

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
RIVERFRONT LIBRARY
SEPTEMBER 14, 2017**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting of July 20, 2017.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEMS]

Ratify the following appointments:

Jayson Sotomayor, P/T Custodial Worker, \$11.00/hr., effective 7/22/17

Alexia Rodriguez, P/T Page, \$10.00/hr., effective 7/22/17

Albert B. Allen, P/T Page, \$11.00/hr., effective 8/12/17

Samson Foley, P/T Page, \$11.00/hr., effective 8/19/17

Elizabeth Caruso, P/T Page, \$11.00/hr., effective 8/26/17

Luis E. Cruz, P/T Custodial Worker, \$11.00/hr., effective 8/26/17

Gloria J. Dixon, P/T Page, \$11.00/hr., effective 8/26/17

Elizabeth A. Caruso, P/T Page, \$11.00/hr., effective 8/26/17

Acknowledge the following terminations:

Sandra D'Angelo, P/T Custodial Worker, \$11.00/hr., effective 7/22/17

Pamela Alvarez, P/T Page, \$11.00/hr., effective 8/12/17

Heather Tufo, P/T Page, \$11.00/hr., effective 8/19/17

Nicolina Callari, P/T Page, \$11.00/hr., effective 8/19/17

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 ITEMS] Schedule #782 and #783

UNFINISHED BUSINESS

Update on Strategic Plan Implementation Matrix

NEW BUSINESS

[ACTION ITEMS]

Revised Policy on Alcohol Use at External Programs

Revised Procedure on Library Card Registration

Job Description for Gallery Curator

Procedure for Art Gallery Operations

Authorization to Submit 2017 Construction Grant Application

NEXT BOARD MEETING DATE: Thursday, October 19, 2017, Grinton I. Will Branch.

YONKERS PUBLIC LIBRARY
BOARD MEETING
RIVERFRONT LIBRARY
July 20, 2017

ATTENDANCE

TRUSTEES:	Anietra Guzman-Santana Jim Buckley Stephen Jannetti Joseph Puglia
GUEST SPEAKER:	Christine Bitetti, Technology Instruction Coordinator
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	Sarah McAllister
YONKERS REPRESENTATIVE ON THE WLS BOARD OF TRUSTEES:	Mary Amato
UNION REPRESENTATIVE:	None

The Board Meeting began at 7:06 p.m.

New Trustee Joseph Puglia was welcomed by the Board members.

MINUTES

On motion of Tr. Jannetti, seconded and carried, the Board approved the Minutes of the Board Meeting of June 20, 2017.

STAFF PRESENTATION

Christine Bitetti, Technology Instruction Coordinator at the Riverfront Library, spoke to Board members about her computer training background and her current duties. Christine distributed a list of notable 2017 Tech Central events to Board members which included a monthly breakdown of events and attendees. Christine has developed, and continues to develop, a wide range of instructional programs for children, teens and adults and, looking to the future, will continue to keep the Technology Room an integral part of the Library experience.

DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT

Director Falcone referred Board members to the KG&D report regarding the Will façade project. The contractor is now recommending replacing a large section of roof that extends from the front lobby to the center of the building. The architect is reviewing the recommendation and pricing the job.

Director Falcone reported that a check covering 90% of last year's Library Construction Aid grant would be arriving soon. The total amount of that grant was \$153,804. The Dormitory Authority has approved a grant in the amount of \$250,000 but it requires a Board resolution to complete the process. Both grants were written to support the Will Branch façade project.

Director Falcone told Board members that there was an electrical problem in the cooling tower at Grinton I. Will Branch which has been temporarily remedied and will be permanently repaired soon.

Director Falcone advised Board members that the City has obtained a FEMA grant to make improvements to 1 Larkin Center that will mitigate flood damage in the event of another major storm. The project will begin in August, and will take around four months to finish. Temporary disruptions to service will include deliveries, book drops and access to the handicap ramp on River Street.

Deputy Director Thaler told Board members that in late June she, along with Branch Administrator Zabriskie, Community Outreach Librarian Porteus and Technology Instruction Coordinator Bitetti attended the American Library Association's Annual Conference in Chicago. She reported that it was an instructive and worthwhile experience for all attendees.

Director Falcone updated the Board on a pending grant from the Montefiore Hudson Valley Collaborative Innovation Fund. Community Outreach Librarian Shauna Porteus has written a Letter of Intent and will be partnering with CLUSTER Community Services on this proposal with the hopes of an invitation to submit a full proposal which is due in mid-August.

Director Falcone advised Board members that the Yonkers Public Library Foundation is in the process of being dissolved and a small working group of staff and Trustees have been meeting to explore future fundraising options.

Deputy Director Thaler said that Library employees are continuing to be trained on various new statistics collection programs and a new materials ordering platform. She stated that the staff is doing a great job learning and integrating these new programs into their daily work.

Director Falcone told Board members about Art Gallery Curator Haifa Bint-Khadi's successful Gallery Hop idea which takes place on the first Thursday of each month. It includes visits to several Downtown galleries, and discounted meals at participating restaurants. The first event was very successful.

UNION REPRESENTATIVE'S REPORT – None

WLS REPORT – WLS Representative Mary Amato said that WLS as of now, has not received FYAT money from the State. This year's NYS Construction Aid program will allocate \$1,100,000 to WLS member libraries. The next annual WLS breakfast will be on November 16, 2017 at WLS headquarters.

PERSONNEL REPORT

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

Caroline Sullivan, P/T Page, \$11.00/hr., effective 7/1/17

Esha Hafeez, P/T Page, \$10.00/hr., effective 7/15/17

Indirah Bowman, P/T Page, \$10.00/hr., effective 7/15/17

Mariangelis Burgos, P/T Page, \$10.00/hr., effective 7/15/17

The Board ratified the following salary increases:

Edward Falcone, Library Director, \$160,000, effective 7/1/17
Susan Thaler, Asst. Library Director, \$136,000, effective 7/1/17
Vivian Presedo, Business Manager, \$119,000, effective 7/1/17

The Board ratified the following hourly pay increase:
Ahmed Murshed, P/T Page, \$11.00/hr., effective 7/1/17

The Board acknowledged the following terminations:
Annamma Ouseph, P/T Page, \$11.00/hr., effective 7/8/17
Katie Farragher, P/T Page, \$11.00/hr., effective 7/8/17
Zahra Edwards, P/T Page, \$11.00/hr., effective 7/15/17

COMMITTEE REPORTS

Finance, Budget & Planning: Maron, Jannetti

Employee Relations: Maron, Greenwald

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

Fundraising & Development: Maron, Santana, Buckley, Touba, Greenwald

PAYMENT OF BILLS

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #781.

UNFINISHED BUSINESS

NEW BUSINESS

On motion of Tr. Buckley, seconded and unanimously carried, the Board voted to adopt the Grant Disbursement Agreement Resolution.

On motion of Tr. Jannetti, seconded and unanimously carried, the Board voted to approve the 2016 State Annual Report.

On motion of Tr. Buckley, seconded and unanimously carried, the Board voted to adopt the Resolution for The Foundation for the Yonkers Public Library, Inc.

NEXT BOARD MEETING DATE – Wednesday, September 13, 2017, Crestwood Branch.

The Board meeting adjourned at 8:40 p.m.

Edward Falcone
Library Director & Secretary

RESOLUTION

At a meeting dated July 20, 2017, on motion of Tr. Buckley, seconded and unanimously approved, be it

RESOLVED, that the Board of Trustees of the Yonkers Public Library approves the Grant Disbursement Agreement between the Dormitory Authority of the State of New York and the Yonkers Public Library for the Reconstruction and Replacement of the Façade and Renovation of the Main Lobby of the Grinton I. Will Library (Project ID #7694) and hereby authorizes and empowers the Director and the Deputy Director to execute the Grant Disbursement Agreement and all related, necessary or appropriate documents with the Dormitory Authority of the State of New York and to take any and all actions consistent with the terms thereof.

RESOLUTION

WHEREAS, it is in the best interest of the Yonkers Public Library that the Yonkers Public Library control a to be formed charitable entity named "The Foundation for the Yonkers Public Library, Inc." which is being organized for the purpose of soliciting and receiving donations to be used for the support of the Yonkers Public Library;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Yonkers Public Library approves the appointment of the following individuals as the initial directors of The Foundation for the Yonkers Public Library, Inc.: Nancy Maron, Anietra Guzman-Santana and Edward Falcone.

JOINT MANAGEMENT REPORT
SEPTEMBER 2017

Façade. The architects are waiting for shop drawings to be submitted for the windows and the panels, and that has added a month to the timeline. We did approve a change order to make repairs to the roof, and that work should be underway soon. A selection of sun shades were picked out of the discard pile (around 50 pieces in all) and are being stored in the garage in anticipation of a future art project. The latest timeline projects Phase 1 extending into January.

Façade Grants. The check representing 90% of last year's DLD construction grant was finally received and forwarded to Finance for deposit. A new DLD grant application was submitted to WLS for an initial review; the State requires a formal Board resolution before the application can be finalized, and that action will be on the September agenda. The Dormitory Authority grant disbursement agreement for \$250,000 has been fully executed; this is a reimbursement-type grant, and we expect to make a claim on the grant in December when the first phase of the project is nearing completion.

Capital Budget. The final CIP was released in mid-August, and it was a mixed bag for YPL. Our two large projects at Will (Façade Phase 2, \$2.4 million; Boilers, \$568,000) were included, as well as \$350,000 in new book money. However, we did not receive funds we requested for equipment, auditorium improvements, or a new pickup truck. The capital funds will be added to our budget soon.

Registration. September is traditionally the time when libraries have card registration drives, but YPL started early with several new initiatives. This summer, we had registration tables set up at Reading Buddies, the farmer's market, and in the atrium during the student registration period. We also rolled out an online version of the application which has proved to be very popular. Finally, we have revised and clarified our procedures for issuing library cards.

Sarah Lawrence College. Along with Hudson River Museum Director Masha Turchinsky, Ed, Nancy and Susan met with Cristle Collins Judd, the new President of Sarah Lawrence College, to discuss potential new opportunities to collaborate.

Other Grants. Community Services Librarian Shauna Porteus has submitted several major grant applications, and we hope to have news on these soon. YPL also submitted a CDBG grant request to Planning earlier this year, and an announcement on this is expected within the next 45 days.

MEETINGS ATTENDED THIS PERIOD

7/24	Ed & Susan	Foundation conference call
	Ed & Susan	Meeting with Parks Commissioner Landi
7/26	Ed	Shelley Mayer press event on ADA anniversary, Will Branch
	Susan	Evan Bishop
7/27	Ed	Will visit
	Ed & Susan	Lunch Club
8/1	Susan	National Night Out event, JFK Marina
8/3	Susan	Lunch Club

	Susan	Crestwood visit
	Susan	1st Thursday Gallery Hop
	Susan	Westchester Disabled on the Move event
8/9	Susan	Vendor demo, White Plains Public Library
	Susan	Gallery curator
8/10	Susan	Collection HQ
8/11	Susan	Vendor demo
	Susan	CPCY Strategic Planning phone meeting
8/14	Susan	Tech Processing visit
	Susan	Emily Ellis
8/16	Susan	Competency Committee, Riverfront
8/17	Susan	Branch Administration, Will
8/17	Ed	Lunch Club
8/21	Ed	Will visit
8/22	Ed	School Library System Council meeting
8/23	Ed	IT meeting
8/24	Ed	Yonkers Basics training workshop
8/29	Ed	Ordering Committee meeting
8/30	Ed	Board of Ed Community Partners meeting
9/5	Ed & Susan	Construction meeting, Will
	Ed	Database Committee, WLS
	Ed & Susan	Yonkers Voice debate
9/6	Ed & Susan	Sarah Lawrence/Museum meeting
9/7	Susan	CPCY Strategic Planning phone meeting
	Ed & Susan	Strategic Planning meeting – Adult/Teen Services
	Ed & Susan	Lunch Club
	Susan	IT Department meeting
	Susan	CLUSTER Event Committee
	Ed & Susan	Martinelli award ceremony, City Hall
	Ed & Susan	First Thursday Gallery Hop
	Susan	YOFI event
9/8	Susan	Ina Boireau
9/11	Ed & Susan	9/11 Memorial
9/12	Ed	Yonkers Basics Advisory Board
9/13	Susan	Yonkers Thrives
	Susan	Groundwork event
9/14	Susan	LYFE
	Ed & Susan	JCY Volunteer Recognition
	Ed & Susan	Strategic Plan presentation, Board of Education

Yonkers Public Library

Bill List July 2017

<u>Vendor Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
CAPITAL FUNDS			
BARNES & NOBLE	MATERIALS	7/24/2017	239.74
BILINGUAL PUBLICATIONS, CO. (THE)	MATERIALS	7/24/2017	103.48
DON JOHNSTON	MATERIALS	7/24/2017	466.17
KG & D	PROFESSIONAL FEES	7/24/2017	2,359.92
LECTORUM PUBLICATIONS, INC.	MATERIALS	7/24/2017	34.27
LECTORUM PUBLICATIONS, INC.	MATERIALS	7/24/2017	373.81
MIDWEST TAPE	MATERIALS	7/24/2017	23.19
MIDWEST TAPE	MATERIALS	7/24/2017	29.98
MIDWEST TAPE	MATERIALS	7/24/2017	30.38
MIDWEST TAPE	MATERIALS	7/24/2017	47.96
MIDWEST TAPE	MATERIALS	7/24/2017	59.96
MIDWEST TAPE	MATERIALS	7/24/2017	63.94
MIDWEST TAPE	MATERIALS	7/24/2017	106.35
MIDWEST TAPE	MATERIALS	7/24/2017	119.92
MIDWEST TAPE	MATERIALS	7/24/2017	119.95
MIDWEST TAPE	MATERIALS	7/24/2017	149.92
MILCON	GRINTON I. WILL BRANCH FAÇADE	7/24/2017	300,226.39
MULTICULTURAL BOOKS & VIDEOS	MATERIALS	7/24/2017	162.40
NATIONAL LEARNING CORP.	MATERIALS	7/24/2017	647.26
OMEGA ENVIRONMENTAL	ASBESTOS MONITORING	7/24/2017	1,396.00
RECORDED BOOKS	MATERIALS	7/24/2017	41.60
TOTAL			306,802.59

<u>Vendor Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
CONTRIBUTIONS FUNDS			
BAIRD, ZAHRA	CONF: WHAT'S NEW IN CHILDREN	7/13/2017	245.00
BELLA VISTA DELI	BOARD MTG 7/20	7/24/2017	125.00
BITETTI, CHRISTINE	REIMB. ALA CONF 6/23-28	7/10/2017	1,000.00
GOVCONNECTION, INC.	TONER/PUBLIC PRINTING	7/20/2017	548.37
JCY-WEST COMM PARTNERS	VOLUNTEER BRUNCH	7/10/2017	80.00
NEW YORK LIBRARY ASSOCIATION	MR EDWARD FALCONE NYLA CONF	7/20/2017	356.00
OLIVERAS, IVETTE	BELLY DANCING PROG 7/1 VOID	7/10/2017	50.00
OLIVERAS, IVETTE	REPL CK #1056 BELLY DANCING 7/1	7/24/2017	50.00
PORTEUS, SHAUNA	REIMB. ALA CONF 6/23-28	7/10/2017	1,000.00
THALER, SUSAN	REIMB. ALA CONF 6/22-6/27	7/13/2017	285.00
ZABRISKIE, CHRISTIAN	REIMB. ALA CONF 6/23-28	7/10/2017	1,000.00
TOTAL			4,739.37

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July 2017

Date	Num	Memo	Amount
Abbey Ice			
07/03/2017	41466	Spring Water	59.50
07/24/2017	46304	Spring Water	72.50
07/24/2017	46305	Spring Water	71.44
07/25/2017	44089	Spring Water	33.50
07/25/2017	44088	Spring Water	72.50
Total Abbey Ice			309.44
Able & Ready			
07/24/2017	16585	Service Call-Washer	79.95
Total Able & Ready			79.95
ABM Systems			
07/25/2017	10029	Repairs-CT Not Modulating	373.50
Total ABM Systems			373.50
All Safe Fire Protection			
07/31/2017	56724-88	Sprinkler Inspection & Service	638.88
Total All Safe Fire Protection			638.88
Amazon.com			
07/03/2017	8780312096jun17	Supplies	1,621.63
Total Amazon.com			1,621.63
American Express			
07/05/2017	62017	Expenses, Supplies	419.80
07/05/2017	62017	Expenses, Supplies	95.00
Total American Express			514.80
Amoils, Roseanne			
07/24/2017	44	Job Search Coach	1,350.00
Total Amoils, Roseanne			1,350.00
Amoyaw, Sandy			
07/31/2017	71817s	Reimbursement-Program Supplies	37.47
Total Amoyaw, Sandy			37.47
ARTEAGA, KELLY			
07/24/2017	1	Program-Zumba	70.00
07/31/2017	2	Program-Zumba	70.00
Total ARTEAGA, KELLY			140.00
B & H Photo			
07/03/2017	127601509	Mics	300.85
07/24/2017	128029119	Roominators	171.49
07/25/2017	127990524	Supplies	1,317.83
Total B & H Photo			1,790.17
Baird,Zahra			
07/03/2017	62217	Reimbursement-Program Supplies	149.80
07/31/2017	71817	Supplies	25.73
Total Baird,Zahra			175.53
Bilingual Publications			
07/31/2017	73761	Materials	4,293.00
Total Bilingual Publications			4,293.00
Bremond, Frederique (Fred)			
07/24/2017	7317	Program-Website Maintenance	390.00
Total Bremond, Frederique (Fred)			390.00
Brodart			
07/25/2017	473930	Supplies	80.50
Total Brodart			80.50
Cablevision Lightpath			
07/24/2017	21359287	Internet	5,234.75
07/24/2017	21358230	Internet	3,546.55

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July 2017

Date	Num	Memo	Amount
Total Cablevision Lightpath			8,781.30
Cablevision Optimum			
07/03/2017	07803550279jun17	Phones and Internet	140.73
07/24/2017	07803065546jul17	TV Boxes	7.35
07/24/2017	078035446jul17	TV Boxes	14.70
07/31/2017	070803550279jul17	TV Box	140.70
Total Cablevision Optimum			303.48
Cardona, Ivette			
07/24/2017	62917	Reimbursement-Notary License Renewal	60.00
Total Cardona, Ivette			60.00
CHAN, YAO WAH			
07/24/2017	5	Program-Tai Chi Instruction	75.00
07/25/2017	4	Program-Tai Chi Class	75.00
Total CHAN, YAO WAH			150.00
CHLOE'S KIDS			
07/24/2017	1	Program-Baby Signing Classes Riv	150.00
07/31/2017	2	Program-Baby Signing Classes	150.00
Total CHLOE'S KIDS			300.00
Citadel Pest Control			
07/03/2017	3115	Pest Control	200.00
Total Citadel Pest Control			200.00
City Of Yonkers			
07/03/2017	July 2017	Rent	62,500.00
Total City Of Yonkers			62,500.00
Clifton, Michelle			
07/03/2017	62117	Program-Sound Meditation	50.00
Total Clifton, Michelle			50.00
Con Edison			
07/24/2017	92142173100jun17	Gas	176.65
Total Con Edison			176.65
Crown HVAC			
07/25/2017	7848	Repairs-A/C	130.00
07/25/2017	7849	Repairs A/C	773.76
07/25/2017	7850	Repairs-A/C	912.17
Total Crown HVAC			1,815.93
Crown Janitorial			
07/25/2017	390418-1	Janitorial Supplies	1,527.50
07/31/2017	386249-3	Janitorial Products	142.37
Total Crown Janitorial			1,669.87
Cruz, Aurora			
07/03/2017	62217	Reimbursement-Program Supplies	34.22
07/31/2017	71717	Supplies	27.43
Total Cruz, Aurora			61.65
Demco			
07/03/2017	6155060	Supplies	195.43
07/24/2017	6163551	Supplies-Summer Reading	1,005.15
07/25/2017	6160392	Supplies	50.82
07/31/2017	6170584	Supplies	249.61
Total Demco			1,501.01
DeWaters, Alice			
07/24/2017	62717	Reimbursement--Program Supplies	52.59
07/31/2017	71317	Supplies	71.39
Total DeWaters, Alice			123.98
FILIBERTI, JOHN			

