for library patrons and staff to experience and experiment with virtual reality as a tool for teaching, learning, and recreation.

VR uses computer graphics, high-resolution video, and stereo sound to give you the illusion of being somewhere else. You will enjoy the experience of being in a realistic and immersive new environment that you can interact with.

Here are some tips to ensure that you will have a safe and enjoyable VR experience:

- The VR glasses completely block your view of your actual surroundings. For safety, either remain seated or stand in place.
- Allow yourself time to adjust to the VR glasses; use them for a few minutes at first, and then limit use to 15 minutes or less.
- Use the supplied disposable masks for sanitary purposes.
- Virtual reality is an immersive experience that can seem very real. If you have a history of discomfort or physical symptoms caused by motion, heights, or similar situations, you will probably experience those symptoms in VR as well. If you feel nausea or discomfort, take the headset off and sit down.
- Consult your doctor before using the VR equipment if you have a pre-existing medical condition.

[NOTE: This is copy only, it will be formatted and illustrated later for use in posters & flyers]