

**YONKERS PUBLIC LIBRARY  
AGENDA FOR BOARD MEETING  
GRINTON I. WILL BRANCH  
April 20, 2017**

**MINUTES**

**[ACTION ITEM]**

Approve Minutes of Board Meeting of March 16, 2017.

**GUEST SPEAKER SHAUNA PORTEUS, Community Services Librarian II**

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE'S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

**[ACTION ITEMS]**

Ratify the following appointments:

Raphael Gibbs, Part time Page, \$11.00/hr., effective 3/18/17  
Arlene Marciano, ClerkI/Spanish Speaking, \$36,182/yr., eff. 3/24/17  
Melissa Glazer, Librarian I, \$52,392/yr., effective 4/21/17  
Vivian Presedo, Permanent Business Manager, \$115,000/yr., eff. 4/21/17

**COMMITTEE REPORTS**

**Finance, Budget & Planning** Maron, Jannetti\*

**Employee Relations** Maron, Greenwald\*

**Buildings & Grounds** Maron, Buckley\*, Santana, Touba

**Fundraising & Development**

Maron, Santana\*, Buckley, Touba,  
Greenwald

**RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedule #778

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**[ACTION ITEM]** Resolution to sign contract with Milcon Construction for the sum of \$1,787,646.

Review of proposed statement on Patron Privacy.

**NEXT BOARD MEETING DATE: Thursday, May 25, 2017, Riverfront Library.**

YONKERS PUBLIC LIBRARY  
BOARD MEETING  
RIVERFRONT LIBRARY  
March 16, 2017

**ATTENDANCE**

TRUSTEES:	Nancy Maron Anietra Guzman-Santana Jim Buckley Derrick Touba
GUEST SPEAKER:	Russell Martinez, YPL Supervisor of Custodians
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
INTERIM BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	Sarah McAllister
YONKERS REPRESENTATIVE ON THE WLS BOARD OF TRUSTEES:	None
UNION REPRESENTATIVE:	None

The Board Meeting began at 7:00 p.m.

Russell Martinez, YPL Supervisor of Custodians, explained to Board members his work qualifications, duties, along with present and future expectations for preventative maintenance and upkeep in all three branches. He and his staff of 16 focus on the safety of patrons and Library staff on a day-to-day

basis, as well as after hours, and will continue to keep the needs of the Yonkers Public Library in the forefront.

## **MINUTES**

On motion of Tr. Buckley, seconded and carried, the Board approved the Minutes of the Board Meeting of February 28, 2017.

## **DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT**

On March 8, 2017, Director Falcone, Deputy Director Thaler, and Business Manager Presedo attended the annual budget review meeting at City Hall. Once again, the Library was informed that the city faced a very difficult budget year. The Executive Budget will come out on April 15, 2017.

Director Falcone informed the Board members that a Letter of Intent was signed with Milcon Construction Corp. regarding the Will façade project.

Deputy Director Thaler told Board members that the Crestwood Branch has been subject to major construction on Thompson Street, making traffic and parking difficult. It may last three to four weeks and signage, social media and the web site are being used to keep patrons informed.

Deputy Director Thaler said Staff Development Day on April 21, 2017 will consist of active shooter training, a harassment policy training and staff recognition for employees who have been with the Library for ten or more years.

Director Falcone informed the Board that WLS is considering issuing an RFP for central library services in Westchester. A discussion ensued among Board members regarding a possible application by YPL.

Director Falcone advised Board members that he has been developing a consolidated SEIU contract book for employee use and will submit it to the union for approval when it is completed.

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

**WLS REPORT** – None

**PERSONNEL REPORT**

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

Clara Olaya, P/T Page, \$10.00/hr., effective 3/4/17  
Christine Bitetti, (Permanent) Technology Instruction Coordinator, \$60,011, effective 3/10/17

**COMMITTEE REPORTS**

**Finance, Budget & Planning:** Maron, Jannetti  
Tr. Guzman-Santana advised Board members that the Hispanic Advisory Board will be meeting on March 28, presenting us with an opportunity to talk about the Strategic Plan and shared advantages for the community. The Board members discussed their meeting plans and schedules with community officials and businesses.

**Employee Relations:** Maron, Greenwald

**Buildings & Grounds:** Maron, Buckley, Santana, Touba  
Deputy Director Thaler signed a contract with OLA, an engineering firm under contract with the City, to begin plans for new boilers at Grinton I. Will Branch.

**Fundraising & Development:** Maron, Santana, Buckley, Touba, Greenwald  
A discussion ensued among Board members regarding the Yonkers Public Library Foundation.

**PAYMENT OF BILLS**

On motion of Tr. Touba, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #777.

**UNFINISHED BUSINESS** - None

**NEW BUSINESS**

Assemblymember Shelley Mayer will be honoring Tr. Nancy Maron, among others, for Women's History Month at Assemblymember Mayer's office on March 24, 2017 at 10:00 a.m.

A meeting has been scheduled with the Yonkers Public Schools Board of Trustees to discuss the Strategic Plan on April 6, 2017 at 5:00 p.m.

Deputy Director Thaler reminded Board members of the WLS National Book Week Breakfast on April 7, 2017 from 8:30-10:30 at the Doral Arrowwood featuring speaker Regina Calcaterra.

**NEXT BOARD MEETING DATE** – Thursday, April 20, 2017, 7:00 p.m., Grinton I. Will Branch.

The Board meeting was adjourned at 9:20 p.m.

A handwritten signature in cursive script, appearing to read "E. Falcone".

Edward Falcone  
Library Director & Secretary

## Yonkers Public Library

### Bill List March 2017

Vendor Name	Description	Date	Amount
<b>CAPITAL FUNDS</b>			
BAKER & TAYLOR	MATERIALS	3/3/2017	20,579.99
BAKER & TAYLOR	MATERIALS	3/30/2017	20,922.27
BARNES & NOBLE	MATERIALS	3/3/2017	464.87
COLE INFORMATION	MATERIALS	3/3/2017	1,355.90
DEMCO	MATERIALS	3/3/2017	14,066.00
EBSCO	MATERIALS	3/30/2017	69.90
GETTY IMAGES	MATERIALS	3/17/2017	468.00
GRASS ROOTS PRESS	MATERIALS	3/3/2017	208.40
GREY HOUSE PUBLISHING (H.W. WILSON)	MATERIALS	3/3/2017	307.50
GREY HOUSE PUBLISHING (H.W. WILSON)	MATERIALS	3/3/2017	345.00
LECTORUM PUBLICATIONS	MATERIALS	3/30/2017	309.62
MIDWEST TAPE	MATERIALS	3/17/2017	15.98
MIDWEST TAPE	MATERIALS	3/3/2017	43.96
MIDWEST TAPE	MATERIALS	3/30/2017	59.98
MIDWEST TAPE	MATERIALS	3/3/2017	77.97
MIDWEST TAPE	MATERIALS	3/30/2017	85.55
MIDWEST TAPE	MATERIALS	3/24/2017	91.96
MIDWEST TAPE	MATERIALS	3/17/2017	104.96
MIDWEST TAPE	MATERIALS	3/17/2017	134.31
MIDWEST TAPE	MATERIALS	3/3/2017	288.59
MIDWEST TAPE	MATERIALS	3/3/2017	370.93
MIDWEST TAPE	MATERIALS	3/17/2017	436.95
NATIONAL LEARNING CORPORATION	MATERIALS	3/3/2017	149.85
TOWNSEND PRESS BOOK CENTER	MATERIALS	3/3/2017	28.84
<b>TOTAL</b>			<b>60,987.28</b>

<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>CONTRIBUTIONS FUNDS</b>			
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP	3/1/2017	275.00
BELLA VISTA DELI	BOARD MEETING FOOD 2/28/2017	3/6/2017	125.00
BELLA VISTA DELI	BOARD MEETING DINNER 3/16/2017	3/21/2017	125.00
CALVERT, CLAYTON	ART GALLERY INSTALLATION 3/10/	3/24/2017	150.00
CHAMBER OF COMMERCE COY	WOMEN OF EXCELLENCE (3)	3/15/2017	450.00
CRUZ, AURORA	SUMMER READING PRICE	3/15/2017	73.50
DALY, CELINE	SOUND BATH 3/8/2017	3/21/2017	50.00
GOVCONNECTION	TRAC TONER	3/15/2017	116.01
GOVCONNECTION	TRAC CARTRIDGES	3/6/2017	378.00
KOLB, DEBORAH KAHAN	MASALA PHANGRA DANCE CLASS	3/1/2017	50.00
MINOZZI, MARY ANN	REIMBURSEMENT EXPENSE	3/21/2017	20.00
OLIVERAS, IVETTE	BELLY DANCE CLASS	3/1/2017	50.00
PANEK-HARRIS, JULIA	SOUND BATH 3/8/2017	3/21/2017	50.00
PLATT, DAPHNE	DANCE PROGRAM	3/21/2017	125.00
PRESEDO, VIVIAN	REIMBURSEMENT PETTY CASH	3/24/2017	565.11
THRIVE REIKI	PROGRAM	3/6/2017	50.00
TILSON, ANDREA	HOMEWORK HELPER	3/21/2017	550.00
VARGAS, MARIA	ZUMBA CLASS	3/6/2017	50.00
YONKERS HISPANIC CULTURAL FOUND.	JOURNAL AD	3/15/2017	200.00
ZABRISKIE, CHRISTIAN	ALA CONFERENCE 1/22-24/20107	3/15/2017	516.40
<b>TOTAL</b>			<b>3,969.02</b>
<b>TRUST FUNDS</b>			
<b>TOTAL</b>			



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 Accrual Basis

## YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT March 2017

Date	Num	Memo	Amount
<b>Abbey Ice</b>			
03/02/2017	159418	Water Cooler-Rental	33.00
03/02/2017	159516	Water Cooler-Rental	47.25
03/02/2017	33388	Spring Water	111.50
03/02/2017	59535	Water Cooler-Rental	94.50
03/06/2017	33389	Spring Water	98.50
03/06/2017	33390	Spring Water	27.00
03/16/2017	34241	Spring Water	79.00
03/24/2017	159762a	Water Cooler-Rental	47.25
03/27/2017	35218	Spring Water	72.50
03/27/2017	159762	Water Cooler-Rental	88.50
03/27/2017	34342	Spring Water	59.50
03/31/2017	35219	Spring Water	46.50
Total Abbey Ice			805.00
<b>American Express</b>			
03/15/2017	6-76005feb17	Expenses	630.99
03/15/2017	6-76005feb17	Expenses	27.90
Total American Express			658.89
<b>Amoils, Roseanne</b>			
03/07/2017	41	Job Coaching	1,425.00
Total Amoils, Roseanne			1,425.00
<b>Baird,Zahra</b>			
03/15/2017	21617	Reimbursement-Program Supplies	163.05
03/27/2017	32017	Reimbursement-Program Supplies	5.47
03/27/2017	32017	Reimbursement-Program Supplies	57.81
03/27/2017	32017	Reimbursement-Program Supplies	66.84
Total Baird,Zahra			293.17
<b>Brodart</b>			
03/02/2017	461782	Supplies	806.40
Total Brodart			806.40
<b>Cablevision Lightpath</b>			
03/24/2017	20950094	Phones	3,543.24
03/27/2017	20953129	Internet	5,234.75
Total Cablevision Lightpath			8,777.99
<b>Cablevision Optimum</b>			
03/07/2017	07803550279feb17	Phone & Internet	140.68
03/15/2017	07803544469mar17	TV Boxes	14.70
03/24/2017	07803065546mar17	TV Boxes	7.35
03/31/2017	07803550279mar17	Phone & Internet	140.68
Total Cablevision Optimum			303.41
<b>Carriage Paper</b>			
03/16/2017	592514	Thermal Paper Rolls	954.82
03/16/2017	592514	Thermal Paper Rolls	374.58
Total Carriage Paper			1,329.40
<b>Citadel Pest Control</b>			
03/07/2017	3017	Pest Control	200.00
03/27/2017	3034	Pest Control	200.00
Total Citadel Pest Control			400.00
<b>City Of Yonkers</b>			
03/15/2017	march 2017	Rent	62,500.00
Total City Of Yonkers			62,500.00
<b>Con Edison</b>			
03/27/2017	92142173100feb17	Gas-Will	212.61
Total Con Edison			212.61
<b>Crown Janitorial</b>			
03/02/2017	380313-1	Janitorial Supplies	460.00
03/02/2017	380313-2	Janitorial Supplies	85.26

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## YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT March 2017

Date	Num	Memo	Amount
03/02/2017	380313-3	Janitorial Supplies	880.79
03/02/2017	380510-1	Janitorial Supplies	569.17
03/02/2017	380668-1	Janitorial Supplies	216.60
03/27/2017	381442-1	Janitorial Supplies	112.65
Total Crown Janitorial			2,324.47
<b>Demco</b>			
03/27/2017	6078325	Supplies	84.39
Total Demco			84.39
<b>DeWaters, Alice</b>			
03/15/2017	3417	Reimbursement-Program Supplies	82.63
03/27/2017	31017	Reimbursement-Program Supplies	118.77
03/31/2017	32717	Reimbursement-Program Supplies	68.14
Total DeWaters, Alice			269.54
<b>DPW Pasy</b>			
03/15/2017	jan-17		6,196.10
03/15/2017	jan-17		459.66
03/31/2017	feb-17	Electric Charges	6,470.57
03/31/2017	feb-17	Electric Charges	501.45
Total DPW Pasy			13,627.78
<b>Dreamland Security</b>			
03/16/2017	dss16102	Guard Service	9,658.42
Total Dreamland Security			9,658.42
<b>Element Architectural Group</b>			
03/27/2017	2017-02	ADA Study & Report-Crestwood	6,400.00
Total Element Architectural Group			6,400.00
<b>F &amp; F Supply</b>			
03/31/2017	957659	Install Shades-Riverfront	1,695.00
Total F & F Supply			1,695.00
<b>Gantzer, Ana</b>			
03/31/2017	32417	Reimbursement-Program Supplies	51.07
Total Gantzer, Ana			51.07
<b>Global Equipment Co.</b>			
03/31/2017	110819018	Supplies	15.25
Total Global Equipment Co.			15.25
<b>GovConnection</b>			
03/02/2017	54186488	Computer Products	67.50
03/07/2017	54553048	Computer Products	467.38
03/15/2017	54548803	Computer Products	15,540.00
03/15/2017	54556818	Computer Products	23.25
03/27/2017	54581207	Renewal-Ruckus	325.78
03/27/2017	54594082	Computer Products	36.29
03/27/2017	54610923	Computer Products	340.61
03/27/2017	54590459	Computer Products	380.12
03/27/2017	54590460	Computer Products	23.48
03/31/2017	54614893	Computer Products	149.70
03/31/2017	54614941	Computer Products	178.00
03/31/2017	54633685	Computer Products	243.84
03/31/2017	54633686	Computer Products	302.70
Total GovConnection			18,078.65
<b>Gruppuso</b>			
03/16/2017	17-81	Repair of Flushometer	383.00
03/27/2017	17-118	Plumbing Repairs-Will Men's Room	1,729.50
03/27/2017	17-122	Plumbing Repairs-Will Women's Room	888.00
Total Gruppuso			3,000.50
<b>Heltner, Lois H.</b>			
03/15/2017	2	Program-Yoga At Crestwood	250.00

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## YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT March 2017

Date	Num	Memo	Amount
Total Heitner, Lois H.			250.00
<b>Home Depot Credit Service</b>			
03/31/2017	4044635	Lighting-Bulbs	29.26
Total Home Depot Credit Service			29.26
<b>Journal News, The</b>			
03/02/2017	wt0832006jan17	Subscription-Crestwood	473.81
Total Journal News, The			473.81
<b>Keane &amp; Beane</b>			
03/27/2017	23938	Legal Fees	2,100.00
Total Keane & Beane			2,100.00
<b>La Peruta, Patricia</b>			
03/24/2017	22117	Reimbursement-Petty Cash	253.29
03/24/2017	22117	Reimbursement-Petty Cash	51.85
03/24/2017	22117	Reimbursement-Petty Cash	20.00
Total La Peruta, Patricia			325.14
<b>Minozzi, Mary Ann</b>			
03/27/2017	31317	Reimbursement-Parking	22.67
03/27/2017	31317	Reimbursement-Parking	7.33
Total Minozzi, Mary Ann			30.00
<b>Mota, Juan</b>			
03/31/2017	4	Program-Sewing Class	125.00
Total Mota, Juan			125.00
<b>North State Mechanical</b>			
03/27/2017	16552	Repairs-Water Leak-Will	260.00
Total North State Mechanical			260.00
<b>Open Systems</b>			
03/27/2017	32680	Repairs-Transmitter	456.00
Total Open Systems			456.00
<b>Pereira, Teresa</b>			
03/15/2017	21117	Program-Tech Central	200.00
Total Pereira, Teresa			200.00
<b>Personnel Concepts</b>			
03/02/2017	9333221888	Labor Laws-Printing	182.83
Total Personnel Concepts			182.83
<b>Preferred Business</b>			
03/16/2017	96622	Business Cards-Disilvio, Hackett	283.00
03/27/2017	96742	Business Cards-Grunberg	171.70
Total Preferred Business			454.70
<b>Presedo, Vivian</b>			
03/24/2017	32017	Reimbursement-Petty Cash	9.40
03/24/2017	32017	Reimbursement-Petty Cash	18.55
03/24/2017	32017	Reimbursement-Petty Cash	4.42
03/24/2017	32017	Reimbursement-Petty Cash	236.41
Total Presedo, Vivian			268.78
<b>Red's Garage</b>			
03/16/2017	170228021	Install Motor Relay Kit-2011 Ram	127.95
03/27/2017	170309022	Repairs-Spreader	63.45
Total Red's Garage			191.40
<b>Reserve Account-Pitney Bowes</b>			
03/27/2017	31654684a	Postage-Will Branch	2,000.00
03/27/2017	31654692a	Postage-Riverfront	1,994.44
Total Reserve Account-Pitney Bowes			3,994.44
<b>Safeguard Lock &amp; Key</b>			

