

**YONKERS PUBLIC LIBRARY  
AGENDA FOR BOARD MEETING  
RIVERFRONT LIBRARY  
APRIL 25, 2019**

**MINUTES**

[**ACTION ITEM**] Approve Minutes of Board Meeting March 21, 2019.

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE'S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

[**ACTION ITEM**]

Ratify the following appointments:

Raphael Guida, Librarian I, \$55,043.00/yr, eff. 3/22/19

Valentina Vaccari, P/T Clerk, \$12.00/hr, eff. 3/28/19

Michael Allen, P/T Clerk, \$12.00/hr, eff. 4/26/19

Acknowledge the following terminations:

Gloria Dixon, P/T Page, \$12.00/hr, eff. 2/19/19

Norma Talton, Principal Library Clerk, \$67,187.00/yr, eff. 4/30/19

Karina Borrani, P/T Page, \$12.00/hr, eff. 5/1/19

**COMMITTEE REPORTS**

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

[**ACTION ITEM**] This certificate will expire:

5/19/19 John Jutkowitz Theater Fund, Sterling National Bank, 14 mo. CD  
\$10,673.86; 1.85%

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

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

**Policy** - Guzmán-Santana, Ilarraza

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

Foundation Update

**RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedule #802

**UNFINISHED BUSINESS**

**[ACTION ITEM]** NYS Annual Report

**NEW BUSINESS**

**[ACTION ITEM]** Revised Policy on Circulation

**EXECUTIVE SESSION**

To discuss the performance of a particular employee

**NEXT MEETING DATE:** Wednesday, May 29, 2019 at the Crestwood Library

YONKERS PUBLIC LIBRARY  
BOARD MEETING  
RIVERFRONT LIBRARY  
March 21, 2019

**ATTENDANCE**

TRUSTEES:	Anietra Guzmán-Santana Nancy Maron Joseph Puglia Josephine Ilarraza John Saraceno Derrick Touba
LIBRARY DIRECTOR:	Ed Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Tr. Puglia
UNION REPRESENTATIVE:	Brandon Neider

The Board Meeting began at 7:01 p.m.

**MINUTES**

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved the Minutes of the Board Meeting of February 28, 2019 as amended.

**MANAGEMENT REPORT**

Director Falcone updated the Board on the progress of Will façade project. The project remains behind schedule: critical parts are still en route and not expected to arrive until early April. Substantial progress is expected by mid-

May. In the meantime, work continues on the vestibule, windows, doors and handrails.

Director Falcone informed the Board of the Yonkers Public Schools Instructional Affairs Committee Meeting he attended with several Trustees. Director Falcone was pleased with their reception and is optimistic about future opportunities for collaboration and partnership.

Director Falcone reported that several teachers from School 15 came to the Library to experience the Virtual Reality (VR) program and receive training in how to implement it in the classroom. Library staff would visit the class later in the week to prepare and assist in the introduction.

Director Falcone updated the Board on the Library's migration to the new Evergreen software system and catalog. The transition has been well-managed, all critical services are functioning, and progress is expected to continue over the next several weeks.

Director Falcone informed the Board of the new Gale Courses service the Library had begun to provide. Due to popular demand, Deputy Director Thaler and Head of Riverfront Reference Aurora Cruz have negotiated a new unlimited subscription.

Director Falcone informed the Board that recent maintenance difficulties with the elevator at the Will Branch led to the cancellation of several programs. He was confident that funding for a new elevator would be appropriated soon.

Director Falcone advised the Board that the annual Staff Development Day has been postponed to the fall due to difficulty finding facilitators and the Library's ongoing Evergreen migration.

### **UNION REPRESENTATIVE'S REPORT –**

Union Representative Neider inquired about some staff vacancies that have not been filled yet.

### **WLS REPORT**

Tr. Puglia distributed a WLS newsletter and directed everyone's attention to an upcoming screening and discussion of the film *Resilience*. He remarked

that the film can help the Library assist the community with health issues and would report on it at the next Meeting.

## **PERSONNEL REPORT**

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

William E. Buckhana, P/T Page, \$12.00/hr, eff. 3/9/19  
Maiya Olivia Coleman, IT Assistant, \$42,742.00/yr, eff. 3/8/19  
Alexander Pena, P/T Page, \$12.00/hr, eff. 3/9/19

The Board acknowledged the following termination:  
Kirsten Grünberg, Librarian I, \$58,450.00/yr, eff. 3/15/19

## **COMMITTEE REPORTS**

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

On motion of Tr. Maron, seconded and unanimously carried, the Board authorized Business Manager Presedo to transfer the following account to Sunnyside Federal Bank or renew with Sterling National Bank:

3/19/19 Rita G. Murphy Memorial Fund, Sterling National Bank, 12 mo. CD  
\$5,507.13; 1.15%

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

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

**Policy** - Guzmán-Santana, Ilarraza

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

Foundation update: Tr. Maron reported that the installation of the commemorative plaques would be complete before the end of spring. Tr. Maron also reminded the Board of the spring gala at the Riverfront Branch on May 20 featuring author Sandra Cisneros. Ms. Cisneros will also meet with Yonkers Public Schools students earlier in the day during a luncheon that will be live-streamed to other schools.

### **PAYMENT OF BILLS**

On motion of Tr. Saraceno, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #801.

### **UNFINISHED BUSINESS**

The Board resumed a discussion on data and analytics and reviewed the statistical reports included in the monthly packet. Tr. Maron was pleased with the updated format of charts and graphs and led a discussion on ideas to further improve the reports. Management will continue to enhance its statistical reports and present them at a later date.

### **NEW BUSINESS**

Director Falcone distributed a draft copy of the 2018 State Report and asked the Board for feedback prior to the April meeting, when a vote to approve the report will be required.

**NEXT BOARD MEETING DATE** – Thursday, April 25, 2019 at the Riverfront Library

**EXECUTIVE SESSION** – Tr. Puglia motioned to move into Executive Session to discuss the performance of a particular employee at 8:25 p.m.

The Board exited Executive Session at 9:06 p.m. On motion of Tr. Maron, seconded and unanimously carried, the Meeting was adjourned at 9:09 p.m.

Edward Falcone  
Library Director & Secretary

# Yonkers Public Library

## Bill List March 2019

Vendor Name	Description	Date	Amount
<b>CAPITAL FUNDS</b>			
B&H PHOTO	PLAYSEAT GAMING SEAT	3/29/2019	223.37
BRODART CO.	TABLE: CRESTWOOD	3/19/2019	524.71
BRODART CO.	LIBRARY FURNITURE	3/19/2019	879.62
MILCON CONSTRUCTION CORP.	WILL FAÇADE PHASE 2	3/19/2019	78,795.83
OLA CONSULTING ENGINEERS	BOILER REPAIR-FINAL PMT	3/13/2019	3,633.75
OPEN SYSTEMS	HEAT DETECTOR INSTALL	3/28/2019	399.00
WARREN PANZER	BOILER PROJECT: ENV CONS	3/28/2019	2,000.00
<b>TOTAL</b>			<b>86,456.28</b>
<b>CONTRIBUTIONS FUNDS</b>			
ART & SOUL STUDIO	CON ED GRANT:WORKSHOPS	3/26/2019	593.93
BAKER & TAYLOR	MULTIPLE INV:MATERIALS	3/18/2019	1,670.05
BELLA VISTA DELI	BOARD MEETING 2/28/2019	3/12/2019	122.00
BELLA VISTA DELI	BOARD MEETING 3/21/2019	3/27/2019	131.11
BITETTI, CHRISTINE	REIMB EXP: VERIZON GRANT	3/12/2019	19.50
CHEEKS-LOMAX, JAELA	HOMEWORK HELPER: RIV	3/19/2019	495.00
CHEEKS-LOMAX, JAELA	HOMEWORK HELPER: RIV	3/6/2019	510.00
COOPER HEWITT MUSEUM	MEMBERSHIP RENEWAL	3/6/2019	125.00
GOVCONNECTION, INC.	TRAC MACHINES	3/19/2019	1,262.96
GOVCONNECTION, INC.	MULTIPLE INV: SUPPLIES	3/19/2019	3,627.69
NEW YORK LIB ASSOCIATION	MEMBERSHIP	3/6/2019	1,280.00
PUBLIC LIBRARY DIR ASSOC (PLDA)	DUES & SUNSHINE FUND	3/26/2019	40.00
SIEGAL, MARTIN	HOMEWORK HELPER: WILL	3/6/2019	592.50
THE CHAMBER OF COMMERCE COY	ANNUAL BREAKFAST (2)	3/13/2019	250.00
W. B. MASON CO., INC.	CON ED GRANT:ART SUP	3/26/2019	27.00
W. B. MASON CO., INC.	SUPPLIES (PUBLIC PRINTING)	3/12/2019	215.94
WESTCHESTER CTY ASSOCIATION	BADGE	3/11/2019	40.00
WESTCHESTER LIB ASSOCIATION	1 YR MEMB 4/1/19-3/31/20	3/6/2019	50.00
YONKERS CHAMBER OF COMM	WOMEN OF EXC LUNCH (7)	3/12/2019	525.00
<b>TOTAL</b>			<b>11,577.68</b>
<b>MONTEFIORE GRANT</b>			
VERIZON WIRELESS	CELL PHONES	3/22/2019	107.02
<b>TOTAL</b>			<b>107.02</b>

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
**March 2019**

Date	Num	Memo	Amount
<b>Abbey Ice</b>			
03/04/2019	91177	spring water	72.50
03/13/2019	92384	spring water	53.00
03/19/2019	165797	rental	47.25
03/19/2019	165820	water cooler-will	47.25
03/19/2019	92385	spring water	36.22
03/29/2019	93077	spring water-will	53.00
Total Abbey Ice			309.22
<b>Abdo-Spotlight-Magic Wagon</b>			
03/05/2019	224860	materials	544.70
Total Abdo-Spotlight-Magic Wagon			544.70
<b>Able &amp; Ready</b>			
03/19/2019	20570	repairs-service chg	149.95
Total Able & Ready			149.95
<b>ABM Systems</b>			
03/04/2019	000013338	maintenance hvac	3,407.00
Total ABM Systems			3,407.00
<b>Amazon.com</b>			
03/04/2019	446739363734	program supplies	17.29
03/04/2019	457439456497	program supplies	14.98
03/04/2019	465365893335	program supplies	6.78
03/04/2019	655843683355	program supplies	27.98
03/04/2019	675847936437	program supplies	10.31
03/04/2019	748846448964	tech central supplies	47.98
03/04/2019	783663434648	library supplies	109.34
03/04/2019	849465474698	program supplies	32.97
03/04/2019	857877543993	camera	94.00
03/22/2019	0320607cm-03	credit program supplies	-38.67
03/22/2019	498668855854	lego table	199.95
03/22/2019	568844439568	label maker tape	11.80
03/22/2019	683658583376	program supplies	219.56
03/22/2019	895848653997	charging dock	44.98
03/22/2019	cm449997673674	credit program supplies	-33.91
03/22/2019	cm745556856869	credit program supplies	-14.18
03/22/2019	cm794464687976	credit program supplies	-45.16
03/22/2019	cm857848743369	credit program supplies	-75.28
Total Amazon.com			630.72
<b>American Express</b>			
03/04/2019	21919ae	materials, software, program supplies	1,124.91
03/04/2019	21919ae	materials, software, program supplies	229.80
03/04/2019	21919ae	materials, software, program supplies	222.38
Total American Express			1,577.09
<b>American Library Association</b>			
03/29/2019	52010143	library week posters and bookmarks	156.20
Total American Library Association			156.20
<b>American Paper Supply (APP)</b>			
03/29/2019	j1202502	disinfectant	432.90
Total American Paper Supply (APP)			432.90
<b>Amoils, Roseanne</b>			
03/13/2019	63	job search coaching 2/6, 13, 20, 27-2019	1,040.00
Total Amoils, Roseanne			1,040.00
<b>Arch For Kids</b>			
03/19/2019	260	bridges-from here to there-will 3/5/19	250.00
Total Arch For Kids			250.00
<b>Avila, Teresa</b>			
03/13/2019	3ta	english conversation classes 2/6, 13/20/...	160.00
Total Avila, Teresa			160.00



**YONKERS PUBLIC LIBRARY**  
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**March 2019**

Date	Num	Memo	Amount
<b>B &amp; H Photo</b>			
03/29/2019	155631356	sony radio	66.59
Total B & H Photo			66.59
<b>Baker &amp; Taylor</b>			
03/04/2019	jan-19	materials	25,546.69
03/04/2019	jan-19	materials	1,644.90
03/04/2019	jan-19	materials	3,116.28
Total Baker & Taylor			30,307.87
<b>Barnes &amp; Noble</b>			
03/05/2019	3788383	materials	845.60
03/05/2019	3792079	materials	294.46
03/05/2019	3792079	materials	294.46
03/18/2019	3795861	materials	1,212.38
03/22/2019	3805282	materials	765.78
03/22/2019	3805282	materials	142.16
Total Barnes & Noble			3,554.84
<b>Bokandeye African American Dance Theatre</b>			
03/13/2019	2-26-19	african dance workshop	150.00
Total Bokandeye African American Dance Theatre			150.00
<b>Brodart</b>			
03/05/2019	b5533841	materials	49.92
03/05/2019	b5536355	materials	149.76
03/14/2019	521985	library supplies	2,374.00
03/18/2019	B5547453	materials	357.30
Total Brodart			2,930.98
<b>Cablevision Lightpath</b>			
03/19/2019	10071863	internet 2/1/19-2/28/19	5,309.56
03/19/2019	100071882	phones	3,623.72
Total Cablevision Lightpath			8,933.28
<b>Cablevision Optimum</b>			
03/04/2019	07803550279mar19	cable and internet-crestwood	140.88
03/13/2019	07803544469mar19	cable	16.80
Total Cablevision Optimum			157.68
<b>CHLOE'S KIDS</b>			
03/13/2019	20 rf	baby signing time 3/1, 3/5 2019	150.00
Total CHLOE'S KIDS			150.00
<b>Citadel Pest Control</b>			
03/04/2019	3577	pest inspection	200.00
Total Citadel Pest Control			200.00
<b>City Of Yonkers</b>			
03/21/2019	032119	library-background checks	2,511.90
Total City Of Yonkers			2,511.90
<b>Con Edison</b>			
03/19/2019	5909214217mar19	gas charges-will	188.43
Total Con Edison			188.43
<b>Crown HVAC</b>			
03/04/2019	8762	maintenance	225.00
Total Crown HVAC			225.00
<b>Demco</b>			
03/05/2019	6546783	library supplies	363.84
03/14/2019	6555983	library supplies	128.40
Total Demco			492.24
<b>DeWaters, Alice</b>			
03/04/2019	021519ad	reimbursement program supplies	25.97
03/13/2019	022819ad	reimbursement-prizes for progs. (tech c...	79.30

# YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT

March 2019

Date	Num	Memo	Amount
Total DeWaters, Alice			105.27
<b>Dreamland Security</b>			
03/04/2019	925	security guard services 11/25/18-2/2/19	12,611.50
Total Dreamland Security			12,611.50
<b>Ebsco</b>			
03/05/2019	1902286	materials	202.55
03/05/2019	9209702	materials	39.00
03/05/2019	9209703	materials	118.26
Total Ebsco			359.81
<b>Fusco, Eileen</b>			
03/14/2019	2-26-19ef	reimbursement -refreshments-mardi gras	36.09
03/14/2019	022719ef	reimbursement for pizza-meeting	32.99
Total Fusco, Eileen			69.08
<b>Gantzer, Ana</b>			
03/25/2019	031219ag	reimbursement for garden prog. supplies	61.75
Total Gantzer, Ana			61.75
<b>GovConnection</b>			
03/05/2019	56474131	comp. accessories	97.05
03/05/2019	56529044	epson usb receipt printer	135.76
03/05/2019	56529339	pc mounting bracket	31.68
03/05/2019	56529340	makerbot labs experimental	229.40
03/05/2019	56529341	ink cartridge	149.62
03/05/2019	cm56503195	return of vip-e cct nmd l2 4m	-254.48
03/19/2019	56537091	computer supplies	26.16
03/19/2019	cm56552648	credit	-97.05
03/22/2019	56599668	toner cartridges	265.41
03/22/2019	56599670	toner cartridges	862.55
03/22/2019	56610960	anti-virus security	6,855.00
03/22/2019	56611184	toner	343.55
03/22/2019	56611187	toner cartridges	862.05
03/22/2019	56611188	computer accessories	169.80
03/29/2019	56521738	hp laserjet pro printer	399.00
Total GovConnection			10,075.50
<b>ISE Office Plus</b>			
03/14/2019	409137	business cards	30.49
03/19/2019	409218	envelopes-crestwood	78.49
Total ISE Office Plus			108.98
<b>Keane &amp; Beane</b>			
03/19/2019	44786	professional services	577.50
Total Keane & Beane			577.50
<b>LDI Color Toolbox</b>			
03/19/2019	1509483	riso ink cartridges	69.72
Total LDI Color Toolbox			69.72
<b>Living Arts Village</b>			
03/04/2019	0019	Black History Children's Prog. 2-18-19	75.00
Total Living Arts Village			75.00
<b>Marshall, Nancy</b>			
03/25/2019	3-14-19	zumba on 3/14/19	70.00
Total Marshall, Nancy			70.00
<b>Metro Group, Inc.</b>			
03/19/2019	PI 607162	tower maintenance	782.87
Total Metro Group, Inc.			782.87
<b>Midwest Tape</b>			
03/05/2019	96915631	materials	9.74
03/05/2019	96915632	materials	112.44
03/05/2019	96915633	materials	12.99

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 March 2019

Date	Num	Memo	Amount
03/05/2019	96917673	materials	28.78
03/05/2019	96917675	materials	636.47
03/05/2019	96917676	materials	151.21
03/05/2019	96931878	materials	649.29
03/05/2019	96931879	materials	91.45
03/05/2019	96931950	materials	29.97
03/05/2019	96981025	materials	57.76
03/05/2019	96981027	materials	194.40
03/05/2019	96981028	materials	71.18
03/05/2019	96981029	materials	74.15
03/05/2019	97009986	materials	56.97
03/05/2019	97009987	materials	69.92
03/05/2019	97009988	materials	30.18
03/05/2019	97010060	materials	14.38
03/18/2019	97043881	materials	34.48
03/18/2019	97043882	materials	25.98
03/18/2019	97043884	materials	22.48
03/18/2019	97073557	materials	27.99
03/18/2019	97073559	materials	11.18
03/18/2019	97074800	materials	37.69
03/18/2019	97074800	materials	52.27
03/18/2019	97074801	materials	67.97
03/18/2019	97074802	materials	31.98
Total Midwest Tape			2,603.30
<b>Mota, Juan</b>			
03/13/2019	000030	sew amazing 2-27-29 alterations	175.00
Total Mota, Juan			175.00
<b>Multicultural Books and Video</b>			
03/05/2019	19-0072b	materials	50.44
Total Multicultural Books and Video			50.44
<b>Nat'l Learning Corp.</b>			
03/05/2019	0055049	materials	429.52
03/05/2019	0055049	materials	320.80
Total Nat'l Learning Corp.			750.32
<b>National Learning Corporation</b>			
03/22/2019	0055279	materials	49.95
Total National Learning Corporation			49.95
<b>New Readers Press</b>			
03/05/2019	8891242	materials	78.50
03/05/2019	8908836	materials	52.00
Total New Readers Press			130.50
<b>Preferred Business</b>			
03/14/2019	101928	book labels	1,194.73
Total Preferred Business			1,194.73
<b>Quill Corp.</b>			
03/29/2019	5889013	crayons	49.99
Total Quill Corp.			49.99
<b>Recorded Books</b>			
03/18/2019	76180288	materials	41.60
Total Recorded Books			41.60
<b>Richmond Jr., Dennis</b>			
03/13/2019	030219dr	african american genealogy prog. 3/2/19	100.00
03/13/2019	030219dr	african american genealogy prog. 3/2/19	6.00
Total Richmond Jr., Dennis			106.00
<b>Safeguard Lock &amp; Key</b>			
03/22/2019	6933	keys	14.00
Total Safeguard Lock & Key			14.00

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 March 2019

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
<b>Schall Hardware</b>			
03/14/2019	17165	supplies	76.95
Total Schall Hardware			76.95
<b>Schumacker, Meryl</b>			
03/13/2019	030219ms	african american genealogy prog. 3/2/19	100.00
03/13/2019	030219ms	african american genealogy prog. 3/2/19	22.00
Total Schumacker, Meryl			122.00
<b>Sprague Operating Resources</b>			
03/04/2019	00009936983	bioheat oil-crestwood	506.22
03/13/2019	00009987222	bioheat oil-crestwood	56.60
03/13/2019	00009978321	bioheat oil-will	11,319.21
03/13/2019	00009978330	bioheat oil-crestwood	485.88
Total Sprague Operating Resources			12,367.91
<b>Stanley Convergent</b>			
03/13/2019	16321422	maintenance/monitoring-will	64.68
03/13/2019	16321772	maintenance/monitoring-crestwood	683.54
03/13/2019	16325103	maintenance/monitoring-will	197.01
Total Stanley Convergent			945.23
<b>Sterling Sanitary Supply</b>			
03/25/2019	aj3305	monthly lease	300.00
Total Sterling Sanitary Supply			300.00
<b>Sys Aid Technologies</b>			
03/13/2019	op-0579075	ypl renewal fee	1,452.00
Total Sys Aid Technologies			1,452.00
<b>Verizon</b>			
03/04/2019	9143372191mar19	phone and alarms	156.23
03/04/2019	9143373015mar19	phone and alarms	50.96
03/13/2019	9147931065mar19	phone service/alarms	53.10
03/19/2019	9144109274mar19	phone charges/alarms	43.63
Total Verizon			303.92
<b>Verizon Wireless</b>			
03/13/2019	9824808355	phones 1/24-2/23	347.46
03/25/2019	9825897051	cell phones	275.91
Total Verizon Wireless			623.37
<b>Walsh, Michael A</b>			
03/04/2019	2819mwa	reimbursement- materials	52.00
Total Walsh, Michael A			52.00
<b>Wayne's Electric Service</b>			
03/19/2019	031904	ballast replacement	1,469.00
Total Wayne's Electric Service			1,469.00
<b>WB Mason</b>			
03/05/2019	l63577917	office supplies	187.67
03/05/2019	l63622542	office supplies	2.79
03/14/2019	cr6495426	office supplies	-8.59
03/14/2019	l63741193	copy paper	1,418.95
03/14/2019	l63779751	erasers	2.49
03/14/2019	l63789524	office supplies	8.59
03/14/2019	l63875609	office supplies	2.79
03/14/2019	l63960595	office supplies	246.21
03/19/2019	cr4934487	credit-prog. supplies	-12.39
03/19/2019	cr5572441	credit-office supplies	-8.22
03/19/2019	cr5648618	credit-office supplies	-60.34
03/19/2019	l63043502	construction paper	1.95
03/22/2019	l64282715	office supplies	7.98
03/22/2019	l64366570	office supplies	93.94
03/29/2019	cr6567466	credit office supplies	-2.79
03/29/2019	l64459563	office supplies	11.24
03/29/2019	l64533904	bulletin board	36.41

12:32 PM  
04/02/19  
Accrual Basis

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
March 2019

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
03/29/2019	164599312	office supplies	73.54
Total WB Mason			2,002.22
<b>Westchester Library System</b>			
03/22/2019	2010312-43	labels	384.98
Total Westchester Library System			384.98
<b>Xerox</b>			
03/13/2019	09102837	copier-base charge	95.00
Total Xerox			95.00
<b>Yonkers Wellness Center</b>			
03/13/2019	2-25-19	sound meditation/reiki workshop 2/25/19	75.00
03/25/2019	3-11-19	sound meditation/reiki workshop 3/11/19	75.00
Total Yonkers Wellness Center			150.00
<b>TOTAL</b>			<b>109,003.98</b>

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

		ORIGINAL AMOUNT	AMOUNT AVAILABLE 3/31/2019
<b>C2099CP</b>			
510646	Will Ext. Construction	1,800,000	0
510647	Will Auditorium Improv.	55,000	48,229
510820	Library Books and other Materials	300,000	0
510821	Boiler Upgrades	60,000	0
510822	Computers & Library Equipment	47,000	31,182
510872	Library Books and other Materials	350,000	0
510873	Exterior - Will Branch	2,400,000	1,001,089
510874	Boiler Upgrades	568,000	83,659
510906	Library Books and other Equipment	450,000	393,968

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

	<b>AMOUNT AWARDED</b>	<b>AMOUNT AVAILABLE 3/31/2019</b>
LDA	143,266	28,373
DANY	250,000	250,000
MONTEFIORE	142,942	44,915
CBGB	30,000	14,950
SED-LDA	211,412	211,412

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

<b>Revenue Category</b>	<b>Budgeted Revenue 2018-2019</b>	<b>Revenue Realized 7/1/2018-6/30/2019</b>
Fees & Fines	\$51,000	\$27,182
Rental of Property	11,000	10,533
Miscellaneous (Includes E-Rate)	41,050	10,687
Total Library Generated Revenues	<u>\$103,050</u>	<u>\$48,403</u>
State Funding	47,560	57,438
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<u>\$10,460,214</u>	<u>\$10,415,445</u>



BANK ACCOUNT INFORMATION

MARCH 2019

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>3/31/2019</u>
<u>ENDOWMENTS AND TRUSTS</u>						
<u>SAUNDERS ENDOWMENT GOAL \$65,000</u>						
STERLING NATIONAL BANK 2.75%		SAUNDERS BOOK FUND	4658	6/4/2020	15 MO. CD	75,074.78
<u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u>						
STERLING NATIONAL BANK 1.85%		JOHN JUTKOWITZ THEATER FUND	5236	5/19/2019	14 MO. CD	10,673.86
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS 1.75%		DAVID S. KOGAN MEM FUND	1085514	8/24/2019	15 MO. CD	5,001.68
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS 2.75%		RITA G. MURPHY MEM FUND	1097874	6/26/2020	15 MO. CD	5,507.13
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK N/A		YPL TRUST ACCOUNT	6700288970	----	CHECKING	6,022.62
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
<u>STERLING NATIONAL BANK 2.75%</u>						
STERLING NATIONAL BANK 2.75%		CONTRIBUTIONS ACCOUNT	4659	6/4/2020	15 MO. CD	27,440.62
<u>STERLING NATIONAL BANK 2.25%</u>						
STERLING NATIONAL BANK 2.25%		CONTRIBUTIONS ACCOUNT	5737	8/4/2019	14 MO. CD	61,953.14
<u>STERLING NATIONAL BANK 2.25%</u>						
STERLING NATIONAL BANK 2.25%		CONTRIBUTIONS ACCOUNT	6249	10/2/2019	14 MO. CD	51,723.94
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK 0.01%		CONTRIBUTIONS ACCOUNT	6700289260	----	CHECKING	56,377.86

YPL Operating Budget 2018-19

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month March	YTD	Balance	% used
101	Salaries	6,335,062	6,335,062	3,887,342	460,362	4,347,704	1,987,358	69%
103	Temp Services	613,900	613,900	301,418	46,677	348,095	265,805	57%
119	Contractual Settlements	130,537	130,537	132,892	0	132,892	-2,355	102%
150	Termination Payments	35,000	35,000	78,791	0	78,791	-43,791	225%
198	Overtime	263,040	263,040	99,137	11,118	110,255	152,785	42%
	Personal Services Total:	7,377,539	7,377,539	4,499,580	518,157	5,017,737	2,359,802	68%
280	Reference Materials	82,000	82,000	34,717	2,881	37,598	44,402	46%
	Materials Total	82,000	82,000	34,717	2,881	37,598	44,402	46%
301	Office Supplies	89,110	89,110	53,427	6,377	59,804	29,306	67%
306	Janitorial Supplies	22,200	22,200	19,442	0	19,442	2,758	88%
308	Wearing Apparel	2,971	2,971	0	0	0	2,971	0%
309	Fuel For Heating	85,500	85,500	23,917	11,862	35,779	49,721	42%
312	Hardware	7,025	7,025	3,785	91	3,876	3,149	55%
313	Misc. Supplies	1,000	1,000	783	0	783	217	78%
314	Electrical Supplies	800	800	0	0	0	800	0%
327	Nursery Supplies	100	100	0	0	0	100	0%
361	Gas	2,000	2,000	1,375	188	1,563	437	78%
	Material and Supplies Total	210,706	210,706	102,729	18,518	121,247	89,459	58%
401	Insurance	22,700	22,700	22,700	0	22,700	0	100%
402	Telephones	74,700	74,700	36,270	4,361	40,631	34,069	54%
403	Printing	13,310	13,310	1,765	2,482	4,247	9,063	32%
404	Lights and Power	194,268	194,268	60,440	7,983	68,423	125,845	35%
405	Postage	5,800	5,800	13	0	13	5,787	0%
406	Freight and Express	750	750	51	0	51	699	7%
407	Equipment Maint. And Repair	35,400	35,400	21,583	945	22,528	12,872	64%
408	Rental of Equipment	14,988	14,988	4,212	490	4,702	10,287	31%
409	Building Maint. And Repair	73,000	73,000	27,225	2,252	29,477	43,523	40%
410	Milage Allowance	710	710	59	0	59	651	8%
413	Professional Fees	176,450	176,450	137,204	5,434	142,638	33,812	81%
415	Outside Labor & Related Charges	27,500	27,500	20,382	150	20,532	6,968	75%
419	Misc. Expenses	16,750	64,215	45,312	0	45,312	18,903	70.6%
421	Rental of Space	750,000	750,000	750,000	0	750,000	0	100%
422	Janitorial Service	2,600	2,600	2,600	0	2,600	0	100%
424	Maint. Of Office Equipment	10,200	10,200	1,050	0	1,050	9,150	10%
425	Subscriptions and Publicationns	147,183	147,183	133,899	0	133,899	13,284	91%
430	IT Hardware Maint.	24,000	24,000	19,374	73	19,447	4,553	81%
431	IT Software Licensing and Maint.	486,323	486,323	403,788	13,643	417,431	68,892	86%
436	Tuition/Bd/Travel Reimbursement	2,150	2,150	234	0	234	1,916	11%
446	Automobile Repair	6,000	6,000	3,230	0	3,230	2,770	54%
481	Binding of Books	1,550	1,500	470	0	470	1,080	30%
496	Special Projects	0	0	0	0	0	0	
	Contractual Services Total	2,086,332	2,133,747	1,691,861	37,812	1,729,673	404,074	83%
	Total Operating Budget	9,756,577	9,803,992	6,328,887	577,368	6,906,255	2,897,737	70%

\$903 insurance refund

JOINT MANAGEMENT REPORT  
APRIL 2019

**Façade.** We are now seeing much more activity on the project. Most of the terracotta panels have been delivered to the site, the replacement of the windows, doors and railings is almost complete, and most of the interior work on the sills and vestibule is finished. We are waiting for a revised schedule from the contractor, but it appears that substantial completion will happen on or around June 1.