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July 2017

Date	Num	Memo	Amount
07/24/2017	32754	Quickbooks Instruction	343.75
Total FILIBERTI, JOHN			343.75
Francisco, Eurys			
07/31/2017	2	Program-Photoshop&Internet	70.00
07/31/2017	1	Program-Video & Internet	70.00
Total Francisco, Eurys			140.00
Full Compass			
07/03/2017	Inc00437373	Keyboards	341.44
07/25/2017	inc00441579	Supplies	120.81
Total Full Compass			462.25
Gantzer, Ana			
07/24/2017	62717	Reimbursement-Program Supplies	32.08
Total Gantzer, Ana			32.08
GovConnection			
07/03/2017	54899509	Scanner	2,095.89
07/03/2017	54899509	Scanner	410.30
07/03/2017	54899514	Computer Products	24,568.00
07/05/2017	54899517	Computer Equipment	1,756.48
07/24/2017	54952881	Computer Supplies	119.96
07/24/2017	54968616	Computer Supplies	737.83
07/25/2017	54916232	Computer Products	30.68
07/25/2017	54933792	Computer Products	111.02
07/25/2017	54903412	Computer Products	61.36
Total GovConnection			29,891.52
Grainger			
07/05/2017	9479631922	Swivel Plate Caster	54.43
Total Grainger			54.43
Grunberg, Kirsten			
07/31/2017	71817	Supplies	58.92
Total Grunberg, Kirsten			58.92
Gruppuso			
07/24/2017	28-17-r1	Underground Piping Removed And Repl...	2,441.00
07/24/2017	28-17-r2	Leader Line Repair	550.00
07/31/2017	17-106	Repairs-Fountain Repair-Will	871.50
07/31/2017	17-294	Repairs-Cooling Tower-Will	1,204.00
Total Gruppuso			5,066.50
Heitner, Lois H.			
07/05/2017	4	Program-Yoga	150.00
Total Heitner, Lois H.			150.00
Home Depot Credit Service			
07/25/2017	7020828	Supplies	23.20
Total Home Depot Credit Service			23.20
James, Nicole			
07/25/2017	1	Program-Face Painting	150.00
Total James, Nicole			150.00
Jaquez, Vanessa			
07/05/2017	1a	Program-Floresdepapel	125.00
Total Jaquez, Vanessa			125.00
Keane & Beane			
07/24/2017	27220	Legal Fees	513.05
Total Keane & Beane			513.05
Kolb, Deborah			
07/24/2017	6	Program-Masala Bhangra Dance Class	60.00
Total Kolb, Deborah			60.00

11:42 AM
 08/25/17
 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July 2017

Date	Num	Memo	Amount
Lewis, Jerry Jr.			
07/24/2017	71217	Program-After Effects Class	100.00
Total Lewis, Jerry Jr.			100.00
Lexis/Nexis			
07/31/2017	pp000036833	Subscription	3,000.00
Total Lexis/Nexis			3,000.00
Lloyd, Joan			
07/24/2017	63017	Program-Crafts For A Cause	50.00
Total Lloyd, Joan			50.00
Lothrop Associates			
07/24/2017	1441-7	Tech Training Center	1,736.04
Total Lothrop Associates			1,736.04
Midwest Tape			
07/31/2017	95213107	Materials	31.99
07/31/2017	95229883	Materials	68.97
07/31/2017	95229884	Materials	131.94
Total Midwest Tape			232.90
Multicultural Books and Video			
07/31/2017	17-0591d	Materials	30.64
Total Multicultural Books and Video			30.64
North State Mechanical			
07/25/2017	04012	A/C Start-Up-Will	6,850.00
Total North State Mechanical			6,850.00
Office Dynamics			
07/25/2017	37040	Copier-Quarterly Rental	300.00
Total Office Dynamics			300.00
Oriental Trading			
07/05/2017	684348194-01	Supplies	28.95
07/31/2017	684693184-01	Supplies	102.38
Total Oriental Trading			131.33
Pereira, Teresa			
07/24/2017	71017	Program-Painting Class Instruction	200.00
Total Pereira, Teresa			200.00
Petite Concerts			
07/05/2017	000019	Program-Children's Concert	250.00
Total Petite Concerts			250.00
Preferred Business			
07/24/2017	97616	Printing Supplies	738.00
Total Preferred Business			738.00
Proquest			
07/24/2017	70463088	NY Times Index	3,690.00
Total Proquest			3,690.00
Quill Corp.			
07/24/2017	8166069	Supplies	188.72
07/31/2017	8023191	Supplies	182.88
07/31/2017	8311812	Supplies	182.88
07/31/2017	cm886117	Supplies	-182.88
Total Quill Corp.			371.60
Rhode Island Novelty			
07/05/2017	ln3720918	Supplies	514.10
Total Rhode Island Novelty			514.10
S & S Worldwide			
07/25/2017	9639173	Supplies	47.99

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July 2017

Date	Num	Memo	Amount
Total S & S Worldwide			47.99
Salem Press			
07/31/2017	154932	Materials	265.50
Total Salem Press			265.50
Schall Hardware			
07/25/2017	15284	Hardware	616.57
Total Schall Hardware			616.57
Sciencetellers			
07/25/2017	6468	Program-Pirates Performer	335.60
07/25/2017	6467	Program-Pirates Performer	335.00
Total Sciencetellers			670.60
Stanley Convergent			
07/25/2017	1468520	Alarm Monitoring-Will&Crest	638.21
Total Stanley Convergent			638.21
The Metro Group			
07/25/2017	p1509773	Repairs-Boiler And Cooling Tower Maint.	732.83
07/25/2017	p1507908	Repairs-Installation Of A Pulsafeeder E....	825.00
Total The Metro Group			1,557.83
Thrive Reiki			
07/24/2017	5	Program-Reiki	30.00
Total Thrive Reiki			30.00
Torres, Arnaldo			
07/05/2017	61917	Reimbursement-Program Supplies	18.22
07/24/2017	62717	Reimbursement-Program Supplies	64.66
Total Torres, Arnaldo			82.88
Tutor.com			
07/24/2017	inv-000007550	Online Tutoring Program	24,150.00
Total Tutor.com			24,150.00
U.S. Toy Co.			
07/05/2017	8187990600	Supplies	195.43
07/31/2017	8187990601	Supplies	74.95
Total U.S. Toy Co.			270.38
United Overhead Door			
07/05/2017	s153712-152656	Garage Door Repair	305.50
Total United Overhead Door			305.50
Utica National Insurance Group			
07/24/2017	61517	Liability Insurance	47,267.00
Total Utica National Insurance Group			47,267.00
Verizon			
07/05/2017	9143372191jun17	Phones/Alarms	143.81
07/05/2017	9143373015jun17	Phones/Alarms	45.56
07/05/2017	9147931065jul17	Phones/Alarms	49.88
07/24/2017	9144109274jul17	Phones/Alarms	40.18
07/31/2017	9143372191jul17	Phones/Alarms	161.39
07/31/2017	9143373015jul17	Phones/Alarms	53.67
Total Verizon			494.49
Verizon Wireless			
07/24/2017	9789019102	Cell Phones	131.36
07/24/2017	97880606615	Phones	404.40
Total Verizon Wireless			535.76
Wayne's Electric Service			
07/05/2017	ypl-060517	Outdoor Light Repair	1,354.94
07/25/2017	ypl-060717	Repairs-Temp Wiring To Chilling Tower	3,788.75
07/25/2017	ypl-060617	Repair-Pole Lights	907.35

11:42 AM
 08/25/17
 Accrual Basis

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT July 2017

Date	Num	Memo	Amount
Total Wayne's Electric Service			6,051.04
WB Mason			
07/05/2017	I45247398	Supplies	28.63
07/05/2017	I45247398	Supplies	189.03
07/24/2017	I45659004	Supplies	30.47
07/24/2017	I45699623	Supplies	219.35
07/25/2017	cr4387324	Supplies	-30.47
07/25/2017	cr4358180	Supplies	-15.13
07/25/2017	I45282452	Supplies	84.66
07/25/2017	I45364527	Supplies	30.47
07/25/2017	I45378198	Supplies	15.13
07/25/2017	I45401629	Supplies	13.68
07/25/2017	I45451270	Supplies	48.76
07/25/2017	I45373440	Supplies	102.82
07/25/2017	i45373440	Supplies	53.75
07/31/2017	I45660848	Supplies	30.47
07/31/2017	I45834442	Supplies	77.80
07/31/2017	I45869911	Supplies	
07/31/2017	I45951093	Supplies	29.29
07/31/2017	I45991252	Supplies	8.28
Total WB Mason			916.99
Weaver, Alan			
07/25/2017	0617-11	Program-Excell And Facebook Instruction	720.00
07/25/2017	617-11	Program-Computer Class Instructions	720.00
Total Weaver, Alan			1,440.00
West Payment Center			
07/31/2017	836468703	Materials	74.99
Total West Payment Center			74.99
Westchester Library System			
07/05/2017	6617	Webs Counseling Jan-Jun 17	4,500.00
07/24/2017	070117-59	Enhanced Wireless	500.00
Total Westchester Library System			5,000.00
Xerox			
07/05/2017	89513404	Cost Per Copy Plan	39.55
07/25/2017	089593890	Copier-Maintenance #718656705	418.97
07/25/2017	089593892	Copier-Maintenance #718656721	95.00
Total Xerox			553.52
Yonkers Auto Center			
07/25/2017	3326	Repairs-Jeep 2006 A/C Repair	679.52
Total Yonkers Auto Center			679.52
Yonkers Parking Authority			
07/31/2017	17-0232	Parking Passes (2)	280.00-
Total Yonkers Parking Authority			280.00
TOTAL			236,682.82

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

July 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	25	25		
RIVERFRONT LIBRARY			<u>Dev.</u>	<u>%</u>
Adult	15,661	13,829	(1,832)	
Children's	8,308	8,809	501	
Total Riverfront Circulation	23,969	22,638	(1,331)	-5.55%
 GRINTON I. WILL BRANCH				
Adult	25,352	23,963	(1,389)	
Children's	14,865	15,196	331	
Total Will Circulation	40,217	39,159	(1,058)	-2.63%
 CRESTWOOD BRANCH				
Adult	3,121	3,367	246	
Children's	1,467	2,072	605	
Total Crestwood Circulation	4,588	5,439	851	18.55%
E-Content (All Branches)	7,046	5,526		
TOTAL CIRCULATION				
Total Current Month	75,820	72,762	(3,058)	-4.03%
Total Previous Months	415,403	378,342	(37,061)	-8.92%
Total Year to Date	491,223	451,104	(40,119)	-8.17%

Social Media Statistics July 2017

FACEBOOK

Snapshot

Month	Total Likes	New Likes	Page Engagement*	%	Total Posts	Monthly Total Reach**	%
May	2,311	39	6,302		46	4,382	
June	2,340	35	7,054	12%	55	6,565	49%
July	2,403	63	11,992	70%	62	7,369	12%

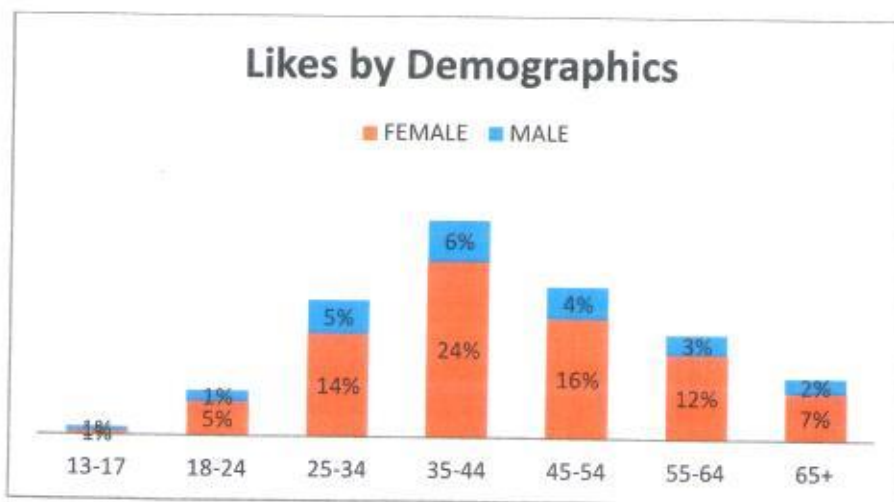
*Page engagement: Likes, clicks, comments, and shares

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

Top 5 Posts

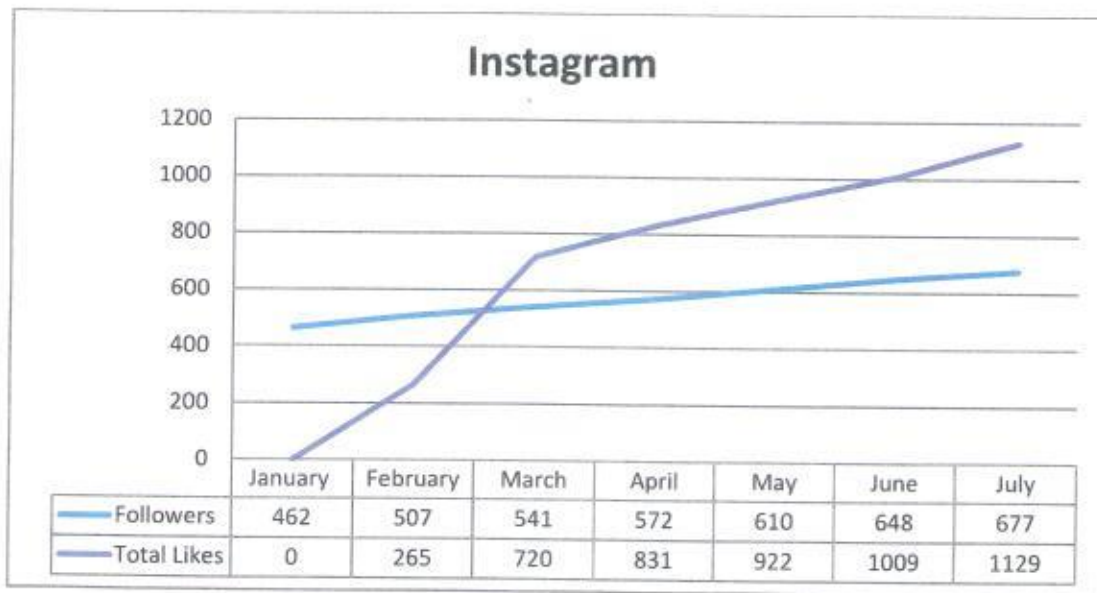
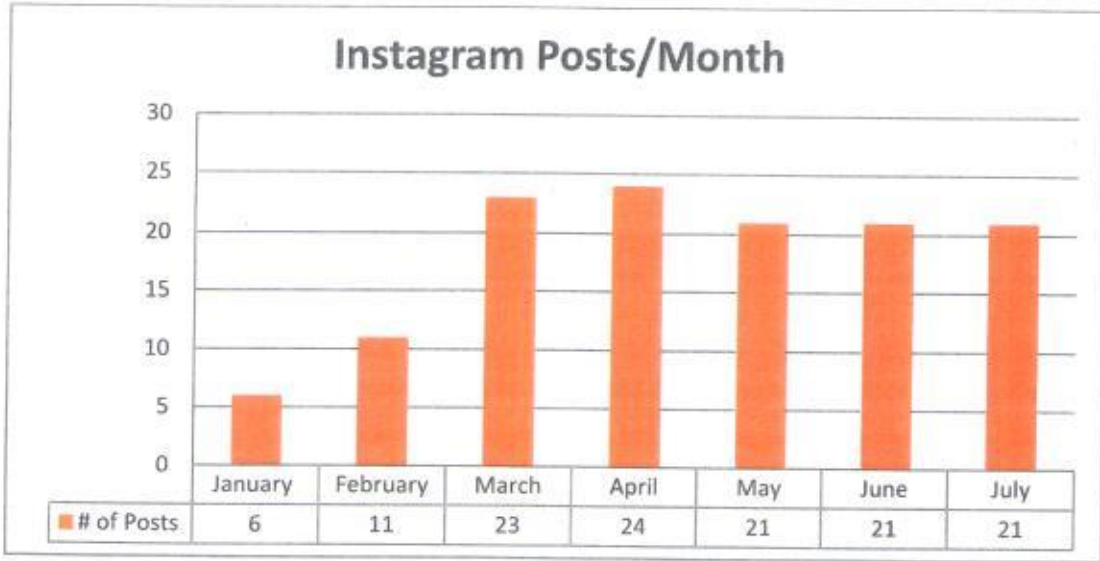
Dates	Content	Reach	Engage	Content Type
7/22/17	Juelz is our weekly winner for the Teen Summer Reading program	1.2K	16	Summer Reading (teens)
7/14/17	Librarians participated in a 5K	887	29	Community Event
7/20/17	Baby sign language storytime	849	6	Storytime program
7/27/17	Digital Media Club interviewing demo	813	10	Teen program
7/20/17	Kids Summer Reading Program Kick-off event	724	27	Kids program

Likes by Demographic



INSTAGRAM

Snapshot

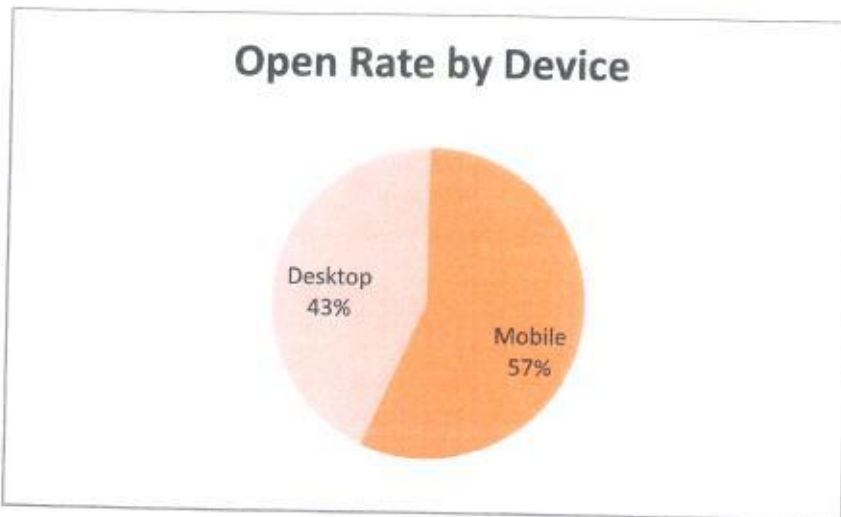


CONSTANT CONTACT

July eNewsletters

Date	Campaign Name	Total Sent	Total Unique Opens	Total Unique Clicks	Open Rate	Total Unsubscribes
7/5/17	Museum Pass	7,688	1,662	354	22.1%	7
7/11/17	Kids Home – Every Day of the Week	7,683	1,359	99	18.1%	10
7/15/17	Going on vacation? Download free eBooks, audiobooks and comics!	7,673	1,328	104	17.7%	10
7/18/17	De-stress and Get Fit...Summer is not over yet!	7,664	1,468	176	19.6%	7
7/20/17	Yonkers Gallery Hop: Thursday, August 3 from 5:00 - 7:30 p.m.	11,298	2,185	128	20%	17
7/25/17	Tech Bridge: Beginner Learners to Advanced Technophiles	7,648	1,464	94	19.6	9