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 Accrual Basis

## YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT March 2017

Date	Num	Memo	Amount
03/16/2017	5208	Keys	15.00
03/16/2017	5225	Keys	24.00
03/31/2017	5231	Lock & Key Repairs	60.00
Total Safeguard Lock & Key			99.00
<b>Sampson, Malobe</b>			
03/31/2017	In00003	Program-illustrator Instructor	30.00
Total Sampson, Malobe			30.00
<b>Schall Hardware</b>			
03/16/2017	14897	Hardware	218.51
Total Schall Hardware			218.51
<b>Sirsi Dynix dbaEOS International</b>			
03/31/2017	invmt028353	Web E-Library Express	529.81
03/31/2017	invmt028353	Web E-Library Express	1,285.19
Total Sirsi Dynix dbaEOS International			1,815.00
<b>Stanley Convergent</b>			
03/15/2017	14342966	Alarm Monitoring	638.21
03/15/2017	14350861	Access Control Service	175.38
Total Stanley Convergent			813.59
<b>Sys Aid Technologies</b>			
03/07/2017	op-0494899	Software	654.00
Total Sys Aid Technologies			654.00
<b>Tequipment Inc.</b>			
03/27/2017	104525a	Smart Learning Suite	45.00
Total Tequipment Inc.			45.00
<b>Thaler, Susan</b>			
03/31/2017	32117	Reimbursement-Plants Riv. Entrance	119.98
Total Thaler, Susan			119.98
<b>United Metro Energy</b>			
03/02/2017	283883	#2 Fuel Oil-Will	6,598.02
03/02/2017	283884	#2 Fuel Oil-Crestwood	522.22
03/27/2017	292055	#2 Fuel Oil-Will	5,198.10
03/27/2017	292056	#2 Fuel Oil-Crestwood	383.67
03/27/2017	292056	#2 Fuel Oil-Will	127.80
Total United Metro Energy			12,829.81
<b>Verizon</b>			
03/07/2017	9143372191feb17	Phones/Alarms	150.81
03/07/2017	9143373015feb17	Phones/Alarms	51.82
03/07/2017	9147931065mar17	Phones/Alarms	54.07
03/24/2017	9144109274mar17	Phones/Alarm	44.75
03/31/2017	9143372191mar17	Phones/Alarms	150.32
03/31/2017	9143373015mar17	Phones/Alarms	42.68
03/31/2017	9147931065apr17	Phones/Alarms	50.50
Total Verizon			544.95
<b>Verizon Wireless</b>			
03/02/2017	9780136219	Cell Phones	131.15
03/15/2017	9780892340	Cell Phones	336.43
03/24/2017	9781872371	Cell Phones	134.57
Total Verizon Wireless			602.15
<b>Wayne's Electric Service</b>			
03/15/2017	ypl-020417	Service Call-Replace Ballasts	1,530.00
Total Wayne's Electric Service			1,530.00
<b>WB Mason</b>			
03/02/2017	I41675072	Supplies	20.18
03/15/2017	I42136230	Supplies	1,026.96
03/27/2017	I42304211	Supplies	87.05
03/27/2017	I42356451	Supplies	44.37

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 04/03/17  
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## YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT March 2017

Date	Num	Memo	Amount
03/27/2017	142493241	Supplies	41.46
Total WB Mason			1,220.02
<b>Weaver, Alan</b>			
03/27/2017	0317-13	Program-Introduction In Design	300.00
03/31/2017	0317-14	Program-Instruction-Intermediate I Pad	150.00
Total Weaver, Alan			450.00
<b>Xerox</b>			
03/16/2017	88357242	Copier-Maintenance	95.00
Total Xerox			95.00
<b>Yonkers Auto Center</b>			
03/07/2017	2942	Inspection & Tires-06 Jeep Liberty	456.75
03/07/2017	2946	Inspection-'97 Chevy	66.90
03/27/2017	3003	Auto Repairs & Service	214.50
03/31/2017	3035	Auto Repairs-Jeep Liberty	53.70
Total Yonkers Auto Center			791.85
<b>Zev Haber Music by Zev</b>			
03/07/2017	2011	Program-Children's Music Concert	275.00
Total Zev Haber Music by Zev			275.00
<b>TOTAL</b>			<b>164,192.16</b>

JOINT MANAGEMENT REPORT  
APRIL 2017

**FY 2018 Budget.** Mayor Spano held a press event on 4/13 to unveil his proposed budget for next year. As expected, he presented a very tight budget and a promise to continuously review spending and management practices throughout the year, alluding to an even tighter budget in FY19. We will see a maintenance-of-effort budget next year, with no funding for new service initiatives. Some of our capital projects are included in the budget, but the entire CIP will get another review before it is funded.

**Will Façade.** At long last, the façade project is underway. The construction team had its kickoff meeting on 4/6, a building permit has been filed, and preliminary work may begin as early as this month. The contractor, Milcon Construction, has returned signed copies of the contract, and a resolution enabling YPL to sign will be on our April agenda. Meanwhile, the staff at Will are developing plans to keep the public informed about the project on a regular basis.

**Boiler Replacement.** Also on 4/6, our engineering contractor visited the Will Branch to begin design work on the boiler project. Unfortunately, due to the timing of the next capital budget, it appears unlikely that we will have new equipment in place before next year's heating season.

**Auto Accident.** On 4/6, a driver exiting the Will Branch parking lot lost control of her car and crashed into the masonry sign on the median. The car and the sign were wrecked, but fortunately the driver suffered only minor injuries. We have a claim in with her insurer for the damage.

**Staff Development.** A committee has been working diligently to make Staff Development Day a success, and we will have a full and interesting agenda for that day (Friday, 4/21). In addition to workshops on library security and the new harassment policy, we're incorporating some workplace wellness and team-building activities, along with recognition of staff who have reached longevity milestones.

MEETINGS ATTENDED THIS PERIOD

3/17	Susan	Software training, WLS
	Susan	Art gallery opening, Blue Door
3/21	Ed & Susan	Chamber of Commerce breakfast, St. Joseph's Hospital
	Susan	Emily Ellis, Sight & Sound Productions
	Susan	Yonkers Newcomer Immigrant
	Susan	ARTY meeting, Yonkers Brewery
3/22	Ed & Susan	Women In Business Luncheon, Castle Royale
	Ed & Susan	State of the City Address
3/23	Ed & Susan	Lunch Club
	Ed & Susan	School Libraries Council, Yonkers Middle High

3/24	Ed & Susan	Assemblywoman Mayer's Women's History Awards
3/27	Susan	MHVC collaboration meeting
3/29	Ed	Vendor demonstration, WLS
	Susan	Literacy Solutions board meeting
3/30	Ed	Lunch Club
	Ed & Susan	Strategic Plan meeting with Department Heads, Will
	Susan	Branch Administration meeting, Will
3/31	Ed & Susan	Phone conference with the Burgers
4/1	Susan	My Brother's Keeper Summit, Lincoln HS
4/3	Susan	Local Impact grant phone conference
4/4	Susan	Meeting with Shawyn Howard
4/6	Susan	Boiler Project meeting, Will
	Susan	Meeting with Marla Hurban
	Ed & Susan	Façade Project kick-off meeting, Will
4/7	Ed & Susan	WLS Celebrate Libraries Breakfast, Doral Arrowood
	Ed	PLDA meeting, Doral Arrowood
	Ed	E-Content committee, Doral Arrowood
4/8	Ed & Susan	Yonkers Arts opening reception
4/10	Ed & Susan	Book Leasing Committee, Will
4/12	Ed & Susan	Strategic Plan meeting, Will
4/13	Ed & Susan	Lunch Club
	Susan	Staff Development Day committee, Will
	Ed & Susan	Executive Budget press event, City Hall
4/18	Ed & Susan	Chamber of Commerce breakfast, Dunwoodie
	Susan	Yonkers on the Move kick-off event, City Hall

## YONKERS PUBLIC LIBRARY

### CIRCULATION STATISTICS

March 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	30	30		
			<b><u>Dev.</u></b>	<b><u>%</u></b>
<b>RIVERFRONT LIBRARY</b>				
Adult	15,303	12,437	(2,866)	
Children's	6,431	5,914	(517)	
<b>Total Riverfront Circulation</b>	<b>21,734</b>	<b>18,351</b>	<b>(3,383)</b>	<b>-15.57%</b>
 <b>GRINTON I. WILL BRANCH</b>				
Adult	26,361	24,027	(2,334)	
Children's	13,946	13,318	(628)	
<b>Total Will Circulation</b>	<b>40,307</b>	<b>37,345</b>	<b>(2,962)</b>	<b>-7.35%</b>
 <b>CRESTWOOD BRANCH</b>				
Adult	2,867	3,312	445	
Children's	1,299	1,520	221	
<b>Total Crestwood Circulation</b>	<b>4,166</b>	<b>4,832</b>	<b>666</b>	<b>15.99%</b>
 <b>E-content (All Branches)</b>	6,667	6,348		
<b>TOTAL CIRCULATION</b>				
Total Current Month	72,874	66,876	(5,998)	-8.23%
Total Previous Months	<u>139,088</u>	<u>124,832</u>	<u>(14,256)</u>	<u>-10.25%</u>
<b>Total Year to Date</b>	<b>211,962</b>	<b>191,708</b>	<b>(20,254)</b>	<b>-9.56%</b>



Monthly: March 2017

ELECTRONIC USAGE COUNT

	2016	2017
Riverfront Branch	15,241	12,112
Will Branch	7,027	6,766
Crestwood Branch	<u>388</u>	<u>419</u>
Total	22,656	19,297

TURNSTILE COUNT

	2016	2017
Riverfront Library	39,453	29,504
Will Branch	34,760	29,484
Crestwood Branch	<u>5,265</u>	<u>6,039</u>
Total	79,478	65,027

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,121	33,778	23,011	<b>57,910</b>
Contract	0	97	3	<b>100</b>
Courtesy	0	2	16	<b>18</b>
Guest	0	3	0	<b>3</b>
Internet	0	2	0	<b>2</b>
Juvenile	559	7,505	8,708	<b>16,772</b>
Staff	11	110	77	<b>198</b>
Teen	35	6,484	2,120	<b>8,639</b>
Temp	0	9	1	<b>10</b>
<b>Total</b>	<b>1,726</b>	<b>47,990</b>	<b>33,936</b>	<b>83,652</b>

# YONKERS PUBLIC LIBRARY

## REFERENCE STATISTICS March 2017

	<u>Last Year</u>	<u>This Year</u>	<u>Dev.</u>	<u>%</u>
<b>RIVERFRONT LIBRARY</b>				
Clerical Services	-	-	-	
Reference	1,682	1,876	194	
Reader's Advisory	3,279	1,852	(1,427)	
<b>Total Adult</b>	4,961	3,728	(1,233)	
Children's	592	782	190	
<b>Total</b>	5,553	4,510	(1,043)	-18.78%
<b>GRINTON I. WILL BRANCH</b>				
<b>Patron Transactions</b>				
Circulation	-	6,284	-	
Directional/Other	-	2,084	-	
Reference	-	3,163	-	
<b>Total</b>	-	11,531	11,531	
<b>CRESTWOOD BRANCH</b>				
Adult	1,423	1,288	(135)	
Children's	467	518	51	
<b>Total</b>	1,890	1,806	(84)	-4.44%
<b>TOTALS</b>				
<b>Current Month</b>	7,443	17,847	10,404	139.78%
<b>Previous Months</b>	-	-	-	0.00%
<b>Year to Date</b>	7,443	17,847	10,404	139.78%

# YONKERS PUBLIC LIBRARY

## PERSONNEL REPORT APRIL 1, 2017

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<u>Element Number &amp; Category</u>	<u>Total # of Positions</u>	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	10	7	3
<u>7411 Technical Processing</u>	4	2	2
<u>7412/13 Maintenance</u>	16	16	0
<u>7412/13/14 Public Service</u>			
Professional	39	34	4
Clerical	<u>35</u>	<u>29</u>	<u>8</u>
<b>TOTAL</b>	<b>107</b>	<b>90</b>	<b>17</b>

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Edward Falcone  
Library Director

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

**REGULAR LIBRARY PROGRAMS**

Date(s)	Program	Type	Attendance
March	Literacy Solutions NY: Tutors	A	120
March	Literacy Solutions NY: Learning Center Use	A	90
7 sessions	Literacy Solutions NY: Basic Classes	A	113
5 sessions	Literacy Solutions NY: Intermediate Classes	A	76
3 sessions	Literacy Solutions NY: Citizenship Classes	A	37
March	Read Away Your Fines	A	72
14 sessions	TASC Connect	A	37
3/1	Yonkers Re-Entry Outreach	A	10
5 sessions	Job Search Coach	A	65
3/1	Rivertown String Quartet: From Russia With Love	A	30
3/1	Riverfront Book Club	A	6
3/5	Peliculas para la Familia en Espanol: E.T.	A	3
3/6, 10, 24	Yonkers Children's Place Head Start Center: Parent Orientation	A	43
3/7, 21, 28	Knitting & Crocheting Workshop	A	41
3/9	Zumba Class	A	34
3/11	Movie: Lights Out	A	41
3/13	Coloring for Adults	A	6
3/18	Movie: Trolls	A	52
3/19	Movie: Dr. Strange	A	37
3/23, 30	Chair Yoga	A	19
3/25	Sew Amazing!	A	10
3/28, 30	Health Eating: Diabetes, Parts I & II	A	25
3/28	Free Tax Prep	A	15
3/29	Cocina China	A	21
March	Read Away Your Fines	Y/A	10
3/1	Ready, Set, Work: Gear Up For Your First Job	Y/A	11
5 sessions	Gaming Thursdays	Y/A	88
3/4, 11, 18	Sight & Sound Digital Media Club	Y/A	27
3/6	Create Your Own Digital Masterpiece	Y/A	9
3/7	Hour of Code for Teens	Y/A	2
3/21	Let's Make Hummus	Y/A	11
3/21	Teen Tutoring	Y/A	2
3/27	Poetry Out Loud!	Y/A	7
March	America Reads	JUV	131
3/2	Dr. Seuss' Birthday	JUV	36
4 sessions	Toddler Storytime	JUV	86
4 sessions	Bilingual Stories & Crafts	JUV	46
4 sessions	Bilingual Storytime	JUV	19
3/7, 21, 28	Picture Book Time	JUV	27
5 sessions	Babies & Books	JUV	53
3/17	St. Patrick's Day Crafts	JUV	34
3/20	DIY Day	JUV	37
3/22	Hour of Code for Kids	JUV	5
3/24	Healthy You!	JUV	18
3/28	Cupcake Decorating	JUV	86

**CLASS VISITS**

Date(s)	Program	Internal/External	Type	Attendance
3/2, 3	Martin Luther King Jr. School	Internal	JUV	94
3/6, 10, 24	Yonkers Children's Place Head Start	Internal	JUV	114
3/21, 22	Queen's Daughter Day Care	External	JUV	56
3/17, 21	St. Peter's	External	JUV	56

**HOMEWORK HELPER**

Date(s)	Type	Attendance
13 sessions	JUV	158

**NUMBER OF LIBRARY PROGRAMS:**

**123**

**ATTENDANCE AT LIBRARY PROGRAMS:**

**2,226**

**NON-LIBRARY PROGRAMS**

Date(s)	Program	Attendance	Fee
3/1	Super Trans Bus Company Meeting	179	\$150.00
3/2	City of Yonkers Engineering Department HAZWOPER Training	14	
3/3	Yonkers Public Schools Grandparent Engagement Workshop	38	
3/3, 17	Westchester Disabled On the Move	15	
3/4	Women's Civic Club of Nepperhan Student Interviews	11	
3/4	Yonkers High School Oral History Project	6	
3/4, 25	Chi Eta Phi Meeting	26	
3/4, 11, 25	Yonkers High School International Baccalaureate Student Meeting	22	
3/4	Writers on the Sound Meetup Group	11	
3/4	Gamma Phi Delta Meeting	12	
3/6	Yonkers Paddling & Rowing Club	6	
3/8, 10	NYS Department of Labor: Whole Foods Recruiting	110	
3/8	Yonkers Coalition for Youth Meeting	42	
3/8	Pierpointe on the Hudson Homeowners Meeting	71	\$100.00
3/8, 22	Hope and Love Book Club Meeting	21	
3/9	Yonkers Public Schools CUNY College Fair	350	
3/9	Yonkers Public Schools Open Winter Regional ESSA Meeting	267	
3/9	Project Reach for LYFE	23	
3/9	Yonkers Public Schools Testing Coordinators Meeting	52	
3/10	Westchester DSS Community Partners for Undoing Racism	11	
3/10	One Stop Career Center Counseling	6	
3/11	Fit Club	35	\$150.00
3/11	Greyston Community Garden Meeting	30	
3/11, 22	Andrus Community Services Healthy Families	125	
3/12	American Canoe Association Lake Sebago Camp Committee	12	
3/12	Lower Hudson Valley Progress Action Network General Meeting	175	
3/13	LGBTQ Advisory Board Meeting	8	
3/16	CLUSTER Voices and Images: Journal Readings & Art Show	45	
3/16, 23, 30	African American Heritage Committee Women's History Month Film	62	
3/17	Family Services Society of Yonkers Kinship Support Group	6	
3/18	Oromo Diaspora Association Community Meeting	22	
3/19	Designs by Valeria: Essential Oils Basics and its Uses	13	
3/19	Sister District Meeting	12	
3/19	Westchester Steelers Team Meeting	26	
3/20	CLUSTER Board Meeting	15	
3/20	Israelite Church of God in Jesus Christ	5	
3/21	YMCA Immigration Coalition Meeting	16	
3/21, 30	Ability Beyond: Windows Without Walls	26	
3/21	Avon District Meeting	15	\$100.00
3/21	Yonkers Arts Meeting	10	
3/22	VOCAL NY HIV & Hepatitis C Community Meeting	32	
3/22	Mayor Mike Spano State of the City Address	400	
3/23	Yonkers Public Schools Special Education Consultation Meeting	12	
3/23	County Legislator Virginia Perez Know Your Rights Forum	250	
3/23	Liga de Yonkers Soccer League Meeting	9	
3/25, 26	Catholic Charities OSHA Training	78	
3/25	North Yonkers Knights Registration	26	
3/26	NYCD16 Indivisible Meeting	200	
3/27	City of Yonkers Workforce Development Board Meeting	16	
3/27	After School Community ESL Tutoring	12	
3/27	American Cancer Society Relay for Life	26	
3/28	Community Planning Council Board Meeting	11	
3/29	United Healthcare Member Orientation	8	\$25.00
3/29	New York Rising Community Reconstruction Flood Mitigation Meeting	10	
3/29	SCORE Small Business Workshop	22	
3/30	Ethiopian Social Assistance Committee: International Women's Day	48	
3/31	CLUSTER Custody & Visitation Training	16	