**Boiler.** The boiler replacement project at Will is nearly completed, and the contractor is working on the punch list so that the project can be closed out. We are now working on some associated projects in the boiler room that will make the building's HVAC system more reliable and efficient.

**Budget.** The FY20 Executive Budget was released on April 15<sup>th</sup>. We saw some modest gains in a few lines, but it is essentially a maintenance-of-effort budget overall. The City Council will have their review of our budget on May 1.

**Evergreen Migration.** One month into the migration to the new system, many of the issues identified at the start have been addressed, but there is still more work to be done. The staff has done a great job of handling the change and minimizing its impact on public service.

**Staff Training.** HR consultant Rebecca Mazin returned to YPL on April 4 to do two additional workshops on appropriate workplace behavior. In related news, the City will finally be rolling out their new web-based training modules to all municipal staff. Access to the system should happen by early May.

**Norma Talton.** Principal Clerk Norma Talton, the supervisor of Riverfront's Circulation Department, is retiring at the end of April after more than thirty years with YPL. We all offer her best wishes for a happy and well-deserved retirement.

MEETINGS ATTENDED THIS PERIOD

3/25	Ed	Latimer press event – blood pressure cuffs
	Ed	Rally for school funding @ Van der Donck Park
3/26	Ed	WCA program on digital inclusion @ IBM Learning Center
3/27	Ed & Vivian	Capital budget review @ City Hall
	Ed	Interfaith vigil for New Zealand mosque victims @ City Hall
	Ed	Foundation board meeting @ Will
3/28	Ed	Thursday Lunch Club
3/29	Ed	Yonkers Basics advisory board @ BoE
4/1	Ed	Boiler project meeting @ Will
4/2	Ed & Susan	Façade construction meeting @ Will

	Susan	Gallery walk-through for Ajuma
4/3	Ed	Gala Committee walk-through
	Susan	Interview with Civil Service
	Ed & Susan	HR meeting regarding staff health exams
4/4	Ed & Susan	Public Health Awards @ White Plains High School
	Ed	Thursday Lunch Club
	Ed	Greenway Playground dedication
	Susan	Harassment training @ Riverfront
	Susan	Gallery Hop
4/5	Ed & Susan	WLS Celebrate Libraries event @ Doral Arrowwood
4/6	Susan	Katori Walker play @ Riverfront Gallery
4/8	Ed	Staff meeting @ Will
4/10	Susan	Sustainability meeting with Kristin Woodlock
	Susan	Staff meeting @ Will
	Ed & Susan	Marist panel discussion on leadership
	Ed	Crestwood Friends
4/11	Susan	Staff meeting @ Will
4/13	Ed	Dorinex Leadership Academy graduation @ Yonkers Room
4/15	Ed & Susan	Pride Week story hour planning meeting
	Susan	Branch Administrators monthly meeting @ Will
4/16	Ed & Susan	Façade construction meeting @ Will
4/17	Ed & Susan	Colonial Day @ Philipse Manor
	Susan	IT meeting
4/18	Ed	PLDA monthly meeting @ WLS
	Ed	Thursday Lunch Club
	Susan	Tech Processing meeting @ Will
	Susan	YTI Annual Gala
4/19	Susan	Evergreen training @ WLS
4/22	Ed, Susan & Vivian	Town Hall meeting with Assemblyman Sayegh @ Will
4/23	Ed & Susan	Chamber of Commerce Networking Breakfast @ Dunwoodie
	Susan	CPCY board meeting
	Ed & Susan	METRO tour of Riverfront
4/24	Ed, Susan & Vivian	Budget meeting @ City Hall
	Ed & Susan	Yonkers Basics advisory board @ BoE
	Ed	Foundation Board @ Riverfront
4/25	Susan	Grant writing workshop
	Ed	Chamber of Commerce board meeting

## YONKERS PUBLIC LIBRARY

### CIRCULATION STATISTICS

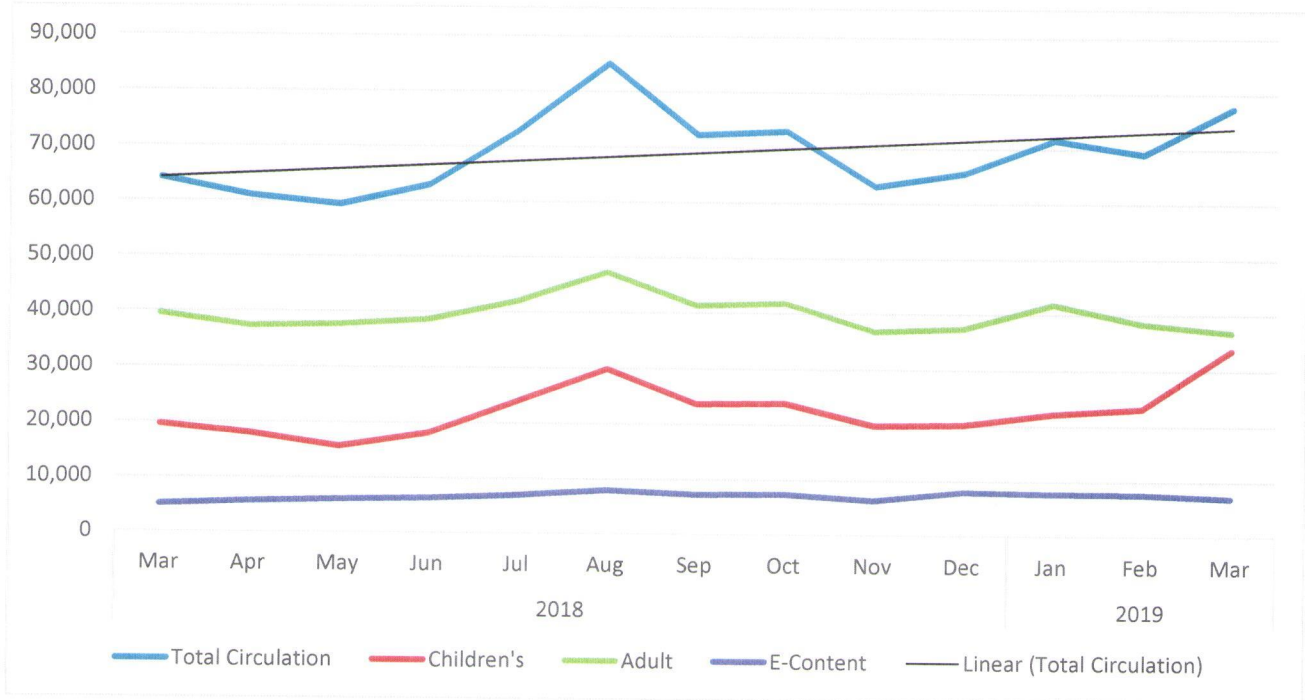
March 2019

**Museum  
Passes  
Checkouts**

	<u>2018</u>	<u>2019</u>		<u>Dev.</u>	<u>%</u>	
Days of Service	29	31				
Hours of Service						
<b>RIVERFRONT LIBRARY</b>						15
Adult	13,072	12,054		(1,018)		
Children's	5,449	9,271		3,822		
<b>Total Riverfront Circulation</b>	<b>18,521</b>	<b>21,325</b>		2,804	15.1%	
<b>GRINTON I. WILL LIBRARY</b>						20
Adult	22,973	20,868		(2,105)		
Children's	11,992	21,318		9,326		
<b>Total Will Circulation</b>	<b>34,965</b>	<b>42,186</b>		7,221	20.7%	
<b>CRESTWOOD LIBRARY</b>						6
Adult	3,502	3,924		422		
Children's	2,134	3,036		902		
<b>Total Crestwood Circulation</b>	<b>5,636</b>	<b>6,960</b>		1,324	23.5%	
<b>E-CONTENT (ALL BRANCHES)</b>	<b>5,031</b>	<b>6,966</b>		1,935	38.5%	21
<b>TOTAL CIRCULATION</b>						62
Total Current Month	64,153	77,437		13,284	20.7%	
Total Previous Months	<u>116,015</u>	<u>140,731</u>		<u>24,716</u>	<u>21.3%</u>	
<b>Total Year-to-Date</b>	<b>180,168</b>	<b>218,168</b>		38,000	21.1%	

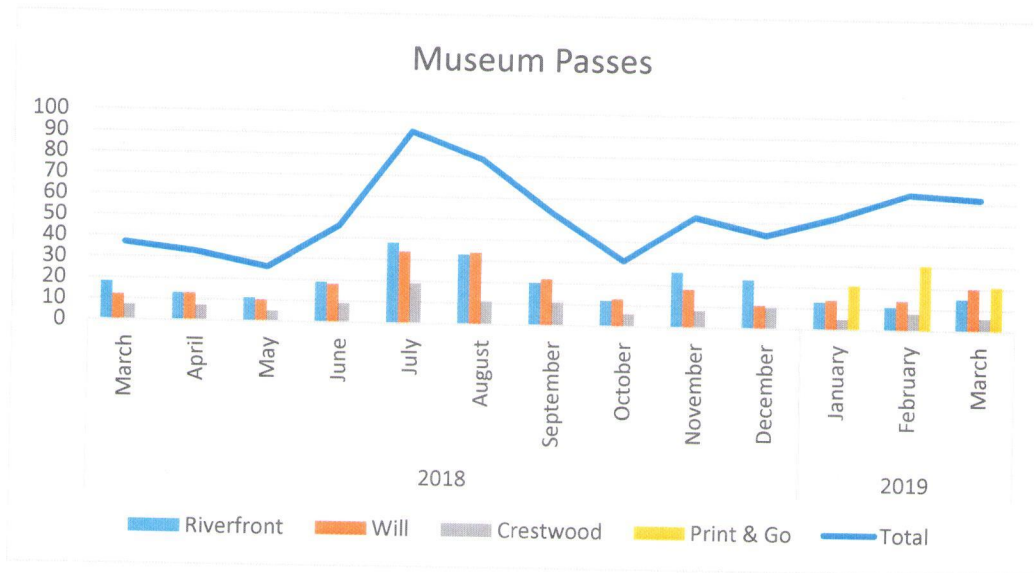
## Circulation March 2018 - March 2019

		Total Circulation	Children's	Adult	E-Content	
2018	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
		Feb	69,094	23,067	38,442	7,585
Mar		77,437	33,625	36,846	6,966	



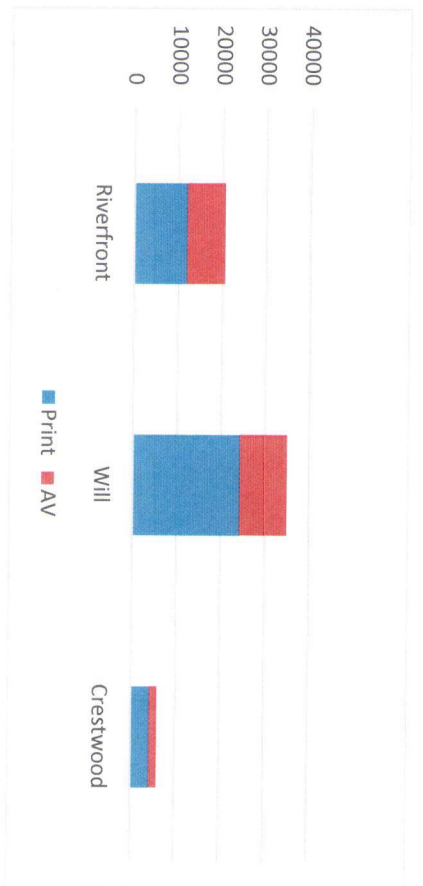
## Museum Passes

	Month	Riverfront	Will	Crestwood	Print & Go	Total	
<b>2018</b>	March	18	12	7		37	
	April	13	13	7		33	
	May	11	10	5		26	
	June	19	18	9		46	
	July	38	34	19		91	
	August	33	34	11		78	
	September	20	22	11		53	
	October	12	13	6		31	
	November	26	18	8		52	
	December	23	11	10		44	
	<b>2019</b>	January	13	14	5	21	53
		February	11	14	8	31	64
March		15	20	6	21	62	



### Print vs. AV by Branch - March

	Print	AV	Total
Riverfront	13291	8034	21325
Will	31582	10604	42186
Crestwood	5294	1666	6960
Total	50167	20304	70471



### Adult Print vs. AV by Branch - March

	Print	AV	Total
Riverfront	5426	6628	12054
Will	12285	8583	20868
Crestwood	2538	1386	32922
Total	20249	16597	65844



### Juvenile Print vs. AV by Branch - March

	Print	AV	Total
Riverfront	7865	1406	9271
Will	19297	2021	21318
Crestwood	2756	280	3036
Total	29918	3707	33625