**Yonkers Gallery Hop was a collaboration between PC4 and Blue Door Art Gallery and includes their contacts.*



Monthly: July 2017

	<u>ELECTRONIC USAGE COUNT</u>		<u>MUSEUM PASSES</u>
	2016	2017	<u>CHECK-OUTS</u>
			Jul-17
Riverfront Branch	13,560	12,434	30
Will Branch	4,221	6,495	32
Crestwood Branch	<u>553</u>	<u>797</u>	16
Total	18,334	19,726	<u>78</u>

TURNSTILE COUNT

	2016	2017
Riverfront Library	43,206	31,071
Will Branch	35,121	46,260
Crestwood Branch	<u>5,557</u>	<u>7,575</u>
Total	83,884	84,906

LIBRARY CARD COUNT

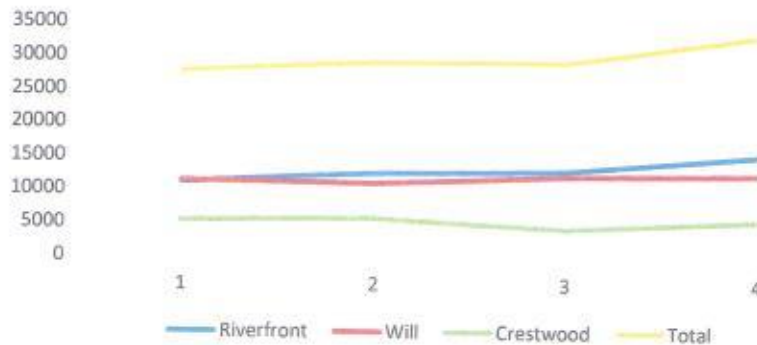
User Profile	Crestwood	Riverfront	Will	Total
Adult	1,198	35,572	24,223	60,993
Contract	0	110	5	115
Courtesy	0	2	17	19
Guest	0	3	0	3
Internet	0	2	2	4
Juvenile	594	7,545	8,741	16,880
Staff	18	99	77	194
Teen	16	5,924	1,662	7,602
Temp	1	11	2	14
Total	1,827	49,268	34,729	85,824

Yonkers Public Library

STATISTICS - PATRON TRANSACTIONS July 2017

	<u>June</u> 2017	<u>July</u> 2017
RIVERFRONT LIBRARY		
Circulation	4,815	6,793
Directional/Other	4,854	4,814
Reference	3,198	3,614
Total	12,867	15,221
GRINTON I. WILL BRANCH		
Circulation	5,994	5,829
Directional/Other	2,577	2,273
Reference	3,543	4,322
Total	12,114	12,424
CRESTWOOD BRANCH		
Circulation	1,598	1,747
Directional/Other	956	955
Reference	1,647	2,804
Total	4,201	5,506
TOTALS		
Current Month	29,182	33,151
Previous Months	-	86,148
Year to Date (April-July)		119,299

Transactions 2017



YONKERS PUBLIC LIBRARY

PERSONNEL REPORT AUGUST 1, 2017

<u>Element Number & Category</u>	<u>Total # of Positions</u>	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	10	7	3
<u>7411 Technical Processing</u>			
	4	3	1
<u>7412/13 Maintenance</u>			
	16	16	0
<u>7412/13/14 Public Service</u>			
Professional	39	35	3
Clerical	<u>35</u>	<u>29</u>	<u>8</u>
TOTAL	107	92	15



Edward Falcone
Library Director

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
July	Literacy Solutions NY: Tutors	A	42
July	Literacy Solutions NY: Learning Center Use	A	70
3 sessions	Literacy Solutions NY: Citizenship Classes	A	51
July	Read Away Your Fines	A	74
11 sessions	TASC Connect	A	33
7/1	Belly Dance Class	A	13
7/5, 12, 26	Job Search Coach	A	38
7/5	Tai Chi for Beginners	A	14
4 sessions	NEDP Classes	A	18
7/6, 20	Zumba Class	A	50
7/5	Riverfront Book Club: I'll See You In Paris	A	12
7/6	First Thursday Gallery Hop	A	16
7/8	Movie: The Great Wall	A	41
7/10	Coloring for Adults	A	5
7/11, 18, 25	Knitting & Crocheting Workshop	A	50
7/11	Masala Bhangra Dance Class	A	12
7/12	Start a Cooking Garden/ Cultiva Hortalizas Para Cocinar	A	5
7/12	Cookbook Club: Picnics, Barbecues and Cookouts	A	3
7/15	Movie: Sing	A	32
7/20	Riverfront Genealogy Club	A	4
7/22	Movie: Split	A	53
7/29	Movie: The Space Between Us	A	64
7/29	Sew Amazing!	A	6
7/31	Energy Healing Meditation	A	15
July	Read Away Your Fines	Y/A	34
7/3	Maker Monday- Teen Summer Photo Club	Y/A	12
4 sessions	Word Wednesday	Y/A	46
5 sessions	Gaming Thursday	Y/A	67
4 sessions	Friday Flicks	Y/A	52
7/10	Teen Painting	Y/A	14
7/11	Create Videos for Social Media	Y/A	22
7/17	Ice Cream Party	Y/A	38
7/18	Photoshop 101 for Teens	Y/A	6
4 sessions	Digital Media Summer Camp	Y/A	18
7/24	Dig It! Gardening Club	Y/A	8
7/25	Garage Band 101	Y/A	3
7/31	Tie-Dye Shop	Y/A	17
5 sessions	Bilingual Storytime	JUV	186
4 sessions	Family Art & Fun Day	JUV	183
4 sessions	Toddler Time	JUV	108
4 sessions	Babies and Books	JUV	86
4 sessions	Baby Signing Time	JUV	102
7/10	Build a Better World Craft	JUV	22
7/10, 17, 31	Minecraft Mondays	JUV	60
7/11, 24	Coding Club	JUV	37
6 sessions	Summer Reading Buddies	JUV	2,695
7/13, 27	YOom for Kids	JUV	30
7/13, 20, 27	Family Films	JUV	256
4 sessions	Friendship Bracelet Club	JUV	109
4 sessions	Summer Board Game Club	JUV	120
7/17	National Ice Cream Day	JUV	83
7/20	National Lollipop Day	JUV	50
7/24	Give a Mouse a Cookie Story & Craft	JUV	42
7/27	Lego-Rama Club	JUV	76
7/31	Halloween in July	JUV	70

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
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HOMEWORK HELPER

Date(s)	Type	Attendance
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NUMBER OF LIBRARY PROGRAMS:

121

ATTENDANCE AT LIBRARY PROGRAMS:

5,373

NON-LIBRARY PROGRAMS

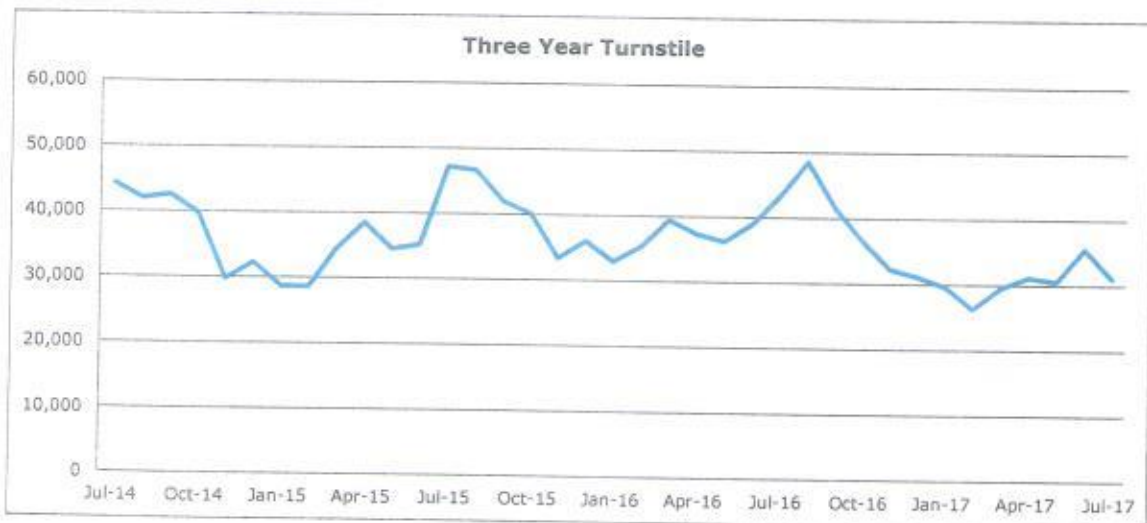
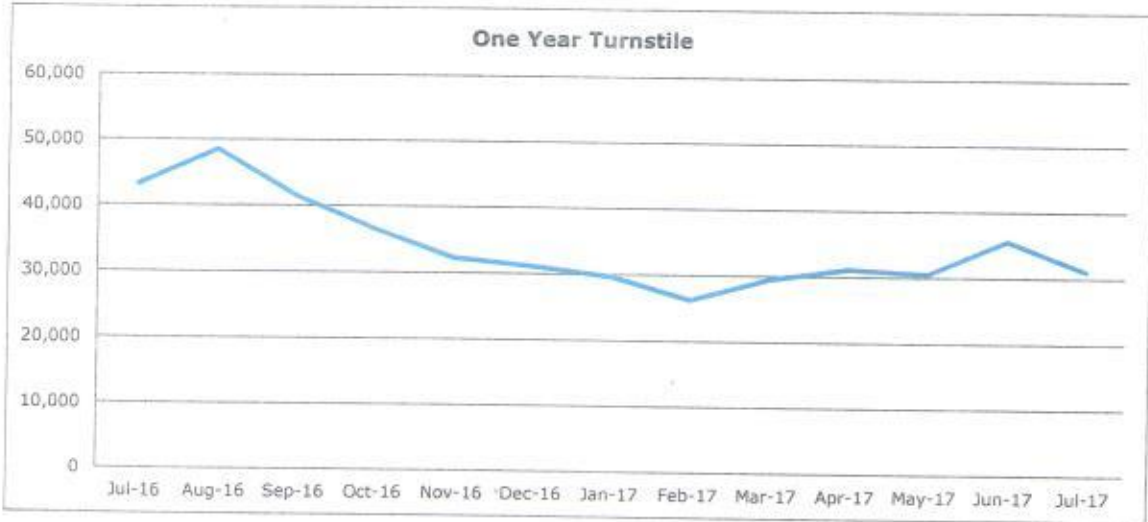
Date(s)	Program	Attendance	Fee
4 sessions	Institute of Reading Development Fordham University Summer Reading	370	\$375.00
4 sessions	Sister to Sister International STEAM Camp	104	
7/3	EmblemHealth New York History Hour Discussion Series	12	
7/3	Israelite Church of God in Jesus Christ: Revealing the Twelve Tribes of Israel	13	
7/6	Hudson Valley Community Services HIV/AIDS Prevention Workshop	22	
7/6	Sister to Sister International STEAM Camp Graduation	120	\$400.00
7/7, 28	City of Yonkers Workforce Development: ACS Homecare Orientation	36	
7/7, 21	Westchester Disabled On the Move	30	
7/8	Braid Movie Holding and Catering	60	\$500.00
7/10	YPS Transportation Bus Monitor Refresher Course	48	
7/10	NYCD16 Indivisible: Economics of NY Single-Payer Healthcare Presentation	25	
7/10	LGBTQ Advisory Board	8	
7/11	VOCAL NY Hepatitis C Community Listening Session	6	
7/11, 25	U.S. Small Business Administration Emerging Leaders 2017	48	
7/12	Toastmaster's International	13	
7/12, 26	Hope & Love Book Club	24	
7/13	Catholic Charities Know Your Rights Immigration Seminar	40	
7/13	Berkshire Farm Quarterly Meeting	4	
7/13	Project Reach for LYFE Coalition Meeting	8	
7/13, 20	WestCOP YouthBuilt Meeting	33	
7/13	Yonkers Police Department Recruitment Video Filming	10	
7/13	First Ward Meeting	6	
7/13, 15	Project Inspire Meeting	26	
7/14	Community Partners for Undoing Racism	11	
7/14, 28	Relative Caregivers Support Group	12	
7/15	Yonkers Sanctuary Movement Community Meeting	75	
7/17	Andrus Community Services Healthy Families	26	
7/18	Yonkers Arts Meeting	12	
7/20	Westchester Institute for Human Development: Daily Life Skills and Support	12	
7/21	Family Services Society of Yonkers Kinship Support Program (Spanish)	6	
7/22	AKC Defensive Driving Class	16	\$25.00
7/22	People's Office Community Resource Guide	6	
7/24	Super Trans Bus Company Meeting	20	\$25.00
7/24	NYS Department of Transportation Job Fair	50	
7/24	Community ESL Tutoring	30	
7/24	Housing Action Council Housing Lottery	50	
7/25	Hometown Heroes 914 Concert & Talent Show	300	\$2,128.75
7/26	City of Yonkers Corp. Counsel: Local 628 Negotiations	12	
7/26	Yonkers Police Department Hiring Ceremony	250	
7/26	SCORE Free Small Business Workshop	19	
7/27	Yonkers Coalition for Youth	9	
7/29	Fit Club	25	\$150.00
7/29	Darryl Graham Agency Defensive Driving Course	6	\$25.00
7/29	Ladies Inspired to Empower: Women's Empowerment Group	21	
7/31	Liberty Partnership Iona College/YPS SAT Prep	16	
7/31	VOCAL NY Meeting	36	

ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,086

GRAND TOTAL PROGRAM ATTENDANCE 7,459

Electronic Use Count

PC Sign Up	<u>Count</u>
29 English-speaking Computer Classes	12,434
9 Spanish-speaking Computer Classes	235
	14
TOTAL ELECTRONIC USE COUNT:	12,683
RIVERFRONT LIBRARY TURNSTILE COUNT:	31,071



Room	# Events	Hours	Utilization
Arts & Crafts Room	14	34.50	13.91%
Auditorium	4	11.00	4.44%
Auditorium and Event Space	5	15.50	6.25%
Board Room	10	29.50	11.90%
Community Room A	8	26.00	10.48%
Community Room A & B	20	70.00	28.23%
Community Room B	10	39.25	15.83%
Event Space	6	21.00	8.47%
Learning Lab	43	95.75	38.61%
Maker Lab	15	41.00	16.53%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	1	3.00	1.21%
Room 1	2	4.50	1.81%
Room 2B	28	88.25	35.58%
Room 3	2	6.00	2.42%
Room 4B	17	36.50	14.72%
Small People's Place	18	18.50	7.46%
Table Space 1	8	47.00	18.95%
Tech Central	17	35.25	14.21%
Third Floor Computer Lab	1	3.00	1.21%
Yonkers Room	22	82.75	33.37%
Young Adult Room	12	36.00	14.52%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
7/10,12,17,19,24,26 & 31	Reading Pals	Juv	101
7/10,17,24 & 31	Art Cart	Juv	207
7/11,18 & 25	Nursery Rhyme Time	Juv	60
7/11,18 & 25	Big Top Fun!	Juv	179
7/12 & 26	Feature Films	Juv	187
7/12,19 & 26	Pajama Story Time	Juv	53
7/12,19 & 26	Kids' Chess Club	Juv	26
7/13,20 & 27	Sloppy Science	Juv	212
7/13,20 & 27	Mother Goose Time	Juv	42
7/14,21 & 28	Baby Time	Juv	41
7/14 & 21 & 28	Lego Club	Juv	203
7/17	Bilingual Story Time	Juv	24
7/24 & 31	Let's Get Started With Chess	Juv	30
7/6,11,13,18,20,25 & 27	Senior Benefit Information Center	Adult	9
7/6,13,20 & 27	Bridge Club	Adult	49
7/6	Feature Film: <i>La La Land</i>	Adult	43
7/10 & 31	Sing Memorable Songs	Adult	81
7/10	String Instrument Meet Up	Adult	5
7/11	Feature Film: <i>White Heat</i>	Adult	21
7/11 & 25	Crochet Club	Adult	20
7/12	WEBS Career Counseling	Adult	6
7/25	Book Discussion w/ Laurie Antash	Adult	17
7/25	Fine Art Film Series	Adult	21
7/5,12,19 & 26	Word Games	YA	12
7/6,13,20 & 27	Board Games	YA	15
7/17	Jewelry Making for Fun	YA	17
7/28	YA Feature Film: <i>Nerve</i>	YA	17
20 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	517

CLASS VISITS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>

OUTREACH

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>

HOMEWORK HELPER

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>

NUMBER OF LIBRARY PROGRAMS
ATTENDANCE AT LIBRARY PROGRAMS:

91
2,215

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
7/3,5,10,12,17, 19,24 & 27	Fordham Reading Program	150	280
7/3	Writers' Workshop	10	
7/8	Westchester Romance Writers	15	
7/11	La Leche	8	
7/12	Medicare 101	10	
7/12	What is Vaper Itrusion?	15	
7/12	National Stuttering Association	7	
7/13	Starting with Me Breaking the Chain	10	
7/14	Census Bureau	6	
7/15	Star Talk Hindu Program	200	
7/15	Tri State Wolf Pack	20	
7/18 & 27	WestchesterBoard of Elections	360	
7/18	Housing Action Council	30	
7/19	Councilman Breen	19	
7/21,22 & 23	Little Radical Theatrics	350	
7/25	Yonkers Mobile Tax Service	300	
7/25	Yonkers Housing Authority	37	
7/26	Score	30	
7/26	Toastmaster's	10	
7/29	Empire Safety	30	\$50
7/31	Enrico Fermi Scholarship Committee	10	
22 Sessions	Senior Center-Yonkers Park Dept	475	

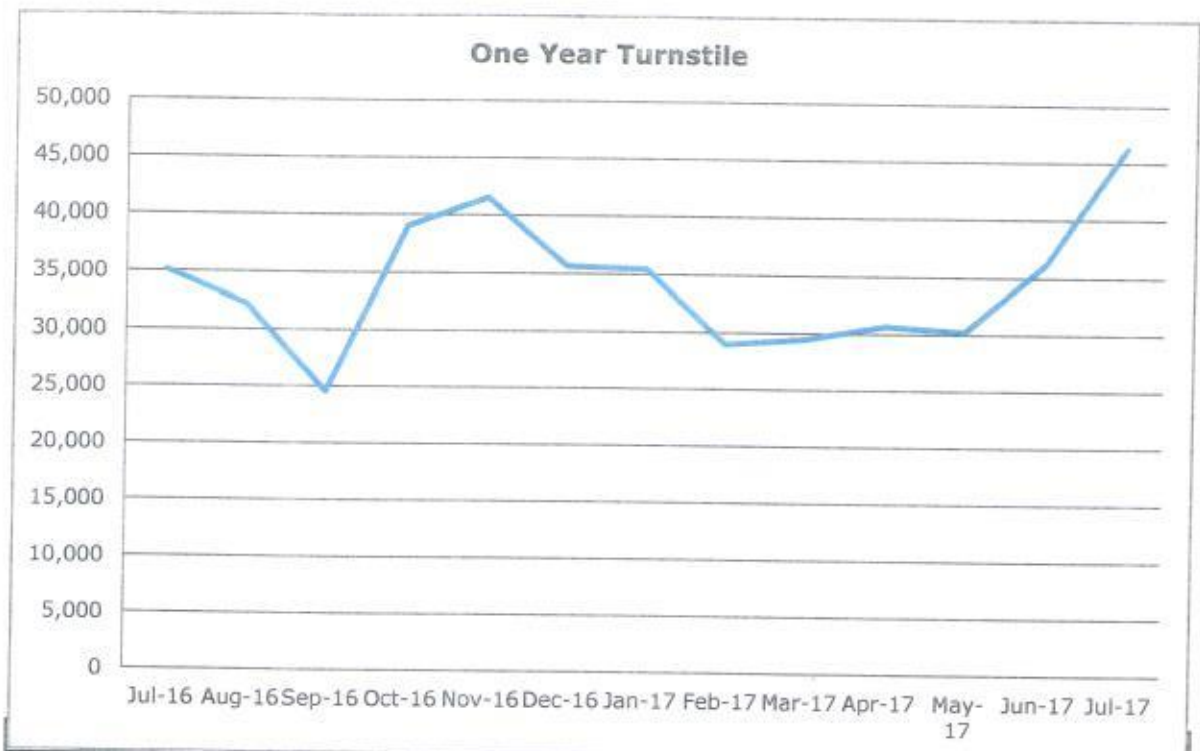
ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,102