**ATTENDANCE AT NON-LIBRARY PROGRAMS:**

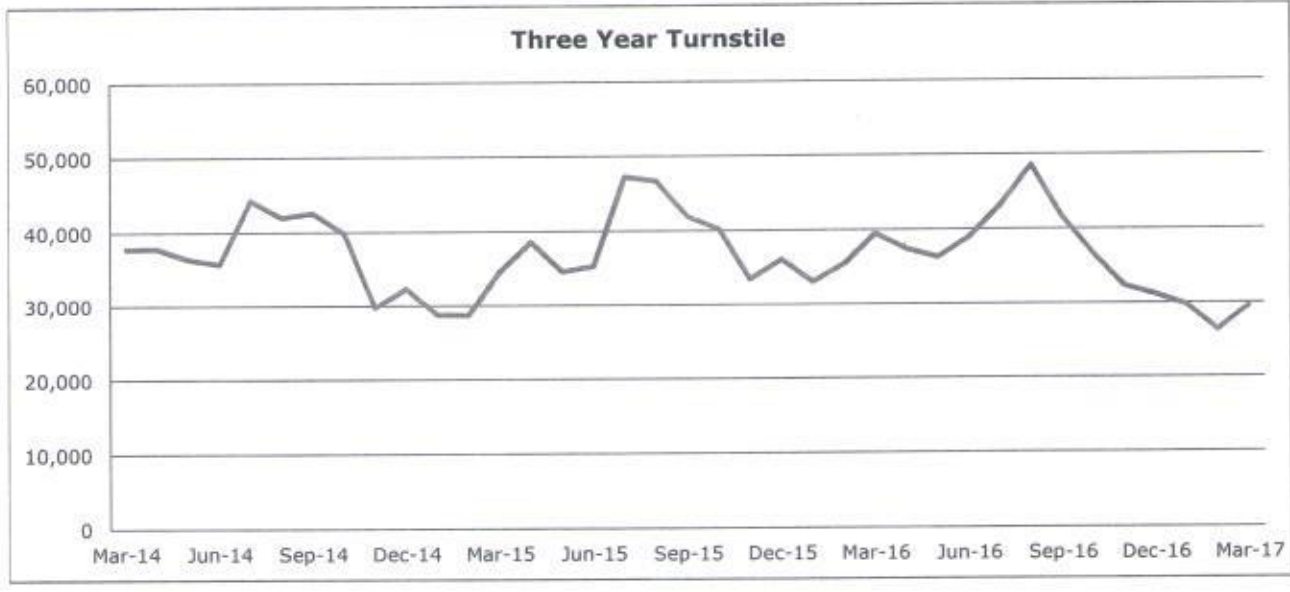
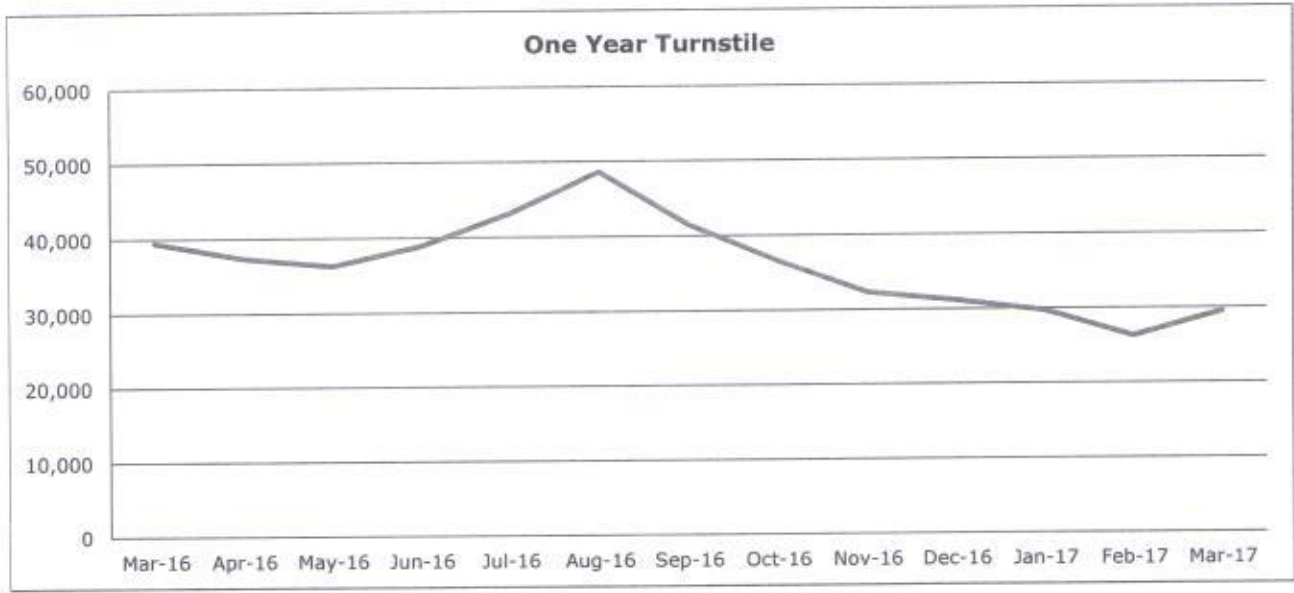
**3,127**

**GRAND TOTAL PROGRAM ATTENDANCE**

**5,353**

**Electronic Use Count**

	<u>Count</u>
PC Sign Up	11,977
21 English-speaking Computer Classes	114
6 Spanish-speaking Computer Classes	21
<b>TOTAL ELECTRONIC USE COUNT:</b>	<b>12,112</b>
<b>RIVERFRONT LIBRARY TURNSTILE COUNT:</b>	<b>29,504</b>



Room	# Events	Hours	Utilization
Arts & Crafts Room	30	56.50	20.55%
Auditorium	5	14.50	5.27%
Auditorium and Event Space	6	21.00	7.64%
Board Room	24	69.75	25.36%
Community Room A	11	32.00	11.64%
Community Room A & B	20	56.00	20.36%
Community Room B	7	17.75	6.45%
Event Space	1	4.00	1.45%
Learning Lab	33	65.00	23.64%
Maker Lab	2	4.50	1.64%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	0	0.00	0.00%
Room 1	4	19.00	6.91%
Room 2B	27	80.25	29.18%
Room 3	11	18.50	6.73%
Room 4B	27	74.75	27.18%
Small People's Place	33	61.50	22.36%
Table Space 1	31	123.00	44.73%
Tech Central	29	80.25	29.18%
Third Floor Computer Lab	1	3.00	1.09%
Yonkers Room	19	54.75	19.91%
Young Adult Room	11	31.25	11.36%

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

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

**REGULAR LIBRARY PROGRAMS**

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
3/1,2,8,9,16,22,23,29 & 30	Mother Gooses	Juv	262
3/1,8,15,22 & 29	Chess Club	Juv	9
3/2	Happy Birthday Dr. Seuss!	Juv	32
3/3,10,17,24 & 31	Baby Time	Juv	50
3/6,7,13,14,20,21,27 & 28	Nursery Rhyme Time	Juv	183
3/7,21 & 28	11 am Story Time	Juv	45
3/8	International Women's Day Story & Craft	Juv	16
3/9,16,23 & 30	Getting Started with Chess	Juv	65
3/10	Lego Club	Juv	38
3/20	Welcome Spring! Story and Craft	Juv	43
3/27	Kite Making	Juv	45
3/2,8,9,16,22,23 & 30	WEBS Career Counseling	Adult	30
3/2,9,23 & 30	Bridge Club	Adult	56
3/2,7,9,16,21,23,28 & 30	Senior Benefit Information Center	Adult	17
3/5	An Afternoon of Music from Arentina-Friends of YPL	Adult	200
3/6	String Instrument Meet Up	Adult	7
3/11	Russia: A Composer's Revolution	Adult	45
3/13 & 27	Sing Memorable Songs	Adult	50
3/15	Feature Film-Beckett	Adult	5
3/19	A Musical Trip Down Memory Lane-Friends of YPL	Adult	60
3/21	Fine Art Film Series	Adult	19
3/25	Tai Chi Workshop	Adult	30
3/27	TASC Connect	Adult	10
3/28	Book Discussion w/Laurie Antash	Adult	18
3/1,8,15,22 & 29	Coloring for Teens	YA	6
3/2,9,16,23 & 30	Teen Tech	YA	4
3/3,10,17,24 & 31	Brain Breaker	YA	5
3/7,21 & 28	Teen Game Challenge	YA	6
21 Sessions	Electronic Games	YA	225
21 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	959

**CLASS VISITS**

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
3/24	Roosevelt H.S.	Juv	6

**OUTREACH**

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
3/2	PS 31	Juv	150
3/3	PS 32	Juv	180

**HOMEWORK HELPER**

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
16 Sessions	Homework Helper	Juv	108

**NUMBER OF LIBRARY PROGRAMS**  
**ATTENDANCE AT LIBRARY PROGRAMS:**

**148**  
**2,984**



**NON-LIBRARY PROGRAMS**

Date(s)	Program	Attendance	Fee
3/1	UFO Roundtable	25	
3/1,7,8,21,22, 28 & 29	AARP Tax Service	210	
3/1	Historical Society	12	
3/1	Association of Hispanic Professionals	20	
3/1	Lindsay Baker Book Club	5	
3/2	Community Housing Innovation	35	
3/3	Alzheimer's Seminar	3	
3/4	National Council of Negro Women	7	
3/6	Brandeis Women's Club	8	
3/6	Writers' Workshop	10	
3/7	Foundation for the Prevention of Suicide	10	
3/7	Westchester Referee Association	50	
3/8	Toastmaster's	10	
3/8	SEIU 704	20	
3/9	Yonkers Philharmonic Society	10	
3/11	NAMI	10	
3/12	Yonkers Amateur Radio Club	15	
3/13	LaLeche League of Yonkers	8	
3/17, 20, 28,29 & 30	UFT Retired Teachers	150	
3/18	Driver's Safety	30	50
3/18	Board of Ed	22	
3/21	National Letter Carriers	175	
3/22	Yonkers Housing Action	25	
3/23	Westchester Residential Opportunities	50	
3/25	NACA	325	
3/25	Empire Driving Program	3	50
3/25	Ahmadiyya Muslim Community	50	
3/27	AARP Driver's Program	25	
3/28	Yonkers Housing Authority	25	
14 Sessions	Little Learners-Parks Dept.	350	
18 Sessions	Senior Center-Yonkers Park Dept.	495	

**ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,193**

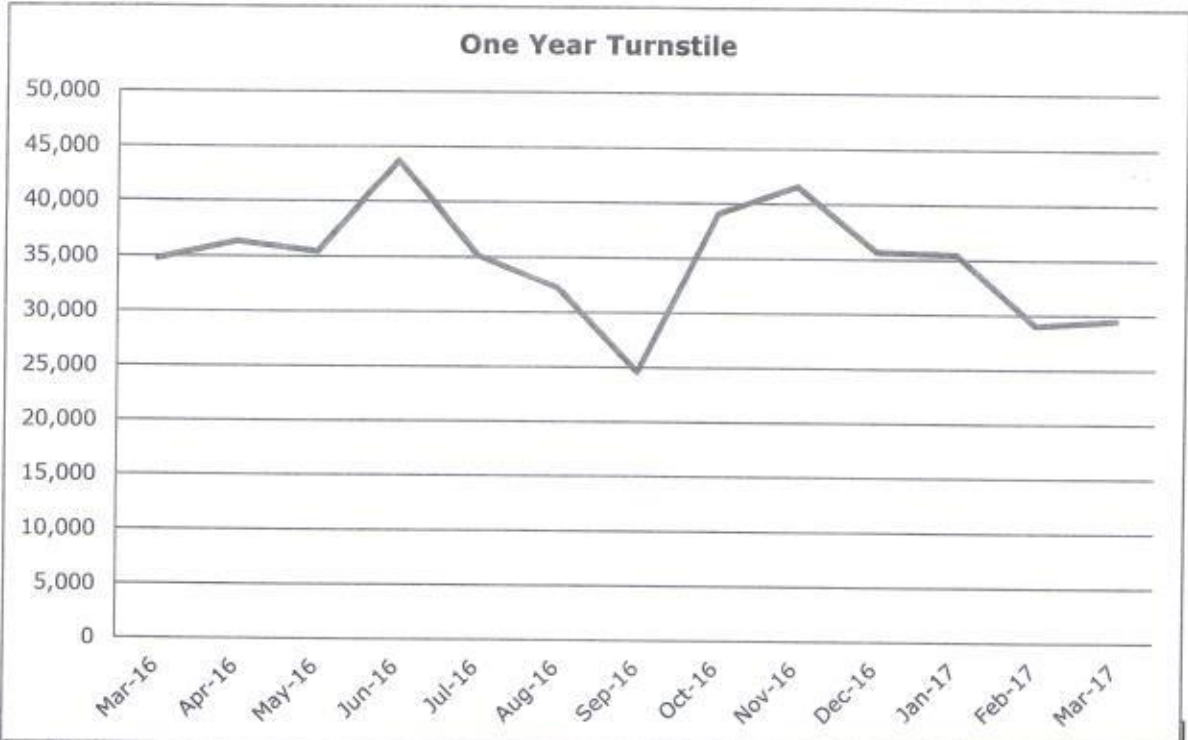
**GRAND TOTAL PROGRAM ATTENDANCE 5,177**

**PC Sign Up 6,716**

**10 Computer Classes 50**

**TOTAL ELECTRONIC USE COUNT: 6,766**

**Will Library Turnstile Count 29,484**



Auditorium	77	25.00%
Meeting Room	50	16.23%
Projection Room	167	54.22%
Sen. Flynn Room	43	14.04%
Story Room	93	30.33%

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

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

**REGULAR LIBRARY PROGRAMS**

# of sessions	Program	Type	Attendance
5 sessions	Tech Drop-In	A	56
2 sessions	Sing Memorable Songs	A	21
5 sessions	News & Brews	A	92
1 session	My Healthy Plate	A	12
5 sessions	PC Cruzin'	A	32
15 sessions	Help Desks	A	15
2 session	Yoga for Yogis	A	20
3 sessions	Color @Crestwood	A	18
2 sessions	Non-pretzel Yoga for Adults	A	28
3 sessions	Bronx Center Visits	A	26
1 session	Color Your World	A	4
1 session	Crestwood Reiki Experience	A	16
1 session	Email Tips & Tricks	A	8
1 session	Press Reader Demo	A	16
1 session	Hoopla Demo	A	18
2 sessions	Mahjong	A	10
1 session	Sound Bath	A	23
1 session	Crestwood Book Club	A	14
3 sessions	Art with Michael	A	17
2 sessions	Meditation Monday	A	10
1 session	Read Across America Dr. Seuss' Birthday	JUV	56
1 session	Saturday Storytime	JUV	28
1 session	Pawsitive Tails	JUV	33
1 session	Saint Patrick's Day Story & Craft	JUV	24
3 session	Science with Sharon	JUV	26
8 sessions	Music & Merriment (9:30 & 11am)	JUV	423
1 session	My Healthy Plate	JUV	16
4 sessions	Crestwood Cinema	JUV	77
1 session	Crestwood Reiki Experience for kids	JUV	23
1 session	National Chocolate Week	JUV	40
4 sessions	Arts & Crafts with Madison	JUV	40
1 session	Kite Making Workshop	JUV	26
4 sessions	Chess	JUV	57
1 session	Teen Readers: Book Group	YA	4
3 sessions	Teen Tuesdays	YA	18
1 session	Book Buzz	YA	30
1 session	VOLUNTEENS	YA	10

**HOMEWORK HELPER**

Date(s)	Type	Attendance
N/A		N/A

**NUMBER OF LIBRARY PROGRAMS:**  
**ATTENDANCE AT LIBRARY PROGRAMS:**

**94**  
**1,387**

**NON-LIBRARY PROGRAMS:**

Date(s)	Program	Fee	Attendance
7 sessions	Parks Dept. Senior Group #16	N/A	65
3/22	Friends of Crestwood Library Board Meeting	N/A	7
2 sessions	Westchester Homeschoolers Knitting Meetup	N/A	20

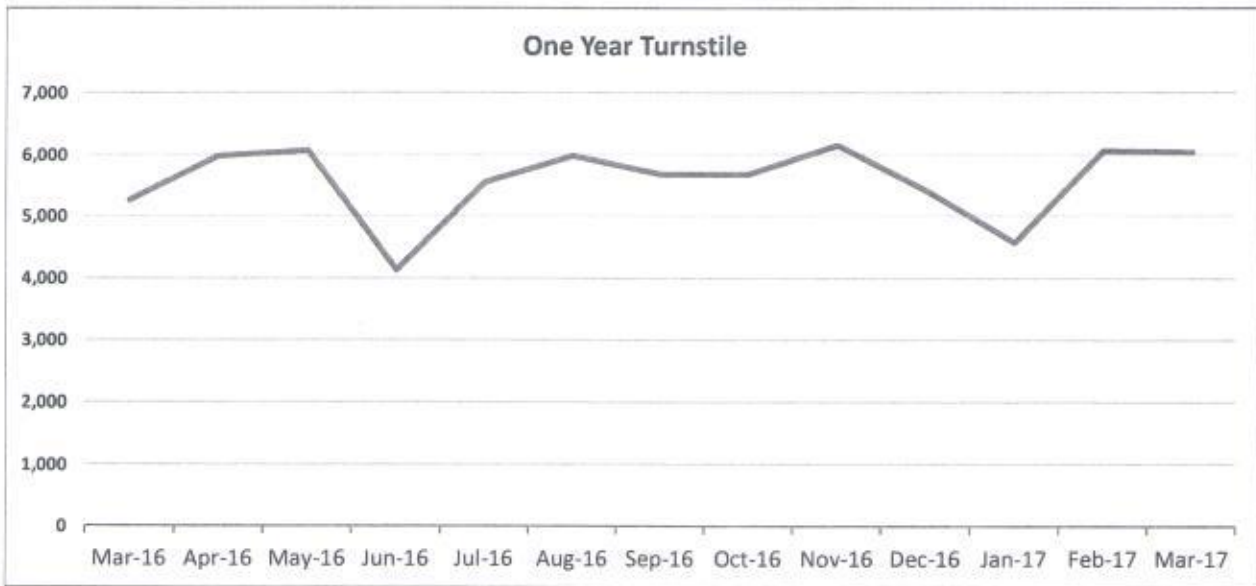
**ATTENDANCE AT NON-LIBRARY PROGRAMS:** 0 92  
**GRAND TOTAL PROGRAM ATTENDANCE:** 1,479

**Electronic Use Count**

	Count
PC Sign Up	274
27 Computer Events- Classes/workshops/drop-ins/help desk	145

**TOTAL ELECTRONIC USE COUNT:** 419

**CRESTWOOD LIBRARY TURNSTILE COUNT:** 6,039



Room	# Events	Hours	Utilization
Adult Computer Area	26	22.5	12.89%
Children's Room	52	81.5	46.70%
Reading Room	21	60	34.38%
Teen Corner	5	22	12.61%
	104	186	

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

# **BOOK STOCK**

For the Month of MARCH 2017

<b>RIVERFRONT LIBRARY</b>	<b>2017</b>	<b>2016</b>
Number of volumes at end of previous month	<b>159,655</b>	
Number of volumes added this month	<b>485</b>	
<b>TOTAL</b>	<b>160,140</b>	
Number of volumes lost/withdrawn this month	<b>472</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>159,668</b>	<b>157,396</b>

<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>150,666</b>	
Number of volumes added this month	<b>733</b>	
<b>TOTAL</b>	<b>151,399</b>	
Number of volumes lost/withdrawn this month	<b>1,972</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>149,427</b>	<b>154,317</b>

<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>21,602</b>	
Number of volumes added this month	<b>280</b>	
<b>TOTAL</b>	<b>21,882</b>	
Number of volumes lost/withdrawn this month	<b>7</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>21,875</b>	<b>21,738</b>

<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>330,970</b>	<b>333,451</b>
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## QUARTERLY REPORT

### JANUARY, FEBRUARY AND MARCH 2017

The Riverfront Library is an invaluable resource for our growing and increasingly diverse Yonkers community, providing services and programs which ensure that our patrons feel welcome. Indeed, the Library facility stands as a welcoming beacon in the Yonkers community and proving its worth as a focal point for community life by the increased rate at which its resources were enjoyed this quarter.