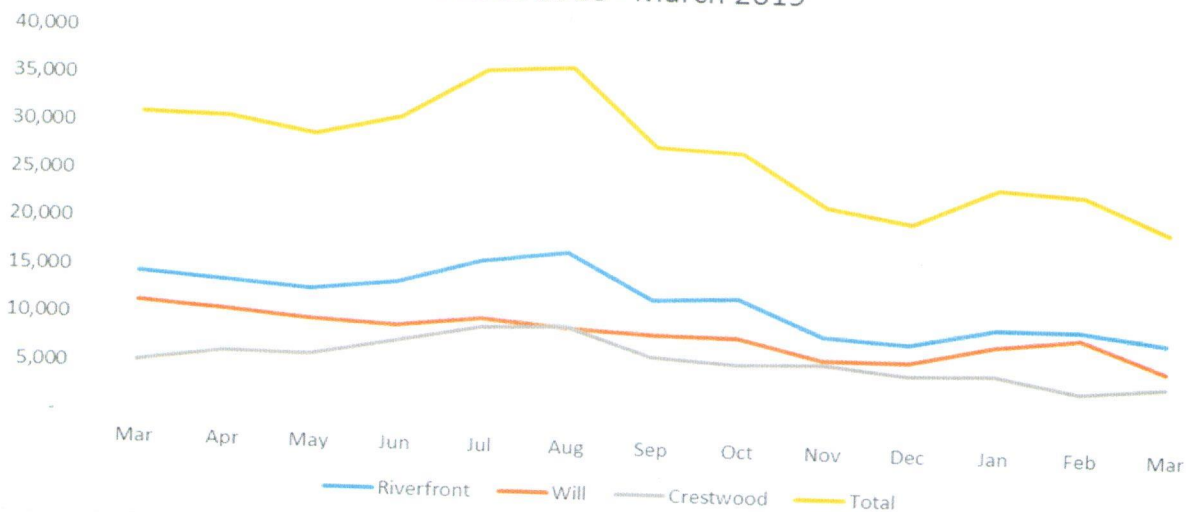


# Yonkers Public Library

## STATISTICS - PATRON TRANSACTIONS March 2019

	February 2019	March 2019
<b>RIVERFRONT BRANCH</b>		
Circulation	3,340	2,347
Directional/Other	4,233	4,345
Reference	3,011	2,733
<b>Total</b>	<u>10,584</u>	<u>9,425</u>
<b>GRINTON I. WILL BRANCH</b>		
Circulation	5,443	2,304
Directional/Other	2,086	1,988
Reference	2,207	2,206
<b>Total</b>	<u>9,736</u>	<u>6,498</u>
<b>CRESTWOOD BRANCH</b>		
Circulation	1,825	1,644
Directional/Other	844	886
Reference	1,569	2,392
<b>Total</b>	<u>4,238</u>	<u>4,922</u>
<b>TOTALS</b>		
<b>Current Month</b>	24,558	20,845
<b>Previous Months</b>	321,996	346,554
<b>Cumulative</b>		367,399

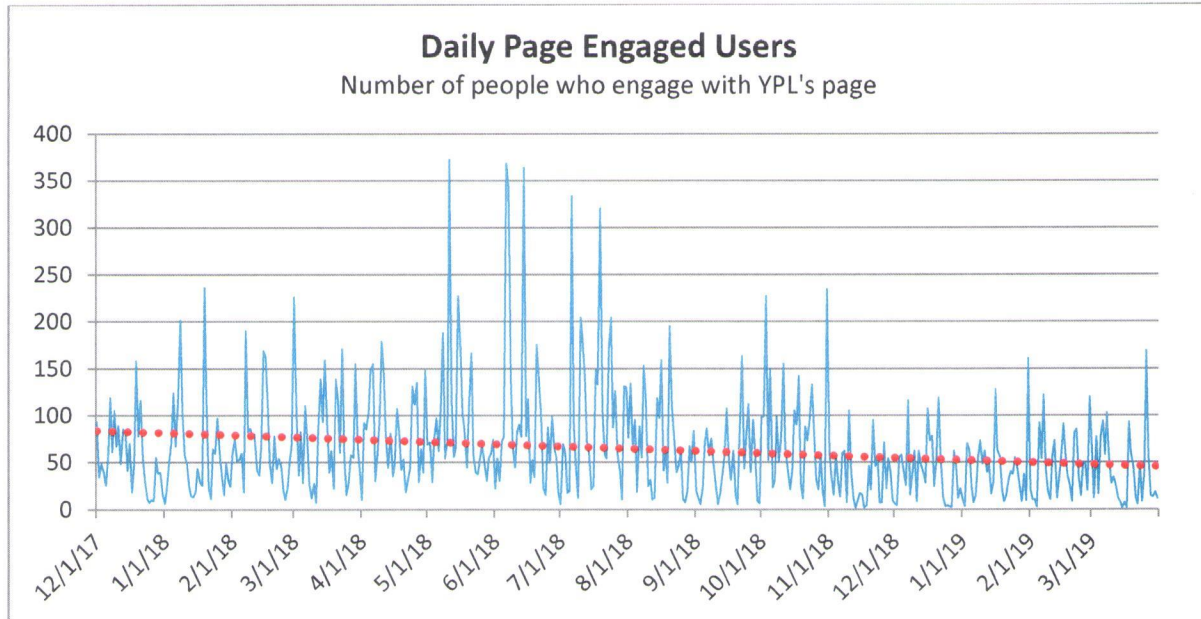
Patron Transactions  
March 2018 - March 2019



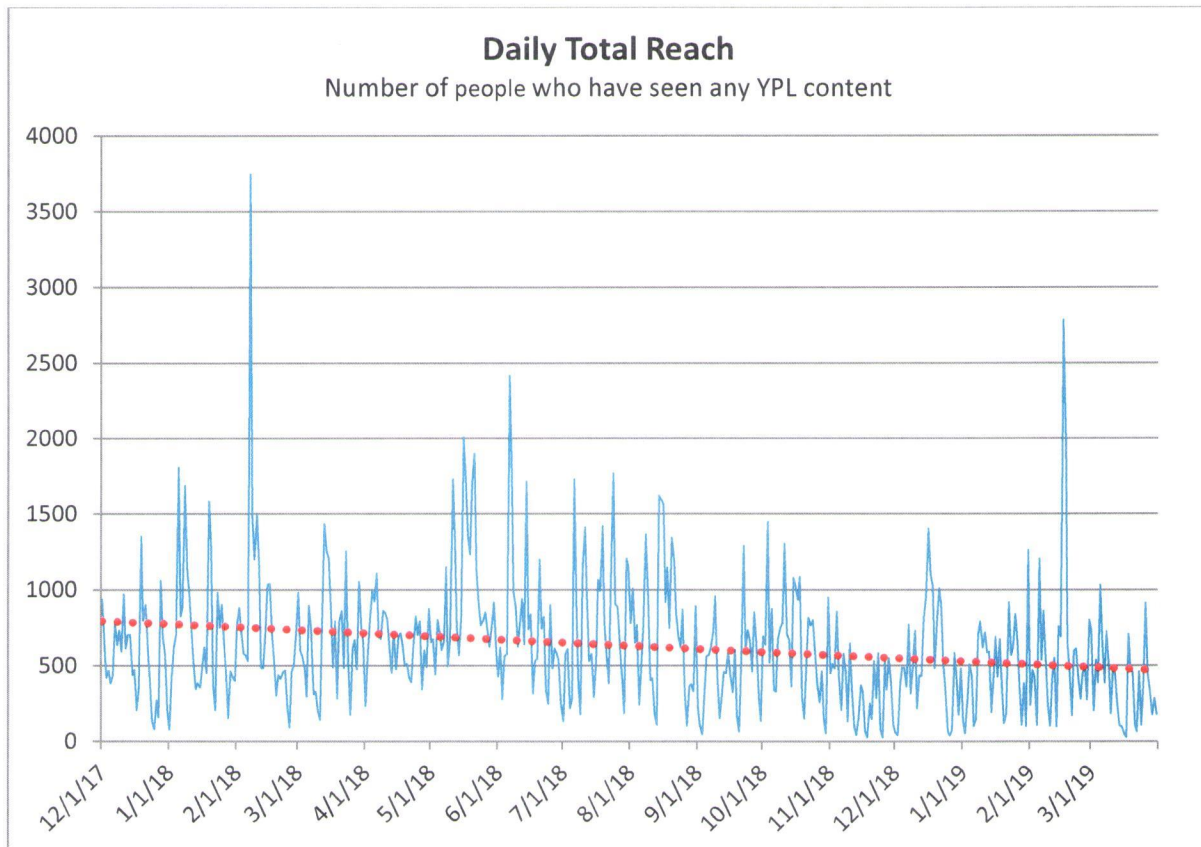
Note: On March 14, Westchester Library System migrated to Evergreen, a new Integrated Library System. This came on the heels of the introduction of VDI (virtual desktop infrastructure) on all public service staff workstations. We believe that the learning curve for these new programs precipitated a drop-off in the recording of Patron Transactions in Gimlet.

# Social Media Statistics March 2019

## FACEBOOK Snapshot



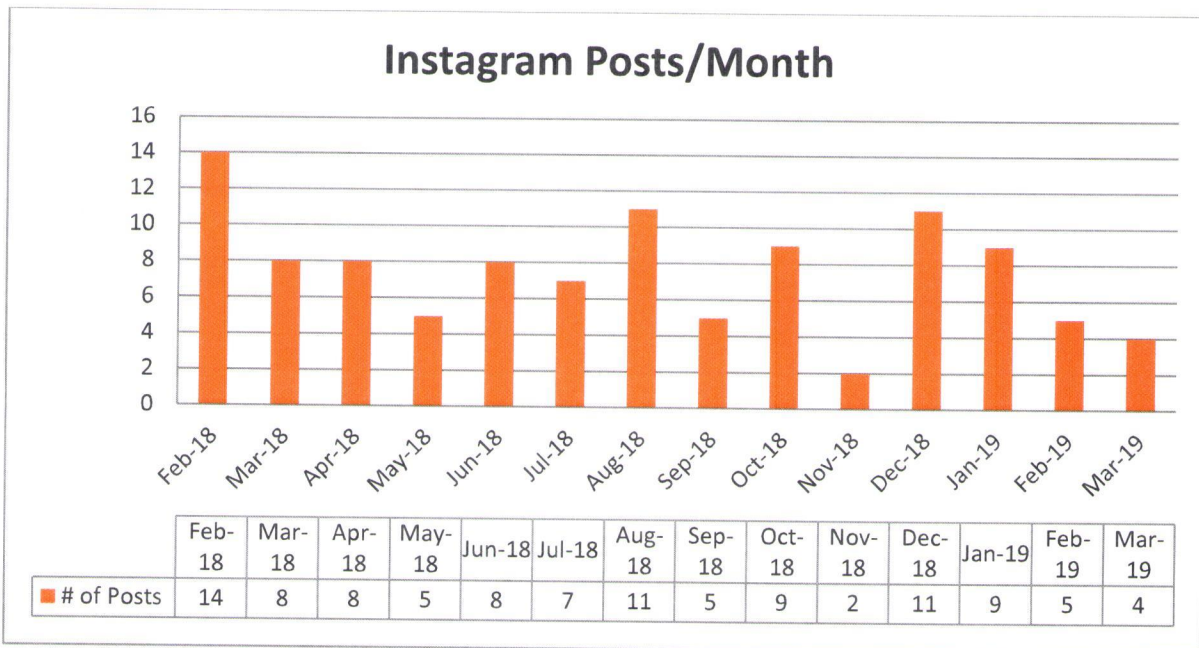
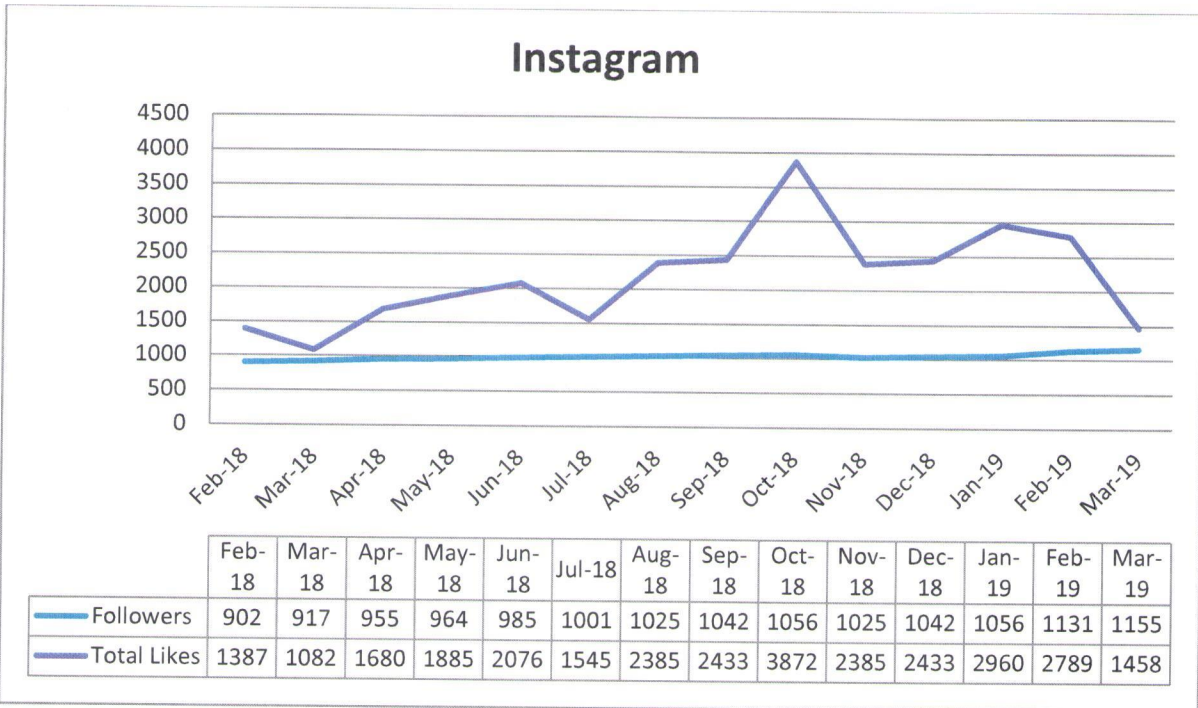
**INSIGHT: IS YPL'S ENGAGEMENT RATE INCREASING OVER TIME**



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

## INSTAGRAM

### Snapshot



## CONSTANT CONTACT

### March Newsletters

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Time Sent	Campaign Name	Total Sent	Open Rate	Total Unique Opens	Total Unique Clicks	Total Unsubscribes
2019/03/28, 3:00 PM	Gallery Newsletter March 2019	2,003	23%	419	8	4
2019/03/26, 2:58 PM	Spring Gala_2019	1,089	52%	524	76	1
2019/03/21, 9:50 PM	Gallery Hop April 2019	15,115	19%	2,587	96	29
2019/03/08, 5:34 PM	Cancelled_Will_Booksale_Winter2019	11,324	20%	2,127	49	2
2019/03/04, 3:30 PM	Will_Booksale_Winter2019	11,338	23%	2,421	110	3
2019/03/01, 9:35 AM	New Catalog_3-19	11,346	27%	2,805	97	12

