

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
RIVERFRONT LIBRARY
October 18, 2018**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting September 20, 2018.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

Acknowledge the following salary promotions:

Emily Power, Senior Library Clerk, \$44,965, effective 9/21/18

Biagio Capirchio, Librarian II, \$63,213, effective 9/21/18

Ralph Cooper, Librarian II, \$63,213, effective 9/21/18

Tyisha Baker, Clerk II, \$44,965, effective 10/5/18

Acknowledge the following retirement:

Beatrice Schimler, Senior Library Clerk, \$49,226, effective 10/5/18

Acknowledge the following transfer:

Khanliah Grady, Senior Library Clerk from Riverfront Library Clerical to Riverfront Administration, effective 9/21/18.

COMMITTEE REPORTS

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

Employee Relations -Guzmán-Santana, Touba, Puglia

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

Fundraising & Development -Guzmán-Santana, Maron, Jannetti

Foundation Update

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedules #796

UNFINISHED BUSINESS

NEW BUSINESS

[ACTION ITEM] 2019 Holiday Schedule

Tr. Jannetti and Tr. Puglia terms to expire December 31, 2018.

EXECUTIVE SESSION

To discuss the performance of a particular employee

NEXT BOARD MEETING DATE: Tuesday, November 20, 2018, Grinton I. Will Branch

YONKERS PUBLIC LIBRARY
BOARD MEETING
GRINTON I. WILL BRANCH
SEPTEMBER 20, 2018

ATTENDANCE

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

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

MINUTES

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved the Minutes of the Board Meeting of July 18, 2018.

MANAGEMENT REPORT

Director Falcone updated Board members on the Management Report. The contractor on the Will Façade project is behind schedule, and substantial completion is now expected in December. The material for the south-facing sun shades may be changed from terracotta to aluminum to take advantage of a

brighter color palette. YPL has just received 90% of 2017's grant award for this project, and will receive an additional \$140,595 from the 2018 round of state funding.

Director Falcone told Board members that the Will Boiler Project is now underway and should be completed by late October.

Director Falcone expressed disappointment that the first round of capital funding this year did not include the replacement of the Will elevator. There may be additional funding in the spring, and there is a chance that the elevator and other projects may get funded.

Director Falcone thanked Tr. Guzmán-Santana for her role in securing a generous donation of games and puzzles from a wholesaler in Queens. Deputy Director Thaler said that the items were used as prizes for the Library's Children's Summer programs as well as this past Saturday's Hispanic Heritage program and will be used and enjoyed for future programs as well.

Director Falcone informed the Board members that a visit from the U.S. State Department's delegation of Chinese library and museum administrators on July 23rd left them very impressed by our programs and services. He said that the Library staff did a great job participating in the tour.

Director Falcone told Board members that Tech Central is purchasing virtual reality equipment and software, and will be promoting VR programming in the near future. We are also reaching out to local schools to find ways to employ VR in their curriculum.

Director Falcone reported that the Summer Reading Buddies program at Riverfront had a total of 2,047 sessions.

Director Falcone advised Board members that he and Deputy Director Thaler met with local artists who were planning a city-wide quilting project called Yes, Yonkers! We plan to display parts of the finished project from panels created by members of the community.

Director Falcone and Deputy Director Thaler met with Haifa Bint-Kadi who mentioned recommending two new members to the Art Gallery Committee; Dr. Judith Burton and Thomas Lollar. Ms. Bint-Kadi is requesting a meeting of the Gallery Committee in October.

Director Falcone announced to Board members that on November 15, 2018, the Yonkers Public Library will be inducted into the Chamber of Commerce's Business Hall of Fame at their annual meeting at Castle Royale.

Director Falcone told Board members that the WLS Directors Association has recommended a new automation system for its member libraries, and it will be rolled out this spring.

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

WLS REPORT – WLS Representative Tr. Joseph Puglia reported to Board members that the WLS Board would have their next meeting on September 25th. Agenda items would be the aforementioned NYS construction grants and automation system.