From story times for young children to senior citizens' book clubs, the Riverfront Library fosters a love of reading for all ages. The Riverfront Library was pleased to offer the following during the quarter.

#### **Children's Events and Services**

The children's department is becoming a preferred destination for young people and their families as they discover the power of opening young minds to the joy of exploration and reading.

*Story times* are offered for toddlers through age 6. The Queen's Daughters Daycare visited the Riverfront Library weekly for a story time. Moreover, several drop-in story times were provided in the department during the quarter.

*Bilingual Stories and Crafts* are available as fun stories, songs, rhymes and crafts are offered in English and Spanish, for children up to age 12 on Fridays.

*School Visits during the quarter included* Enrico Fermi School, the Charter School of Educational Excellence, the Andrus School and the Hostos School. The Queens Daughters Daycare also visited the library during this quarter.

*Special Events* in the children's department included Celebrating African-American Artists; Women's History Month for ages 7-12, with a story and craft; and Take your Child to the Library Day.

*St. Patrick's Day Craft* was a special event with children up to age 12 invited to celebrate St. Patrick's Day with crafts and to listen to traditional Irish music.

#### **Teen Events & Services**

The Riverfront Library offered a variety of both regularly scheduled and special events for Yonkers teens and tweens during the quarter. Teen services are gaining in popularity at the Riverfront Library. We also support STEM education, and engage students in the community with innovative programs such as Create Your Digital Masterpiece, Grow an Indoor Herb Garden, Zumba, and Teen Taco.

*Craft workshops & Board Games* were provided after school each month during the quarter. There were also regular afternoon board game gatherings.

### **Adult Programs & Events**

The Riverfront Library offered a wide variety of educational programs for adults during the quarter.

*Health & Wellness Programs.* The Riverfront Library partnered with ShopRite to offer a variety of health and wellness programs. These included New Year's Resolutions and How to keep them and Healthy Eating with Ana Leibovici. There was also Yoga with Chandra Sookdeo. In addition, a free Diabetes Program (a one and half hour training program on controlling blood sugar) was presented by a Registered Dietitian from ShopRite.

*Book Clubs:* Several book discussion groups met regularly at the Library, including the Evening Book Club, "Books before Bedtime," led by Mary Robison and the Riverfront Book Club led by Jody Maier.

*Genealogy Club:* A genealogy group is led by Mary Robison, and meets on the third Thursday of each month. The club works on genealogy projects and occasionally goes on field trips to historical sites within Westchester County.

*Technology:* Workshops were offered during the quarter on Social Media, Excel, Introduction to Photoshop, Power Point and iPhone/iPad. Patrons needing technology assistance were also encouraged to book one-on-one time with a staff member.

The following staff members received compliments from our patrons during the quarter for their work in the Library and for creating a positive and motivating work environment: Michelle Halpern, Nina Smith, John Favareau, Tara Somersall, Kirsten Grunberg and Reginald Hill.

Meetings attended during the quarter: Management Meetings, the Saint Peter's Childcare Advisory Board Meeting, the Salvation Army Board Meeting, Yonkers on the Move, Rotary Meetings, Staff Core Competencies Meeting, the Mayor's African-American Advisory Board Meetings, the Dominican Republic Flag Raising, the Ghana Flag Raising, and the Irish Flag Raising and coffee Reception at the Yonkers City Hall.

Our community and our programs have a common outlook. We believe that education broadens horizons and opens windows of opportunity both economically and socially. There is no better place to seek knowledge than your local Library.

Mr. Sandy Ernest Amoyaw

QUARTERLY REPORT

RIVERFRONT CHILDREN'S DEPARTMENT

JANUARY, February, MARCH, 2017

I am pleased to announce that the Riverfront Children's Department is now offering weekly Bilingual Storytime and Crafts by our very own Kirsten Grunberg. The program is being well received and continues to reflect positive patron interactions from the wide multicultural context of the community of Yonkers. Patrons from different Spanish speaking cultures participate in these activities.

The Children's Department continues to make great strides with building relationships within the community. Once a month Sandy Amoyaw, Kirsten Grunberg and Tara Somersall visits St. Peter's Catholic School. The first part of the session is a parent workshop where programs and services are discussed followed by a Bilingual Storytime. In addition, the Children's Department has recently partnered with Westchester Library System (WLS) in providing early literacy and Bilingual Storytime/Crafts to Pre-k children of the Yonkers Children's Place Head Start program in addition to offering a parent workshop conducted by Aurora Cruz (Head of Adult & Reference Services). This grant funded program was made possible by Elena Falcone, Director, Public Innovation and Engagement.

Michelle Halpern, librarian II, hosted a fun and delicious program in honor of National Popcorn Day! (January 19<sup>th</sup>). Children learned about the first electric popcorn maker, popcorn trivia, followed by making popcorn. Michelle handed out popcorn recipes at the end of the program. Renee Rabadi librarian trainee and Kirsten Grunberg, librarian I (Bilingual) hosted a special assembly for 274 elementary students at the Charter School of Excellence celebrating Black History Month. Tara Somersall, Kirsten Grunberg and Renee Rabadi had several class visits with the students from Martin Luther King during the month of March. Students selected notable women in honor of Women's History Month. Renee Rabadi, had a cupcake decorating program with a total of 86 in attendance. The program was a huge success, so much that Renee ran out of cupcakes. Renee was asked by the kids if she will have another cupcake decorating program during the summer. On March 17<sup>th</sup>, St. Patrick's Day the Children's Department was on double duty. We hosted a St. Patrick's Story and Craft at the library and another at St. Peter's School with bilingual storytime and crafts.

Kirsten Grunberg and Tara Somersall took part in supporting Shauna Porteus (Community Services Librarian) in a grant application for the Ezra Jack Keats Foundation. Our vision for the program is to encourage Yonkers' youth in celebrating multiculturalism and exploring their own story through bilingual storytelling, writing and painting with inspiring works of Ezra Jack Keats. Diane McCrink, Aili Whelan, Zahra Baird, Gina Bell and Tara Somersall met to discuss the Summer Reading list for 2017. The majority of the list will remain the same with a few suggested titles by Aili Whelan.

Looking ahead the Children's Department is preparing for Ella Fitzgerald's 100<sup>th</sup> birthday on April 25<sup>th</sup>. The program is sponsored by the Friends of Yonkers Public Library and will include jazz musicians, a short video presentation of her biography, a birthday cake, and the artist Vinnie Bagwell who made the life-size bronze statue which is next to the Metro-North station in Yonkers. In May, the Children's Department will continue offering class visits to Martin Luther King, School 23 and Cross Hill Academy.

Tara Somersall

Head, Children's Department



**REFERENCE-YOUNG ADULT DEPARTMENT**  
**QUARTERLY REPORT**  
**WINTER 2017**

The library is an exciting place. Tons of programs, great meeting spaces, recreational activities, bestsellers-but it still remains a place for those seeking knowledge and information. It's important that we continue to provide reliable information and research. The Riverfront staff are always eager to facilitate this research process for users including the Yonkers High IB Students whom we helped with their second historical investigation project and extended essays. Aurora Cruz attended IB Research Day at Sarah Lawrence, where she explained how students can retrieve necessary college textbooks through the public library's interlibrary loan program. John Favareau found articles on the attempts to save the Carnegie Library for a Professor at West Virginia University. A patron needed to consult an older Yonkers building code. Having determined that the code was adopted in 1960, John was able to provide the patron with the correct text from the June 2, 1960 *Herald Statesman*. Thanks to Mary Robison, new members are attending the Genealogy Club, where finding out about their family history is truly a delight.

A new year is a chance for new beginnings, and the library helped inspire patrons with supportive programs including Healthy Eating, Chair Yoga, Zumba, Coloring for Adults, Day and Evening Book Discussion Groups and a Blood Drive where patrons gave the gift of life. For those wanting to make a difference, Alice DeWaters partnered with United Way and Family Ties of Westchester to provide information to those considering becoming foster parents. Music always makes one feel relaxed and happy; patrons were delighted to hear the Rivertown String Quartet when they played romantic compositions in February and music by Russian composers in March. Two new Spanish-speaking computer pages were hired to expand our important Spanish computer class schedule; we look forward to introducing Curso Smartphone and Windows Básico classes to our calendar. Preparar Chocolate, Manualidades con Velas, and Cocina China were fun programs offered in Spanish.

Ana Gantzer introduced our teens to culinary skills as hostess of Foodie Tuesdays. They have tackled and eaten plenty of tortillas, tacos, hummus, guacamole and more. Other teen programs that were a hit included Poetry Mondays, Teen Makeup! and Ready, Set, Work: Gear Up for Your First Job. Phyllis Cole ordered additional Playland applications and updated the job websites bookmark for teens to distribute in the job workshop. Ana is also working closely with Zoe, a Sarah Lawrence volunteer, to offer Teen Tutoring on Tuesday afternoons. Arnaldo Torres and Elyse Schreiber are already busy planning the Teen Talent Show in June.

John Favareau communicated with the NYS Dept. of Finance and the IRS to help secure the appropriate tax forms. Aurora Cruz revised the Get Free Tax Prep Help flyer that now includes free tax prep help from NYS Dept. of Taxation. The Riverfront Library joined 54 community partners statewide by hosting the NYS FSA site.

The library now subscribes to Hoopla, a media service where patrons can download comic books, movies, music, e-audiobooks and e-books. Elyse Schreiber created attractive bookmarks to highlight this exciting new service; Christine Bitetti made a user guide with instructions on how to use the service, and shared it with staff. With our new change in government, the invaluable citizenship questions in Spanish and English were revised by Eugene Howell.

We are also sprucing up collections and rearranging furniture to make the library more inviting. Nina Smith has weeded the periodical collection and areas of reference. Anne Campbell highlighted the upcoming popular books with a display of colorful book jackets. Arnaldo Torres and Alice DeWaters

weeded and relocated some paperbacks. Furniture was rearranged on the 1<sup>st</sup> floor to highlight special book displays.

Tech Central has an intern for the Spring Semester to help develop a new digital-media curriculum. Emily and Robert Ellis from Sight and Sound began a Saturday Digital Arts Club for teens. They are sharing their many years of TV production experience.

Shauna Porteus, our new Community Services librarian, has contributed innovative ideas and suggestions for reaching the entire Yonkers community. Our Facebook page is filled with our events, photos, and collection highlights. She has created a snazzy e-mail newsletter highlighting YPL Upcoming Programs & News.

**Aurora Cruz**

**Department Head**

## RIVERFRONT CIRCULATION CLERICAL DEPARTMENT

### QUARTERLY REPORT

JANUARY-MARCH 2017

We were fortunate that, although it was a very cold winter, it also went by very fast. We only had to close for a few days for the duration of the winter due to inclement weather. The staff at the Riverfront circulation department bundled up and made it into work.

We have a new clerk in our department. Arlene Marcano is a Clerk 1 Spanish speaker. Arlene is very excited to be working in the library. I'm sure that she will be a valued addition to the department.

We also continued with the rotation of the clerks between Riverfront and the Will library in February. Tina Lucchese came to Riverfront from Will. Tina is a very pleasant person to work with. She is enjoying her time here with us. Tina is very helpful and always offers her assistance to the other clerks in the department. Mary Nowak went to the Will branch from our department. Mary really likes working at the Will branch. She says that it is a little less noisy there, and that the patrons are very interesting. However, she really appreciates the spacious clerical office at Riverfront.

Emily Power is participating in the recently started Social Media Committee. The committee is being lead by Shauna Porteus and its goal is to promote the library on Social media. Emily takes pictures of the new book releases and forwards the pictures to Shauna for posting.

The circulation department staff likes to stay informed of all new activities being offered at the library.

Norma Talton, Riverfront Library

**Will Library Quarterly Report**  
**Winter 2017**  
**Administration Update**

Filming Location - Will Library was used as a filming location for two productions in this period. Netflix filmed the conclusion to the last episode of their new show "Gypsy" over the course of a week. A production company out of Brooklyn also took one day to shoot a web commercial for Mountain Dew. Staff were able to work with the creative professionals to ensure a smooth shoot for them and minimal disruption for our patrons. It was exciting to have them here, particularly the large professional production for Gypsy. We have had numerous other conversations with location scouts since and hope that this will be a regular opportunity.

Committees - We have set up committees on training, technology, and collection development in addition to the standing committees on weeding and book displays. These conversations have been slow to start but are beginning to spur deeper conversations among staff.

Closed Stacks Assessment - We have brought in an intern from LIU to evaluate the closed collections for possible valuation for sale, transfer to other libraries, or deaccession. She has found some weeded materials with value and has begun to reach out to book dealers. Her initial findings indicate that much of the collection, particularly the bound periodicals, will not be salable. As these materials get very little, if any, use this space could potentially be better used for other purposes or to house other parts of our collection.

CSA Pickup - We have worked with Groundwork to set up the Will Library as a CSA pickup location. In Citizen Share Agriculture farms are able to offset the financial risk of the growing season by preselling crops to participants in a CSA. These members then pick up a weekly "share" of fresh organic locally grown produce. Will Library will be one of the pickup stations for the program and CSA members will come once a week and get a box of whatever fresh vegetables have come into season. This is in support of Healthy Living and Food Equity efforts in the community.

YA room - In looking at how teens are using the FA/YA room we determined that the current configuration is not working well. There are issues with space demarcation and sightlines. After speaking to staff we are in the process of planning a new YA space which will be in the back "quiet area" of the YA/FA space. YA/FA staff have been weeding to prepare the space to shift materials between the current YA space and what has been the FA reference collection. They shifted scores to another area and we had electrical outlets installed on the three walls to provide necessary infrastructure improvement. We are in a planning stage now looking at how the room can be laid out and what options we will have for furnishing. Staff have blank floor plans and are in the process of pulling together a design book to inform the renovation.

Christian Zabriskie

QUARTERLY REPORT  
WILL CHILDREN'S DEPARTMENT  
January, February, March, 2017

Thanks to an allotment of program funds, the Children's Department hosted several performers whose programs were very well attended. A crowd of preschoolers enjoyed dancing and singing along with Gigi at her Musical Story Time. Bruce Lowder's Amazing Animals packed the Story Room. Music with Zev, held on a Sunday in the Flynn Room drew a large crowd. StoryTime Yoga with Elisha Simpson introduced children to yoga using favorite stories.

The Children's Department is offering six preschool story times a week. In January, I organized a Winter Story and Craft and Aili Whelan created a Squirrel Story and Craft. Both programs were repeated at Crestwood. Aili Whelan's once a month Friday afternoon Lego Club is growing in popularity. Children use library owned Legos to create and build projects which are then displayed in the lobby for one month until the next meeting.

In February, Kathleen DiSilvio and Ethel Petryczka organized a Saturday morning of activities to celebrate Take Your Child to the Library Day: musical storytime, crafts, and button-making. Aili and Ethel did a Valentine story and craft and Ethel and I organized a program to celebrate Black History Month with a story and craft focusing on Garrett Morgan's invention of the traffic light. Aili Whelan created a festive Luau for both Will and Crestwood to brighten up our dreary winter. The Valentine program was cancelled due to a snow day closing. The Yonkers school winter vacation brought many children and families to the library. Parents and caregivers appreciated the board games we put out every day. The movie "Storks" was shown that week as well.

March brought the annual Dr. Seuss celebration. This year I read the Lorax and the children made Lorax hats. Two schools requested librarians to participate in their Dr. Seuss celebrations. Kathleen DiSilvio was a guest reader at School 31 and Aili Whelan and I visited classes at School 32. Aili Whelan celebrated Women's History Day by introducing children to some women inventors and created a craft activity to carry out the theme. Unfortunately, the St. Patrick's Day program was cancelled due to another snow closing. Kathleen DiSilvio and Ethel Petryczka organized a Welcome Spring Story and Craft. I ran the Kite Making workshop at Will and Crestwood.

Ail Whelan and I met with Tara Somersall, Z, Shauna Porteus and Gina Bell from Yonkers Public Schools to plan summer reading and summer activities. Aili participated in the Social Media committee meeting and she and Mary Ann Minozzi attended the Evanced update meeting.

As part of the one YPL initiative, Mary Ann Minozzi is working two days at Riverfront Children's Department and Michelle Halpern of Riverfront is working in Will Children's Department.

I finished weeding and updating titles in the 500's, Kathleen DiSilvio is weeding music cds, and Aili Whelan is weeding fiction and Young Readers. Ethel, Michelle and Mary Ann are beginning to weed the Picture Books, a huge project due to the size of the collection.

Thanks to a large increase in the foreign book budget allotment, Mary Ann Minozzi is expanding our collection to add more languages that would be of interest to our diverse community.

Diane McCrink  
Head, Children's Department

**GRINTON I. WILL LIBRARY – REFERENCE DEPT.**

**QUARTERLY REPORT – JAN. / FEB. / MARCH 2017**

The past 2 months have been busy with various programs, computer classes and activities at the reference desk.

James Floyd and Michael Walsh taught Introduction to the Internet, Advanced Internet and E-mail computer classes.

James Floyd in his capacity as JIC librarian gave a JIC Tour of the library in March. He also arranges for the JIC counselors to come to the library and sign up patrons.

Ralph Cooper has overseen the presentation of 3 films, Beckett, Out of the Past, and The Invasion of the Body Snatchers. This new movie program is gaining in popularity so much so that patrons came during severe winter weather to watch Beckett.