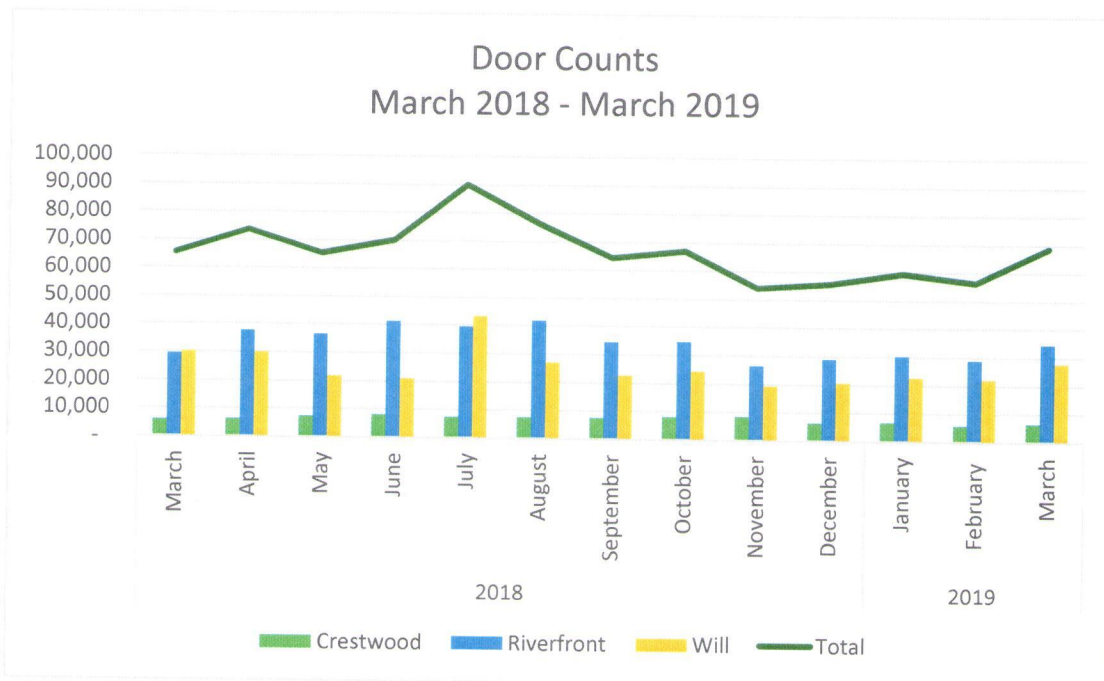
Opens by device:

Mobile: 45%

Desktop: 55%

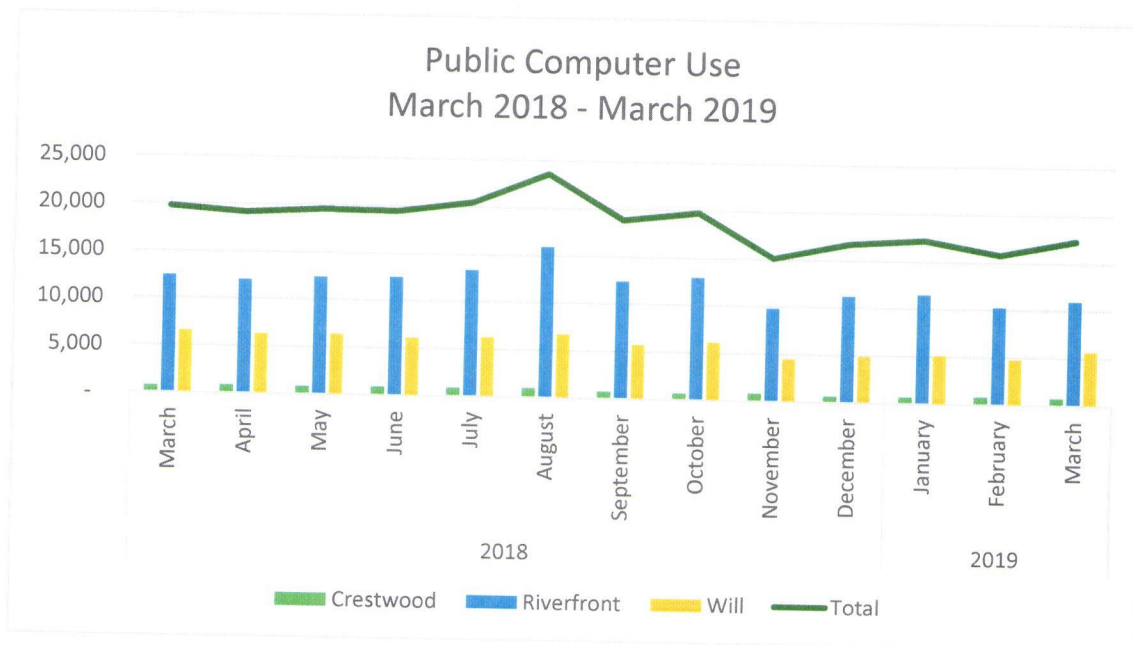
## Door Counts

Year	Month	Crestwood	Riverfront	Will	Total	
2018	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
		February	5,578	28,773	22,069	56,420
March		6,468	34,443	27,837	68,748	



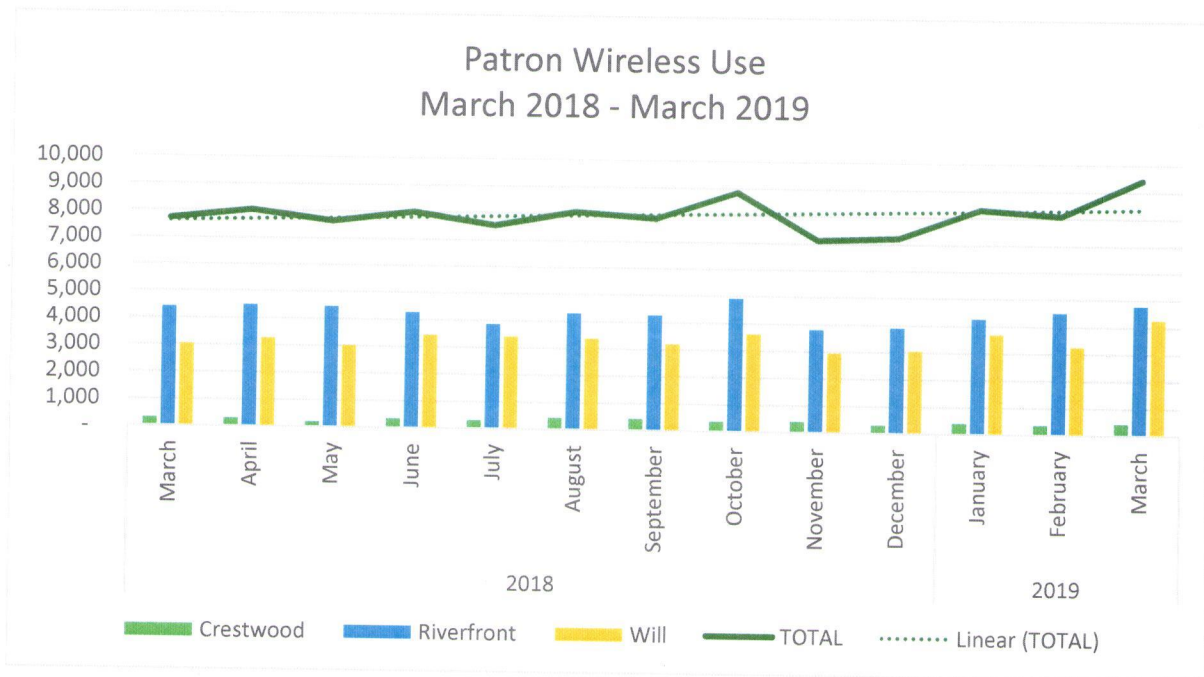
## Public Computer Use

		Crestwood	Riverfront	Will	Total	
2018	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
		February	800	10,207	4,779	15,786
March		745	10,901	5,678	17,324	



## Patron Wireless Use

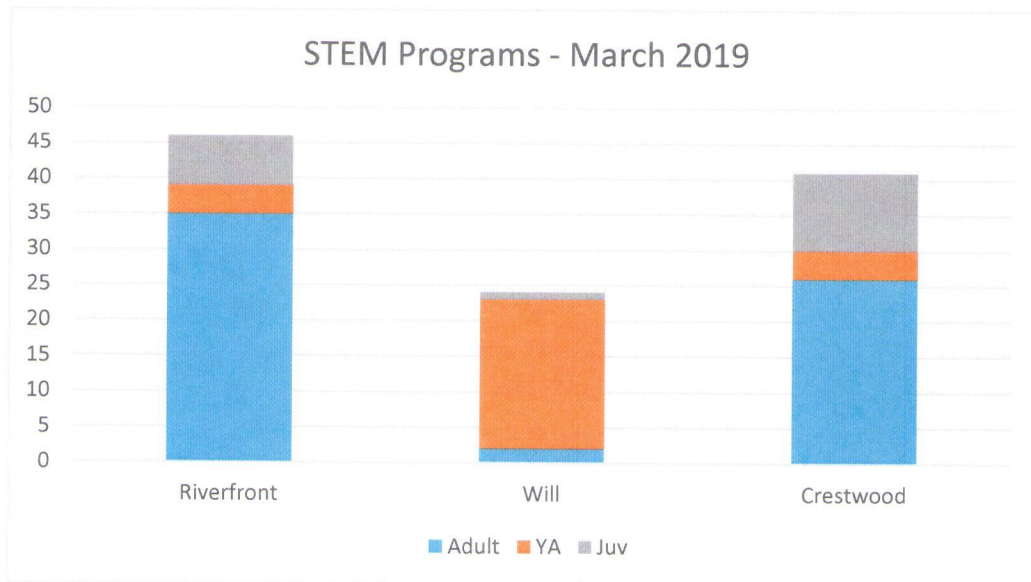
		Crestwood	Riverfront	Will	TOTAL
2018	March	295	4,381	3,028	7,704
	April	287	4,466	3,262	8,015
	May	174	4,438	3,018	7,630
	June	331	4,239	3,427	7,997
	July	296	3,837	3,395	7,528
	August	413	4,273	3,367	8,053
	September	415	4,234	3,198	7,847
	October	350	4,895	3,601	8,846
	November	385	3,770	2,943	7,098
	December	297	3,863	3,047	7,207
2019	January	383	4,228	3,681	8,292
	February	346	4,485	3,243	8,074
	March	413	4,747	4,260	9,420



## STEM Programs - March 2019

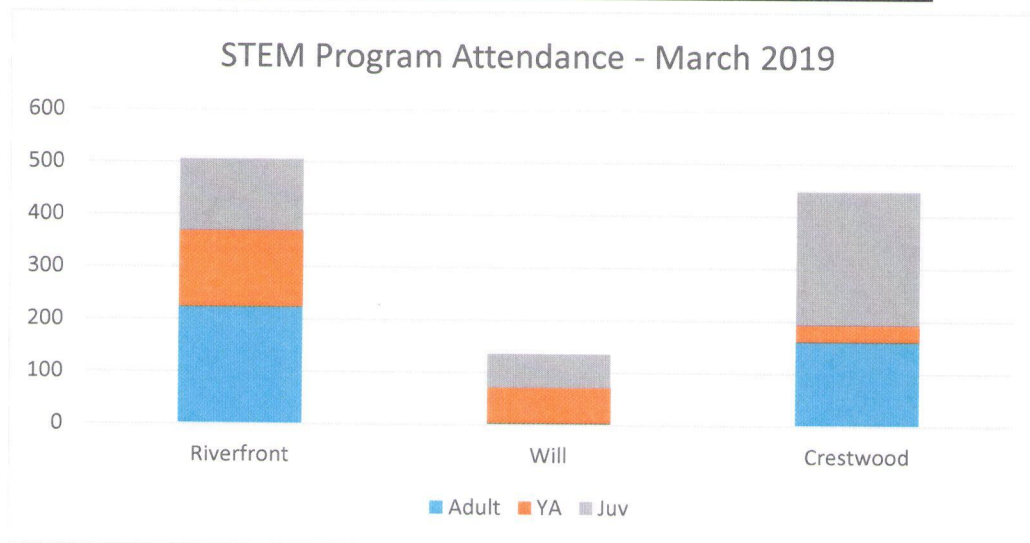
### Sessions

	Adult	YA	Juv	Total
<b>Riverfront</b>	35	4	7	<b>46</b>
<b>Will</b>	2	21	1	<b>24</b>
<b>Crestwood</b>	26	4	11	<b>41</b>
<b>Total</b>	<b>63</b>	<b>29</b>	<b>19</b>	<b>111</b>



### Attendance

	Adult	YA	Juv	Total
<b>Riverfront</b>	223	145	137	<b>505</b>
<b>Will</b>	3	68	65	<b>136</b>
<b>Crestwood</b>	161	32	254	<b>447</b>
<b>Total</b>	<b>387</b>	<b>245</b>	<b>456</b>	<b>1088</b>





# YONKERS PUBLIC LIBRARY

## PERSONNEL REPORT

April 1, 2019

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<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	6	2
<b><u>7411 Technical Processing</u></b>			
	4	3	1
<b><u>7412/13 Maintenance</u></b>			
	17	16	1
<b><u>7412/13/14 Public Service</u></b>			
Professional	39	33	6
Clerical	<u>37</u>	<u>27</u>	<u>10</u>
<b>TOTAL</b>	<b>107</b>	<b>87</b>	<b>20</b>

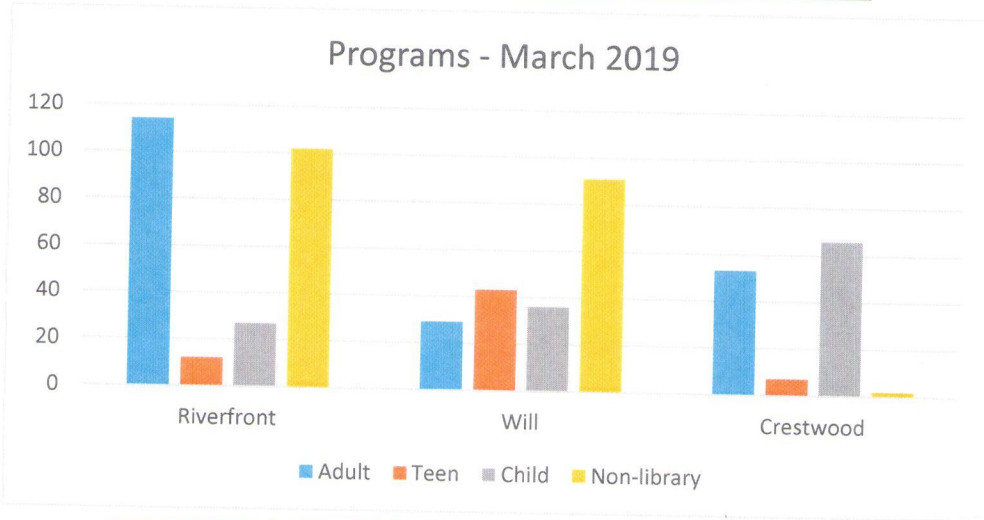
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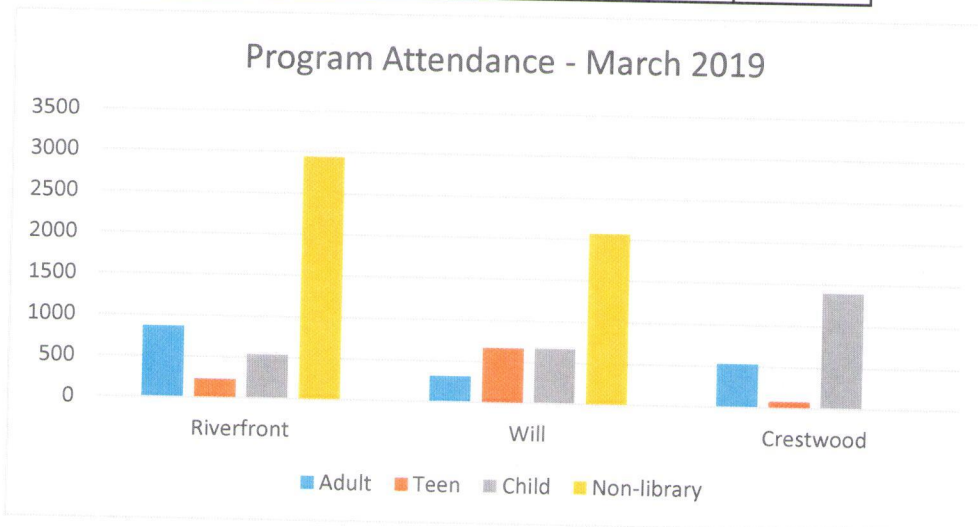
Edward Falcone  
Library Director