GRAND TOTAL PROGRAM ATTENDANCE 4,317

PC Sign Up 6,430
10 Computer Classes 65

TOTAL ELECTRONIC USE COUNT: 6,495

Will Library Turnstile Count 46,260



Auditorium	170	56.70%
Meeting Room	30	9.80%
Projection Room	125	41.69%
Sen. Flynn Room	30	9.88%
Story Room	41	13.57%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
3 sessions	Tech Drop-In	A	52
2 sessions	Sing Memorable Songs	A	19
4 sessions	News & Brews	A	75
1 session	Mango Languages Demo	A	20
4 sessions	PC Cruzin'	A	15
14 sessions	Help Desks	A	20
4 session	Yoga for Yogis	A	49
3 sessions	Color @Crestwood	A	37
2 sessions	Non-pretzel Yoga for Adults	A	18
1 session	3-D Printing	A	39
1 session	Everything E-Book	A	12
1 session	Crestwood Reiki Experience	A	18
1 session	Music Online	A	24
1 session	Audiobooks	A	16
1 session	Email Tips and Tricks	A	6
6 sessions	MahJong	A	32
1 session	Relax and Restore Sound Meditation	A	24
2 sessions	Mindful Mondays	A	7
1 session	Drones	A	42
2 sessions	Dance With Daphne	JUV	25
4 sessions	Crafternoon	JUV	142
1 session	Tumblebooks	JUV	97
5 sessions	Art of Listening	JUV	105
4 sessions	Read Together Thursdays	JUV	74
4 sessions	Kids Take Action	JUV	80
3 sessions	Science with Sharon	JUV	102
8 sessions	Music & Merriment (9:30 & 11am)	JUV	332
1 session	Lego Club	JUV	33
5 sessions	Crestwood Cinema	JUV	92
1 session	Stress Less for Kids	JUV	15
1 session	Pajama Storytime	JUV	23
1 session	Third Thursday: Storytime	JUV	25
4 sessions	Fit & Fun Fridays	JUV	75
5 sessions	Teen Mind Mondays	YA	58
3 sessions	Teen Tech Tuesdays	YA	42
4 sessions	Teen Word Wednesdays	YA	38
1 session	Teen Readers: Book Group	YA	11
1 session	Book Buzz	YA	78
1 session	VOLUNTEENS	YA	14

HOMEWORK HELPER

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

NUMBER OF LIBRARY PROGRAMS:
ATTENDANCE AT LIBRARY PROGRAMS:

112
1,986

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
8 sessions	Parks Dept. Senior Group #16	N/A	69
7/26	Friends of Crestwood Library Board Meeting	N/A	6
ATTENDANCE AT NON-LIBRARY PROGRAMS:		0	75

GRAND TOTAL PROGRAM ATTENDANCE:

2,061

Electronic Use Count

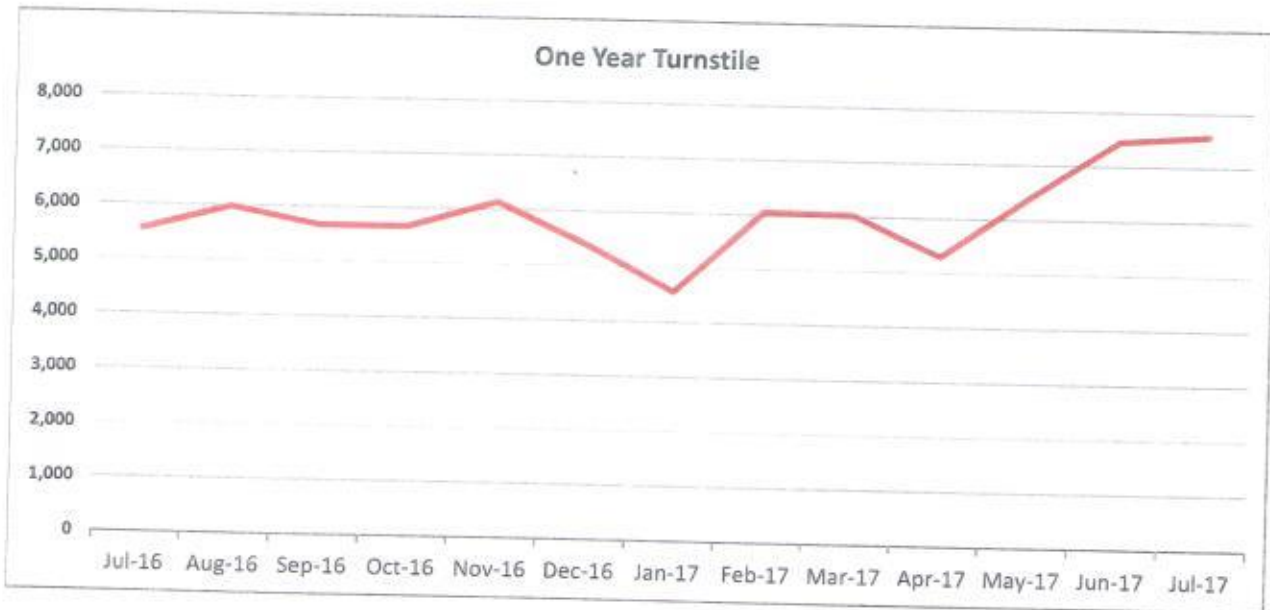
	Count
PC Sign Up	462
29 Computer Events- Classes/workshops/drop-ins/help desk	335

TOTAL ELECTRONIC USE COUNT:

797

CRESTWOOD LIBRARY TURNSTILE COUNT:

7,575



Room	# Events	Hours	Utilization
Adult Computer Area	23	21	8.19%
Children's Room	61	102	39.77%
Reading Room	13	35	13.65%
Teen Corner	14	97	37.82%
Outside	1	1.5	0.58%
	112	256.5	

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

BOOK STOCK

For the Month of JULY 2017

RIVERFRONT LIBRARY	2017	2016
Number of volumes at end of previous month	157,616	
Number of volumes added this month	757	
TOTAL	158,373	
Number of volumes lost/withdrawn this month	175	
TOTAL VOLUMES RIVERFRONT LIBRARY	158,198	158,614

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	148,392	
Number of volumes added this month	724	
TOTAL	149,116	
Number of volumes lost/withdrawn this month	809	
TOTAL VOLUMES GRINTON I. WILL BRANCH	148,307	154,621

CRESTWOOD BRANCH		
Number of volumes at end of previous month	22,350	
Number of volumes added this month	252	
TOTAL	22,602	
Number of volumes lost/withdrawn this month	509	
TOTAL CRESTWOOD BRANCH	22,093	20,754

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	328,598	333,989
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Yonkers Public Library

Bill List August 2017

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
KAEYER, GARMENT & DAVIDSON	WILL FAÇADE PROF FEES	8/24/2017	2,347.82
MILCON	GRINTON I. WILL FAÇADE	8/2/2017	53,136.70
TOTAL			55,484.52
CONTRIBUTIONS FUNDS			
25TH YONKERS RIVERFEST	2017 VENDOR APPLICATION	8/8/2017	60.00
AMAZON	MATERIALS	8/8/2017	998.81
AMERICAN EXPRESS	STARTER HOSTING DOMAIN	8/28/2017	174.91
AMERICAN MUSEUM/NATURAL HISTORY	100 VOUCHERS	8/1/2017	1,000.00
BEAN, SHARON	REIM EXP; PROGRAM	8/8/2017	20.00
CALVERT, CLAYTON	LABOR	8/8/2017	125.00
CALVERT, CLAYTON	REIMB EXP:MARK HUMPHREY GAL	8/28/2017	2,987.45
DEMCO	MATERIALS	8/1/2017	541.18
EMCO SOFTWARE	SOFTWARE	8/8/2017	185.50
GIORDANO, VIRGINIA	MATERIALS	8/8/2017	31.90
GOVCONNECTION, INC.	TRAC MACHINES TONER CART	8/15/2017	230.00
GOVCONNECTION, INC.	TRAC MACHINES TONER CART	8/28/2017	378.70
GOVCONNECTION, INC.	MISC EXPENSE	8/8/2017	386.71
KEANE & BEANE P.C.	PROFESSIONAL SERVICES	8/8/2017	3,218.50
LIBRARY DEVELOPMENT SOLUTIONS	PROFESSIONAL SERVICES	8/22/2017	2,500.00
PRESEDO, VIVIAN	ART GALLERY PETTY CASH	8/8/2017	1,000.00
SCHREIBER, ELYSE	REIMB EXP:HISPANIC HERIT PROG	8/28/2017	68.89
TOTAL			13,907.55
GRANT			
GRASSO BROTHERS	PROJECT: TECH CENTRAL FINAL	8/11/2017	25,746.50
TOTAL			25,746.50

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT August 2017

Date	Num	Memo	Amount
Abbey Ice			
08/16/2017	47194	Spring Water	92.00
08/16/2017	47195	Spring Water	79.00
08/22/2017	48875	Spring Water	27.00
08/22/2017	48878	Spring Water	66.00
08/28/2017	48874	Spring Water	53.00
08/31/2017	50562	Spring Water	79.00
08/31/2017	50563	Spring Water	59.50
Total Abbey Ice			455.50
ABM Systems			
08/22/2017	0000010270	Service Contract	3,340.00
Total ABM Systems			3,340.00
Amazon.com			
08/16/2017	87810312096jul17	Program Supplies	481.04
08/16/2017	87810312096jul17	Program Supplies	3,772.16
08/28/2017	87810312096aug17	Materials and Supplies	163.25
Total Amazon.com			4,416.45
American Express			
08/16/2017	6-76005jul17	Software & Program Supplies	249.92
08/16/2017	6-76005jul17	Software & Program Supplies	41.85
08/31/2017	6-76005aug17	Program Supplies, Web Training	80.91
08/31/2017	6-76005aug17	Program Supplies, Web Training	433.00
Total American Express			805.68
Amoils, Roseanne			
08/22/2017	45	Program-Job Search Coach	675.00
Total Amoils, Roseanne			675.00
Argento & Sons			
08/28/2017	328266	Hedge Trimmer Repair and Parts	265.54
Total Argento & Sons			265.54
ARTEAGA, KELLY			
08/16/2017	17-17	Program-Zumbini	75.00
08/16/2017	3	Program-Zumba	70.00
08/28/2017	4	Program-Zumba	70.00
Total ARTEAGA, KELLY			215.00
B & H Photo			
08/22/2017	129444777	Mixer	46.94
Total B & H Photo			46.94
Baird, Zahra			
08/16/2017	8117	Reimbursement-Program Supplies	46.93
08/16/2017	72717	Reimbursement-Program Supplies	72.68
08/22/2017	81417	Reimbursement-Program Supplies	67.78
08/28/2017	81417a	Reimbursement-Program Supplies	51.90
08/31/2017	82517	Reimbursement-Program Supplies	80.40
Total Baird, Zahra			319.69
Baker & Taylor			
08/16/2017	jul-17	Materials	7,517.96
08/16/2017	jul-17	Materials	7,517.96
08/16/2017	jul-17	Materials	3,000.00
08/16/2017	ls17060057	Book Leasing-Will	2,020.41
08/16/2017	ls17060057	Book Leasing-Riverfront	2,020.41
08/16/2017	ls17060057	Book Leasing-Crestwood	761.25
Total Baker & Taylor			22,837.99
Barnes & Noble			
08/31/2017	3513074	Materials	222.01
Total Barnes & Noble			222.01
Bean, Sharon			
08/16/2017	72317	Reimbursement-Program Supplies	177.40

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 August 2017

Date	Num	Memo	Amount
08/22/2017	8417	Reimbursement-Program Supplies	34.97
Total Bean, Sharon			212.37
Bilingual Publications			
08/31/2017	73830	Materials	45.92
Total Bilingual Publications			45.92
Brodart			
08/16/2017	476698	Supplies	1,820.89
Total Brodart			1,820.89
Cablevision Lightpath			
08/22/2017	21454161	Internet	5,234.75
08/22/2017	21461123	Phones	3,545.29
Total Cablevision Lightpath			8,780.04
Cablevision Optimum			
08/16/2017	07803544469aug17	Cable TV	14.70
08/22/2017	07803065546aug17	TV Box	7.35
08/31/2017	07803550279aug17	Cable-Crestwood	140.70
Total Cablevision Optimum			162.75
CHLOE'S KIDS			
08/28/2017	3	Program-Baby Signing Time	150.00
Total CHLOE'S KIDS			150.00
Citadel Pest Control			
08/16/2017	3143	Pest Control	200.00
08/28/2017	3164	Pest Control	285.00
08/28/2017	3165	Pest Control	240.00
Total Citadel Pest Control			725.00
Con Edison			
08/16/2017	92142173100jul17	Gas	154.74
Total Con Edison			154.74
Crown HVAC			
08/16/2017	7928	Time Switch and Belts	347.38
08/16/2017	7929	Replaced Pressure Valve	458.66
Total Crown HVAC			806.04
Crown Janitorial			
08/16/2017	392258-1	Janitorial Supplies	1,997.19
Total Crown Janitorial			1,997.19
Cruz, Aurora			
08/31/2017	82417	Reimbursement-Program Supplies	93.19
Total Cruz, Aurora			93.19
Daly, Celine			
08/16/2017	72117	Program-Sound Bath	50.00
Total Daly, Celine			50.00
Demco			
08/16/2017	6173563	Supplies	86.08
08/22/2017	6180589	Supplies	3,176.00
Total Demco			3,262.08
DeWaters, Alice			
08/31/2017	82217	Reimbursement-Program Supplies	88.43
Total DeWaters, Alice			88.43
Dreamland Security			
08/31/2017	dss6 107	Security Guard Service	9,966.00
Total Dreamland Security			9,966.00
Emil Yedowitz Landscaping			
08/16/2017	yed5059	Sprinkler Start-up-Crestwood	90.00

9:40 AM
 09/05/17
 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 August 2017

Date	Num	Memo	Amount
Total Emil Yedowitz Landscaping			90.00
FedEx			
08/16/2017	5-881-52234	Tracsystems, Inc. IT Dept	52.82
Total FedEx			52.82
Francisco, Eurys			
08/16/2017	3	Program-Tech in Spanish	70.00
Total Francisco, Eurys			70.00
Full Spectrum Laser			
08/16/2017	124887	Laser Cutter And Access	3,899.00
Total Full Spectrum Laser			3,899.00
Gantzer, Ana			
08/22/2017	8917	Reimbursement-Program Supplies	27.94
08/28/2017	81717	Reimbursement-Program Supplies	100.07
Total Gantzer, Ana			128.01
Germino, Damien			
08/16/2017	1	Program-Yoga	80.00
08/22/2017	2	Program-Yoga	80.00
Total Germino, Damien			160.00
Getzoff, Steven M.			
08/28/2017	1	Program-Tech Central IP Seminar for S...	50.00
Total Getzoff, Steven M.			50.00
Gibbons Family Fitness			
08/28/2017	1	Program-Kickboxing	65.00
08/31/2017	2	Program-Kickboxing	65.00
Total Gibbons Family Fitness			130.00
Gonzalez, Alexander			
08/16/2017	8317	Program-Summer Coding Classes	900.00
Total Gonzalez, Alexander			900.00
GovConnection			
08/16/2017	54998149	Computer Products	439.05
08/16/2017	55028772	Computer Products	229.72
08/16/2017	55028773	Computer Products	114.94
08/16/2017	55001727	Computer Products	407.92
08/22/2017	55032716	Computer Products	416.01
08/28/2017	55053848	Computer Products	88.55
08/28/2017	55057944	Computer Products	33.76
08/31/2017	55091353	Computer Products	589.98
Total GovConnection			2,319.93
Greco, Amalia			
08/16/2017	6	Program-Sushi In Spanish	175.00
08/28/2017	7	Program-Sushi Making	175.00
Total Greco, Amalia			350.00
Gruppuso			
08/22/2017	17-320	Replaced Flushometer	637.00
Total Gruppuso			637.00
Halpern, Michelle			
08/22/2017	8417	Reimbursement-Program Supplies	109.90
Total Halpern, Michelle			109.90
Heltner, Lois H.			
08/22/2017	8417	Program-Yoga	200.00
Total Heltner, Lois H.			200.00
Home Depot Credit Service			
08/16/2017	9661981	Window Well Covers	283.90
08/31/2017	7071514	Thermostats	498.00

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 August 2017

Date	Num	Memo	Amount
Total Home Depot Credit Service			781.90
Ingram			
08/16/2017	99324946	Materials	24.35
Total Ingram			24.35
ISE Office Plus			
08/28/2017	376768	Supplies	205.37
Total ISE Office Plus			205.37
Journal News, The			
08/22/2017	wt1146971	Subscription-Will	996.30
Total Journal News, The			996.30
Kaplan Early Learning Co.			
08/16/2017	0004490937	Supplies	305.98
08/16/2017	0004491400	Supplies	20.74
Total Kaplan Early Learning Co.			326.72
Keane & Beane			
08/16/2017	27935	Prof. Service Re: DASNY	1,260.00
Total Keane & Beane			1,260.00
Lectorum Publications			
08/16/2017	765454	Materials	39.88
Total Lectorum Publications			39.88
Lewis, Jerry Jr.			
08/16/2017	6	Program-Adobe Classes	100.00
08/16/2017	5	Program-Photoshop Classes	100.00
Total Lewis, Jerry Jr.			200.00
Lu, Kristen			
08/16/2017	4	Program-Meditation	75.00
Total Lu, Kristen			75.00
Mackenzie Automatic Doors			
08/22/2017	315534	Door Repairs	1,715.23
Total Mackenzie Automatic Doors			1,715.23
McGibney, Catherine			
08/22/2017	72717	Program-Yoga	100.00
Total McGibney, Catherine			100.00
Midwest Tape			
08/28/2017	95286896	Materials	173.69
08/31/2017	95304595	Materials	77.56
Total Midwest Tape			251.25
Mota, Juan			
08/16/2017	6	Program-Sewing Instruction	375.00
Total Mota, Juan			375.00
Multicultural Books and Video			
08/16/2017	17-0591e	Materials	26.79
08/28/2017	17-0353a	Materials	422.67
08/28/2017	17-1011b	Materials	74.75
08/28/2017	17-1250	Materials	123.30
Total Multicultural Books and Video			647.51
Nat'l Learning Corp.			
08/31/2017	0052318	Materials	419.50
Total Nat'l Learning Corp.			419.50
Norman, Miriam			
08/22/2017	40	Program-Knitting Instuction	175.00
Total Norman, Miriam			175.00