Ralph Cooper, James Floyd and Michael Walsh are all actively participating in various committees including the weeding committee, the social media committee and the display committee. Ralph and Michael have done a display on Women's History Month. Weeding has continued making room for collection development additions.

Michael Walsh has been scanning and adding artifacts in support of the oral history project. We are beginning to have more interest by ex- veterans in being interviewed for the project.

The reference desk has been very busy and the recording system known as GIMLET has been very helpful in recording the good work at the desk.

This has been a difficult season for the annual tax program. Both the State and Federal Departments of Taxation have not been forthcoming with printed forms needed by the public. Brandon Neider and Carlos Figueroa have stepped into the breach and provided us with printed copies of the most popular tax forms. In addition, the reference desk has provided atypical forms for patrons in need.

A commercial was filmed in the Fine Arts Dept. and the Reference Dept. took care of the overflow of patrons while the filming was taking place.

Thanks to Brandon Neider and Carlos Figueroa our microfilm machines are now producing clean copies. Because of this, reference was able to help a gentleman with an important question that resulted in his proving that a property he owned was originally categorized for senior services. We coordinated the article found on Fulton History with the microfilm we own to give him a copy for tax purposes. Another gentleman who had attended a campaign rally for President Eisenhower in 1952 was able, through reference, to

get good photographs of the event. He had not come to Yonkers for many years and this was very gratifying to him. A third patron was writing an essay on her childhood in which she described making dolls from her mother's sewing scraps. She needed help in how to compose an essay in finding books on handmade dolls. It was very gratifying to read her beautiful essay on her childhood experience.

I look forward to the next 3 months in helping our patrons enjoy the library experience in its many varieties.

Until that time, I sign off,

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Ruth Rosner  
Reference Department Head

## CRESTWOOD BRANCH QUARTERLY REPORT – JANUARY, FEBRUARY & MARCH 2017

Crestwood Library continues to thrive. January 4, 2017 marked a year that the Crew and I have been together. During this time, Addie, Anne Q, Ann R, Betty, Carmela, Chris, Dalyz, Eduardo, Gabby, Judy, Karina, Kim, Nina and I have worked together in the vision of improving lives, engaging community and changing lives. Through creative, timely and meaningful programming we have been able to draw in the community and when they have entered our building or visited our website, they have discovered the wealth of resources we have to offer them.

Carlos Figueroa and Brandon Neider supported Crestwood in our computer needs. The installation of a Fax Machine for public use and wireless printing have revolutionized our patron's technological options. They also set up Gimlet accounts for all staff members. Building improvements continue thanks to Russell Martinez and Custodial staff. The latest of their efforts included obtaining matching chairs to provide comfortable and aesthetically pleasing seating for the adult computer area.

Friends of Crestwood Library Board are experiencing forward progress with their 501c3 status. Their valuable support via funding programs, buying program supplies and books not available through regular library sources makes a big difference.

Program offerings are robust – we have engaging, informative and creative programs for all ages. Our signature youth program, Music and Merriment with Judy Schavrien, draws big crowds, and sparks early literacy, that blossoms into the love of reading. "Sing Memorable Songs" brings joyful voices, while News and Brews beckons in our neighbors. Senior Group 16 offers a haven to those looking for companionship and connection to the community. The Brandeis Book Club kicked off their spring session and we have expanded our wellness offerings to include Meditation Mondays two times a month as well as Food Fun with local resident Pat Spatola. Yoga for Adults with Lois Heitner is a hallmark. We have partnered with the Westchester Homeschooling Community to offer a knitting/crocheting program and a youth led "Art with Madison" program. Thanks to our newest Crestwood Crew Member Sharon Bean, we now offer Science programs for children on a regular basis. We had Westchester Author Emily Simon attend the March Teen Readers Book Club program. Her short story Pizza on the Brain was our featured read and she inspired teens by speaking of the writing process and how to find their creative voice.

The Volunteer program is thriving and Silver Award American Girl Project raised enough money for 5 dolls, so all 3 branches will have a doll or more to circulate. Gold Award project work has laid more inroads with local community partners.

The challenges presented by weather closings are expected. However, the public works water main replacement project that limits parking and street access to the library has made it more difficult for the public to reach our building but our regulars



have been willing to park a block or two away to attend our great events and staff has been willing to run out to the curb to pick up materials or give patrons checked out materials – this could be the beginning of a new Crestwood Curbside service!

All in all we had a wonderful quarter!

Highlights of Branch Manager's Professional meetings and activities included:

January:

- 4: Tixkeeper Webinar
- 10: Presentation about YPL resources & website at Paideia School 15 PTA meeting
- 11: Yonkers on the Move Leadership Meeting – Riverfront Library & Friends of Crestwood Library Meeting
- 12: WLA/WLS Youth Services Mock Awards Coordinator & Printz Award Co-Moderator – Ossining Library
- 17: Youth Services Meeting Coding for Librarians: Yes, You Can! – WLS HQ Elmsford
- 18: BOCES Teleconference Meeting
- 19: How to Respond to a Security Incident in Your Library Workshop –Webinar - WLS HQ, Elmsford
- 20: Title 1 Parent Workshop on Electronic Resources and Literacy Tools - Paideia School 15
- 25: WLA Mid-Winter Conference – Ossining Library
- 27: YPL Management Meeting - Riverfront Library
- 31: Storytelling Workshop for Libraries – WLS HQ, Elmsford

February:

- 1: OneYPL Children's Summer Reading Meeting – Crestwood Library
- 7: ADA Study Meeting AND Web Meeting TixKeeper
- 8: YPL Social Media Committee Meeting – Riverfront Library
- 10: Not Just for Young Adult Book Club Meeting Co-Moderating – Panera Bread, White Plains
- 15: YPL Competencies Committee Meeting – Will Library & Friends of Crestwood Library Board Meeting – Crestwood Library
- 16: Crestwood Library Staff Meeting – Crestwood Library
- 17: Simon & Schuster Book Preview – NYC
- 22: Maker Program: Getting Started with TinkerCAD 3D Modeling Workshop – WLS HQ Elmsford
- 23: OneYPL Young Adult Summer Reading Meeting - Riverfront Library
- 27: YPL Management Meeting & YPL Staff Development Day Planning Meeting - Will Library

March:

- 1: Tri-State Book Buzz - NYC
- 7: Speaker at Paedeia 15 PTA Meeting
- 7: Strategic Planning Meeting at Will Library & Friends of Crestwood Library Board Meeting
- 8: YPL Social Media Committee Meeting – Will Library
- 10: Not Just for Young Adults book Club Meeting Co-Moderating – Panera Bread, White Plains
- 16: Summer Reading Meeting at Board of Education, Yonkers Public Schools
- 21: Animation Basics Workshop - WLS HQ in Elmsford
- 22: Mentoring College Student (Former Yonkers HS) & Friends of Crestwood Library Board Meeting
- 28: YPL Staff Development Day Planning Meeting – Riverfront Library
- 31: Speaker 7<sup>th</sup> SLS Annual Conference on Children's and YA Literature - Southern BOCES HQ in Harrison

Respectfully submitted, Z. Baird, Crestwood Library Branch Manager

Custodial Department  
Quarterly Report  
January, February, March, 2017

Crestwood

In January after a very heavy rain we had phone line issues that caused the alarm to malfunction. Carlos Figueroa made the call to Verizon to repair the issue.

During routine daily inspection I found the oil filter in the boiler room leaking and called for repair.

In February I received a call from Crestwood that there was no heat, I went and checked the boiler. I tried resetting it, but that did not work. I called Crown Boiler repair. They found a faulty relay.

Due to complaints from staff and patrons, we had to replace a number of buzzing light ballasts. Wayne Electric made those repairs.

Will

Automated Elevator had to be called numerous times to make repairs on our aging elevator.

Northstate Mechanical had to be called to make two significant repairs to our heating system.

Also Gruppuso Plumbing had to be called to replace a toilet in the FA/YA ladies room after it was found torn from the wall.

Riverfront

I replaced the locks on the overhead file cabinets at the request of Tara Sumersall in her office.

My staff high dusted the lobby/ first floor vestibule area.

The study room on the fourth floor (4A) was cleaned up following the Fire Department vacating. That room was then prepped for the Department of Human Rights.

My Custodial staff along with the Reference Department removed all the contents from the Reference Page storage room so that the crumbling VCT (tile floor) could

be removed and replaced with new flooring. Both departments then worked together and returned all shelving and contents.

I changed the locks on the desks for the new P.C. Technician Frank Iwuchukwu.

The 61 new third floor wood chairs have replaced the aged wood chairs, Also we repaired five black metal arm chairs in the fourth floor study rooms.

Staff: In March Jay Savino broke his hand (not work related), he will be out four to six weeks.

Russell Martinez  
Supervisor of Custodians

# Yonkers Public Library - Graphics Department Quarterly Report: January-March 2017

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

## YONKERS PUBLIC LIBRARY

Lincoln's & Washington's Birthday Closings (signs)  
Easter Sunday Closings (signs)  
Staff Development Day Closings (signs)  
Programs & Events - February 2017 (calendars)  
Programs & Events - March 2017 (calendars)

## RIVERFRONT LIBRARY

### Deputy Director's Office

Yonkers on the Move: Get Moving! (signs, EBB)

### Branch Administrator's Office

Please Close Door, English/Spanish (signs)

### Children's Department

Take Your Child to the Library Day (flyers, poster, EBB)  
Black History Month Films (flyers, poster, EBB)  
Black History Month Arts & Crafts (flyers, poster, EBB)  
Valentine Story & Craft (flyers, poster, EBB)  
Film: Queen of Katwe (flyers, poster, EBB)  
Bilingual Storytime (flyers, poster, EBB)  
Bilingual Story & Craft (flyers, poster, EBB)  
Digital Art Program for Kids (flyers, poster, EBB)  
Digital Art Program for Teens (flyers, poster, EBB)  
Happy Birthday, Dr. Seuss (flyers, poster, EBB)  
Cupcake Decorating (flyers, poster, EBB)  
St. Patrick's Day Craft (flyers, poster, EBB)  
DIY Day (flyers, poster, EBB)  
Women's History Month (flyers, poster, EBB)  
Ella Fitzgerald 100th Birthday (flyers, poster, banner, invites, EBB)  
Earth Day Craft (flyers, poster, EBB)  
Spring Story & Craft (flyers, poster, EBB)  
Happy Henna (flyers, poster, EBB)  
Spring Recess Films (flyers, poster, EBB)  
Crafts for a Cause, April (flyers, poster, EBB)  
Yoom Kids, April (flyers, poster, EBB)  
Author Visit James Howe (flyers, poster, EBB)  
Summer Camp (flyers, posters, EBB)

### Young Adult Department

Feature Films, February (flyers, poster, EBB)  
February Calendar (flyers)  
Teen Fun, February (flyers, poster, EBB)  
Ready, Set, Work! (flyers, poster, EBB)  
Feature Films, March (flyers, poster, EBB)  
March Calendar (flyers)  
March 2017 (flyers, poster, EBB)  
Talent Show Auditions (flyers, poster, EBB)  
April Calendar (flyers)  
Tutor.com bookmarks (flyers, poster, EBB)  
Teen Fun, April (flyers, poster, EBB)  
Feature Films, May (flyers, poster, EBB)

### Reference/Adult

Lions & Giants & Bears (flyers, poster, EBB)  
Riverfront Book Club, February (flyers, poster, EBB)  
Tax E-File (flyers, EBB)  
Evening Book Club, February (flyers, poster, EBB)  
Dance & Fitness, January & February (flyers, poster, EBB)  
Preparen Chocolate y Mas (flyers, poster, EBB)  
Job Search Help (flyers)  
Job Searching on the Web (bookmarks)  
Clases de Computacion, February (flyers)  
Tech Central, February (flyers)  
Paint Party (flyers, poster, EBB)  
Wireless Printing (bookmarks)  
Health & Wellness (flyers, poster, EBB)  
Live a Creative Life (flyers, poster, EBB)  
Riverfront Book Club, March (flyers, poster, EBB)  
Wireless Printing (bookmarks)  
Get Free Tax Help (flyers)  
Evening Book Club, April (flyers, posters, EBB)  
Foster Care Open House (flyers, poster, EBB)  
Comics on Hoopla (bookmarks)  
Movies, Music \* More on Hoopla (bookmarks)  
Cocina China (flyers, poster, EBB)  
Tech Central, March (flyers)  
Riverfront Book Club, April (flyers, poster, EBB)  
English Conversation Group, April & May (flyers, poster, EBB)  
Peliculas en Español, April-June (flyers, poster, EBB)  
Cinco de Mayo cooking class (flyers, poster, EBB)  
Sprint into Fitness (flyers, poster, EBB)  
Job Search Help (flyers)  
Tech Central, April (flyers)  
Clases de Computacion, April (flyers)  
Job Interview Tips (bookmarks)  
Power of Self Healing (flyers, poster, EBB)  
Evening Book Club, May (flyers, poster, EBB)  
National Library Week (flyers, EBB)  
Cookbook Club (flyers, poster, EBB)  
Riverfront Book Club, May (flyers, poster, EBB)  
Aprende a Bordar a Mano (flyers, poster, EBB)  
National Gardening Month (display sign)  
Get Moving! (display sign)  
Poetry on the Web (flyers)  
The Mouse (flyers)

# Yonkers Public Library - Graphics Department Quarterly Report: January-March 2017

## GRINTON I. WILL BRANCH

### Children's Department

Family Film, February (flyers, poster, EBB)  
Animal Encounters (flyers, poster, EBB)  
Valentine Story & Craft (flyers, poster, EBB)  
Black History Month Story & Craft (flyers, poster, EBB)  
Take Your Child to the Library Day (flyers, poster, EBB)  
Let's Rock with Zev (flyers, poster, EBB)  
Library Luau Crestwood Computing, December (flyers)  
Read Across America (flyers, poster, EBB)  
Get Started with Chess (flyers, poster, EBB)  
International Women's History day (flyers, poster, EBB)  
Welcome Spring (flyers, poster, EBB)  
Kite Making Workshop (flyers, poster, EBB)  
St. Patrick's Day Craft & Story (flyers, poster, EBB)  
National Library Week Bingo (flyers, poster, EBB)  
National Library Week: Telling Tales (flyers, poster, EBB)  
Ridiculous Rhymes (flyers, poster, EBB)  
Family Film, April (flyers, poster, EBB)  
Read About Rabbits (flyers, poster, EBB)  
Dragon Story & Craft (flyers, poster, EBB)  
Recycled Pop Art (flyers, poster, EBB)

### Young Adult Department

Black History Month Films (flyers, posters, EBB)  
Black History Month Poetry (flyers, poster, EBB)  
Young Adult Book Club, January (flyers, posters, EBB)  
Black History Month Story & Craft (flyers, posters, EBB)  
Take Your Child to the Library Day (flyers, posters, EBB)  
3D Printing (flyers, posters, EBB)  
Young Adult Book Club, March (flyers, poster, EBB)

### Adult/Fine Arts Department

Art Film, February (flyers, poster, EBB)  
Will Movies, February (flyers, poster, EBB)  
Stringed Instrument Meetup Group (flyers, poster, EBB)  
Meet the Author Karen S. Allen (flyers, poster, EBB)  
Will Book Club, February (flyers, poster, EBB)  
Will Movies, March (flyers, posters, EBB)  
Will Movies, April (flyers, posters, EBB)  
Art Film, March (flyers, poster, EBB)  
Russia: A Composer's Revolution (flyers, poster, EBB)  
Movie of the Month, February (flyers, poster, EBB)  
Will Book Club, March (flyers, poster, EBB)  
Stringed Instrument Meetup Group (flyers, poster, EBB)  
Movie of the Month, March (flyers, poster, EBB)  
Tai Chi (flyers, poster, EBB)  
Movie of the Month, April (flyers, poster, EBB)  
Art Film, April (flyers, poster, EBB)

### Reference Department

Yonkers Veterans (flyers, poster, EBB)  
#6003 Large Print Order Cards (stock forms)  
Staff Picks (bookmarks)  
JIC (bookmarks)  
Will Movies, December (flyers, poster, EBB)  
Civil War (bookmarks)  
#6007 Reserve Cards (stock forms)

## CRESTWOOD BRANCH

Holiday Books (display signs)  
Bake Sale (flyers, posters, EBB)  
Crestwood Computing, November (flyers)  
Crestwood Cinema, November (flyers, poster, EBB)  
Yoga, November & December (flyers, poster, EBB)  
Teen Reader's Book Club (flyers, poster, EBB)  
Crestwood Computing, December (flyers)  
Crestwood Cinema, December (flyers, poster, EBB)  
Yoga, January (flyers, poster, EBB)  
Reiki, January-March (flyers, poster, EBB)  
Dance with Daphne, December (flyers, poster, EBB)  
Sing Along (flyers, poster, EBB)  
Coloring (flyers, poster, EBB)  
Yoga for Yogis (flyers, poster, EBB)  
Crestwood Cinema, January (flyers, poster, EBB)  
Pawsitive Tails (flyers, poster, EBB)  
Teen Reader's Book Club (EBB)  
Yoga for Yogis, February (flyers, poster, EBB)  
Yoga @ Crestwood, February (flyers, poster, EBB)  
Dance with Daphne, February (flyers, poster, EBB)  
Chess @ Crestwood, February (flyers, poster, EBB)  
Crestwood Computing, February (flyers)  
Take Your Child to the Library Day (flyers, poster, EBB)  
Library Luau (flyers, poster, EBB)  
Valentine Story & Craft (flyers, poster, EBB)  
Black History Month (flyers, poster, EBB)  
Teen Reader's Book Club (flyers, poster, EBB)  
Crestwood Cinema, February (flyers, poster, EBB)  
Crestwood Cinema, March (flyers, poster, EBB)  
Teen Reader's Book Club, March (flyers, poster, EBB)  
Yoga for Yogis, March (flyers, poster, EBB)  
Yoga @ Crestwood, March (flyers, poster, EBB)  
My Healthy Plate (flyers, poster, EBB)  
Crestwood Computing (flyers)  
Color Your World (flyers, poster, EBB)  
Yoga for Yogis, April (flyers, poster, EBB)  
Yoga @ Crestwood, April (flyers, poster, EBB)  
Crestwood Cinema, April

# Yonkers Public Library - Graphics Department Quarterly Report: January-March 2017

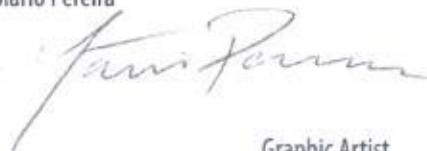
## FRIENDS OF THE YONKERS PUBLIC LIBRARY