## Yonkers Public Library Programs - MARCH 2019

Number of Programs				
	Riverfront	Will	Crestwood	Total
<b>Adult</b>	114	29	53	<b>196</b>
<b>Teen</b>	12	43	7	<b>62</b>
<b>Child</b>	27	36	66	<b>129</b>
<b>Non-library</b>	102	91	2	<b>195</b>
<b>Total</b>	<b>255</b>	<b>199</b>	<b>128</b>	<b>582</b>

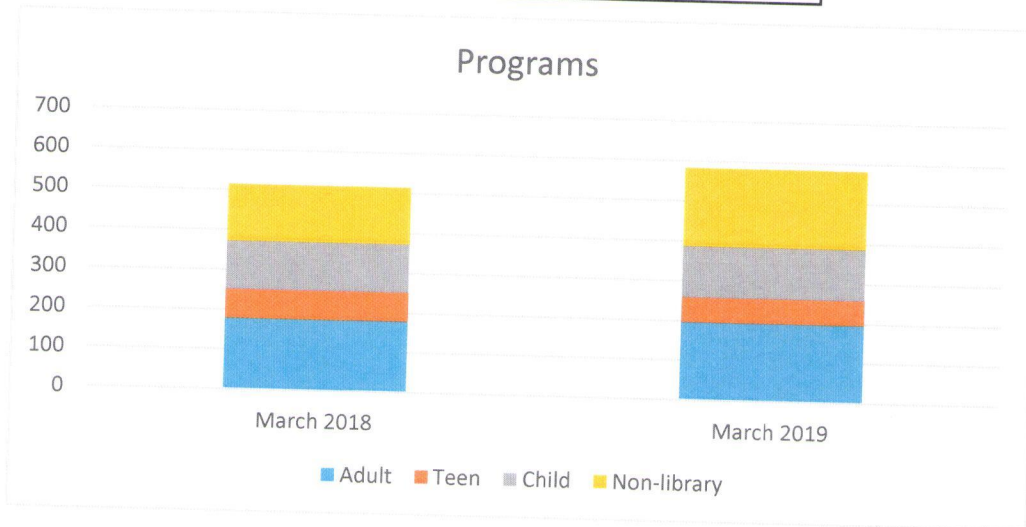


Attendance				
	Riverfront	Will	Crestwood	Total
<b>Adult</b>	860	313	527	<b>1700</b>
<b>Teen</b>	227	664	80	<b>971</b>
<b>Child</b>	540	671	1397	<b>2608</b>
<b>Non-library</b>	2947	2071	13	<b>5031</b>
<b>Total</b>	<b>4574</b>	<b>3719</b>	<b>2017</b>	<b>10310</b>



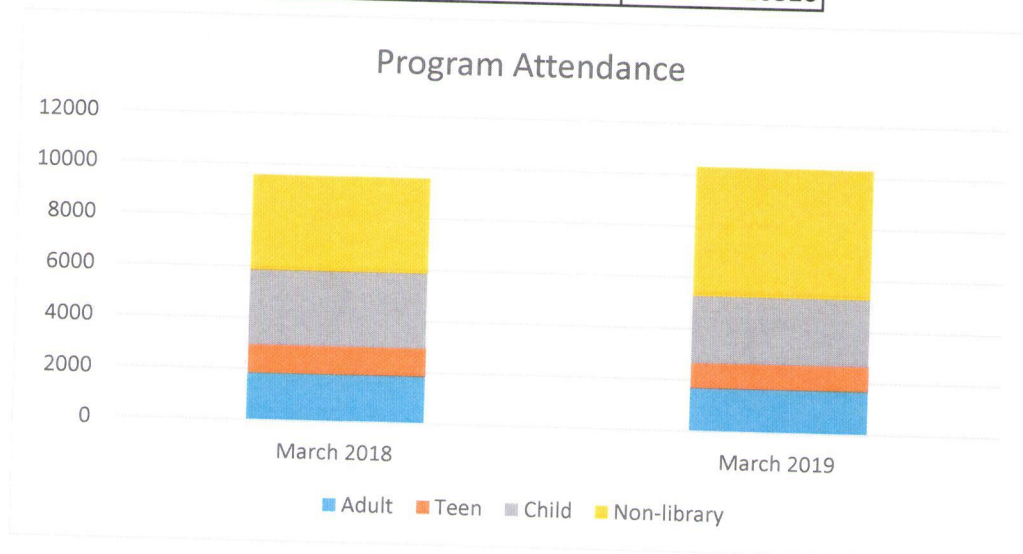
## One-Year Comparison PROGRAMS

	March 2018	March 2019
<b>Adult</b>	178	196
<b>Teen</b>	73	62
<b>Child</b>	122	129
<b>Non-library</b>	141	195
<b>Total</b>	<b>514</b>	<b>582</b>



## ATTENDANCE

	March 2018	March 2019
<b>Adult</b>	1857	1700
<b>Teen</b>	1094	971
<b>Child</b>	2909	2608
<b>Non-library</b>	3718	5031
<b>Total</b>	<b>9578</b>	<b>10310</b>



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

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Women's History Month: Explore Identity	JUV			2
2	5th Graders Who Code	JUV	YES		87
1	Apuntar y Hacer Clic (clase para principiantes)	Adult	YES		8
4	Babies and Books	JUV			72
1	Baby Signing Time	JUV			23
3	Bilingual Storytime	JUV			83
1	Bingo Social	Adult			6
1	Black History Month: African-American Genealogy	Adult			16
1	BOB Info Session	Y/A			4
1	Café con Libros	Adult	YES		4
4	English Conversation Group	Adult			51
1	Excel I	Adult	YES		6
1	First Thursday Gallery Hop	Adult			25
1	Intermediate Word	Adult	YES		4
1	Internet for Beginners	Adult	YES		6
2	Intro to Word 2013	Adult	YES		10
1	Introduction to Windows 7	Adult	YES		5
1	iPad games for seniors	Adult	YES		5
4	Job search help	Adult	YES		43
2	Knitting/Crocheting/Coloring	Adult			30
8	Literacy Solutions: Basic Classes	Adult			109
8	Literacy Solutions: Intermediate Classes	Adult			115
1	Literacy Solutions: Learning Center	Adult			76
47	Literacy Solutions: Tutoring Sessions	Adult			124
1	Mardi Gras Celebration	Y/A			16
1	Microsoft Word Basico	Adult	YES		8
1	Movie "Wonder Woman"	Y/A			12
1	Movie: "Shine"	Adult			17
5	Neo: Teen Art Club	Y/A			50
1	Point and Click	Adult	YES		3
1	Powerpoint I	Adult	YES		4
1	Powerpoint II	Adult	YES		6
4	Preschool Playdate	JUV			64
1	QuickBooks: Accounts	Adult	YES		10
1	Read Away Your Fines	Adult			27
1	Riverfront Book Club	Adult			13
1	Sesame Street in Communities Day	JUV			38
1	Sew Amazing!	Adult	YES		12
1	Sound Meditation & Reiki	Adult			10
1	St. Patrick's Day Story and Craft	JUV			15
1	Strong by Zumba	Adult			7
12	TASC Tutoring	Adult	YES		55
1	Tech Central Open Lab	Adult	YES		6
2	Tech Drop In	Adult	YES		15
1	Technology for Seniors	Adult	YES		13
4	Teen Gaming/VR	Y/A	YES		145
4	Toddler Time	JUV			83
5	Tween Tech	JUV	YES		50
1	Welcome Spring	JUV			23



## NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
1	100 Hispanic Women of Westchester Meet & Greet	28	
1	Andrus Community Services: Healthy Families NY	22	
1	Chi Eta Phi	9	
2	City of the Lords Praise Temple Meeting	33	
1	City of Yonkers Civil Service Commission Interviews	6	
1	City of Yonkers DPW FEMA Remediation Meeting	9	
1	City of Yonkers Human Resources: CSEA Orientation	32	
1	CLUSTER Board Meeting	14	
2	CLUSTER: Diabetes Self-Management Workshop	22	
3	CLUSTER: Programa de manejo personal de la Diabetes	39	
1	Community After-School ESL Tutoring	22	
1	Councilwoman Shanae Williams: African American History: A Musical Journey	100	
1	Councilwoman Shanae Williams: National Council of Negro Women Present Sisters in the Spotlight	150	
1	Coverys Risk Consultant Meeting	5	\$25
4	DORENEX: Mondel UN Workshop	74	
1	Ethiopian Social Assistance Committee: International Womens Day	25	
1	Family Services Society of Yonkers Kinship Support Group (Spanish)	8	
1	Family Services Society of Yonkers: Dangers of Social Media Training	16	
1	Fidelis Care Meeting	6	
1	Friends of Philipse Manor Hall Board Meeting	9	
4	Hope and Love Book Club	20	
1	Israelite Church of God in Jesus Christ: Revealing the Twelve Tribes of Israel	9	
1	LGBTQ Advisory Board Meeting	12	
1	Liga de Yonkers Soccer League Meeting	6	
1	Living Solutions	16	
1	Local 628 Firefighters	9	
1	LYFE Coalition Meeting	32	
1	Mature Women Spilling Tea Womens Empowerment Networking Group	16	
1	Messiah Baptist Church Ministry Meeting	28	
4	MTA Explorer Program	35	
1	National Council of Negro Women	11	
1	National Council of Negro Women: Sisters in the Spotlight Dress Rehearsal	12	
1	NYCD16 Indivisible	70	
1	Pierpointe on the Hudson Annual Meeting	78	\$150
2	Relative Caregivers Support Group	15	
1	Richmond Community Services	12	
1	Rising Ground Union Meeting	30	
4	Sarah Lawrence College: What Matters to You: Photo Voice Sessions	58	
1	SCORE Free Small Business Workshop	21	
1	Sister to Sister International STEAM Study Sessions	27	
1	Skanska MWBE Outreach	75	\$150
1	Special Citizens Future Unlimited	14	
3	SUNY Purchase: Arts for Social Change Class	30	
3	SUNY Purchase: New Media Graduate Class	20	
1	Survive to Thrive Global	12	
1	U.S. Census Bureau	6	
1	United Way Foster Parent Appreciation Day	46	
2	Westchester Disabled On the Move: ACCES-VR Orientation	30	
1	Women's Civic Club of Nepperhan Meeting	9	
3	Women's Enterprise Development Center training class	45	
1	Yonkers Arts Board Meeting	11	
1	Yonkers Coalition for Youth	26	
1	Yonkers Guardians	6	
1	Yonkers Millenium Lions Club Memebership Orientation	56	
1	Yonkers Paddling & Rowing Club Board Meeting	11	
1	Yonkers Postal Employees Credit Union	9	
1	Yonkers Voice Interview	3	

3	Yonkers Writing Meetup Group		
1	YPS Annual CUNY College Fair		20
1	YPS Autism Art Show Rehearsal		250
1	YPS Hunter College Teacher Academy Information Session		23
1	YPS Language Acquisition: Developing Foundational Biliteracy Skills Professional Development		26
1	YPS Language Acquisition: Title III Parental Resources Workshop		130
1	YPS My Brothers Keeper: Quest for Success Saturdays		28
9	YPS Transportation: Bus Monitor Spring Refresher		16
2	YPS Yonkers Middle High School Parent Workshop		772
1	YSEPTA Workshop		85
			42

<b>Total Non-Library Programming</b>	<u>Sessions</u>	<u>Att.</u>
	102	2947
<b>GRAND TOTAL PROGRAMMING</b>	<b>260</b>	<b>4629</b>

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

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
4	Knitting/Crocheting Workshop	Adult			25
4	Bridge Club	Adult			48
2	String Meet Up	Adult			11
2	Friends of YPL Programs	Adult			70
8	Senior Benefit Information Center	Adult			22
2	Feature Films	Adult			60
1	Book Discussion	Adult			27
2	Young at Heart Workshop	Adult			40
1	Job Hunting	Adult	YES		2
1	Intro to E-Books	Adult	YES		1
2	WEBS Career Counseling	Adult			7
1	Teen Cinema	Y/A			21
21	Electronic Games	Y/A	YES		68
21	YA Groups ex AHRC, Another Step, Day Break	Y/A			575
5	Baby Time	JUV			92
6	Nursery Rhyme Time	JUV			166
8	Mother Goose	JUV			199
1	Lego Club	JUV	YES		65
1	Vet-2-Vet Animal Military Hero	JUV			8
1	Bilingual Story Time	JUV			21
2	Montessori	JUV		Yes	43
12	Homework Helper	JUV			77

	<u>Sessions</u>	<u>Attendance</u>
Adult	29	313
Y/A	43	664
JUV	36	671
STEM	24	136
Class Visits	2	43
<b>Total Regular Library Programming</b>	<b>108</b>	<b>1,648</b>



## NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
2	Little Radical Theatrics		
1	Community Housing Initiative	30	
8	AARP Tax Preparation	40	
4	Meditation Seminars with Indra	200	
1	Westchester Black Women's Political Caucus	16	
2	CTS Study Group	23	
1	Writers' Workshop	24	
2	National Council of Negro Women	10	
1	Westchester's Society for Childrens Book Writer & Illustrators	65	
3	All Stars Theater Company	25	
1	Sadore Lane	400	500
2	Toastmaster's	75	250
2	Parliamo Italiano	20	
2	LaLeche League of Yonkers	25	
1	Sons of Italy	10	
2	Yonkers Historical Society	25	
1	Yonkers Housing Authority	70	
3	Enrico Fermi Scholarship Committee	10	
1	Westchester Soccer Association	30	
1	UFT	45	
1	Rivertown String Quartet	25	100
4	Salerno Club	35	
4	Al-Anon	40	
1	Aquehung Democratic Club	20	
1	Romance Writers	15	
1	Yonkers Philharmonic Society	15	
1	NAMI	10	
1	Luther Burbank Garden Club	8	
1	Empire Safety Driving Program	12	
1	Driver's Safety	31	50
2	AKA Society	25	50
14	Little Learners - Parks Dept	17	
18	Senior Center-Parks Dept	350	
		325	

<b>Total Non-Library Programming</b>	<u>Sessions</u> 91	<u>Att.</u> 2,071
<b>GRAND TOTAL PROGRAMMING</b>	<b>199</b>	<b>3,719</b>