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 August 2017

Date	Num	Memo	Amount
Open Systems			
08/16/2017	37354	Replaced Transmitter	979.00
08/31/2017	37669	Equipment & Services of Duct Detector	342.00
Total Open Systems			1,321.00
Panek-Harris, Julia			
08/16/2017	72117a	Program-Sound Bath	50.00
Total Panek-Harris, Julia			50.00
Pereira, Teresa			
08/22/2017	8717	Program-Painting Instruction	200.00
Total Pereira, Teresa			200.00
Peterson's			
08/16/2017	4884495	Materials	53.86
Total Peterson's			53.86
Pitney Bowes rental			
08/31/2017	1004983894	Postage Tape Sheets	75.12
Total Pitney Bowes rental			75.12
Platt, Daphne			
08/16/2017	71717	Program-Dance With Daphne	125.00
Total Platt, Daphne			125.00
Preferred Business			
08/22/2017	97848	Custom Labels	295.73
Total Preferred Business			295.73
Recorded Books			
08/16/2017	75570084	Materials	41.60
08/28/2017	75575020	Materials	41.60
Total Recorded Books			83.20
Reserve Account-Pitney Bowes			
08/28/2017	31654684b	Postage-Will	1,000.00
08/28/2017	31654692b	Postage-Riverfront	1,000.00
Total Reserve Account-Pitney Bowes			2,000.00
S & S Worldwide			
08/16/2017	9777056	Supplies	126.72
08/22/2017	9796186	Supplies	22.15
08/31/2017	9811277	Supplies	15.98
Total S & S Worldwide			164.85
Schall Hardware			
08/16/2017	15376	Hardware	416.92
Total Schall Hardware			416.92
Spanish Publishers			
08/28/2017	048670	Materials	183.27
Total Spanish Publishers			183.27
Stanley Convergent			
08/22/2017	14764060	Monitoring & Maintenance	749.49
08/22/2017	14770240	Monitoring & Maintenance	638.21
Total Stanley Convergent			1,387.70
Sterling Sanitary Supply			
08/28/2017	af7140	Janitorial Supplies	1,927.34
Total Sterling Sanitary Supply			1,927.34
Supt. Of Documents			
08/28/2017	0497388a	Gov't Printing Docs	14.00
08/28/2017	0497388b	Gov't Printing Docs	14.00
Total Supt. Of Documents			28.00
The Metro Group			

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
August 2017

Date	Num	Memo	Amount
08/16/2017	pl 513224	Cooling Tower Disinfection	757.00
08/22/2017	pl 1514576	Cooling Tower Sampling	375.00
08/28/2017	pl 56116	Ph Test Strips & Ph Digital Pen	479.88
Total The Metro Group			1,611.88
Thrive Reiki			
08/22/2017	6	Program-Reiki	60.00
Total Thrive Reiki			60.00
Torres, Arnaldo			
08/28/2017	81717	Reimbursement-Program Supplies	28.00
Total Torres, Arnaldo			28.00
United Overhead Door			
08/16/2017	s154250-152856	Repairs-Steel Door, Replace Sections	1,930.00
Total United Overhead Door			1,930.00
Verizon			
08/16/2017	9143372191aug17	Phones/Alarms	143.81
08/16/2017	9147931065aug17	Phones/Alarms	56.44
08/22/2017	9144109274aug17	Phones/Alarms	40.18
08/31/2017	9143372191sep17	Phones/Alarms	149.23
08/31/2017	9143373015aug17	Phones/Alarms	48.05
Total Verizon			437.71
Verizon Wireless			
08/16/2017	9789802105	Phones	349.30
08/28/2017	9790765435aug17	Phones	131.36
Total Verizon Wireless			480.66
Vernon Library Supplies			
08/16/2017	0088241-in	DVD Cases	1,380.10
Total Vernon Library Supplies			1,380.10
Wayne's Electric Service			
08/16/2017	ypl-070117	Repairs-Electrical	12,860.63
08/22/2017	ypl-080317	Replaced Feeders	1,760.71
Total Wayne's Electric Service			14,621.34
WB Mason			
08/16/2017	I46283914	Supplies	130.79
08/16/2017	I46349761	Supplies	65.68
08/22/2017	I46598424	Supplies	39.28
08/22/2017	I46626687	Supplies	49.10
08/28/2017	I46856694	Supplies	19.46
08/28/2017	I46719305	Supplies	938.22
08/28/2017	I46684208	Supplies	49.10
08/31/2017	cr4517783	Supplies	-19.46
08/31/2017	I46939452	Supplies	19.46
08/31/2017	I46881602	Supplies	98.40
Total WB Mason			1,390.03
Weaver, Alan			
08/28/2017	0717-13	Program-Tech Central Classes	450.00
Total Weaver, Alan			450.00
Westchester Library System			
08/16/2017	080117-33	Bar Codes	344.40
08/31/2017	082117-9	Subscription-Title Source	2,810.00
08/31/2017	82417a	College Readiness Series	600.00
Total Westchester Library System			3,754.40
Xerox			
08/16/2017	089958059	Base Charge	85.23
08/16/2017	089958060	Meter Usage Prints	95.00
Total Xerox			180.23
Yonkers Wellness Center			

9:40 AM
09/05/17
Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
August 2017

Date	Num	Memo	Amount
08/22/2017	6	Program-Sound Bath	75.00
Total Yonkers Wellness Center			75.00
TOTAL			<u>113,315.45</u>

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

August 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	27	27		
RIVERFRONT LIBRARY			Dev.	%
Adult	16,556	14,852	(1,704)	
Children's	10,398	9,289	(1,109)	
Total Riverfront Circulation	26,954	24,141	(2,813)	-10.44%
GRINTON I. WILL BRANCH				
Adult	28,038	24,546	(3,492)	
Children's	16,764	14,789	(1,975)	
Total Will Circulation	44,802	39,335	(5,467)	-12.20%
CRESTWOOD BRANCH				
Adult	3,433	3,330	(103)	
Children's	1,457	2,039	582	
Total Crestwood Circulation	4,890	5,369	479	9.80%
E-Content (All Branches)	6,750	5,803		
TOTAL CIRCULATION				
Total Current Month	83,396	74,648	(8,748)	-10.49%
Total Previous Months	<u>491,223</u>	<u>451,104</u>	<u>(40,119)</u>	<u>-8.17%</u>
Total Year to Date	574,619	525,752	(48,867)	-8.50%

Social Media Statistics August 2017

FACEBOOK Snapshot

Month	Total Likes	New Likes	Page Engagement*	%	Total Posts	Monthly Total Reach**	%
May	2,311	39	6,302		46	4,382	
June	2,340	35	7,054	12%	55	6,565	49%
July	2,403	63	11,992	70%	62	7,369	12%
August	2,465	62	7,690	-36%	61	6,423	-13%

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

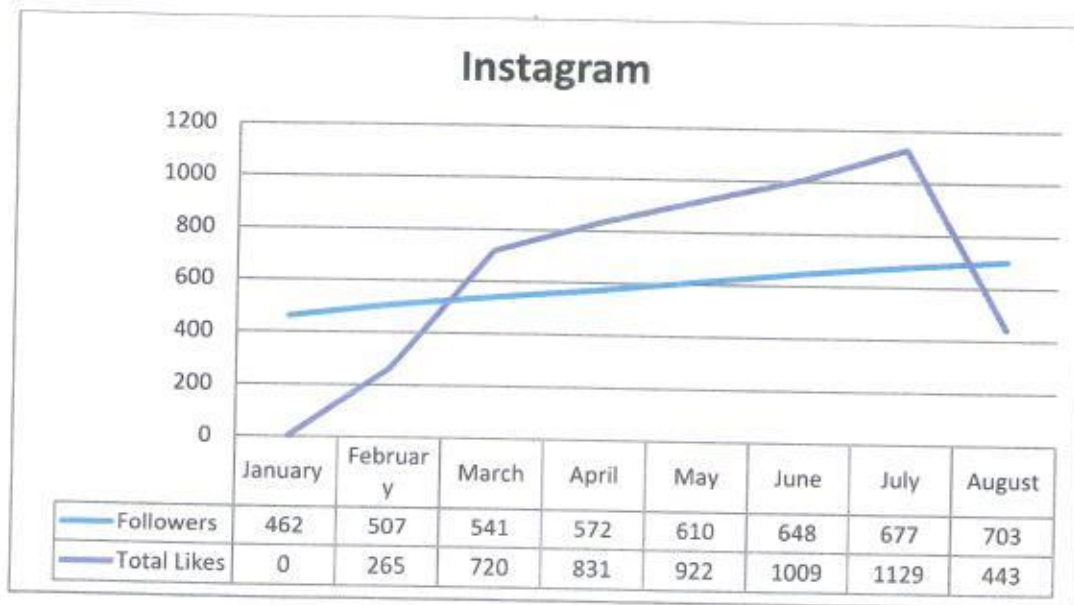
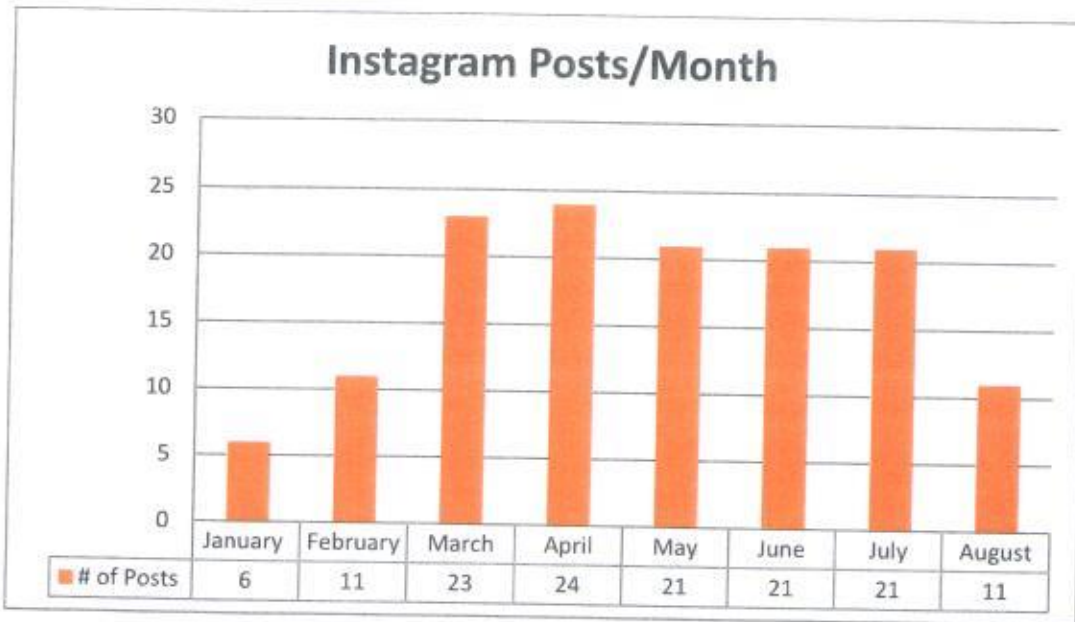
**Reach: Patrons are online & YPL posts show up in newsfeed

Top 5 Posts

Dates	Content	Reach	Engage	Content Type
8/26/17	Here is a picture of one of our Yankee ticket winner, Nicole. Little Victoria won the other tickets.	1.7K	78	Summer Reading
8/16/17	Our Librarian Ali using her wonderful artistic skills to work on a mural for our "Libraries Are For Everyone" project.	1.1K	74	Staff
8/16/17	With grandma at the library reading my book in my "fancy" wagon.	1.2K	38	Random patron
8/8/17	*MARK YOUR CALENDARS* The Riverfront Library Children's Department will be having their first Arabic Storytime on Wednesday, August 23 @ 11am! See flyer below for more details.	1K	24	Kids program
8/8/17	In a 90-minute class, these teens learned basic layout using Adobe InDesign and created a custom magazine cover. #futuredesigner #yonkerspubliclibrary #yonkersteens	923	44	Teen Program

INSTAGRAM

Snapshot

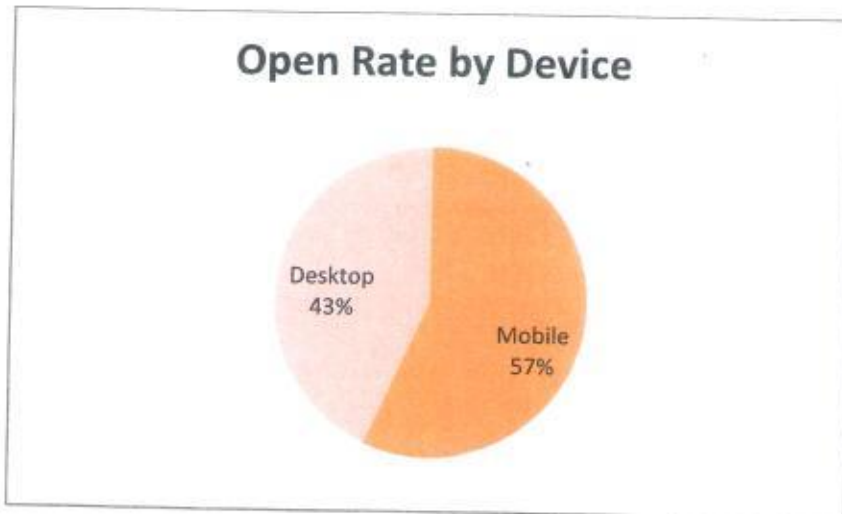


CONSTANT CONTACT

August eNewsletters

Date	Campaign Name	Total Sent	Total Unique Opens	Total Unique Clicks	Open Rate	Total Unsubscribes
8/1/17	Yonkers Gallery Hop: Thursday, August 3 from 5:00 - 7:30 p.m.	11,299	2,137	157	20.2%	22
8/2/2017	Professional Development Classes	7,628	1,499	177	20.1%	6
8/16/17	Crestwood Summer Programs	7,619	1,272	109	17.1%	8
8/26/17	Coding Classes	7,610	1,295	130	17.7%	8

**Yonkers Gallery Hop is a collaboration between PC4 and Blue Door Art Gallery and includes their contacts.*



Monthly: August 2017

	<u>ELECTRONIC USAGE COUNT</u>		<u>MUSEUM PASSES</u>
	2016	2017	<u>CHECK-OUTS</u>
			Aug-17
Riverfront Branch	16,495	13,429	33
Will Branch	6,726	7,642	45
Crestwood Branch	664	911	18
Total	23,885	21,982	96

TURNSTILE COUNT

	2016	2017
Riverfront Library	48,569	39,449
Will Branch	32,242	42,756
Crestwood Branch	5,984	8,901
Total	86,795	91,106

LIBRARY CARD COUNT

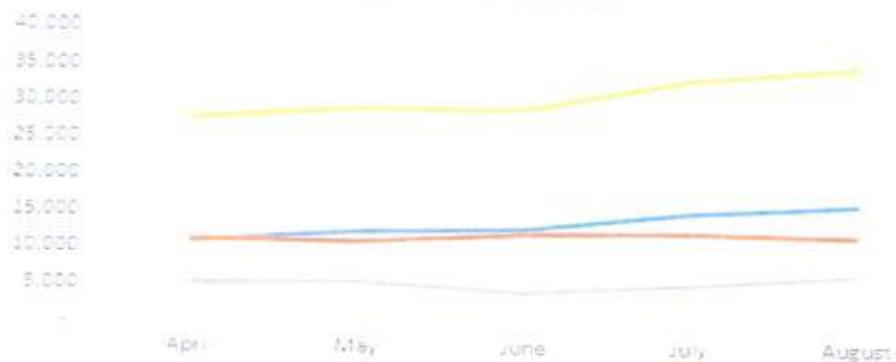
User Profile	Crestwood	Riverfront	Will	Total
Adult	1,174	34,768	23,407	59,349
Contract	0	103	6	109
Courtesy	0	1	16	17
Guest	0	3	0	3
Internet	0	2	2	4
Juvenile	586	7,813	8,592	16,991
Staff	18	103	79	200
Teen	17	5,886	1,667	7,570
Temp	1	19	2	22
Total	1,796	48,698	33,771	84,265

Yonkers Public Library

STATISTICS - PATRON TRANSACTIONS August 2017

	July <u>2017</u>	August <u>2017</u>
RIVERFRONT LIBRARY		
Circulation	6,793	7,453
Directional/Other	4,814	5,079
Reference	3,614	3,641
Total	<u>15,221</u>	<u>16,173</u>
GRINTON I. WILL BRANCH		
Circulation	5,829	6,181
Directional/Other	2,273	2,299
Reference	4,322	3,588
Total	<u>12,424</u>	<u>12,068</u>
CRESTWOOD BRANCH		
Circulation	1,747	1,997
Directional/Other	955	1,232
Reference	2,804	3,556
Total	<u>5,506</u>	<u>6,785</u>
TOTALS		
Current Month	33,151	35,026
Previous Months	-	119,293
Year to Date (April-July)		154,319

Transactions 2017



YONKERS PUBLIC LIBRARY

PERSONNEL REPORT SEPTEMBER 1, 2017

<u>Element Number & Category</u>	<u>Total # of Positions</u>	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	10	7	3
<u>7411 Technical Processing</u>			
	4	3	1
<u>7412/13 Maintenance</u>			
	16	16	0
<u>7412/13/14 Public Service</u>			
Professional	39	35	3
Clerical	<u>35</u>	<u>29</u>	<u>8</u>
TOTAL	107	92	15



Edward Falcone
Library Director

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
August	Literacy Solutions NY: Tutors	A	98
August	Literacy Solutions NY: Learning Center Use	A	40
4 sessions	Literacy Solutions NY: Citizenship Classes	A	58
August	Read Away Your Fines	A	81
12 sessions	TASC Connect	A	28
8/1	Beginners Yoga	A	27
8/1	National Night Out: JFK Marina	A	75
4 sessions	Knitting & Crocheting Workshop	A	85
8/1	Riverfront Book Club: The Secret Keeper	A	11
5 sessions	Job Search Coach	A	55
8/2	Cocina Japanese	A	17
8/2	National External Diploma Program (NEDP)	A	5
8/3	First Thursday Gallery Hop	A	25
8/3	Riverfront Genealogy Club Field Trip	A	6
8/3, 17	Zumba Class	A	58
8/5	Sew Amazing!	A	7
8/5	Tech Talk: Intellectual Property	A	4
8/5	Movie: Smurfs: The Lost Village	A	57
8/7	The Older and Wiser Driver	A	3
8/7, 14	Books Before Bedtime: Still Alice	A	10
8/9	Yonkers Re-Entry Program	A	17
8/9	Basics of Alzheimer's Disease	A	9
8/9	Start a Cooking Garden	A	7
8/12	Sound Healing Meditation	A	28
8/14	Coloring for Adults	A	6
8/15, 22	Kickboxing	A	36
8/15, 28	Tech Drop-In	A	9
8/16	Sushi: Fun & Easy	A	28
8/16	Healthy Living for Your Brain and Your Body	A	5
8/17	Game Night	A	70
8/19	Movie: Power Rangers	A	60
8/22	Intro to Genealogy	A	4
8/26	Learn to Brew!	A	6
August	Read Away Your Fines	A	6
4 sessions	Digital Media Summer Camp	Y/A	22
8/1	Summer Photo Club	Y/A	27
8/4	Friday Flicks: Tyler Perry's Boo	Y/A	7
4 sessions	Word Wednesdays	Y/A	7
4 sessions	Gaming Thursdays	Y/A	47
8/7	Teen Painting	Y/A	55
8/8	Techie Tuesday: InDesign	Y/A	10
8/11	Friday Flicks: Shut In	Y/A	12
8/14	Maker Monday: Make Your Own Jams and Marmalades	Y/A	8
8/15	Techie Tuesday: 3D Printing	Y/A	18
8/18	Friday Flicks: Kubo and the Two Strings	Y/A	14
8/22	Teen Trivia	Y/A	10
8/24	End of Summer Reading Party	Y/A	6
8/28, 29, 31	Coding with Ananya	Y/A	20
8/21	Solar Eclipse Viewing Party	Y/A	39
6 sessions	Summer Reading Buddies	All	100
8/1	Zumba for Kids	JUV	2,229
8/3	National Watermelon Day	JUV	77
8/4	Fun Friday	JUV	44
5 sessions	Toddler Time	JUV	12
4 sessions	Family Art & Fun	JUV	107
4 sessions	Family Films	JUV	156
4 sessions	Babies and Books	JUV	174
4 sessions	Summer Board Game Club	JUV	110
8/4, 18	Baby Signing Time	JUV	84
8/4	National Chocolate Chip Day	JUV	113
8/7, 21	Minecraft Monday	JUV	48
8/11, 28	Lego-Rama Club	JUV	43
8/11, 18, 25	Chess with Donan	JUV	114
8/14, 21, 28	Bilingual Storytime	JUV	18
8/17	YOom for Kids	JUV	67
8/18, 25	Friendship Bracelet Club	JUV	17
8/23	Arabic Storytime	JUV	62
8/24	Spa Science	JUV	27
		JUV	15