Meet the Candidates (flyers, posters, EBB)  
November Events (flyers, poster, EBB)  
December Events (flyers, poster, EBB)  
February Events (flyers, poster, EBB)  
March Events (flyers, poster, EBB)  
Giant Book Sale (flyers, poster, EBB)  
April Events (flyers, poster, EBB)  
May Events (flyers, poster, EBB)

## COMMUNITY NOTICES (for the EBB)

City of Yonkers: Yonkers Tourism Alliance Expo  
EIS Housing: S.O.R.T.  
Reelabilities: 2017 Film Fest  
Rivertown String Quartet: Spring Concert  
Taxpayer Advocate Services: EITC

Mario Pereira



Graphic Artist

YPL Operating Budget 2016-2017										
Code	Account Name	Adopted Budget	July -Sept	Oct-Dec	January	February	March	YTD	Balance	% used
101	Salaries	5,831,474	1,267,097	1,495,533	424,967	425,293	425,517	4,038,406	1,793,068	69%
103	Temp Services	519,616	119,584	115,878	33,958	35,974	35,792	341,187	178,429	66%
119	Contractual Settlements	175,948	0	0	0	165,950	0	165,950	9,998	94%
150	Termination Payments	125,000	1,252	20,056	2,193	0	13,727	37,227	87,773	30%
198	Overtime	235,700	10,294	75,089	12,410	23,778	22,512	144,083	91,617	61%
	Personal Services Total:	6,887,738	91,482	1,706,556	473,528	650,995	497,548	4,726,853	2,160,885	69%
280	Reference Materials	80,967	65,213.59	15,591	0	0	163	80,967	0	100.0%
	Materials Total	80,967	65,213.59	15,591	0	0	163	80,967	0	100.0%
301	Office Supplies	78,617	14,505	21,664	3,064	10,472	4,550	54,254	24,363	69%
306	Janitorial Supplies	20,000	8,416	8,727	1,521	70	1,079	19,812	188	99%
308	Wearing Apparel	2,971	0	0	91	2,311	0	2,402	569	81%
309	Fuel For Heating	83,000	0	17,370	7,533	5,739	12,830	43,473	39,527	52%
312	Hardware	6,358	2,298	1,376	1,055	366	258	5,353	1,005	84%
313	Misc. Supplies	1,000	0	0	0	0	0	-	1,000	0%
314	Electrical Supplies	800	468	0	0	0	29	497	303	62%
361	Fuel , Gasoline	1,763	582	489	167	198	213	1,649	114	94%
	Material and Supplies Total	194,509	26,269	49,626	13,431	19,156	18,958	127,440	67,069	66%
										0%
401	Insurance	22,700	21,758	19	0	0	0	21,777	923	96%
402	Telephones	74,700	27,532	9,708	4,126	4,340	4,986	50,691	24,009	68%
403	Printing	13,310	1,090	3,002	1,444	1,238	661	7,435	5,875	56%
404	Lights and Power	194,268	28,341	29,686	6,307	0	0	64,334	129,934	33%
405	Postage	12,405	4,181	1,203	0	175	4,004	9,563	2,842	77%
406	Freight and Express	757	0	0	0	0	0	-	757	0%
407	Equipment Maint. And Repair	34,400	7,248	2,937	964	2,833	3,183	17,165	17,235	50%
408	Rental of Equipment	13,200	0	2,143	200	0	518	2,861	10,339	22%
409	Building Maint. And Repair	71,000	23,149	6,611	103	0	2,618	32,480	38,520	46%
410	Milage Allowance	710	0	0	0	38	19	56	654	8%
413	Professional Fees	90,250	14,941	16,512	528	277	20,913	53,171	37,079	59%
415	Outside Labor & Related Charge	26,938	158	1,993	1,821	7,631	2,155	13,757	13,181	51%
419	Misc. Expenses	16,750	4,668	4,671	-236	-5,554	684	4,232	12,518	25%
421	Rental of Space	750,000	187,500	62,500	0	0	500,000	750,000	0	100%
422	Janitorial Service	2,600	0	0	0	0	1,246	1,246	1,354	48%
424	Maint. Of Office Equipment	10,200	1,141	190	876	95	95	2,397	7,803	24%
425	Subscriptions and Publicationns	153,183	21,584	58,310	7,972	0	2,289	90,154	63,029	59%
430	IT Hardware Maint.	22,000	2,932	3,889	60	73	2,380	9,334	12,666	42%
431	IT Software Licensing and Maint	472,132	182,170	18,722	164,271	5,735	6,911	377,809	94,323	80%
436	Tuition/Bd/Travel Reimburseme	2,150	1,646	0	0	0	114	1,760	390	82%
446	Automobile Repair	5,000	75	722	0	0	983	1,781	3,219	36%
481	Binding of Books	1,550	0	0	0	0	0	-	1,550	0%
496	Special Projects	0	0	0	0	0	0	-	0	
	Contractual Services Total	1,990,203	530,113	222,818	188,435	16,880	553,757	1,512,002	478,201	76%
	Total Operating Budget	9,153,417	713,078	1,994,590	675,394	687,030	1,070,426	6,447,263	2,706,154	70%

YONKERS PUBLIC LIBRARY  
QUARTERLY BUDGET REPORT  
JANUARY 1, 2017-MARCH 31, 2017  
CAPITAL FUNDS

<u>C2099CP</u>		ORIGINAL AMOUNT	AMOUNT AVAILABLE 3/31/2017
510445	Panel Replacement	300,000	196,331
510645	Library Books Materials	400,000	32,567
510646	Will Ext. Construction	1,800,000	1,800,000
510647	Will Auditorium Improv.	55,000	51,739
510820	Library Books and other Materials	300,000	232,203
510822	Computers & Library Equipment	47,000	47,000



**YONKERS PUBLIC LIBRARY**  
**QUARTERLY BUDGET REPORT**  
**JANUARY 1, 2017-MARCH 31, 2017**  
**REVENUE**

Revenue Category	Budgeted Revenue 2016-2017	Revenue Realized 1/1/2017-3/31/2017
Fees & Fines	\$65,300	\$37,129
Rental of Property	11,160	8,501
Miscellaneous (Includes E-Rate)	41,050	28,590
Total Library Generated Revenues	<u>\$117,510</u>	<u>\$74,220</u>
State Funding	47,560	51,160
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<u>\$10,474,674</u>	<u>\$10,434,984</u>

**BANK ACCOUNT INFORMATION**  
**MARCH 2017**

BANK	RATE	ACCOUNT NAME	NUMBER	EXP.	TYPE	2/7/2017
<b>ENDOWMENTS AND TRUSTS</b>						
SAUNDERS ENDOWMENT GOAL \$65,000						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.10%	SAUNDERS BOOK FUND	1083451	12/16/2017	15 MO. CD	75,074.78
JUTKOWITZ ENDOWMENT GOAL \$10,000						
KEY BANK	0.01%	JOHN JUTKOWITZ THEATER FUND	323533002446	---	SAV. ACCT.	1,443.37
TRUSTCO BANK	1.00%	JOHN JUTKOWITZ THEATER FUND	5226302	2/6/2018	11 MO. CD	10,675.01
KOGAN ENDOWMENT GOAL \$5,000						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.10%	DAVID S. KOGAN MEM FUND	1085506	5/23/2018	15 MO. CD	5,014.25
MURPHY ENDOWMENT GOAL \$5,000						
TRUSTCO BANK	1.00%	RTA G. MURPHY MEM FUND	5236257	2/7/2018	11 MO. CD	5,507.13
<b>CHECKING ACCOUNT</b>						
KEY BANK	N/A	YPL TRUST ACCOUNT	323531001663	---	CHECKING	3,996.00
<b>UNRESTRICTED ACCOUNTS</b>						
<b>CONTRIBUTIONS FUNDS</b>						
SUNNYSIDE FEDERAL SAVINGS & LOANS						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.10%	CONTRIBUTIONS ACCOUNT	1083469	12/16/2017	15 MO. CD	26,572.85
TRUSTCO BANK	1.10%	CONTRIBUTIONS ACCOUNT	1085514	5/23/2018	15 MO. CD	61,113.99
	0.95%	CONTRIBUTIONS ACCOUNT	5226260	6/25/2017	13 MO. CD	25,760.24
<b>CHECKING ACCOUNT</b>						
KEY BANK	N/A	CONTRIBUTIONS ACCOUNT	323531001341	---	CHECKING	104,055.33

## TO THE BOARD:

*This document pulls together several policies and practices of the Yonkers Public Library concerning privacy and data collection. Once it has been reviewed and approved, we will post it on the YPL home page and also make it available in-house to patrons who may have concerns on this topic. We believe it is comprehensive, but please let us know if you think we've left anything out or if something isn't clear. WLS has seen this and has reviewed those sections pertaining to the services they provide.*

*What follows is only the text of the document, and is not yet formatted for public view.*

## YOUR RIGHT TO PRIVACY AT THE YONKERS PUBLIC LIBRARY

Public libraries have a long and proud tradition of protecting the privacy of their patrons and the confidentiality of their data. There is a heightened awareness today about how information is collected and shared, and this document outlines several policies and practices of the Yonkers Public Library (YPL) concerning these issues.

### Visiting the Library

We welcome visitors to any of our three locations (Riverfront, Grinton I. Will, and Crestwood). Visitors do not have to be residents of Yonkers, and identification is not required to enter the library and enjoy any of these activities:

- Reading books and magazines within the library,
- Attending a library-sponsored program or instructional class,
- Receiving assistance at the Information Desk
- Using the wireless network on your mobile device
- Getting homework help from a teacher
- Viewing an art exhibit

### Getting a Library Card

A library card is required to borrow materials, reserve a computer terminal, or access some databases on the YPL.ORG web page. Library cards are free, but we do ask for certain information:

- Name
- Address
- Phone Number
- Email Address
- Birth Date

The Yonkers Public Library belongs to the Westchester Library System (WLS), a county-wide cooperative that provides its members with certain shared services. WLS maintains the automated circulation system that stores library card information, and it shares that data with all 38 public libraries in Westchester. This enables Yonkers patrons to borrow items from any Westchester library. Patron registration data is deemed confidential under New York State Law (I CPLR 4509), not to be disclosed unless pursuant to subpoena, court order or where otherwise required by statute.

### Borrowing Library Materials

When you borrow a book or film from the library, a temporary record of that transaction is linked to your library card. That record is kept until the material is returned, and then it is permanently erased. The circulation system does have an optional feature which allows patrons, at their request, to keep a log of items that they have checked out. Circulation history is kept confidential under the same law (NYS I CPLR 4509) that governs library card information.

### Computer Usage

a) Library Computers. YPL uses an automated reservation system for its public computer terminals. To reserve a computer, you either need a library card (preferred), or a valid piece of identification for getting a temporary guest pass. A 24-hour record is kept only of the length of time you spent on the computer. When the browser is closed, no record remains of the sites that were visited during that session.

b) Wireless Network. WLS maintains a wireless network for patrons who prefer using their mobile devices to access the Internet. Some statistical information is recorded, such as the number and length of visits and bandwidth usage. No personal information is recorded on users or sites visited.

c) Library Home Page. YPL.ORG is the library's home on the Internet, and it contains a wealth of information on library programs and services. It is also a point of entry to hundreds of other web sites, recommended by our staff, that provide information on a wide variety of subjects. As you browse through the web site, read pages, or download information, some information will be recorded about the visit but nothing that will identify you personally. The information we gather is only used to improve our site and to find out how many visitors we get and the types of technology they use. Some third-party vendors featured on the home page provide databases on a subscription basis, and YPL or WLS may require patrons to enter their library card number for authentication purposes only. Note that whenever you leave the YPL.ORG site, you will be subject to the policies and data-gathering practices of the individual sites you are visiting. We encourage patrons to familiarize themselves with these policies.

### Meeting Rooms

YPL offers a variety of meeting spaces to non-profit and for-profit organizations, subject to policies set forth by the library. The application form asks for basic contact information, and the forms are kept on file indefinitely.

#### Study Rooms

Riverfront has a limited number of study rooms that are available for individuals and small groups. A library card or photo ID is held by staff and returned when the room is vacated. No records are kept of study room use.

#### Security Cameras

YPL employs closed circuit television cameras (CCTV) in its three locations to maintain a safe and secure environment for our patrons. Images from the cameras are saved for a short period of time before being recorded over, and only a limited number of library staff have access to the recordings. Law enforcement officials will be granted access pursuant to a court order or similar documentation.

#### Email

Email is the preferred method for contacting patrons when they have items overdue or reserved items to pick up. If an email address is not on file, patrons will be contacted via an automated phone call. YPL also collects email addresses for its online newsletter, which contains information on upcoming programs and other library news. Patrons may opt out of receiving the newsletter at any time. We do not share our email database with other groups.

If you have any questions about privacy issues at the Yonkers Public Library, please contact the Library Director at the address below for a quick and courteous response.

Office of the Director  
Riverfront Library  
1 Larkin Center  
Yonkers, NY 10701  
[director@ypl.org](mailto:director@ypl.org)



# AIA<sup>®</sup> Document A101<sup>™</sup> – 2007

## Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

**AGREEMENT** made as of the 15th day of March in the year 2017  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

Board of Trustees  
Yonkers Public Library  
Riverfront Branch  
One Larkin Center  
Yonkers, NY 10701

Fax Number: faxNumber

and the Contractor:  
(Name, legal status, address and other information)

Milcon Construction Corp.  
142 Dale Street,  
West Babylon, NY 11704

for the following Project:  
(Name, location and detailed description)

Replacement of Exterior Building Facade Systems and Related Work  
Grinton I. Will Library  
1500 Central Park Avenue  
Yonkers, NY 10701

The Architect:  
(Name, legal status, address and other information)

Kaeyer, Garment & Davidson Architects, PC  
285 Main Street  
Mount Kisco, NY 10549  
Telephone Number: 914.666.5900  
Fax Number: 914-666-0051

The Owner and Contractor agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201<sup>™</sup>-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

## TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS
- 10 INSURANCE AND BONDS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

Date of Commencement shall be April 1, 2017

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than ( ) days from the date of commencement, or as follows:

*(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)*

Init.

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User Notes:

(389ADA22)

Substantial Completion shall be as soon as possible and no later than December 1, 2017.

**Portion of Work**

**Substantial Completion Date**  
December 1, 2017

, subject to adjustments of this Contract Time as provided in the Contract Documents.  
*(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)*

**ARTICLE 4 CONTRACT SUM**

**§ 4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Million, Seven Hundred Eighty Seven Thousand, Six Hundred Forty Six Dollars (\$ 1,787,646.00 ), subject to additions and deductions as provided in the Contract Documents.

**§ 4.2** The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:  
*(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)*

Bid Alternate #2- Stainless Steel Railings	Credit to Owner (\$20,000.00)
Bid Alternate #5- South Wall/Windows	Credit to Owner (\$219,000.00)

**§ 4.3** Unit prices, if any:  
*(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price Per Unit (\$0.00)
N/A		

**§ 4.4** Allowances included in the Contract Sum, if any:  
*(Identify allowance and state exclusions, if any, from the allowance price.)*

Item	Price
Credit #1 Reduce Scope of Solar Shades	(\$117,005.00)
Credit #2 Eliminate Allowances and Reductions	(\$106,145.00)
Credit #3 Concrete Curb & Extension Joint at Main Entrance	(\$16,392.00)
Credit #4 Signage ( Alternate #8)	(\$8,398.00)
Credit #5 Railings (Alternate #9)	(\$69,414.00)

**ARTICLE 5 PAYMENTS**

**§ 5.1 PROGRESS PAYMENTS**

**§ 5.1.1** Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

**§ 5.1.2** The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

**§ 5.1.3** Provided that an Application for Payment is received by the Architect not later than the 15th day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the 15th day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than forty-five (45) days after the Architect receives the Application for Payment.



*(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of percent ( %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of five percent ( 5 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

.1  
*(Paragraph Deleted)*

Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201-2007.

*(Paragraphs Deleted)*

*(Paragraph Deleted)*

## § 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201-2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1 INITIAL DECISION MAKER**

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker. *(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

**§ 6.2 BINDING DISPUTE RESOLUTION**

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)*

Arbitration pursuant to Section 15.4 of AIA Document A201–2007

Litigation in a court of competent jurisdiction

Other *(Specify)*

**ARTICLE 7 TERMINATION OR SUSPENSION**

**§ 7.1** The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007.

**§ 7.2** The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

**§ 8.1** Where reference is made in this Agreement to a provision of AIA Document A201–2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

**§ 8.2**

*(Paragraph Deleted)*

*(Paragraph deleted)*

**§ 8.3** The Owner's representative:

*(Name, address and other information)*

**§ 8.4** The Contractor's representative:

*(Name, address and other information)*

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

#### ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

§ 9.1.4 The Specifications:

*(Either list the Specifications here or refer to an exhibit attached to this Agreement.)*

Bid issue specifications dated January 6, 2017, index attached

Section	Title	Date	Pages
---------	-------	------	-------

§ 9.1.5 The Drawings:

*(Either list the Drawings here or refer to an exhibit attached to this Agreement.)*

Bid issue drawings dated January 6, 2017, Title Sheet (TS-1) attached.

Number	Title	Date
--------	-------	------

§ 9.1.6 The Addenda, if any:

Number	Date	Pages
Addendum #1	February 02, 2017	4

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

- 1 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:

2 Other documents, if any, listed below:

*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201-2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)*

**ARTICLE 10 INSURANCE AND BONDS**

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201-2007.

*(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201-2007.)*

Type of insurance or bond

Limit of liability or bond amount (\$0.00)

This Agreement entered into as of the day and year first written above.

Board of Trustees, Yonkers Public Library  
One Larkin Center, Yonkers, NY 10701

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
(Printed name and title)

  
\_\_\_\_\_  
CONTRACTOR (Signature)

Scott J. Miller, President  
\_\_\_\_\_  
(Printed name and title)

PROJECT MANUAL / SPECIFICATIONS FOR

**REPLACEMENT OF EXTERIOR FAÇADE SYSTEMS**

**YONKERS PUBLIC LIBRARY**

**GRINTON I. WILL BRANCH**

1500 Central Park Avenue, Yonkers, NY 10710

**ARCHITECT:**

**KAEYER, GARMENT & DAVIDSON  
ARCHITECTS, PC**  
285 Main Street  
Mount Kisco, NY 10549

**SYSTEMS ENGINEER:**

**DAMIANO BARILE ENGINEERS**  
77 Tarrytown Road  
White Plains, NY 10607

**STRUCTURAL ENGINEER:**

**THE DISALVO ENGINEERING GROUP**  
Lee Farm Corporate Park  
83 Wooster Heights Road, Suite 200  
Danbury, CT 06810

**COST CONSULTANT:**

**NASCO CONSTRUCTION SERVICES**  
200 Business Park Drive  
Armonk, NY 10504

**CONSTRUCTION CONSULTANT/ SPECIFIER:**

**FALK ASSOCIATES, INC.**  
60 Cutter Mill Road, Suite 210  
Great Neck, NY 11021

**LIGHTING CONSULTANT:**

**GEORGE SEXTON ASSOCIATES**  
242 W. 30<sup>th</sup> Street, #1005  
New York, NY 10001

**PERMIT / BID ISSUE DATE:**

**06 JANUARY 2017**

THE UNDERSIGNED CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE, INFORMATION AND BELIEF, THE PLANS AND SPECIFICATIONS ARE IN ACCORDANCE WITH APPLICABLE REQUIREMENTS OF THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE AND THE STATE ENERGY CONSERVATION CONSTRUCTION CODE, AND THAT THE PLANS AND SPECIFICATIONS REQUIRE THAT NO ASBESTOS CONTAINING MATERIAL SHALL BE USED.