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

**REGULAR LIBRARY PROGRAMS**

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Tech Drop-In: Social Media	Adult	Yes		11
1	Tech Drop-In: Microsoft Word	Adult	Yes		6
2	Tech Drop-In: Exploring Evergreen	Adult	Yes		46
1	Tech Drop-In: Everything E-books	Adult	Yes		16
1	Tech Drop-In: Kanopy	Adult	Yes		6
5	News & Brews	Adult			107
5	PC Cruzin'	Adult	Yes		33
2	Sing Memorable Songs: Crestwood Crooners	Adult			18
4	Color at Crestwood	Adult			37
1	Get Organized!	Adult			15
1	Crestwood Reiki Experience	Adult			18
1	Crestwood Book Club	Adult			12
1	Relax & Restore Sound Meditation	Adult			21
2	Non-Pretzel Yoga	Adult			19
3	Yoga for Yogis	Adult			37
2	Mindful Mondays	Adult			17
3	Art with Madison - Rising Ground	Adult			39
2	Science - Rising Ground	Adult	Yes		17
1	Hour of Code	Adult	Yes		8
1	Musical Bingo	Adult			10
1	MELT Method	Adult			16
12	Help Desks	Adult	Yes		18
1	Dr. Seuss Party	Juv			42
1	St. Patrick's Day Party	Juv			78
1	Sew Much Fun: St. Patrick's Day Edition	Juv	Yes		28
4	MineCraft Monday	Juv	Yes		64
2	Crestwood Literary Lego Club	Juv	Yes		31
1	Lucky to Bake with You St Patrick's Day	Juv	Yes		24
16	Homework Helper	Juv			135
5	Crestwood Cinema	Juv			75
8	Music & Merriment	Juv			423
4	Chess @Crestwood	Juv			37
5	Discovery Storytime	Juv			107
1	Paws for Reading	Juv			32
3	Art With Madison	Juv			80
1	Women's History Month Bingo	Juv			10
2	Young Science Explorers	Juv	Yes		95
1	Saturday Story Time	Juv			31
4	1000 Book Thursdays	Juv			54
5	Saturday Chess	Juv			39
1	Tech Drop-In: Kahoot & Online Games	Juv	Yes		12
1	Teen Readers: Lucky to have Read this Book Edittion	Y/A			13
4	Teen Tuesday	Y/A	Yes		32
1	YA Book Buzz	Y/A			26
1	Volunteens	Y/A			9

STEM		Class Visits	
Sessions	Attendance	Sessions	Attendance
41	447	0	0

	Sessions	Attendance
Adult	53	527
Y/A	7	80
JUV	66	1397

**Total Regular Library Programming                      126    2004**



## QUARTERLY REPORT: JANUARY, FEBRUARY, AND MARCH 2019

During the quarter, the Riverfront Library delivered innovative services, offered hundreds of learning opportunities, tweaked our technology, and built partnerships, all with one purpose: to enrich lives by providing the highest quality collections and services and to foster both individual and communal success. It is our hope also that along the way we added a splash of color to the lives of our patrons.

### **Our Mission: To enrich lives**

The most colorful area in our Library is the Children's Department, which serves children up through grade seven and their parents. The scenery changes with the season as the staff decorates for each season as well as for holidays and special events. Our story time programs, serving toddlers through children aged six, continue to grow in popularity. Each session consists of age-appropriate stories, *rhymes*, *finger plays*, and *crafts*. Headstart and other groups visit the Library for programs such as *Bilingual Storytime*, *Legorama*, *Sesame Street*, *Valentine's Day Story and Craft*, *St. Patrick's Day Art and Craft* and, of course, our *Board Games*.

A Story and Craft program, aimed to encourage reading among the participants, was organized by Librarian Renee Rabadi in celebration of Dr. Seuss Day. Winnie the Pooh Day was celebrated with story and craft by Librarian Michelle Halpern. (Trustee President Anietra Guzman-Santana attended this event with her twin daughters.)

Because the Librarians in the Children's Department understand the fun and fascination that the interlocking Lego Blocks hold for young and old alike, they offer a special Lego program for kids. Very popular with the kids, the program enriches them with tools that develop lateral thinking in a fun environment.

The Riverfront Library is committed to providing parents and caregivers with tools to help their young ones get ready to read. *1,000 Books before Kindergarten* is a program designed to help parents prepare their children to reach an important milestone. So far we have 412 preschoolers registered for the program and over 14,200 books read.

In an effort to better serve the changing needs of our community, the Riverfront Library has made a shift in its Adult programming so as to place a focus on learning. Programs are specifically chosen that allow participants to acquire knowledge or a skill useful beyond the four walls of the Library and, potentially, for the rest of their lives. In keeping with the focus, the Adult Department hosted the following programs during the quarter: *English Conversation*, *Job Search Help*, *Sew Amazing Alterations*, *Knitting and Crocheting*, *Decorate Glass*, *Zumba*, *Sound Meditation*, and *Reiki Healing*.

During Black History Month, and through the performance of the Bokandeye African-American Dance Theater, the Library introduced patrons to the significance of African tribal drumming and dancing. The group delighted patrons with African beats and gave them the opportunity to

participate in a drumming circle and to learn techniques and styles of traditional West African dance.

Using established professional guidelines, the Adult Services department refined the existing fiction and non-fiction collections on the four floor. Materials were shifted to create a more intuitive arrangement to better meet the needs of our patrons.

Games have an amazing way of increasing interpersonal skills and transcending societal boundaries. The Library's gaming programs provide evidence of its strong commitment to teenagers. The Tech Central computer room with its gaming programs continues to be the number one area where the Library connects with the teens. Further, the Maker Lab is a space within tech Central where teenagers can develop and sharpen their skills together with other creative individuals. Workshops and programs held there during the quarter include *Tween Tech Time*, *Create a Custom Candle*, and workshops on *Decorating a Glass*, on *Pizza Making* for teens, and on making a Valentine's Day candle holder. And for adults, *Learn to Brew*.

### **Professional Development**

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

Aurora Cruz represented the Library at Sarah Lawrence College IB Research Day. She also updated the free tax-help flyers for the new tax season.

Eileen Fusco attended both the 2019 Mock Awards workshop at the Greenburgh Public Library and the WLS Mid-Winter conference at the Ossining Public Library.

In preparation for the migration of all WLS Libraries from the Sirsi operating system to the Evergreen system, the following staff members attended at least one training session: Mary Robison, Phyllis Cole, Alice DeWaters, Elyse Schreiber, Anne Campbell, Arnaldo Torres, Nina Smith, John Favareau, Ana Gantzer, Tara Somersall, Michelle Halpern, Renee Rabadi, Emily Power, Melinda Lance, Isanel Pimentel, Laurie Scuderi, Eileen Fusco, Aurora Cruz, Jason Eisenberg, Arlene Marcano, Tyisha Baker and Glenda Molina.

Aurora Cruz, Anne Campbell, and Eileen Fusco took part in the Librarian's Guide to *Homelessness* webinar.

### **Staff**

Service to patrons is the cornerstone of a good Library. A good Library should do more than just house a collection. It should provide its patrons with the tools needed to actively and meaningfully engage with the world. Never, perhaps, has this been truer than in today's information saturated environment. The patrons of the Riverfront Library are fortunate to have available to them the assistance of a well-trained, well-informed, and extraordinarily helpful staff.

The following staff members received compliments from patrons for their work in the Library and/or for creating a positive and motivating work environment: Alice DeWaters, Renee Rabadi, Melinda Lance, and Arnaldo Torres.

Nina Smith, Phyllis Cole, and John Favareau received a special letter from a patron thanking them for helping her to research her family history.

John Favareau and Nina Smith received a thank you compliment from Ms. Rosalind McAllister, a vocational mentor of an Autistic group home from the Bronx for helping the group to enjoy their visit to the Library.

Meetings attended by the Branch Administrator during the quarter included: the Mayor's African-American Advisory Board, the St. Peter's Childcare Advisory Board, the Salvation Army Advisory Board, the Rotary International, the LYFE coalition, and the YPL Management meeting.

### **Going Forward**

It is our hope in the coming months to broaden our outreach to the community and to find new ways to promote literacy among those who currently have no access to the Library. Moreover, we will continue to use technology to connect to offer scores of Library programs that add color to the lives of our patrons.

Sandy Ernest Amoyaw

Branch Administrator

Riverfront Library

January, March, April 2019 Quarterly Report  
Grinton I Will Library  
Christian Zabriskie, Administration

**Construction:** Progress on the renovation was extremely slow. There was some good detail work done, particularly on the sills which saw installation of vents to carry HVAC, but there was very little construction of any size completed during this time. There was a lot of work done to "prep" for the next stage of work (such as levelling the sills in front of the windows) which should make it easier for the next stage of things to happen. Large scale construction was held up due to materials not arriving and the contractors not being able to move forward until such time as a sizable amount of construction materials were available and on site. Hopefully there will be more progress in the next quarter.

**Local History Incubator:** The incubator continues to expand in use and breadth of topic. Contact has been made with the Yonkers Department of Veteran Services as well as with a veterans' support group, Vet2Vet. Digital archivist Mike Walsh did numerous oral history interviews during this time which he edited and uploaded to the collection. He also got a donation of photos which chronicle a Yonkers native's time in the Philippines after the Second World War. Efforts are being made to introduce more diverse voices into the collection as well.

**Circulation:** Easily the biggest challenge faced by the Circulation Department was adapting to the new ILS software. Through the hard work of Tina Lucchese and Suzanne Johnson, staff have been able to get up to speed and work through a variety of day-to-day challenges. The system is still causing some confusion but staff are improving every day.

**Adult Services:** A new librarian, Alan Houston, was added to the department. As well as his responsibilities at the FA/YA & Ref desks he has taken over the Mail-a-book program. He has the program running smoothly and has already increased the number of people participating in the program. He is also engaged in doing outreach to special populations including seniors and persons with disabilities. Alan has worked closely with Elena Falcone at WLS to plan the Senior Law Day that will take place at the Will Library on June 1st in partnership with WLS and sponsored by the Foundation for the Yonkers Public Library.

The Adult Services librarians have also been dealing with the new change in the ILS. For the most part they are working well through the new issues. There has been a great deal more training across the desks and staff are now comfortable working at either point of service desk. Ralph Cooper has been working well with the Notary Service and this service is proving to be very popular with our patrons.

**Children's Services:** Children's Services has been busy with the new system as well during this period. They were able to acclimate to it fairly quickly and have been happy with the new system. New early childhood learning stations were installed (AWE Computers) and have been very popular with children and parents alike. Programming in this department has been very active including programming in support of veteran families with a service dog. Pages have

been reassigned in this space to address key issue areas like keeping the picture books tidy and neat. Outreach has included visiting Montessori 31 and doing programming for that school as well as young people from Rising Ground (formerly Leake & Watts).

**Conferences/Training:**

- Staff attended a variety of trainings at WLS regarding Evergreen.
- Branch Administrator Christian Zabriskie attended Library Advocacy day at the state capital and met with staff of elected officials to discuss library funding for the upcoming year.



## CRESTWOOD BRANCH QUARTERLY REPORT – JANUARY, FEBRUARY, MARCH 2019

We had a whirlwind winter quarter at the Crestwood Library. The search for a full time Librarian continued and we felt the gap of not having one. There were also several part-timer staffing challenges. We congratulate part-time clerks Liz Caruso & Anita Asheley on their full time jobs (they are both still working limited hours at the branch) and Anne Raniolo was away this quarter. Kudos to the Crestwood Crew who rallied together to make sure that we lived up to our "Little Library that Could" reputation and that excellent customer service remained our number one priority.

Crestwood Crew spent most of February and March preparing for the migration to our new Evergreen system. Lots of training workshops provided by Westchester Library System were attended by both full time and part-time staff. Many practice exercises were conducted at the branch, all of which resulted in a smoother transition. In addition to myself, we have two TechXperts onboard, Library Trainee Justine Osterman and part-time clerk Dalyz Aguilar who have been patient and shared their knowledge with both staff and patrons.

Building and IT improvements included Head Custodian Russell Martinez installing two bird feeders on the edge of the property in preparation for our upcoming STEAM birding programs. Carlos Figueroa installed a security system for the switch, secured a Slate 2+ (electronic drawing system) and bought a bar table and stools for the teen area.

Building Community remains at the heart of what we do, therefore programming continues to be a crucial tool to attain our goals. To support the Library Foundation Initiative, part-time clerks Caroline Sullivan and Sumie Hernandez-Moss have been conducting a 1000 Books Before Kindergarten Storytime on Thursdays that has been drawing various youngsters and encouraging early literacy. We have been promoting monthly themes such as Black History and Women's History to align ourselves with the OneYPL mindset so all 3 branches have unifying threads.

January saw continued strong use of the Homework Helper Program with the addition of Sarah Hawkins, who works at Paideia School 15 as a teacher, in addition to our 2 teachers John and Maureen. We have partnered with another Homeschooling Group and offered them space and support for the Math Challenge. February "Staycation" vacation programs included Children's Yoga that extended our wellness programming into the youth arena. March brought our annual Read Across America celebration of literacy and highlighted the joy of reading along with a fun St. Patrick's Day Party with great reads and literacy activities. Kudos to Crestwood resident and sewing guru Ruth Bauer for bringing children, teens, adults, and staff together. We had "Sew Much Fun" together! Paws for Reading continues to be a signature program for all ages - Andy the therapy dog loves reading and spreading positivity each month. We introduced the public to the new catalog with our multiple "Everything Evergreen" drop-in tech programs and these helped smooth the challenges experienced after migration.

Friends of Crestwood Library (FOCL) are planning their first Annual Meeting since their regrouping. This will be held in the Spring of 2019. FOCL continues to fund many of our wonderful children's programs and Vice-President Mary Ann Penzero has grown our performing arts offerings via Dance and Karaoke programs that have been enjoyed by intergenerational audiences. The Friends are starting a Quarterly Fireside program in the hopes of increasing the visibility of our library in the community and drawing in people of varied interests. Friends also supported the Feeding Westchester Food Drive and collected many boxes of food.

The quarter brought training opportunities including two group Crestwood Crew Evergreen in-house trainings; WLS Circulation Meeting attended by full-time clerk Mary Nowak; a webinar on summer reading software viewed by myself and Dalyz Aguilar.