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
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HOMEWORK HELPER

Date(s)	Type	Attendance
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NUMBER OF LIBRARY PROGRAMS:

133

ATTENDANCE AT LIBRARY PROGRAMS:

4,954

NON-LIBRARY PROGRAMS

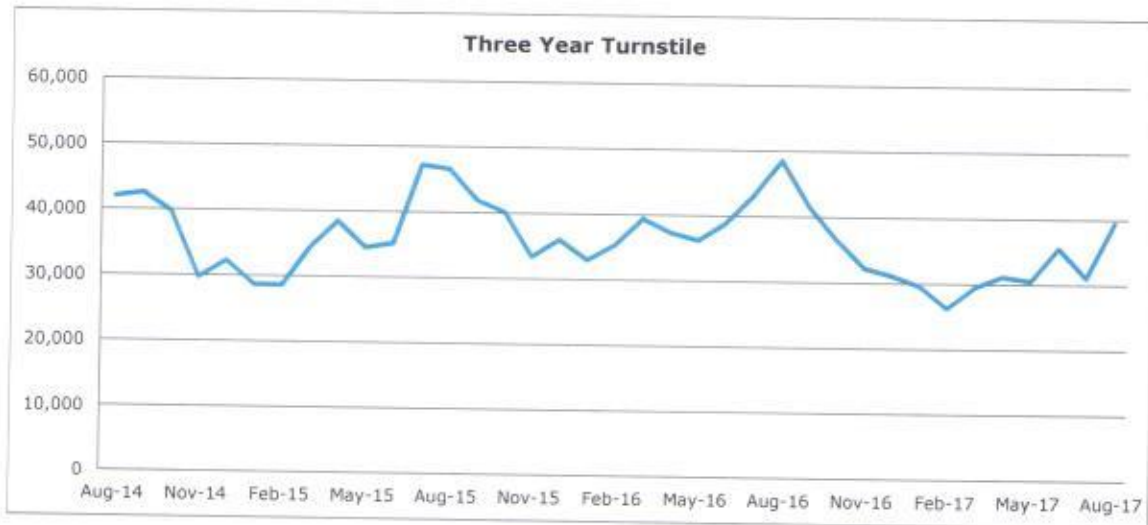
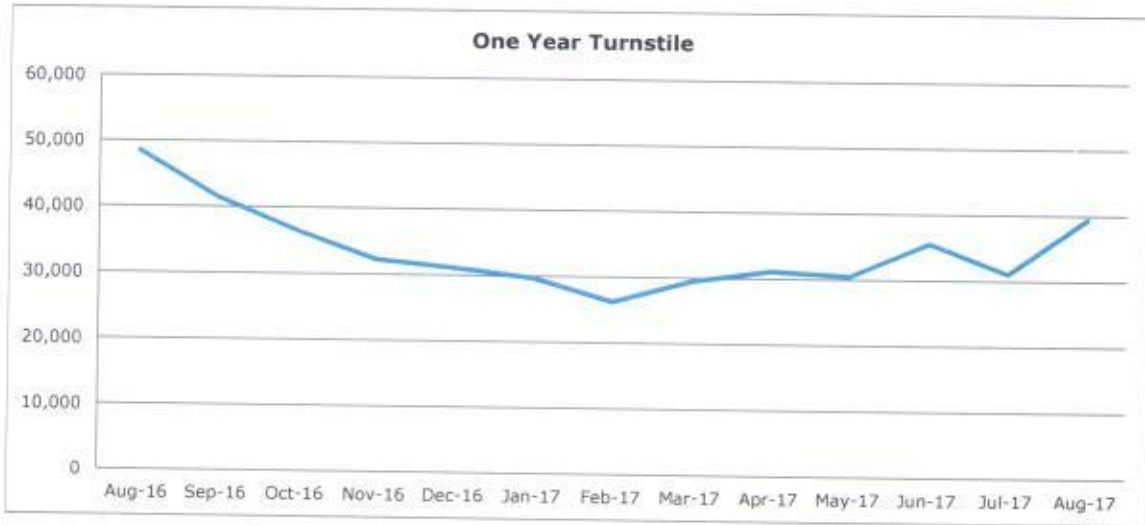
Date(s)	Program	Attendance	Fee
8/2, 3	WestCOP YouthBuilt Meeting	46	
7 sessions	Liberty Partnership Iona College/YPS SAT Prep	93	
8/2	100 Words of Wisdom Art Project	22	
8/3	Hudson Valley Community Services HIV/AIDS Prevention Workshop	24	
8/4	YCAP Summer Leadership Training Graduation	190	
8/7	City of Yonkers CDBG Public Hearing	70	
5 sessions	Youth Theater Interactions Rehearsals and Summer Sharing Performance	550	
8/8	NYS United Teachers	32	
8/9, 23	Hope & Love Book Club	21	
8/9	City of Yonkers: Finance Department Ice Cream Social	89	
8/10	Project Inspire Meeting	6	
8/11	Community Partners for Undoing Racism	13	
8/14	SEIU Local 1199 Meeting	6	
8/14	LGBTQ Advisory Board Meeting	5	
8/15	Family Services Society of Yonkers Grandpower Advocacy	13	
8/15, 29	U.S. Small Business Administration Emerging Leaders 2017	38	
8/15	YMCA Board Meeting	8	
8/15	Yonkers Arts Meeting	11	
8/17	District Council 1707 Meeting	52	
8/17	FidelisCare Meeting	20	
8/18	National Association of Social Workers: Veterans Mental Health Training	60	
8/18	Westchester Disabled On the Move	8	
8/19, 26	Catholic Charities OSHA Training	35	\$50.00
8/21	Super Wheels Bus Monitor Refresher Course	12	\$25.00
8/21	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	16	
6 sessions	Family Services Society of Yonkers Kinship Support Summer Camp	158	
8/23	Sarah Lawrence College Office of Admission Staff Retreat	11	
8/23, 24, 25	Sarah Lawrence College Civic Engagement Program	119	
8/23	VOCAL NY Westchester AIDS Housing Community Meeting	52	
8/24	Richmond Community Services Meeting	13	
8/26	Greyston Bakery Union Meeting	25	
8/26	Hudson River Healthcare Back to School Fair	70	\$400.00
8/28, 30	YPS Pre-K Teacher Summer Institute	91	
8/28	Community ESL Tutoring	42	
8/28	VOCAL NY Chapter Meeting	36	
8/29	YCAP Team Building	12	
8/30	SCORE Free Small Business Workshop	26	
8/31	Super Trans Bus Company Meeting	82	\$150.00
8/31	Yonkers Coalition for Youth Be Smart, Don't Start Committee Meeting	9	

ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,186

GRAND TOTAL PROGRAM ATTENDANCE 7,140

Electronic Use Count

PC Sign Up	<u>Count</u>
20 English-speaking Computer Classes	13,306
3 Spanish-speaking Computer Classes	114
	9
TOTAL ELECTRONIC USE COUNT:	13,429
RIVERFRONT LIBRARY TURNSTILE COUNT:	39,449



Room	# Events	Hours	Utilization
Arts & Crafts Room	10	33.50	12.27%
Auditorium	8	34.25	12.55%
Auditorium and Event Space	5	14.50	5.31%
Board Room	17	56.00	20.51%
Community Room A	7	18.50	6.78%
Community Room A & B	27	84.00	30.77%
Community Room B	7	18.50	6.78%
Event Space	17	110.00	40.29%
Learning Lab	38	74.50	27.29%
Maker Lab	14	40.00	14.65%
Media Lab	1	4.00	1.47%
Riverfront Art Gallery	1	3.00	1.10%
Room 1	2	3.50	1.28%
Room 2B	39	106.75	39.10%
Room 3	0	0.00	0.00%
Room 4B	15	20.00	7.33%
Small People's Place	27	31.00	11.36%
Table Space 1	16	67.00	24.54%
Tech Central	19	40.00	14.65%
Third Floor Computer Lab	0	0.00	0.00%
Yonkers Room	18	57.50	21.06%
Young Adult Room	15	44.00	16.12%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
8/1 & 8	Nursery Rhyme Time	Juv	56
8/1 & 8	Circus Arts	Juv	56
8/2,7,9 & 14	Reading Pals	Juv	36
8/2	Movie: <i>Lego Batman</i>	Juv	98
8/2 & 9	Pajama Story Time	Juv	24
8/2,9 & 16	Kids' Chess Club	Juv	14
8/3,10 & 17	Mother Goose Time	Juv	40
8/3,10 & 17	Sloppy Science	Juv	147
8/4,11 & 18	Baby Time	Juv	48
8/4,11 & 18	Lego Club	Juv	162
8/7 & 14	Art Cart	Juv	45
8/7 & 14	Let's Get Started With Chess	Juv	21
8/9	Movie: <i>Smurfs: The Lost Village</i>	Juv	73
8/21	BiLingual Story Time	Juv	26
8/30	Closing Summer Reading Program	Juv	28
8/1,3,8,10,15,17,22,24,29 & 31	Senior Benefit Information Center	Adult	16
8/1,8,15,22 & 29	Crochet Club	Adult	50
8/3,10,17,24 & 31	Bridge Club	Adult	80
8/7	Feature Film: <i>Robin and Marian</i>	Adult	13
8/7	String Instrument Meet Up	Adult	6
8/9 & 23	WEBS Career Counseling	Adult	16
8/10	Feature Film-The Comedian	Adult	15
8/14	Sing Memorable Songs	Adult	42
8/22	Fine Arts Film- <i>The Ardennes</i>	Adult	29
8/28	HSE Connect	Adult	2
8/29	Book Discussion w/ Laurie Antash	Adult	18
8/4	<i>Miss Peregrine's Home for Peculiar Children</i>	YA	13
8/8,15,22 & 29	Word Wednesday	YA	30
8/9 & 16	Gaming Thursday	YA	8
8/11	Film- <i>Sing</i>	YA	21
8/15	Techie Tuesday-Drones	YA	10
8/18	Feature Film- <i>Assassin's Creed</i>	YA	19
8/21	Maker Monday-Origami	YA	8
8/22	Techie Tuesday-3D Printing	YA	12
8/24	Summer Reading Closing Party for Teens	YA	38
24 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	528

CLASS VISITS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>

OUTREACH

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>

HOMEWORK HELPER

Date(s)	Program	Type	Attendance

NUMBER OF LIBRARY PROGRAMS**99****ATTENDANCE AT LIBRARY PROGRAMS:****1,848****NON-LIBRARY PROGRAMS**

Date(s)	Program	Attendance	Fee
8/1,3,9,14,15,17,21 & 24	Westchester Board of Elections	450	
8/2	UFO Roundtable	24	
8/7	Writers' Workshop	10	
8/8	La Leche	8	
8/9	National Stuttering Association	6	
8/9 & 23	Toastmaster's	10	
8/12	Starting with Me Breaking the Chain	5	
8/14	Yonkers Municipal Housing	40	
8/14	Storm Recovery Commission	35	
8/16	Yonkers Police Dept	50	
8/19	Lakambini Ramos Studio-Piano Recital	75	250
8/19	Meditation with Indra	25	
8/19	Driver's Safety	35	\$50
8/21	Enrico Fermi Scholarship Committee	10	
8/22	Yonkers Housing Authority	40	
8/22	Yonkers Male Glee Club	15	
8/25	Dance Gallery Theater Group	60	\$125
8/26	Empire Safety	30	\$50
8/26	India Center of Westchester	300	
8/28	Westchester Referee's Association	50	
8/29	Takara Condominium	20	50
8/31	Animal Defenders of Westchester	11	
24 Sessions	Senior Center-Yonkers Park Dept	475	

ATTENDANCE AT NON-LIBRARY PROGRAMS:**1,784****GRAND TOTAL PROGRAM ATTENDANCE****3,632****PC Sign Up****7,597****10 Computer Classes****45****TOTAL ELECTRONIC USE COUNT:****7,642****Will Library Turnstile Count****42,756**

One Year Turnstile



Auditorium	141	45.41%
Meeting Room	39	12.50%
Projection Room	69	22.12%
Sen. Flynn Room	31	10.02%
Story Room	49	15.81%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
1 session	YPL Website Tech Demo	A	45
2 sessions	Sing Memorable Songs	A	25
4 sessions	News & Brews	A	77
1 session	Introduction to Raspberry Pi	A	20
4 sessions	PC Cruzin'	A	27
12 sessions	Help Desks	A	16
5 session	Yoga for Yogis	A	67
5 sessions	Color @Crestwood	A	56
2 sessions	Non-pretzel Yoga for Adults	A	24
1 session	3-D Printing	A	23
1 session	Introduction to SnapChat	A	23
2 sessions	Crestwood Reiki Experience	A	29
1 session	GoogleDocs	A	8
1 session	Instagram	A	16
1 session	Email Tips and Tricks	A	12
4 sessions	MahJong	A	19
1 session	Relax and Restore Sound Meditation	A	26
1 session	Find Your Next Good Book To Read Tech Drop-In	A	38
1 session	Partial Solar Eclipse Celebration	A	500
1 session	Narwhal and Unicorn Party	JUV	35
4 sessions	Crafternoon	JUV	125
2 sessions	Art of Listening	JUV	39
4 sessions	Read Together Thursdays	JUV	64
5 sessions	Kids Take Action	JUV	77
6 sessions	Music & Merriment (9:30 & 11am)	JUV	431
1 session	Lego Club	JUV	39
4 sessions	Crestwood Cinema	JUV	88
1 session	Stress Less for Kids	JUV	19
1 session	Pajama Storytime	JUV	32
1 session	Beatrix Potter Tea Party	JUV	79
1 session	Crafts for A Cause	JUV	69
4 sessions	Fit & Fun Fridays	JUV	80
1 session	End of Summer Ice Cream Party	JUV	89
3 sessions	Teen Mind Mondays	YA	44
4 sessions	Teen Tech Tuesdays	YA	45
4 sessions	Teen Word Wednesdays	YA	47
2 session	Teen Readers: Read Book See Movie	YA	40
1 session	Book Buzz	YA	175
1 session	VOLUNTEENS	YA	22

HOMEWORK HELPER

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

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

**101
2,690**

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
1 sessions	Parks Dept. Senior Group #16	N/A	8
8/9	Friends of Crestwood Library Board Meeting	N/A	7

ATTENDANCE AT NON-LIBRARY PROGRAMS:

0 15

GRAND TOTAL PROGRAM ATTENDANCE:

2,705

Electronic Use Count

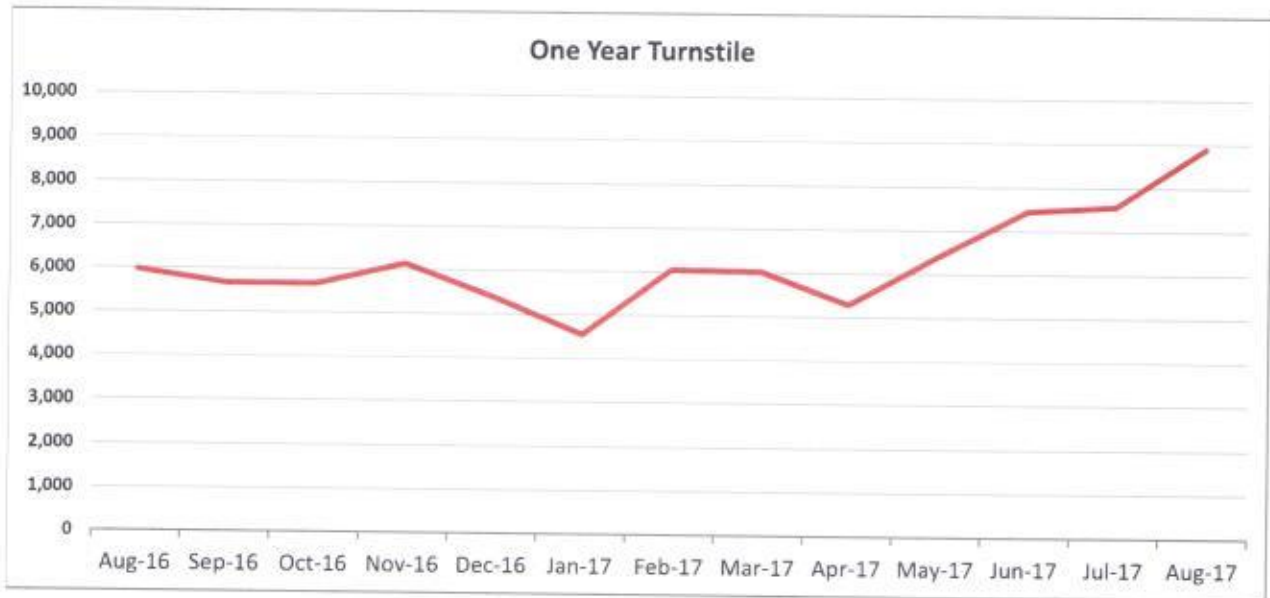
	Count
PC Sign Up	662
25 Computer Events- Classes/workshops/drop-ins/help desk	249

TOTAL ELECTRONIC USE COUNT:

911

CRESTWOOD LIBRARY TURNSTILE COUNT:

8,901



Room	# Events	Hours	Utilization
Adult Computer Area	19	22	8.10%
Children's Room	53	98	36.10%
Reading Room	16	40.5	14.92%
Teen Corner	13	104	38.31%
Outside	2	7	2.58%
	103	271.5	

Events reflects reservations, not actual usage

Hours includes regular library hours and overtime

BOOK STOCK

For the Month of AUGUST 2017

RIVERFRONT LIBRARY	2017	2016
Number of volumes at end of previous month	158,198	
Number of volumes added this month	719	
TOTAL	158,917	
Number of volumes lost/withdrawn this month	1,948	
TOTAL VOLUMES RIVERFRONT LIBRARY	156,969	159,418

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	148,307	
Number of volumes added this month	946	
TOTAL	149,253	
Number of volumes lost/withdrawn this month	569	
TOTAL VOLUMES GRINTON I. WILL BRANCH	148,684	154,351

CRESTWOOD BRANCH		
Number of volumes at end of previous month	22,093	
Number of volumes added this month	260	
TOTAL	22,353	
Number of volumes lost/withdrawn this month	176	
TOTAL CRESTWOOD BRANCH	22,177	20,895

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	327,830	334,664
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Policy to Allow Alcoholic Beverages at Non-Library Events

Outside organizations, groups or individuals wishing to serve alcoholic beverages at events within the Library or on its grounds must obtain the approval of the Yonkers Public Library Board of Trustees. The service of alcohol in the Library is limited to fundraising events or programs of a cultural, civic or educational nature which are by invitation only and not open to the general public. Requests for approval must be submitted in writing at least 30 days prior to the event. In the request, the sponsoring organization, group and/or individual must specify what types of alcoholic beverages will be served and in what manner (bartender, self-serve, etc.), the purpose of the event and what arrangements they will make to assure that there is no misuse, abuse or overuse of the beverages. Requests should be sent to the Office of the Director. Such requests may be denied or approved at the sole discretion of the Yonkers Public Library Board of Trustees.

The sponsoring organization, group and/or individual must obtain any required permits and licenses for the service and consumption of alcohol at the event as well as ensure compliance with any and all laws regarding the service and consumption of alcohol at the event. The sponsoring organization, group and/or individual must also obtain general liability insurance, through a carrier and in amounts acceptable to the Library, reflecting the Library as an additional insured thereunder for the use of the Library's facilities and the service and consumption of alcohol thereon. The sponsoring organization, group and/or individual must also agree to indemnify, defend and hold the Library harmless from any claims, liabilities, suits, proceedings and actions, in any way related to the service and/or consumption of alcohol at the event.

The sponsoring organization, group and/or individual must supply the alcoholic beverages and be responsible to make sure that no alcohol is served to anyone under the age of 21 or to anyone not invited to the event. The sponsoring organization, group and/or individual must provide oversight of the area. Attendees are prohibited from bringing outside beverages to the event. The alcoholic beverages must be served at no charge. The sponsoring organization must also see that all alcoholic beverages are consumed only in areas approved by the Library and that all beverages are removed from the Library premises at the conclusion of the event.