---

Russell A. Davidson, FAIA

Index to Project Manual/Specifications

For

Replacement of Exterior Façade Systems  
Grinton I. Will Branch  
Yonkers Public Library  
1500 Central Park Avenue  
Yonkers, New York

<u>Section</u>	<u>Pages</u>	<u>Section Title</u>
00 00 01	4	Index to Specifications

**BIDDING AND CONTRACT REQUIREMENTS**

00 10 00	1	Advertisement for Bids
00 21 00	8	Invitation and Instructions to Bidders
00 41 00	9	Proposal Form
00 45 13	3	Bidder Qualification Statement
00 46 43	1	Wage and Hour Rates
00 46 44	1	Wage and Hour Rate Attachments
00 50 00	8	Contract Agreement Forms - A101, 2007
00 61 00	1	Bond Requirements
00 61 01	1	Acceptable Bonding Company Ratings
00 61 02	4	AIA 310 - Bid Bond Form
00 61 03	4	Performance Bond
00 61 04	4	Labor and Material Payment Bond
00 63 00	1	Requests for Information (RFI)
00 63 01	1	AIA Form G716 - RFI Form
00 70 00	65	General Conditions - A201, 2007
00 70 01	2	Waiver of Liens
00 07 02	3	Insurance Rider

**DIVISION #1 - GENERAL REQUIREMENTS**

01 10 00	8	Description of Work
01 15 00	5	Special Project Procedures
01 22 00	2	Unit Prices
01 23 00	1	Alternate Proposals
01 25 00	3	Product Options and Substitutions
01 25 01	1	Substitution Request Form
01 29 00	5	Applications for Payment (Coord. W/Article 9, Section 00 70 00
01 29 01	1	Payroll Certification
01 31 19	3	Project Meetings
01 32 00	4	Scheduling and Progress
01 33 00	10	Submittal Requirements
01 33 01	2	Request for Electronic Files/CAD File Protocols

<u>Section</u>	<u>Pages</u>	<u>Section Title</u>
01 33 02	1	Submittal Cover Sheet
01 33 06	2	Certification of Specification Compliance
01 35 29	4	Health and Safety Plan
01 41 00	1	Permits and Compliance
01 42 19	1	Codes and Standards
01 43 26	4	Testing Laboratory Services
01 43 29	2	Statement of Special Inspections
01 43 39	2	Mockup Requirements
01 50 00	10	Temporary Facilities
01 54 23	8	Scaffolding/Staging
01 56 39	4	Tree and Plant Protection
01 57 13	9	Temporary Erosion and Sediment Control
01 57 19	3	Environmental Protection During Construction
01 61 00	3	Material and Equipment
01 71 23	2	Field Engineering
01 73 29	3	Cutting and Patching
01 74 00	3	Cleaning
01 74 19	3	Construction Waste Management
01 77 00	3	Project Close Out
01 77 19	3	Project Record Documents
01 78 23	2	Operation and Maintenance Requirements
01 78 36	---	Guarantees, Warranties and Bonds - See Technical Sections

**DIVISION #2 - EXISTING CONDITIONS**

02 41 19	5	Selective Removals and Demolition
02 82 00	30	Asbestos Removal

**DIVISION #3 - CONCRETE**

03 30 00	26	Cast in Place Concrete
03 99 00	7	Concrete Restoration and Cleaning

**DIVISION #4 - MASONRY**

04 01 00	7	Masonry Restoration and Cleaning
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**DIVISION #5 - METALS**

05 12 00	11	Structural Steel
05 50 00	9	Metal Fabrications - Miscellaneous/Ornamental Metals

**DIVISION #6 - WOOD, PLASTICS AND COMPOSITES**

06 10 00	5	Rough Carpentry
06 20 00	6	Finish Carpentry (including Ceiling Trim)

<u>Section</u>	<u>Pages</u>	<u>Section Title</u>
<b><u>DIVISION #7 - THERMAL AND MOISTURE PROTECTION</u></b>		
07 21 00	6	Insulation
07 26 00	12	Air/Vapor Barrier Systems
07 48 10	10	Terra Cotta Exterior Cladding - (Rain Screen)
07 50 00	2	Roofing and Flashings (Remedial)
07 60 00	4	Flashing and Sheet Metal
07 84 00	8	Firestopping
07 90 00	10	Caulking and Sealing/Joint Sealants
<b><u>DIVISION #8 - OPENINGS</u></b>		
08 40 00	28	Aluminum Construction
08 44 00	---	Glazed Curtain Wall Systems - See Section 08 40 00
08 71 00	5	Finish Hardware
08 75 00	---	Window Hardware - See Section 08 40 00
08 80 00	10	Glass and Glazing
<b><u>DIVISION #9 - FINISHES</u></b>		
09 29 00	6	Gypsum Drywall
09 51 00	5	Acoustical Ceiling Treatment - Alternate
09 90 00	6	Painting
09 97 23	4	Concrete and Masonry Special Coatings
<b><u>DIVISION #10 - SPECIALTIES</u></b>		
10 71 13	5	Sun Shading Devices
10 90 00	4	Miscellaneous Specialties
<b><u>DIVISION #11 - EQUIPMENT</u></b>		
11 24 00	3	Façade Maintenance Equipment
<b><u>DIVISION #12 - FURNISHINGS</u></b>		
12 20 00	5	Window Treatments - PHASE 2
<b><u>DIVISION #13 - SPECIAL CONSTRUCTION - Not Used</u></b>		
<b><u>DIVISION #14 - CONVEYING SYSTEMS - Not Used</u></b>		
<b><u>DIVISION #21 - FIRE SUPPRESSION - Not Used</u></b>		
<b><u>DIVISION #22 - PLUMBING - Not Used</u></b>		



<u>Section</u>	<u>Pages</u>	<u>Section Title</u>
<u>DIVISION #23 - HEATING, VENTILATING AND AIR-CONDITIONING (HVAC) - Not Used</u>		

DIVISION #26 - ELECTRICAL

DIVISION #28 - ELECTRONIC SAFETY AND SECURITY

DIVISION #31 - EARTHWORK

31 10 10	10	Site Clearing, Tree Protection, Tree Maintenance
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DIVISION #32 - EXTERIOR IMPROVEMENTS

32 13 13	13	Portland Cement Concrete Pavements
32 92 10	11	Turf Rehabilitation

DIVISION #33 - UTILITIES - Not Used

\*\*End of Index\*\*

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 1500 Central Park Avenue  
 Yonkers, NY 10710

KG&D Project No. 2012-1082

**DESIGN TEAM**

**ARCHITECT**  
**KG&D Architects**  
 Kaeyer, Garmert & Davidson Architects PC  
 265 Main Street, Mount Kisco, NY 10549  
 phone: 914.666.5900 fax: 914.666.0051

**SYSTEMS ENGINEER**  
**Damiano Bartle Engineers, PC**  
 77 Tarrytown Road, White Plains, NY 10607  
 phone: 914.328.0000 fax: 914.328.8304

**STRUCTURAL ENGINEER**  
**The Disalvo Engineering Group**  
 Lee Farm Corporate Park  
 63 Woodster Heights Rd., Suite 200  
 Danbury, CT 06810  
 phone: 203.490.4140

**COST CONSULTANT**  
**Nasco Construction Services**  
 200 Quabbin Park Dr., Ammonk, NY 10504  
 phone: 914.785.0884 fax: 914.785.0538

**SPECIFICATIONS CONSULTANT**  
**Falk Associates**  
 60 Ordler Mill Road, Suite 210  
 Great Neck, NY 11021  
 phone: 516.466.9800 fax: 516.829.4278

**LIGHTING CONSULTANT**  
**George Sexton Associates**  
 242 W 30th St # 1005  
 New York, NY 10001  
 phone: 212.738.4842 fax: 212.239.0394

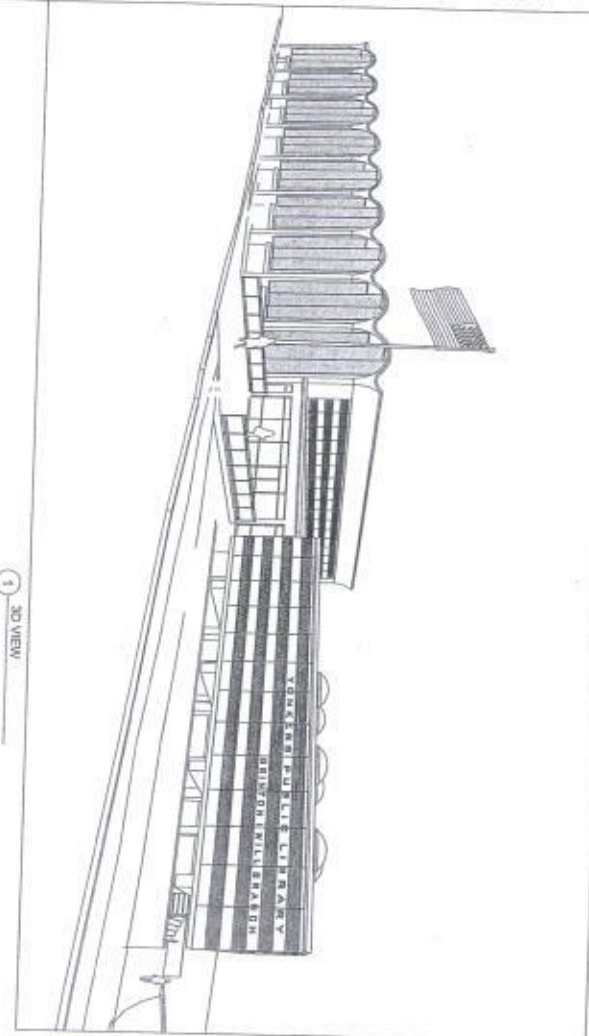
**GENERAL NOTES**

1. DO NOT SCALE DRAWINGS. USE WRITTEN DIMENSIONS ONLY.
2. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL SQUARE FOOTAGE OF WORK AREA PRIOR TO COMMENCING ANY WORK.
3. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AND MAINTAINING CLEAR PUBLIC EGRESS.
4. SEE THE SPECIFICATIONS FOR WORK RULES.

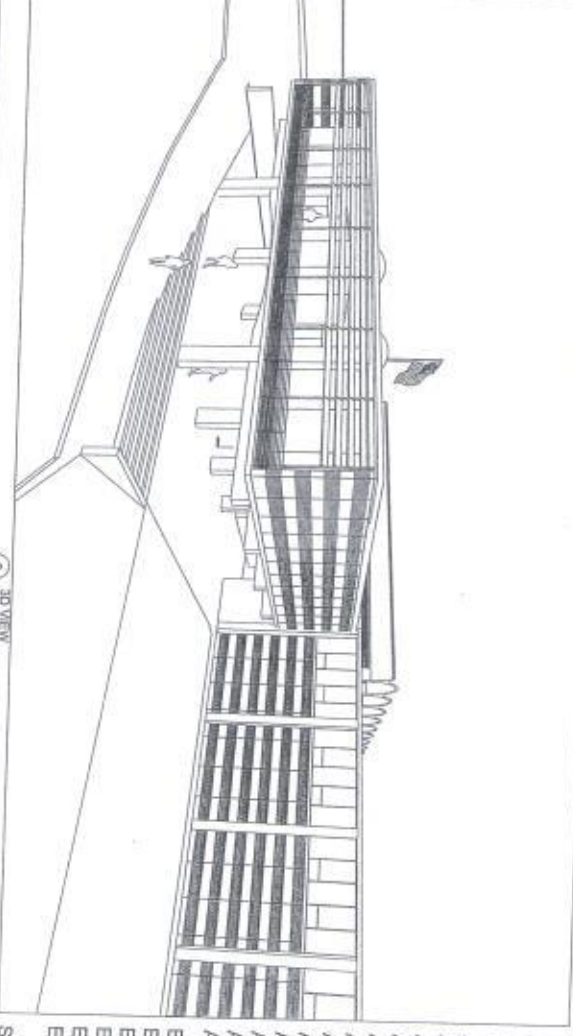
**LIST OF ABBREVIATIONS**

AA	ALTERNATE	AA	ALTERNATE
AB	ABUTMENT	BA	BUILDING AREA
AC	ACCESS	CA	CANOPY
AD	ADDITION	DA	DECK
AE	ADJUSTMENT	EA	ELEVATION
AF	ADJUSTMENT	FA	FLOOR PLAN
AG	ADJUSTMENT	GA	GROUND AREA
AH	ADJUSTMENT	HA	HANDRAIL
AI	ADJUSTMENT	IA	INTERIOR AREA
AJ	ADJUSTMENT	JA	JUNCTION
AK	ADJUSTMENT	KA	KITCHEN
AL	ADJUSTMENT	LA	LANDSCAPE
AM	ADJUSTMENT	MA	MATERIAL
AN	ADJUSTMENT	NA	NOTATION
AO	ADJUSTMENT	OA	OVERALL
AP	ADJUSTMENT	PA	PLAN
AQ	ADJUSTMENT	QA	QUALITY
AR	ADJUSTMENT	RA	REPAIR
AS	ADJUSTMENT	SA	SCHEDULE
AT	ADJUSTMENT	TA	TERRACE
AU	ADJUSTMENT	UA	UNDERGROUND
AV	ADJUSTMENT	VA	VENTILATION
AW	ADJUSTMENT	WA	WALL
AX	ADJUSTMENT	XA	X-RAY
AY	ADJUSTMENT	YA	YARD
AZ	ADJUSTMENT	ZA	ZONING

**YONKERS PUBLIC LIBRARY:**  
**Grinton I. Will Branch - Replacement of Exterior Facade Systems**



1 3D VIEW



2 3D VIEW

**DRAWING LIST:**

TS-1 TITLE SHEET

AA1.1 HAZARDOUS MATERIAL ABATEMENT PLAN

AA1.2 HAZARDOUS MATERIAL ABATEMENT PLAN

AA1.3 HAZARDOUS MATERIAL ABATEMENT PLAN

AA1.4 HAZARDOUS MATERIAL ABATEMENT ELEVATIONS SITE PLAN

A1.0 LOWER LEVEL DEMOLITION PLAN

A1.1 MAIN LEVEL DEMOLITION PLAN

A1.2 MEZZANINE LEVEL DEMOLITION PLAN

A2.1 LOWER LEVEL FLOOR PLAN

A2.2 MAIN LEVEL FLOOR PLAN

A2.3 MEZZANINE LEVEL FLOOR PLAN

A3.1 OVERALL BUILDING ELEVATIONS/DEMO

A3.2 PHASE 1: ENLARGED BUILDING ELEVATIONS

A3.3 PHASE 2: ENLARGED BUILDING ELEVATIONS EXISTING PHOTOS

A8.1 PHASE 1: WALL SECTIONS DEMONEW

A8.2 PHASE 2: WALL SECTIONS DEMONEW

A8.3 PHASE 2: WALL SECTIONS DEMONEW

A8.4 WINDOW TYPES, WINDOW & DOOR SCHEDULES

A8.5 WINDOW TYPES, WINDOW & DOOR SCHEDULES

A9.1 PHASE 1: DETAILS

A9.3 PHASE 2: DETAILS

A9.4 PHASE 2: DETAILS

E0.0 ELECTRICAL NOTES, LEGEND, ABBREV. & SCHED.

E1.2 ELECTRICAL MAIN LEVEL DEMO PLAN

E2.1 ELECTRICAL LOWER LEVEL FLOOR PLAN

E2.2 ELECTRICAL MAIN LEVEL FLOOR PLAN & ELEVATION

E2.3 ELECTRICAL MEZZ. LEVEL FLOOR PLAN & ELEVATION

E3.0 ELECTRICAL DETAILS, WIRING DIAGRAM & SCHED.



NOTE: CONTRACTOR TO STORE ON SITE & PROTECT ALL FURNITURE & EQUIPMENT LOCATED IN WORK AREAS. UPON COMPLETION OF THE WORK, FURNITURE & EQUIPMENT TO BE MOVED BACK INTO PLACE WITH ALL NECESSARY ANCHORING & CONNECTIONS. THE AREA OF WORK & ADJACENT CONTIGUOUS AREAS ARE TO BE THOROUGHLY CLEANED PRIOR TO ACCEPTANCE OF THE WORK BY THE OWNER.

STRUCTURAL CONCRETE REPAIR NOTES

The items set forth herein, whether of omission, addition, substitution or clarification are to be included in and form a part of the construction documents for the project listed above.

This Addendum consists of the following Parts:

<b>Part 1</b>	<b>Bidding and Contract Requirements</b>	
<b>Part 2</b>	<b>Technical Changes, Architectural, Structural and Civil</b>	
Part 3	Technical Changes, Mechanical and Electrical -----	Not Used
<b>Part 4</b>	<b>Drawing Changes, Architectural/Civil</b>	
<b>Part 5</b>	Drawing Changes, Structural -----	Not Used
Part 6	Drawing Changes, Mechanical and Electrical -----	Not Used
<b>Part 7</b>	<b>Clarifications</b>	
<b>Part 8</b>	<b>New Issues – List of Included Documents</b>	

**Part 1 Bidding and Contract Requirements**

**1.1 Section 01 10 00 Description of Work: REVISE 1.14 B Work Period Milestones**

Award of Contract	Estimated by 3/1/2017
Bonds and Insurance	NTP + 10 business days
Mobilization and Submittal Schedules	NTP + 10 business days
Submittals – Long Lead Items	NTP + 20 business days
Submittals – Other Items	NTP + 60 business days
Start Construction	Estimated 5/1/17
Windows Installed by	11/1/2017
Substantial Competition	12/15/2017
Final Completion	01/15/2018

**1.2 Section 01 15 00 Special Project Procedures: ADD**

Per the New York State Historic Preservation Organization One (1) full bay of the enameled sunscreen from the West façade is to be removed for reuse and provided to the owner for future display on the property. The contractor is responsible for moving this section of the existing sun screen to an on-site storage area designated by owner.