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

JANUARY:

- 3: Branch Administration Meeting, Grinton I. Will Library
- 4: Mock Awards Planning Meeting, White Plains, NY
- 10: BOCES Meeting, BOCES Headquarters, West Harrison, NY
- 15: Booklist Webinar—Presenting the 2019 Morris Award Finalists, Crestwood Library
- 16: YOM Teleconference call & Co-chair of WLA/WLS Mock Awards Event, Greenburgh Library
- 17: OPAC Training Webinar in preparation for Evergreen Migration, Crestwood Branch
- 19: Pete the Cat, Emelin Theater, Mamaroneck, NY
- 28: Pat M. Organizational Meeting & Boy Scout Troop Visit, Crestwood Library
- 30: WLA Midwinter Conference, Ossining Library

FEBURARY:

- 1-3: Soundworkers Cookbook Training, Metcheun, MA (weekend off)
- 4: Librarian Book Club, Wood & Fire, Pleasantville, NY
- 5: "SLC in Yonkers" Community Meeting, Sarah Lawrence College, Bronxville, NY
- 7: Homeschooler Group Collaboration Meeting, Crestwood Library
- 8: YA Book Buzz Book Group, White Plains, NY
- 11: Pat M. Organizational Meeting, Crestwood Library & Friends of Crestwood Library Meeting, Crestwood, NY
- 15: Interview of Potential Candidate for Librarian/Trainee Opening, Riverfront Library; Full Staff Evergreen Training with Allison Pryor from WLS, Crestwood Library
- 21: New Volunteer Training, Crestwood Library
- 23: Yonkers Public Library Foundation Book Talk Event with Mary Calvi, Riverfront Library
- 25: Branch Administration Meeting, Grinton I. Will Library
- 26: Interview of Potential Candidate for Librarian/Trainee Opening, Riverfront Library
- 28: Evergreen Basic Reports Training, WLS Headquarters, Elmsford, NY

MARCH:

- 1: BER What's New in Children's Books 2019, New Rochelle, NY (Day off)
- 3: Ear Yoga: Think With Your Ears Workshop, Jacob Burns Film Center, Pleasantville, NY
- 5: YOM Teleconference; Gretchen Rubin Outer Order, Inner Calm Book Launch Event, Community Church NYC
- 6: Evergreen Tech Services Training, Irvington Library, NY
- 7: Webinar Summer Reading & WLS Circulation Evergreen Training, WLS Headquarters, Elmsford, NY
- 8: Exit luncheon Librarian Kirsten Grunberg (Day off) & YA Book Buzz Book Group co-leader, Savor, White Plains, NY
- 12: BER What's New in Young Adult Literature 2019, New Rochelle, NY (Day off)
- 13: Union Meeting after work, Grinton I. Will Library & Friends of Crestwood Library Board Meeting
- 14: Go Live Day Evergreen & 14: Best Books Workshop for Teachers and Parents, presenter, Paideia School 15
- 18: YOM Teleconference Call
- 20: Women in Business Luncheon, Dunwoodie, Yonkers, NY
- 21: Librarian Book Club, White Plains, NY
- 22: Interview Potential Librarian/Tour of Library/Meet Crestwood Crew, Crestwood Library
- 24-29: Sound Meditation Training (own time, Perkasio, PA)

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager

Custodial Department  
Quarterly Report  
January, February, March, 2019

Crestwood

-  
This quarter there were no issues to report.  
My staff has prepared the outdoor furniture for the upcoming season by sanding and repainting. Once the landscape work is finished (weeding, mulching and seeding) the furniture will be returned. Also we will be repainting the book drop and hand rails.

Will

During routine inspection I discovered A.C. 9(the air handler that supplies air to the fine arts office) making loud noises, I shut down the air handler; we found that the bearings on the motor were bad. I called Northstate Mechanical to make the necessary repair on that air handler.

Our aging elevator was out of service in early March for six days forcing the cancellation of the Friends of the Library book sale. It was out again in mid-March.

Also this Quarter, at the request of Mr. Falcone I installed a baby changing station in the fine arts men's room.

Riverfront

This quarter my staff continued to discard old furniture and other trash from the storage room in our basement making room for the dismantling, moving, reassembling and storage of 43 book stacks from the fourth floor.  
We also relocated some of the public desks from the third floor to the fourth floor.

Staff:

Sandra D'Angelo Custodian at Will and Shawn Alibocas custodian at Riverfront have both completed the probationary period and are now full time employees.

Russell Martinez  
Supervisor of Custodians

# IT Department Quarterly Report

## Completed Projects

- **ClassVR Integration**

- Thanks to the efforts of Shauna Porteus, the library has acquired two sets of ClassVR devices through a Verizon Grant that was applied for in the fall. This project is a collaboration between Yonkers Public Schools and YPL and Christine Bitetti has been the point-of-contact throughout this process. The ClassVR devices have already been implemented in one of the classrooms at P.S. 15 and we have been coordinating with the participating teacher providing support both on the technical and curriculum building. There are approximately 16 devices in a class of 28 running a 2:1 ratio and we have been receiving positive feedback from the teacher and the students on the enrichment and supplemental VR study on various subjects which include science, geology and social studies.

- **VDI Migration and Evergreen**

- On April 11<sup>th</sup> Westchester Library System started their ILS system migration to the new Evergreen system. One of the requirements, in order to use Evergreen, was to access it through the VDI environment maintained by WLS. We were awaiting a VDI staff migration for the Will and Riverfront branches for some time and they were not able to complete our workstation switchover before the Evergreen upgrade. In order to comply with the new access restrictions, IT staff installed the VDI software client on the WLS staff machines in both branches. WLS is currently working through performance issues with both the VDI and Evergreen system.

## Ticket System

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

Tickets resolved	1034
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## Ongoing Projects

Projects that we are still currently working on:

- **RIV Network Upgrades**

- We are currently working to replace network switches in the Riverfront branch that are End-of-Life and have gone past their support life. Some of the older equipment has been in place since the 2003 and parts sourcing for repairs was becoming to be an issue.

Best Regards,

Carlos Figueroa

# Yonkers Public Library - Graphics Department Quarterly Report: January-March, 2019

## YONKERS PUBLIC LIBRARY

Lincoln's/Washingtons Birthday Day Closings (signs)  
Programs & Events - January 2019 (calendars)  
Programs & Events - February 2019 (calendars)  
Programs & Events - March 2019 (calendars)

## RIVERFRONT LIBRARY

### Director's Office

Mari Calvi Book Talk (fliers, posters, Flickr)  
YPL Foundation Spring Gala (postcards)  
Assemblyman Sayegh Town Hall meeting (fliers)

### Circulation Dept.

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

### Children's Department

1000 Books Before Kindergarten (labels)  
Family Film, February (fliers, poster, Flickr)  
Valentine's Day Story & Craft (fliers, poster, Flickr)  
Fancy Nancy's Stupendous Soiree (fliers, poster, Flickr)  
Legorama Club, February (fliers, poster, Flickr)  
Kindermusik (fliers, poster, Flickr)  
Legorama Club, March (fliers, poster, Flickr)  
Read Across America (fliers, poster, Flickr)  
St Patrick's Day Story & Craft (fliers, poster, Flickr)  
Women's History Month (fliers, poster, Flickr)  
Welcome Spring (fliers, poster, Flickr)  
Summer Camp Fair (fliers, posters, Flickr)  
Spring Break (fliers, poster, Flickr)  
America Reads, English/Spanish (flier reprints)  
Homework Helper, English/Spanish (flier reprints)  
Babies Need Books (flier reprints)  
Toddler Time (flier reprints)  
Preschool Playdate (flier reprints)  
Baby Signing Time (flier reprints)  
Bilingual Storytime (flier reprints)

### Young Adult Department

Feature Films, February (fliers, poster, Flickr)  
Valentine's Candle Holders (fliers, poster, Flickr)  
Winter Break Programs (fliers, poster, Flickr)  
Chocolate-Dipped Pretzels (fliers, poster, Flickr)  
Black History Month Movie (fliers, poster, Flickr)  
Mardi Gras Celebration (fliers, poster, Flickr)  
Teen Movie, March (fliers, poster, Flickr)  
Summer Youth Employment Program (fliers, poster, Flickr)  
Feature Films, March (fliers, poster, Flickr)  
Battle of the Books (bookmarks)  
Calligraphy for Teens (fliers, poster, Flickr)  
Feature Films, April (fliers, poster, Flickr)  
Popcornopolis (fliers, poster, Flickr)  
Otaku Anime (fliers, poster, Flickr)  
Teen Movie, April (fliers, poster, Flickr)  
Let's Write Out Loud (fliers, poster, Flickr)  
Feature Films, May (fliers, poster, Flickr)

### Reference/Adult

Part-Time Time Sheet #2013 (time sheets)  
Health & Fitness, Feb/March (fliers, poster, Flickr)  
Evening Book Club, February (fliers, poster, Flickr)  
Hours & Departments, English/Spanish (bookmarks)  
Black History Month: African Dance (fliers, poster, Flickr)  
Get Free Tax Prep Help (fliers)  
African American Genealogy (fliers, posters, Flickr)  
Genealogy Programs, Feb-June (fliers, poster, Flickr)  
Job Search Help (flyer reprints)  
Evening Book Club, April (fliers, poster, Flickr)  
Directory of Services (fliers)  
Riverfront Book Club, March (fliers, poster, Flickr)  
Tech Central, March (fliers)  
Learning Express (bookmarks)  
Fitness Classes, March-June (fliers, posters, Flickr)  
TASC GED (flier reprints)  
Job Searching on the web (bookmarks)  
Paper Beads, English/Spanish (fliers, posters, Flickr)  
Tech Central, April (fliers)  
Spring into History (fliers, posters, Flickr)  
Calligraphy for Adults (fliers, poster, Flickr)  
Springtime Crafts, English/Spanish (fliers, posters, Flickr)  
National Library Week (fliers, posters, Flickr)  
ESL Classes (flier reprints)  
Riverfront Book Club, April (fliers, poster, Flickr)  
Evening Book Club, May (fliers, posters, Flickr)

### Tech Central

Sew Amazing, January (fliers, Flickr)  
Drones (fliers, Flickr)  
STEM: Hydraulic Butterflies (fliers, Flickr)

# Yonkers Public Library - Graphics Department Quarterly Report: January-March, 2019

## GRINTON I. WILL BRANCH

### Branch Administrator's Office

Part-Time Time Sheets #2013 (stockforms)

### Children's Department

Valentine Story & Craft (fliers, poster, Flickr)  
Lunar New Year (fliers, poster, Flickr)  
Chip: A Hometown Hero (fliers, poster, Flickr)  
Bilingual Storytime, February & March (fliers, poster, Flickr)  
Winter Recess Programs (fliers, poster, Flickr)  
Tell a Fairy Tale Day (fliers, poster, Flickr)  
Arch for Kids: bridges (fliers, poster, Flickr)  
Get Started with Chess, March (fliers, poster, Flickr)  
St Patrick's Day Story & Craft (fliers, poster, Flickr)  
Music by Zev (fliers, poster, Flickr)  
Mad Scientist Club (fliers, poster, Flickr)  
Black History Month (fliers, poster, Flickr)  
Welcome Spring (fliers, poster, Flickr)  
Winnie the Bear (fliers, poster, Flickr)  
Lego Club, April-June (fliers, poster, Flickr)  
African Drumming (fliers, poster, Flickr)  
April Fools Day (fliers, poster, Flickr)  
The Highway Rat (fliers, poster, Flickr)  
National Library Week: Picture Book Bingo (fliers, poster, Flickr)  
National Library Week: Puppet Making Workshop (fliers, poster, Flickr)  
Earth Day Recycling (fliers, poster, Flickr)  
Bilingual Storytime, April & May (fliers, poster, Flickr)  
Wonderspark Puppets: The Three Little Pigs (fliers, poster, Flickr)  
Children's Book Week: Duffy T. McGraw (fliers, poster, Flickr)  
Mother's Day (fliers, poster, Flickr)  
Petite Concert (fliers, poster, Flickr)  
Dance Like a Chicken Day (fliers, poster, Flickr)  
Dental Storytime (fliers, poster, Flickr)  
Cinco de Mayo (fliers, poster, Flickr)

### Young Adult Department

YA Book Club, February (fliers, posters, Flickr)  
YA Book Club Film, March (fliers, posters, Flickr)  
Black History Month Movies (fliers, poster, Flickr)  
Movie of the Month, April (fliers, poster, Flickr)  
Teen Advisory Group Zumba (fliers, posters, Flickr)  
National Library Week Programs (fliers, poster, Flickr)  
Acting for the Fun of It (fliers, poster, Flickr)

### Adult/Fine Arts Department

Will Book Club, February (fliers, poster, Flickr)  
Movies at the Will Branch, March (fliers, posters, Flickr)  
Movies at the Will Branch, April (fliers, posters, Flickr)  
Movie of the Month, March (fliers, poster, Flickr)  
The Greatest Generation (fliers, poster, Flickr)  
Art Film, April (fliers, poster, Flickr)  
Movies at the Will Branch, May (fliers, poster, Flickr)  
Movies at the Will Branch, June (fliers, poster, Flickr)  
Will Book Club, April (fliers, poster, Flickr)  
An Unusual Experiment (fliers, poster, Flickr)  
Art Film, May (fliers, poster, Flickr)  
Movie of the Month, May (fliers, poster, Flickr)

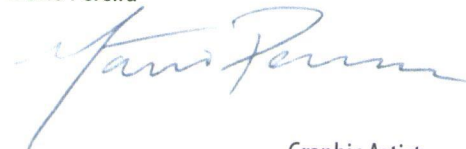
## CRESTWOOD BRANCH

Crestwood Computing, January (fliers)  
Crestwood Computing, February (fliers)  
Winter Recess (Flickr)  
Crestwood Computing, March (fliers)  
Help Desk (flickr)  
Saturday Storytime (fliers, posters, Flickr)  
Dental Storytime (flickr)

## FRIENDS OF THE YONKERS PUBLIC LIBRARY

Book Sale, March (fliers, poster, Flickr)  
March Events (fliers, poster, Flickr)

Mario Pereira



Graphic Artist

TECHNICAL PROCESSING DEPARTMENT  
QUARTERLY REPORT  
JANUARY, FEBRUARY, MARCH 2019

This quarter our department was busy preparing for the migration to the new Evergreen ILS system. Our staff attended trainings at WLS and on site to prepare for the use of this new system. We spent many hours practicing and working with the training materials to prepare for the transition. Once Evergreen went live we had to search and link all the items that had accumulated during the weeks that the migration was taking place.

Since YPL is no longer using the acquisitions module to order most of our print materials Tech. Processing had to process those items that were delivered directly to our department instead of being delivered to the individual departments already processed. The ordering accounts have now been adjusted to allow for this change and the departments should be receiving shelf ready print items again.

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

Our department answers any questions that Librarians and staff may have about their orders or vendors. We provide whatever information is needed and try to accommodate their needs. We are trying to provide as much information as we can to questions about searching and linking items in the new ILS system.

Mary DiChiara  
Technical Processing Dept.

# BOOK STOCK

For the Month of MARCH 2019

<b>RIVERFRONT LIBRARY</b>	<b>2019</b>	<b>2018</b>
Number of volumes at end of previous month	<b>152,889</b>	
Number of volumes added this month	<b>629</b>	
<b>TOTAL</b>	<b>153,518</b>	
Number of volumes lost/withdrawn this month	<b>215</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>153,303</b>	<b>152,889</b>

<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>131,915</b>	
Number of volumes added this month	<b>654</b>	
<b>TOTAL</b>	<b>132,569</b>	
Number of volumes lost/withdrawn this month	<b>391</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>132,178</b>	<b>141,815</b>

<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>25,228</b>	
Number of volumes added this month	<b>185</b>	
<b>TOTAL</b>	<b>25,413</b>	
Number of volumes lost/withdrawn this month	<b>66</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>25,347</b>	<b>22,282</b>

<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>310,828</b>	<b>316,986</b>
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