PERSONNEL REPORT

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

Sumaya Kashem, P/T Page, \$11.00/hr., effective 8/18/18

Natalie Aitkenhead, P/T Custodial Worker, \$11.00/hr., eff., 8/18/18

Summer Prassor, P/T Page, \$11.00/hr., effective 8/25/18

Shawn Alibocas, custodial Worker, \$41,999, effective 9/14/18

The Board acknowledged the following salary increase:

Edward Falcone, Library Director, \$165,000, effective 7/27/18

The Board acknowledged the following termination:

Indra Lal, P/T Page, \$11.00/hr., effective 7/21/18

The Board acknowledged the following transfer:

Mary Nowak, Clerk I, from Riverfront Library to Crestwood Branch, effective 9/4/18.

COMMITTEE REPORTS

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

Employee Relations – Guzmán-Santana, Touba, Puglia

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

Fundraising & Development – Guzmán-Santana, Maron, Jannetti

The Foundation Gala will be held on October 17, 2018. A mail campaign will be done at the end of this year.

Tr. Saraceno arrived at 8:00 p.m.

PAYMENT OF BILLS

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved payment of bills as listed on Schedules #794 and #795.

UNFINISHED BUSINESS

Deputy Director Thaler told Board members she did a walk-through of the Will Branch with YPD Detective Montalvo who made various recommendations. A visit at Crestwood will be scheduled. A revision to the handbook on emergency planning at the Library is underway.

NEW BUSINESS

On motion of Tr. Saraceno, seconded and unanimously carried, the Board approved the revised Policy on Alcoholic Beverages Served at Non-Library Events.

On motion of Tr. Saraceno, seconded and unanimously carried, the Board approved a request to serve alcohol at an upcoming program entitled A Tale Of Two Havanas (10/4) pending additional documentation.

On motion of Tr. Maron, seconded and unanimously carried, the Board approved to rescind the Gallery Curator Job Description.

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved to authorize the Board President to sign the Resolution on 2018 Public Library Construction Grant Assurances.

The Board agreed to reschedule November's Board meeting from Thursday, November 15th to Tuesday, November 20th at Grinton I. Will Branch.

NEXT BOARD MEETING DATE – Thursday, October 18, 2018, 7:00 p.m. at the Riverfront Library.

EXECUTIVE SESSION

Tr. Puglia motioned to enter into Executive Session at 8:51 p.m. to discuss the performance of a particular employee.

The Board exited Executive Session and adjourned at 9:55 upon a motion by Tr. Iarraza.

Edward Falcone
Library Director & Secretary

SUBSTANCE ABUSE IN THE WORKPLACE

September 2003, September 2017

REVISED September 2018

Policy to Allow Alcoholic Beverages to be Served in the Library 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.

To the extent permits and/or licenses are required by law, the sponsoring organization, group and/or individual must obtain any such permits and/or 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 Library may also require the sponsoring organization, group and/or individual to 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 (i.e., no BYOB) 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 alcoholic beverages to the event. The sponsoring organization must also ensure 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. In any provision of this Policy conflicts with any provisions of federal state or local laws, the provisions of such laws shall prevail.