The Yonkers Public Library Board of Trustees reserves the right to withdraw its permission to serve alcoholic beverages at any time.

All other Library Policies shall apply to the use of Library property/facilities and must be adhered to by the sponsoring organization, group and/or individual. If any provision of this Policy conflicts with any provisions of federal state or local laws, the provisions of such laws shall prevail.

Intent of the Registration Policy

A key goal of the YPL Strategic Plan is to engage the entire Yonkers community and to present the Library as a welcoming and accommodating resource for everyone to enjoy. A library card is required to take advantage of many of YPL's programs and services. Therefore, it is important that we make every effort to encourage and enable membership in the Library.

Eligible Borrowers – General Policy

To determine eligibility for a library card, the Yonkers Public Library will be guided by the Free Direct Access Plan of the Westchester Library System (WLS). In general, the Plan says that anyone who lives, works, or attends classes in Yonkers is eligible for a library card, contingent upon presentation of ID that conforms to our policy. Once patrons complete the registration process, they are immediately issued a library card with full borrowing privileges. Exceptions and additions to this general rule will be spelled out below.

WLS Library Card

Patrons who do not meet the eligibility requirements for a card at either YPL or another member library have the option of purchasing a card directly from WLS for an annual fee. Patrons should be directed to the WLS home page for further information.

Identification

A photo ID that includes an address is the preferred form of identification. Examples include a DMV-issued driver's license or non-driver ID card.

Also acceptable are either A: one form of photo ID and a second ID with an address, or B: two forms of ID with an address.

There are many examples of appropriate ID, including (but not limited to):

Photos:	passports	Address:	utility bills
	medical ID cards		property leases or deeds
	employment ID badges		cancelled mail
			personal checks

A home address is always preferred on the registration form. In rare occasions, however, a patron may have legitimate reasons for wanting only a post office box number to appear on his/her record. We will accommodate this request on a case-by-case basis and with the approval of a supervisor. Acceptable ID is still required.

If a staff member is not comfortable with the forms of identification that are presented, a supervisor should be consulted. If, in the judgment of the staff, insufficient ID has been presented (or if no ID is presented), the patron should be offered the option of having a card mailed to his/her home. In that case, the patron may be allowed to borrow a limited number of items, on that day only, with the permission of the supervisor or the HOB.

Rules For Children

A patron up to age 12 is issued a child's library card. At age 13, the patron is considered a teen, and at age 18 an adult. Please make sure that the Age field is properly filled out with the complete date of birth.

Children must be accompanied by a parent or authorized guardian when applying for a library card, and those adults must provide the same forms of personal ID previously listed. Children may not be denied a library card due to delinquency on the records of their parents or other family members.

Children (and teens) may also receive a library card as part of a class visit. In that case, the teacher/school has verified the contact information for the child and has informed parents of the registration.

While library cards are traditionally issued to children who are able to print their own names, parents who request a library card for a child of any age will be accommodated.

Teens

Teens may apply for a library card unaccompanied by a parent or guardian, provided that they can produce either a DMV-issued ID card, a printout from their school that includes contact information, or other acceptable ID.

Bronx Residents

On 11/17/99, the Board of Trustees approved issuing library cards to residents of the Bronx, at no charge. These cards have a one-year expiration date, but may be renewed.

Staff Cards

A 'Staff' library card is a privilege that may be granted to current employees, trustees, retirees, or other groups at the discretion of the library director. Items borrowed on a Staff card do not incur overdue charges. For staff and others who live outside of Yonkers, this can result in the issuance of two cards: their regular home library card and a YPL staff card. This is now permissible, and is an exception to the rule that patrons can only possess one card at a time. WLS will issue a report on staff library cards each year for review.

Lost Cards

Patrons who lose their library cards may apply for a replacement card at no charge. A patron requesting additional replacements within the same 3-year period will be charged \$1 each.

Institutional Cards

There are several agencies in Yonkers and surrounding towns that serve special populations, and we may occasionally get requests from those agencies to register their clients for library cards. We will accommodate such requests provided that 1) the agency representative presents ID from the agency, and 2) the list of patrons to be registered is provided on agency stationary. In the case of a residency program, the address and phone information can be that of the agency itself. The expiration period for these cards will be one year.

Online Registration

Patrons now have the ability to apply for a library card online by visiting the YPL web site. Submitted forms will be routed to a designated staff member who will complete the registration process and mail the activated card to the patron's home. The patron profile 'Online' is used to code these records.

Temporary Cards

People who are temporarily residing in Yonkers (houseguests, contractors, etc.) may be issued a temporary library card, provided that they can produce valid ID showing both their home address and their temporary local address. These cards have a 30-day expiration date, and no more than 4 items can be in circulation at any one time.

Miscellaneous

Be mindful of information that is added to the Notes field; don't write anything that you wouldn't want the patron to read.

Email is a new and important way to connect with and inform our patrons. Please make every effort to collect email addresses at registration, and repeat the address to the patron to ensure that it has been entered correctly.

If a delinquent record shows up during registration or renewal, staff may adjust or clear the record at their discretion; fines are less of a concern, unreturned items more so. We cannot clear lost items that belong to other libraries.



Riverfront Gallery Policies and Procedures for Handling Art Work

Art work is to be handled ONLY by the Art Gallery Curator, Art Gallery Assistant, a contracted installer/de-installer, or the artist who created the work. Art work will not be handled by other library personnel or by artists other than the creator of the work.

Incoming Art Work

When artists are dropping off work, make sure that they have a clear space in which to lean their work against the wall or it can be placed upon a table. No art work can be handled by a gallery employee/volunteer until we receive a signed contract from the artist.

Under no condition may artists drop-off their work outside of the contract times unless they have made previous arrangements with the curator. If that is the case, the curator will alert the gallery assistant and Susan Thaler in writing.

Artists are required to unwrap their works. The work must be unwrapped in front of the employee/volunteer who is accepting the work. Wrappings, papers etc. can be stored in the closet if it is labeled with the artists contact information. Artists are STRONGLY encouraged to take their wrappings with them.

Make sure that every artist shows you the back of their piece to confirm that it is labeled and has the appropriate hanging requirements. If it does not have a label, make sure you have paper, pencil and tape available for the artist to create and attach a label.

Verify that the image and exhibit submission match the work. If it is a different work that the image submitted, we cannot accept the work.

Two copies of every contract must be signed by the artist and by the gallery employee/volunteer accepting the work. *Point out the fee for the storage of art work not picked up.* One copy of the contract is given to the artist and the second copy is kept on file in a folder labeled with the title of the show and the year.

Handling Art Work

- Art work cannot be handled on its face. Handle all art work by holding it at its edges without touching the face of the art work. DO NOT hold art work by its wire.
- Art work must be leaned, one by one in a single file, against the wall while awaiting hanging unless given alternate instructions from the curator IN WRITING.
- One art work cannot touch another either face or back.
- Art work cannot be leaned against another art work.
- Art work cannot be leaned against a table or any other object.
- Sculptures must be placed on the floor to await placement by the curator or gallery hanger.

Requirements of Accepted Art Works

Sculpture

Sculptures must have a stable base that does not require a configuration in order to stand on its own.

Sculptures cannot be placed on tables or chairs at any time.

Sculptures must be stable with no wobble when placed.

Canvas

We do not accept work on canvasses less than 1.5 inches

We do not accept saw tooth hangers.

All canvasses and frames MUST BE WIRED with eye hooks or d-rings.

We do not accept work that is still drying or curing.

Photographs

Photographs must be in black or white frames with glass.

Photographs may also be mounted on aluminum or metal as long as there is an appropriate, stable hanger.

Installation

- Art work is placed by the curator on the floor below the site where the curator would like to see it hung.
- After art work is hung by the curator or gallery hanger, the work can receive a number tack that corresponds to the image sheet.
- The curator or gallery assistant will light the work.
- No direct light closer than 3 feet can be directed onto an art work.
- It is preferred to cross light art work.

De-Installation

- Art work must be carefully removed from the wall and placed below its site on the floor to await pick-up.
- When artists arrive, they will inspect their work and sign the pick-up section of the contract including the date and time of their pick-up.

- Artists are expected to wrap and prepare their own work.

Under no condition may artists pick-up their work outside of the contract times unless they have made previous arrangements with the curator. If that is the case, the curator will alert the gallery assistant and Susan Thaler in writing.

Gallery Preparation

The gallery must be spackled, painted and cleaned after every show. Maintenance must be notified in writing when the gallery is empty and ready for preparation. Allow at least 5 business days for gallery preparation before hanging the next show. Email the following individuals with that information:

Haifa Bint-Kadi, Gallery Curator: Haifabintkadi@gmail.com

Russell Martinez, Supervisor of Custodians: rmartinez@ypl.org

Susan Thaler, Deputy Director: sthaler@ypl.org

**YONKERS PUBLIC LIBRARY
CURATOR – ART GALLERY**

GENERAL STATEMENT OF DUTIES: Operates and maintains an art gallery in a public library; develops and implements schedule of exhibits; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision, and in collaboration with a Gallery Committee, the curator is responsible for the scheduling, operation, and maintenance of the gallery. Skill must be utilized and independent judgment exercised in planning and installing exhibits. Supervision may be exercised over a small number part-time personnel during the installation and taking down of exhibits and during preparation of publicity materials.

EXAMPLES OF WORK: (Illustrative Only)

Seeks out potential exhibits for the Library's gallery and other spaces;

Reviews applications and requests from artists, institutions, and groups requesting exhibit space;

Supervises the installation and removal of exhibits;

Makes arrangements with artists for delivery of art, publicity, and opening receptions;

Prepares press releases and other publicity materials for gallery exhibits, collaborating with the Library's graphic artist and outreach staff when appropriate;

Works closely with custodial department to prepare spaces for exhibits, and to address maintenance and repair issues;

Maintains records of gallery exhibits, guest books, mailing lists, and publicity materials;

Reports to a Gallery Committee at regular intervals to review upcoming exhibits, budget requests, grant opportunities, and related matters. Makes recommendations to Library Administration and Board of Trustees for membership on said Committee.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of art history (styles, genres, media, etc.); ability and skill to install exhibits of all types of media; ability to deal well with artists and library staff members; ability to develop,

maintain, and promote excellent public relations with artists and the greater Yonkers community; initiative; excellent writing and public speaking skills; physical condition commensurate with the duties of the position.

REPORTS TO: Deputy Director

SUPERVISES: Gallery Pages

TERM: One year, renewable. Appointments subject to approval by the Board of Trustees.

COMPENSATION:

**Public Library Construction Program
Application Form**

Project Number: 0386-18-7245
 Institution: Yonkers Public Library
 SEDREF Institution ID: 80000034613
 Project Title: Grinton Will Branch Library Facade Project - Phase 2

Library or System Name:	Yonkers Public Library
Mailing Address:	Riverfront Branch
Address:	One Larkin Center
City, State, Zip:	Yonkers NY 10701
County:	Westchester
Director of Institution:	Edward Falcone
Title:	Library Director
Email:	efalcone@ypl.org
State Judicial District: 9	State Assembly Districts: 81 87 88 92 93
State Senate Districts: 31 34 35 36 37	State Congressional Districts: 17 18
FEIN #: 133421565	School District: Yonkers City Sd
Public Library System:	Westchester Library System

NOTE: The institutional information listed above is pulled from the SEDREF database. SEDREF is the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.

If your institutional or director information is incorrect, it can only be updated once your Payee Information Form is received by Division of Library Development and approved by Grants Finance. Library Development staff do not have authority to update SEDREF information.

Building Information - Provide the following information for the building (existing or proposed) or site that is the subject of this application. In most cases, this will be the legal name of the library.

*Building Name:	Grinton I. Will Branch Library
*Street Address:	1500 Central Park Avenue
*City:	Yonkers
*State:	NY
*Zip Code:	10710
*Building Type	Branch Library

Library building is or will be accessible to persons with disabilities:

Physical access:	true
Program access:	true

Library building is:

Otherwise legally available (i.e., located in a municipal building).

Library site is:

Otherwise legally available (i.e., located in a municipal building).

*Date of initial construction of library building (yyyy)	1962
*Number of floors:	2
*Square footage of building:	56980
*The building is designated a historic landmark.	false
The building is in a historic district.	false
The building is over 50 years old.	true
Does your Project involve ground disturbance?	false

If your project is exempt from SHPO according to Appendix A, please state the reason and cite the language from Appendix A which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.

Note: If your library building is 50 years old or older, and/or the project involves ground disturbance and/or demolition, please see the [SHPO information page](#) to determine if your project requires a SHPO approval. If appropriate, an approval letter from SHPO must be attached your construction grant application as a signed PDF.

This library is owned by a school District.	false
Which school district? (if applicable):	
The total cost of this project will exceed \$10,000.	true
Note: If the library building is owned by a school district and the cost of this project will exceed \$10,000, the applicant must contact SED Office of Facilities Planning and include an OFP Certificate of Project Approval with this application.	
Project Details	
Project Title	Grinton Will Branch Library Facade Project - Phase 2
Construction Project Manager (must be Library Staff or Board Member)	
Name:	Edward Falcone
Phone:	914-375-7951
E-mail:	efalcone@ypl.org
Library Director	
Name:	
Phone:	
Email:	
Additional Contact Person	
Name:	
Phone:	
Email:	
Construction project application is for (select all that apply):	
New Construction: false	Building Expansion: false
Site Acquisition: false	Renovation/Rehabilitation: true
Energy Conservation: true	Accessibility: false
Safety: true	Broadband: false
Will the library's completed project require a local Certificate of Occupancy?	true
Estimated Project Costs	
a. Total Project Cost NOTE: If the project for which funding is being requested (b) is part of a larger comprehensive project, list the Total Project Cost of the larger project in "a". If the project for which funding is being requested (b) is not part of a larger project, "a" will equal "b".	\$2,100,000
b. Cost of Project for Which Funding is Being Requested NOTE: This system will populate this field with the total 'Cost' of all budget records entered on the Project Budget pages.	\$313,204
c. Amount of Public Library Construction Funds requested for this Project (cannot be more than 50% of the amount in question b or 75% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match. (\$234,903)	\$234,903
d. This project is or was funded, in whole or in part by funds secured through the issuance of tax exempt bonds, bond anticipation notes, or revenue anticipation notes.	true
Timeframe (date format MUST BE mm-dd/yyyy)	
A valid date should be entered for each of the Timeframe items below. Valid date format is mm-dd-yyyy	
This project is expected to start on or before:	09/01/2017
This project was/will be started on 09/01/2017 and is not complete at the time of this application. (NOTE: If the project has not started yet, the start date above should be the same as the expected start date from question 1.)	
This project is expected to be completed by:	12/30/2017

**Public Library Construction Program
Additional Sources of Funding**

Project Number 0386 -18 -7245
Institution Yonkers Public Library
Project Title Grinton Will Branch Library Facade Project - Phase 2

Fund Source	Description	Amount
Library Capital Funds	City of Yonkers Capital Improvement Project ('CIP') funds	\$2,100,000.00

Public Library Construction grant program

Project Budget

Project Number 0386-18-7245
 Institution Yonkers Public Library
 Project Title Grinton Will Branch Library Facade Project - Phase 2

Purchased Services Expenses

Service Type	Consultant/Vendor	Description	ExpSubmitted	ExpApproved
Contracted Services	Milcon Construction Corp.	Windows and panels		
Cost	AmtApproved			
\$219,000	\$0		\$0	\$0
Contracted Services	Milcon Construction Corp.	Railings and signage		
Cost	AmtApproved	ExpSubmitted		ExpApproved
\$94,204	\$0	\$0		\$0
Purchased Service Totals				
Cost	AmtApproved	ExpSubmitted		ExpApproved
\$313,204	\$0	\$0		\$0

Supplies & Materials Expenses

Equipment Expenses

	AmtApproved	ExpSubmitted	ExpApproved
Cost			
\$313,204	\$0	\$0	\$0

Grand Total

**Public Library Construction Program
 Project Narratives**

Project Number 0386-18-7245
 Institution Yonkers Public Library
 Project Title Grinton Will Branch Library Facade Project - Phase 2

Project Abstract

The larger project entails the replacement of the entire building facade. This grant focuses on one specific elevation, plus railings and signage.

Description of Project

YONKERS PL - GRINTON I. WILL BRANCH - PROJECT #0386-18-7245

The Yonkers Public Library operates three branches within the City of Yonkers. The Grinton I. Will Branch, the subject of this grant request, is the busiest of the three and has the largest collection of books and other material. The branch is located at 1500 Central Park Avenue, and it primarily serves the eastern half of the city.

The building opened in 1962 with a striking design and some innovative (for its time) architectural features. The main reading room is capped with concrete barrel vaults, and the room's large windows employ multi-colored metal panels that act as a sun shade. The remainder of the building is clad with precast concrete panels with an exposed aggregate finish.

Unfortunately, time exposed many deficiencies in the original design. Our overall project involves removing and replacing the entire facade of the building, including the windows. Phase 1 of the project, which focused on the windows and facade replacement on the west elevation of the building, was documented in our 2016-2017 grant request (Project #0386-17-6784). Work began in April of this year on this first phase of the project, and this year's grant focuses on Phase 2 of the project, which involves the south elevation of the building as well as railing and signage improvements as follows:

- 1) South Elevation - Children's Room: This one wall is a challenging undertaking because it contains every deficiency that is being addressed elsewhere in the project: drafty windows with asbestos caulking, failing concrete facade panels, inefficient sun shades, rusty guardrails, and spalling concrete with exposed rebar. The landing, railing, and exterior staircase serve as an emergency exit for children; this method of exit will be improved in the new design. The cost of this part of the project is \$219,000.
- 2) Guardrails and Signage - Main Entrance: Patrons entering the library via the front entrance walk over a 'bridge' above a landscaped area that's meant to simulate the old Sprain Brook. The railings on either side of the walkway are rusted and will be replaced with stainless steel railings that will be much easier to maintain. There will also be new stainless steel signage added to the west elevation when that facade work is finished. The cost of this part of the project is \$94,204.

When this project is completed, the Grinton L. Will Branch will have an updated look that will still maintain the aesthetic spirit of the original design. The facade and windows will be insulated and weathertight, and a new computer-designed shading system will allow more daylight in while still blocking the sun at peak times. Most importantly, the new facade panels will be safely and securely fastened to the building.

Impact of Project

This project addresses two of the priorities of the Public Library Construction Grant Program:

The facade project as a whole, and the window replacement portion especially, will lead to substantial efficiencies in energy usage. The new windows will employ double-pane high efficiency glass, with inert argon gas between the panes to decrease heat loss. The window frames will conduct much less heat than the current ones, and the glass will be treated with a UV-block coating to let beneficial sunlight through while filtering out glare and UV rays that cause deterioration of furnishings and collections.

The Will Branch serves an economically-disadvantaged community, with programs and services used by thousands of residents each week. The facade replacement project will make this important civic building safer, more attractive, and energy-efficient.

Yonkers meets or exceeds all five criteria for designation as an economically-disadvantaged community:

- 16.7% living below the poverty level
- 65.9% qualifying for free or reduced school lunches
- 5% school drop-out rate
- 11.5% of seniors living below the poverty rate
- 17.1% qualifying for food stamps/SNAP

For these reasons, our project should qualify for a 75% match.

Timetable

This project is being done in two phases. Phase 1 has been funded, and work is currently underway. This part of the project covers the replacement of the facade and windows on the south elevation, as well as railing and signage improvements.