**1.2 Section 01 43 39 Mock Up Requirements:** Contractor may complete an area of the finished work to serve as the mock up. This is to include, one fixed window, one operable window, terra cotta panels showing one (1) smooth panel and one (1) grooved panel. If the work is satisfactory it can remain as finished work. Architect to designate location on site.

**1.3 Section 01 50 00 Temporary Facilities: ADD**

D. The owner is responsible for moving any stacks, books, tables, chairs, and artwork and any other furniture and material required to facilitate this work. Any permanent fixtures / furniture that cannot be moved by the owners is to be protected by the contractor.

**Part 2 Technical Changes, Architectural, Structural and Civil**

**2.1 Section 02 82 00:** Asbestos abatement is to be completed with minimal disruption to the operations of the library. Seeing as the Asbestos Abatement is to be completed from the interior and exterior of the building the removal of the windows may need to be treated as abatement and may require Department of Labor variances to complete the work from the outside in order to minimize the distance from the windows to the temporary wall. A variance, if needed is to be coordinated and acquired by the contractor.

2.2 Section 07 48 10 Terra Cotta Rain Screen: REVISE

2.02 Materials:

- A. Hollow Clay Tile Units and ~~baguettes/louvers~~ each complying with the following requirements:
1. Finish: standard
  2. Size: Nominal ~~9 inches high by 18 inches long~~. Nominal 20" high. Length varies, refer to Drawing A3.2 for number of tiles to be provided for the horizontal dimension at each elevation.

**Part 4 Drawing Changes, Architectural/Civil**

4.1 Drawing A8.1 REPLACE with attached

4.2 Drawing A3.2 REPLACE with attached

**Part 7 Clarifications**

- 7.1 There is no electrical work associated with the South or East Elevations
- 7.2 The Type A lights in the Lobby shown on Sheet E2.3 are to be included in Alternate #1 Renovation of the Main Lobby. Alternate #3 should include all exterior lights.
- 7.3 Terra Cotta baguettes at South Elevation to be standard 8" baguettes by Boston Valley Terra Cotta or equal

**Part 8 New Issues – List of Included Documents**

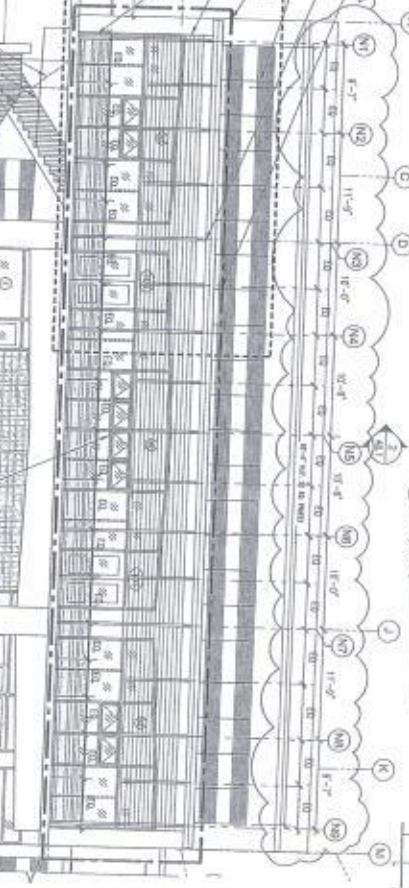
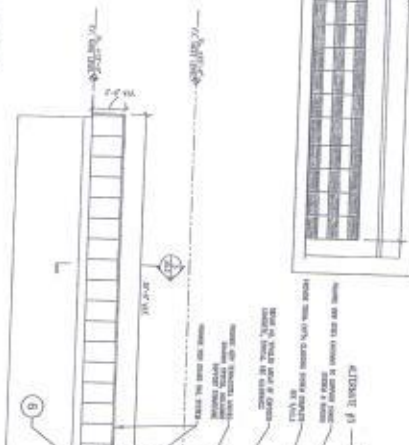
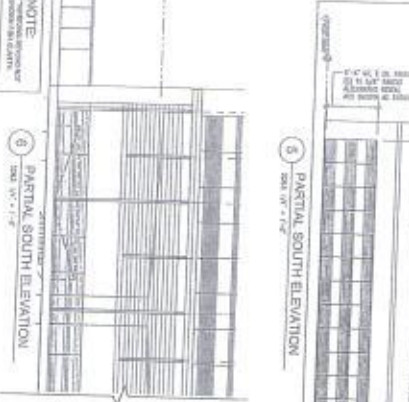
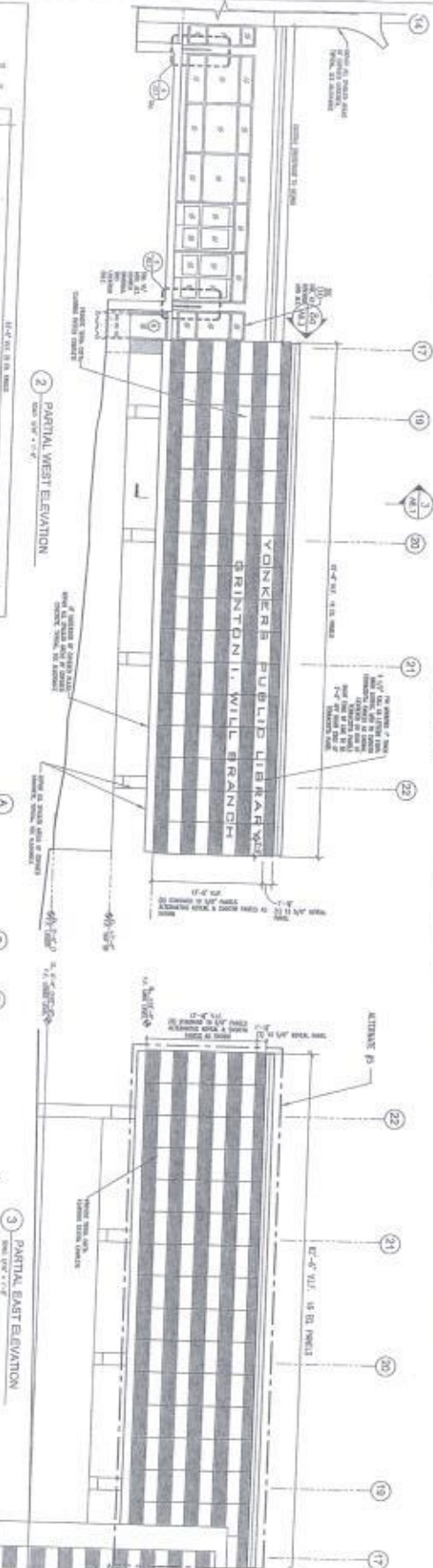
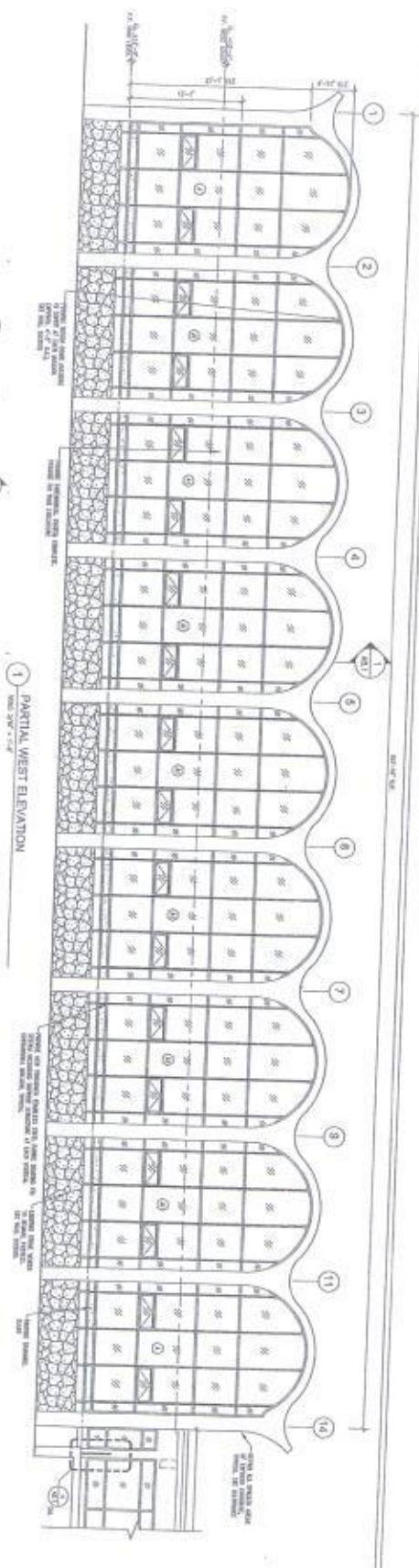
A3.2 Phase 1 Building Elevations

1 page (30x42)

A8.1 Phase 1 Wall Sections

1 page (30x42)

\*\*\*\* END OF ADDENDUM \*\*\*\*



NOTE:  
 1. ALL DIMENSIONS ARE IN FEET AND INCHES.  
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
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 4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

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 BRINTON I. WILL  
 BRANCH

100 CHERRY ST. 4TH FLOOR  
 YONKERS, NEW YORK 10591

ENVELOPE RESTORATION

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100 CHERRY ST. 4TH FLOOR  
 YONKERS, NEW YORK 10591

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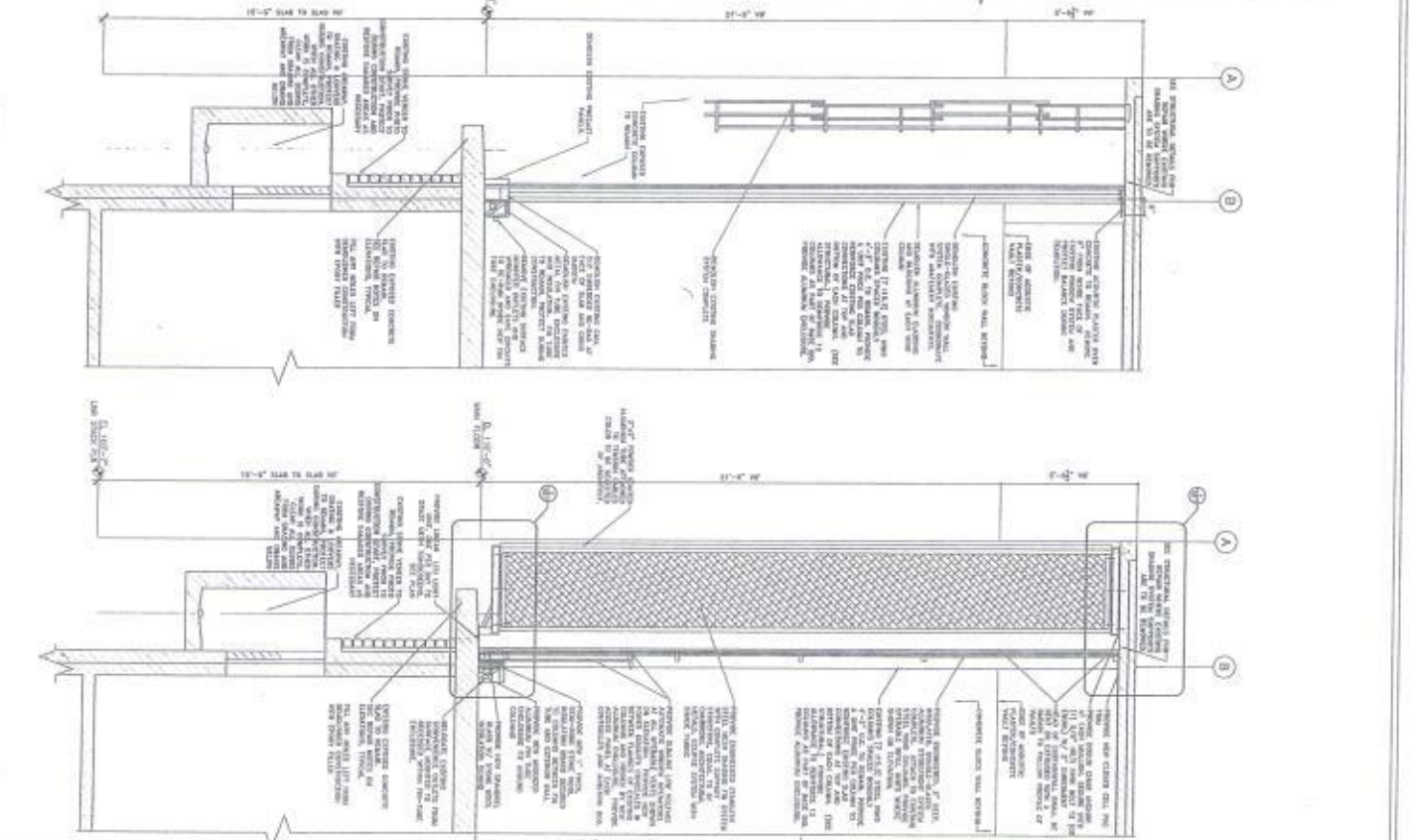
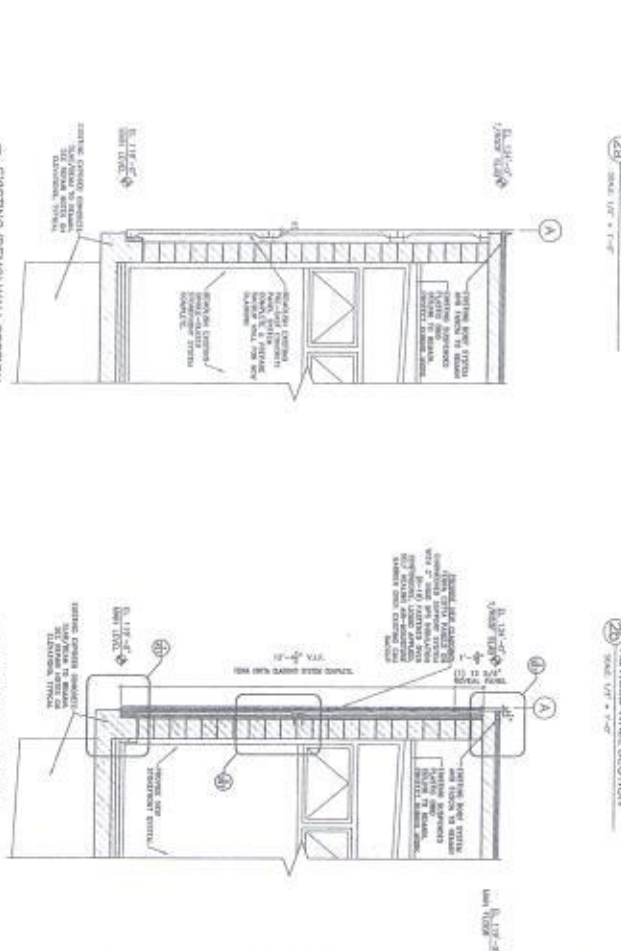
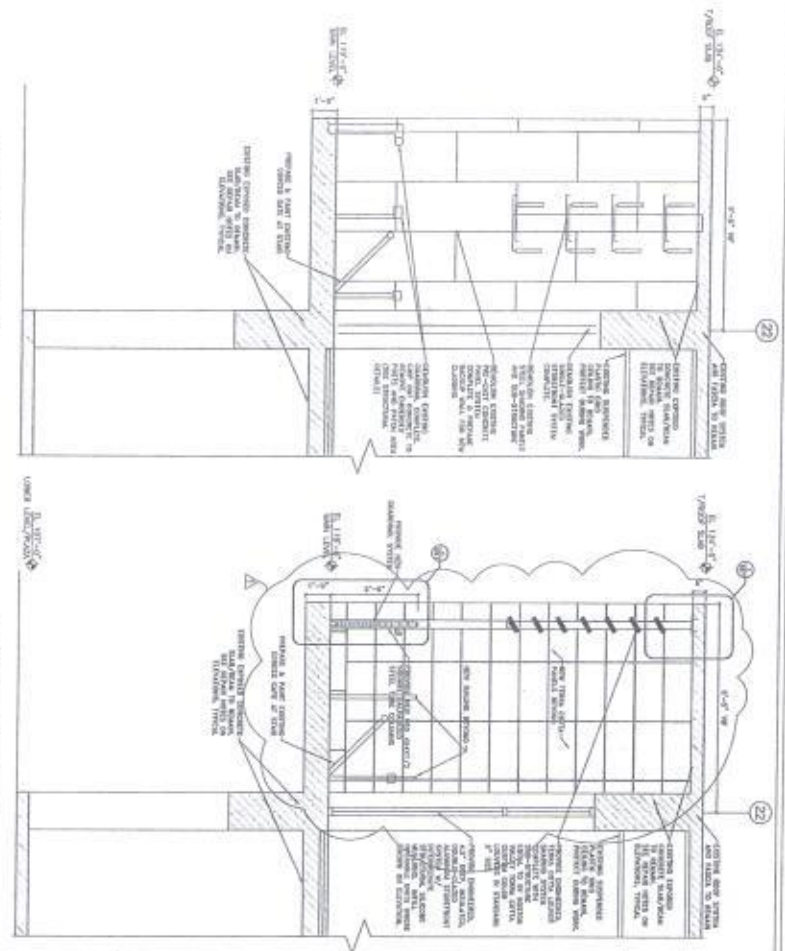
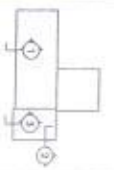
100 CHERRY ST. 4TH FLOOR  
 YONKERS, NEW YORK 10591

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100 CHERRY ST. 4TH FLOOR  
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A3.2



1/8" = 1'-0" - CONT. BY CONSULTANT

PHASE 1: WALL SECTIONS

NO.	DESCRIPTION	DATE
1	PHASE 1: WALL SECTIONS	11/13/13
2	PHASE 1: WALL SECTIONS	11/13/13
3	PHASE 1: WALL SECTIONS	11/13/13
4	PHASE 1: WALL SECTIONS	11/13/13
5	PHASE 1: WALL SECTIONS	11/13/13
6	PHASE 1: WALL SECTIONS	11/13/13
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47	PHASE 1: WALL SECTIONS	11/13/13
48	PHASE 1: WALL SECTIONS	11/13/13
49	PHASE 1: WALL SECTIONS	11/13/13
50	PHASE 1: WALL SECTIONS	11/13/13

DATE: 11/13/13  
SCALE: 1/8" = 1'-0"  
DRAWN BY: [Name]  
CHECKED BY: [Name]  
PROJECT NO.: A8.1