January 6, 2017	Notice to bidders published	
March 15, 2017	Project awarded to Milcon Construction Corp.	
April 17, 2017	Building permit issued, construction began on	Phase 1
September 1, 2017 (est)	Work begins on Phase 2 -south facade and railings	
December 2017 (est)	Phase 1 ends	
April 2018 (est)	Phase 2 ends	

Budget Narrative

The Yonkers Public Library requests \$234,903 (75% of \$313,204) to support the purchase and installation of:

South Elevation - all labor and materials required for the installation of new windows and terracotta panels and all associated work as follows:

- 1) Demolition of existing windows and concrete panels including asbestos abatement
- 2) Installation of new window system
- 3) Installation of new terracotta wall panels
- 4) Installation of new terra cotta sunshades
- 5) Demolition of existing stairs and railing system
- 6) Installation of new stairs and railing system
- 7) All incidental work associated with the work listed above

COST: \$219,000

West Elevation (street side entrance) - all labor and materials required for the installation of stainless steel railings and associated work as follows:

- 1) Demolition of existing railing and concrete
- 2) Reconstruction of new concrete as needed for new railing
- 3) Installation of new railing
- 4) Removal of existing front entrance sign
- 5) All incidental work to complete the work listed above

COST: \$94,204

TOTAL COST: \$313,204

Since YPE serves an economically-disadvantaged community, it qualifies for a 75% match. Funds are available to complete the project if the award is less than 75%. We also have the option of postponing the railing/signage part of the project to a later date.

ASSURANCES: Public Library Construction Grant Program

The applicant hereby gives assurances of the following (check all boxes that apply):

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10** years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the Yonkers Public Library at a legal meeting on September 14, 2017.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): Nancy Maron



Mayor Mike Spano

CITY OF YONKERS

John A. Liszewski
Commissioner of Finance

DEPARTMENT OF FINANCE AND MANAGEMENT SERVICES
One Larkin Center
Third Floor
Yonkers, NY 10701
Tel. 914 377 6168
Fax 914 376 8218

July 19, 2017

To Whom It May Concern:

Please be advised that the City of Yonkers hereby guarantees the amount of \$2,100,000 for the facade renovation project currently underway at the Grinton L. Will Branch of the Yonkers Public Library.

Financing is available from the Yonkers Public Library Capital Account.

As of this writing, \$448,013 has been expended thus far on this project, with a balance of \$1,651,987 remaining. This amount is sufficient to complete the project, based on the scope of work provided by the Library.

Kindly call my office should you require any additional information or documentation.

Sincerely,

A handwritten signature in blue ink that reads "John Liszewski".

John Liszewski
Commissioner of Finance

Short Environmental Assessment Form

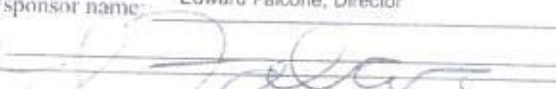
Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: Grinton Will Branch Library Facade Project - Phase 1A			
Project Location (describe, and attach a location map): 1500 Central Park Avenue, Yonkers NY 10710			
Brief Description of Proposed Action: Replacement of windows and facade at south elevation, railing and signage improvements			
Name of Applicant or Sponsor: Edward Falcone, Director, Yonkers Public Library		Telephone: 914-375-7951	
Address: 1 Larkin Center		E-Mail: efalcone@ypl.org	
City/PO: Yonkers		State: NY	Zip Code: 10701
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: The contractor was required to obtain a building permit from the Yonkers Buildings Department. It was granted on 4/17/17		NO	YES
3.a. Total acreage of the site of the proposed action? _____		0 acres	
b. Total acreage to be physically disturbed? _____		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____		3.2 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: Edward Falcone, Director	Date: 7/14/17	
Signature: 		

PRINT FORM

Agency Use Only [If applicable]

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

Agency Use Only [If applicable]

Project: _____
Date: _____

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

The Board of Trustees, at its regular meeting of 1/21/16, declared the Yonkers Public Library as the lead agency under SEQRA regulations. It also determined that the Grinton Will facade replacement project was a Type II Action pursuant to Section 617.5(c)(1) and (2) of the SEQRA regulations. The project will have minimal impact on the environment and that no further review of the proposed project was necessary.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Yonkers Public Library

7/14/17

Name of Lead Agency

Date

Edward Falcone

Director

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer


Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

PRINT FORM

Grinton L. Will Public Library

1500 Central Park Avenue near Tuckahoe Road, Yonkers, NY





STATE SMART GROWTH PUBLIC INFRASTRUCTURE IMPACT STATEMENT

District: Westchester Library System

Date: July 17, 2017

Building: Grinton I. Will Branch, Yonkers Public Library

Firm: KG=D Architects

Address: 1500 Central Park Avenue

Address: 285 Main Street

Yonkers, NY 10710

Mount Kisco, NY 10549

Project #:

0	3	8	6	-	1	8	-	7	2	4	5
---	---	---	---	---	---	---	---	---	---	---	---

In accordance with the Smart Growth Public Infrastructure Policy Act, Environmental Conservation Law (Article 6 § 1-11), the applicant attests that the Smart Growth Impact for the proposed building project application has been assessed.

Please check appropriate boxes to indicate compliance.

This project adheres to the following criteria of the smart growth legislation:

- to advance projects for the use, maintenance or improvement of existing infrastructure;
- to advance projects located in municipal centers;
- to advance projects in developed areas or areas designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or brownfield opportunity area plan;
- to protect, preserve, and enhance the State's resources, including agricultural land, forests, surface and groundwater, air quality, recreation and open space, scenic areas, and significant historic and archeological resources;
- to foster mixed land uses and compact development, downtown revitalization, brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial development and the integration of all income and age groups;
- to provide mobility through transportation choices including improved public transportation and reduced automobile dependency;
- to coordinate between state and local government and intermunicipal and regional planning;
- to participate in community based planning and collaboration;
- to ensure predictability in building and land use codes; and
- to promote sustainability by strengthening existing and creating new communities which reduce greenhouse gas emissions and do not compromise the needs of future generations, by among other means encouraging broad based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain its implementation.

Justification that the proposed projects meet one or more of the above criteria: (attach additional sheets as necessary):

This project primarily involves the replacement of the building's masonry façade and windows, and also includes new railings, exterior sun shades, and signage. The project adheres to criteria 1 and 2:

It advances a project that improves a facility that is used by and provides important services to thousands of citizens each week. The project addresses a safety issue that had potential long-term consequences, and dramatically improves the energy efficiency of the building.

The Will Branch Library is situated in an area of Yonkers that has significant commercial activity, recreational opportunities (Andrus Park), schools (Roosevelt High School, St. Eugene's School), and mixed housing.

If no boxes are checked, please provide justification for non-compliance with the Smart Growth Act:

The applicant has determined it cannot adhere to one or more criteria as set forth in the Smart Growth Public Infrastructure Act. Justification for noncompliance with Smart Growth criteria is provided as follows: (attach additional sheets as necessary)

Justification:

APPLICANT:

Edward Falcone

Print Name of Responsible Chief Officer

Signature

Director

Title

July 17, 2017

Date

For SED Use Only:

- Impact Statement is Approvable:
- Impact Statement is **NOT** Approvable. Reason: _____

Reviewed by: _____

MIKE SPANO
MAYOR

MICHAEL V. CURTI
CORPORATION COUNSEL



CITY HALL ROOM 300
40 SOUTH BROADWAY
YONKERS, NEW YORK 10701-3883
(914) 377-6240

CITY OF YONKERS
DEPARTMENT OF LAW

June 27, 2017

New York State Education Department
New York State Library
Division of Library Development
University of the State of New York
Albany, New York 12234

Re: Construction Public Library Grant Program

Dear Sirs:

Please be advised that the City of Yonkers owns the premises known as 1500 Central Park Avenue which is improved by the Yonkers Public Library.

We have every expectation that the facility will continue to operate as a public library for the next ten years.

Kindly call my office should you require any additional information or documentation.

Very truly yours,


MICHAEL V. CURTI
Corporation Counsel



Parks, Recreation, and Historic Preservation

ANDREW M. CUOMO
Governor

ROSE HARVEY
Commissioner

June 28, 2017

Mr. Edward Falcone
Deputy Director
Yonkers Public Library
One Larkin Center
Yonkers, NY 10701

Re: SED/L
Activity Room Renovations - Grinton Will Branch, Yonkers Public Library
14PR02078

Dear Mr. Falcone:

Thank you for continuing to consult with the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the submitted materials in accordance with the New York State Historic Preservation Act of 1980 (section 14.09 of the New York Parks, Recreation and Historic Preservation Law). These comments are those of the Division for Historic Preservation and relate only to Historic/Cultural resources.

We have reviewed your letter dated June 27th, 2017, requesting an updated letter from our office and noting that construction at the library is underway. We note that our effect finding letter of April 12th, 2016, found that the project would have No Adverse Impact with some conditions, two of which have not been fulfilled:

- Submission of pre-final and final construction drawings to our office for review and comment.
- Submission of architectural material samples of the proposed exterior terra-cotta cladding and curtain wall/ sun-shade systems to our office for review and comment.

Because construction is underway, our ability to comment on the proposed work (as reflected in the requested drawings and materials samples) has been foreclosed. It is our hope that the remaining conditions can still be fulfilled (see below).

Based upon our review, it is OPRHP's continued opinion that the work will have No Adverse Impact on historic resources, provided that the following conditions are met:

1. A portion or portions of the original enameled-metal sun screen feature will be salvaged and re-installed somewhere on site for public display. *Please provide a written description and/or plans showing how this will be done, before this work is underway, so that we can comment.*
2. Submission of photographs and plans relating to any interior work proposed to be undertaken as part of this project for our office's review and comment

Division for Historic Preservation

P.O. Box 139, Waterford, New York 12188-0189 • (518) 237-8643 • www.nysparks.com

5. If substantial changes to the present design are proposed, consultation with our office should resume.

We would appreciate if the requested information could be provided via our Cultural Resource Information System (CRIS) at www.nysparks.com/shpo/online-tools/. Once on the CRIS site, you can log in as a guest and choose "submit" at the very top menu. Next choose "submit new information for an existing project". You will need this project number and your e-mail address. If you have any questions, I can be reached at (518) 268-2182.

Sincerely,



Olivia Brazee
Historic Site Restoration Coordinator
olivia.brazee@parks.ny.gov

via e-mail only

Division for Historic Preservation

P.O. Box 189, Waterford, New York 12188-0189 • (518) 237-8643 • www.nysparks.com

Proposal



142 Dale Street, W. Babylon, NY 11704
 v: 631 756-9530 f: 756-9537

SUBMITTED TO: ED FALCONE		DATE: July 13, 2017
Yonkers Public Library		REVISION: Original
One Larkin Center		PROJECT: Yonkers Public Library
Yonkers, NY 10701		LOCATION: 1500 Central Park Avenue
v: 914 337-1500		Yonkers, NY 10701
DESCRIPTION OF SALE:		
Milcon Construction shall provide all the labor and materials required for the installation of new windows and terracotta panels and all associated work on the South Side of the building as follows:		
1. Demolition of existing windows and concrete panels including asbestos removal		
2. Installation of new window system		
3. Installation of new terra cotta wall panels		
4. Installation of new terracotta sunshades		
5. Demolition of existing stairs and railing system		
6. Installation of new stairs and railing system		
7. All incidental work to complete the work listed above		
TOTAL PRICE:		\$219,000.00
Exclusions:		
- Performance and Payment Bond.		
- Any other work not exclusively described in this proposal		
Thank you for your time.		
PROPOSAL PREPARED BY:	Boguslaw Kiwior	
	Boguslaw Kiwior, Project Estimator	

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

SIGNATURE _____ DATE _____
 PRINT _____ TITLE _____

Proposal



142 Dale Street, W. Babylon, NY 11704
 v: 631 756-9530 f: 756-9537

SUBMITTED TO: ED FALCONE		DATE:	July 13, 2017
Yonkers Public Library		REVISION:	Original
One Larkin Center		PROJECT:	Yonkers Public Library
Yonkers, NY 10701		LOCATION:	1500 Central Park Avenue
v:	914 337-1500		Yonkers, NY 10701
DESCRIPTION OF SALE:			
Milcon Construction shall provide all the labor and materials required for the installation of stainless steel railings and associated work at the street side entrance as follows:			
1. Demolition of existing deteriorated railing and concrete			
2. Reconstruction of new concrete as needed for the installation of the railing			
3. Installation of new railing			
4. Removal of existing front entrance signage			
5. Installation of New Entrance Signage			
6. All incidental work to complete the work listed above			
TOTAL PRICE: \$94,204.00			
Exclusions:			
- Performance and Payment Bond.			
- Any other work not exclusively described in this proposal			
<i>Thank you for your time.</i>			
PROPOSAL PREPARED BY:		<i>Boguslaw Kiwior</i>	
		Boguslaw Kiwior, Project Estimator	

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

SIGNATURE _____ DATE _____
 PRINT _____ TITLE _____

LIBRARY NAME: Yonkers Public Library – Grinton I. Will Branch Library
NYS Construction Project # 0386-18-7245

Sources of Funds:

Bond Proceeds 2012	\$ 300,000
Bond Proceeds 2015	1,800,000
NYS Construction Grant Recommended Award	<u>153,804</u>
Total Sources of Funds:	\$2,253,804

Uses of Funds:

Window System-NYS Construction Grant Original Estimate	\$ 600,000
Additional Estimated Cost of Window System	150,000
West Façade Replacement	795,600
South Façade/Windows/Sun Shades/Railings & Stairs	214,000
West (street-side) Railings & Signage	94,204
Design, Misc. Costs (already expended)	<u>400,000</u>
Total Use of Funds:	\$2,253,804



PAYEE INFORMATION

In order to receive funds from the NYS Education Department, ALL SECTIONS of the **Payee Information/PI Form** AND of the **NYS ED Substitute W-9 Form** (required only if your agency does not have/know its NYS Vendor Identification Number) will need to be completed and returned with **original signature(s)** to the Education Department program office to which your agency's grant application was sent.

Please print or type all information

Section I: Institution Identifying Information

Exact Legal Name of Agency

Yonkers Public Library

Contact Person/Name & E-mail Address

Edward Falcone
efalcone@ypl.org

Federal Employer Identification Number (FEIN):

13-3421565

NYS Vendor Identification Number:***

1100076041

Federal System for Award Management/SAM – Is your Agency Registered?

(Please note that your agency **MUST** be registered in SAM (& must maintain a **CURRENT** registration) in order to be awarded federal funds.)

Yes, then provide the following:

(1) Expiration Date on SAM: 6/27/18

(2) Data Universal Numbering System/DUNS Number used to register : 135532166

No

***** If you do not know your agency's NYS Vendor Identification Number, follow the specific instructions under Section I(c).**

Section II: Agency Profile

- This agency is a (check one) Non-Profit Organization For Profit Organization
- This agency is a (check one) Sectarian Organization Non-sectarian Organization
- Is this agency chartered or incorporated by the New York State Board of Regents? (Check one) Yes No

Section III: Certification

I hereby certify that the information herewith provided is to the best of my knowledge both accurate and true.

Edward Falcone

Chief Administrative Agency Official/Authorized Designee (Please Print)

Director

Title

El Falcone

Signature - Chief Administrative Agency Official/Authorized Designee

7/12/17

Date

MAIL TO: The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Division of Library Development
Room 10-B-41 Cultural Education Center
Albany, NY 12230

PROPOSED BUDGET FOR A FEDERAL OR
STATE PROJECT
FS-10 (3/15)

Project Number: 0386 -18 -7245

Funding Source:	\$19 Million State Aid for Library Construction
Report Prepared By:	Edward Falcone
Agency Name:	Yonkers Public Library
Mailing Address:	Riverfront Branch One Larkin Center
City, State:	Yonkers NY 10701
Telephone#:	County: Westchester
E-Mail Address:	efalcone@ypl.org
Project Operation Dates:	Start 7/1/17 End 6/30/19

INSTRUCTIONS

Submit the original budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. **DO NOT** submit this form to the Grants Finance.
Enter whole dollar amounts only.

Prior approval by means of an approved budget (FS-10) or budget amendment (FS-10-A) is required for:

Personnel positions, number and type

Beginning with the 2005-06 budgets, equipment items having a unit value of \$5,000 or more, number and type

Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater

Any increase in the total budget amount.

Certification on page 8 must be signed in blue ink by Chief Administrative Officer or designee. High quality computer generated reproductions of this form may be used.

For changes in agency or payee address contact the State Education Department office indicated on the application instructions for the grant program for which you are applying.

For further information on budgeting, please refer to the Fiscal Guidelines for Federal and State Aided Grants which may be accessed at www.oms.nysed.gov/cafe/ or call Grants Finance at (518) 474-4815.

EQUIPMENT: Code 20

All equipment to be purchased in support of this project with a unit cost of \$5,000 or more should be itemized in this category. Equipment items under \$5,000 should be budgeted under Supplies and Materials, Code 45. Repairs of equipment should be budgeted under Purchased Services, Code 40.

Description of Item

Quantity

Unit Cost

Proposed Expenditure

Subtotal - Code 20 \$0

BUDGET SUMMARY

CATEGORIES	CODE	PROJECT COSTS
Professional Salaries	15	XXXXX
Support Staff Salaries	16	XXXXX
Purchased Services	40	\$0
Supplies and Materials	45	\$0
Travel Expenses	46	XXXXX
Employee Benefits	80	XXXXX
Minor Remodeling	30	XXXXX
Equipment	20	\$0
Grand Total		\$0

Agency Code	662300700041	
Project #	0386 -18 -7245	
Tracking/Contract #		
Federal Employer ID #	133421565	
Agency Name	Yonkers Public Library	
For Department Use Only		
Approved	7/1/17	6/30/19
Funding Dates:		
	From	To
Program Approval:		
Date:		

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements; false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date _____ Signature _____

Name and Title of Chief Administrative Officer

Fiscal Year	Amount Budgeted	First Payment
Voucher#	First Payment	
Log	Approved	MIR

MEETING MINUTES



DATE: September 7, 2017
TO: All Attendees
RE: Yonkers Public Library - Will Branch

A meeting was held at Yonkers Public Library Grinton I Will Branch on September 5, 2017 at 10:00 AM.

Present:

Ed Falcone – Director of Yonkers Public Library
Susan Thaler – Deputy Director Yonkers Public Library
Russel Martinez – Supervisor of Custodians
Christian Zabriskie – Branch Administrator
Angel Covarrubias - Milcon Construction Corp.
Jarek Batko – Milcon Construction Corp.
Andrew Allison – KG+D Architects
Teresa May – KG+D Architects

The following is a summary of the items discussed:

Contracts

No items in this category.

Approvals

No items in this category.

Schedule

1. Milcon has issued a revised construction schedule. The installation of the window system is slated to begin the first week of November.
2. Milcon to confirm timeline for material arrival for windows and terracotta panels.
3. The roof repair and subsequent concrete panel removal at the roof level will start the week of September 11th. Milcon and YPL to coordinate closure of the main entry door to facilitate transporting material to and from the roof.
4. The roof ballast is to be removed from the site.

Submittals

1. KG+D has received data submittals for all products and they have all been processed.

2. KG+D has received shop drawings for the vertical sun shades, they have been processed.
3. KG+D has not received shop drawings for the window system or the terracotta system.
4. KG+D expects to receive a comprehensive submittal for the roof work including manufacturers warrantee information.
5. Milcon has informed KG+D that the shop drawings for the windows and terracotta are in production and should be submitted in the next couple of weeks.

RFI's

1. All RFI's have been responded to by KG+D

Potential Change Orders

No items this category.

Change Orders

1. Change Order #2 for the Roof Repair has been executed.

Logistics / Safety

1. Milcon has worked with YPL to sort through the demolished shades.
2. Milcon will coordinate with YPL to complete disposal of unwanted shades.

Review Completed Work

1. Demolition of concrete panels at main level has been completed.
2. Asbestos abatement has been completed.
3. Repair of the crack in the masonry joints at the interior of the Children's Reading Room to be completed.

General Items

No items in this category.

Next Meeting

The next meeting will be Tuesday, September 19, 2017 at 10:00AM.

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

cc: All Attendees