Approved by YPL Board of Trustees – 9/20/18

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 20, 2018.**

Signature of President, Library Board of Trustees: _____



Name of President (type or print): Anietra Guzmán-Santana

Yonkers Public Library Bill List September 2018

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
BAKER & TAYLOR	MATERIALS	9/17/2018	31,565.41
BARNES & NOBLE	MATERIALS	9/28/2018	72.00
BARNES & NOBLE	MATERIALS	9/7/2018	138.26
BARNES & NOBLE	MATERIALS	9/7/2018	403.64
BARNES & NOBLE	MATERIALS	9/28/2018	447.21
BARRON'S EDUCATION SERIES, INC.	MATERIALS	9/7/2018	37.80
EBSCO	MATERIALS (CREDIT MEMO)	9/17/2018	-77.97
EBSCO	MATERIALS (CREDIT MEMO)	9/17/2018	-21.99
EBSCO	MATERIALS	9/17/2018	113.07
ESPN THE MAGAZINE	MATERIALS	9/28/2018	46.00
HP INC.	COMPUTER	9/28/2018	425.68
KG&D ARCHITECTS	LIB PROJECT: WILL FAÇADE PHASE 2	9/17/2018	1,303.81
MIDWEST TAPE	MATERIALS	9/28/2018	5.59
MIDWEST TAPE	MATERIALS	9/7/2018	23.18
MIDWEST TAPE	MATERIALS	9/17/2018	25.98
MIDWEST TAPE	MATERIALS	9/25/2018	31.18
MIDWEST TAPE	MATERIALS	9/28/2018	31.96
MIDWEST TAPE	MATERIALS	9/28/2018	45.57
MIDWEST TAPE	MATERIALS	9/7/2018	58.48
MIDWEST TAPE	MATERIALS	9/17/2018	70.44
MIDWEST TAPE	MATERIALS	9/7/2018	71.15
MIDWEST TAPE	MATERIALS	9/25/2018	85.92
MIDWEST TAPE	MATERIALS	9/7/2018	87.82
MIDWEST TAPE	MATERIALS	9/28/2018	99.18
MIDWEST TAPE	MATERIALS	9/7/2018	110.29
MIDWEST TAPE	MATERIALS	9/7/2018	133.48
MIDWEST TAPE	MATERIALS	9/7/2018	162.24
MIDWEST TAPE	MATERIALS	9/28/2018	190.36
MIDWEST TAPE	MATERIALS	9/7/2018	221.02
MIDWEST TAPE	MATERIALS	9/17/2018	478.33
RECORDED BOOKS	MATERIALS	9/7/2018	41.60

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
WESTON WOODS STUDIOS, INC.	MATERIALS	9/28/2018	359.40
TOTAL			36,786.09
CONTRIBUTIONS FUNDS			
4IMPRINT	1,000 BKS BEFORE KINDER PROG	9/11/2018	488.74
BELLA VISTA DELI	BOARD MEETING 9/20/2018	9/25/2018	122.00
COMMUNITY PLANNING COUNCIL	MEMBERSHIP 1/1-12/31/2018	9/11/2018	250.00
GOVCONNECTION, INC.	SHORT PAID	9/11/2018	4.00
GOVCONNECTION, INC.	INK CARTRIDGES	9/25/2018	624.54
SCHOLASTIC, INC.	1,000 BKS BEFORE KINDER PROG	9/11/2018	551.00
SCHOLASTICA, INC.	MATERIALS	9/18/2018	50.00
SCHOLASTICA, INC.	MATERIALS	9/19/2018	150.00
THE JOURNAL NEWS	CHANGE IN DELIVERY SERVICE RATE	9/11/2018	8.16
THE SALVATION ARMY	DINNER SPONSORSHIP (1 TICKET)	9/27/2018	85.00
YONKERS HISTORICAL SOCIETY	50TH ANNIVERSARY DINNER (4 TICKET)	9/28/2018	360.00
TOTAL			2,693.44
MONTEFIORE GRANT			
AMAZON	CARE PACKAGES SUPPLIES	9/26/2018	207.78
AMAZON	CARE PACKAGES SUPPLIES	9/26/2018	396.72
BELLA VISTA DELI	LUNCH FOR TRAINING 9/10/2018	9/17/2018	178.15
BELLA VISTA DELI	BREAKFAST FOR TRAINING 9/10/2018	9/17/2018	247.99
HOMELESS TRAINING INSTITUTE	LIBRARY TRAINING	9/17/2018	2,640.84
PORTEUS, SHAUNA	EMPLOYEE REIMB EXP: METRO CARDS	9/17/2018	289.88
VERIZON WIRELESS	MATERIALS	9/28/2018	106.48
TOTAL			4,067.84

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT September 2018

Date	Num	Memo	Amount
Abbey Ice			
09/12/2018	79715	Spring Water	72.50
09/17/2018	79714	Spring Water	53.00
09/26/2018	163969	water cooler rental-crestwood	33.00
09/26/2018	164064	water cooler rental-riverfront	47.25
09/26/2018	164318	water cooler rental-will branch	47.25
09/26/2018	76820	spring water-riverfront	48.00
09/26/2018	81309	water	33.50
09/26/2018	cm76921	spring water (credit memo)	-96.00
09/30/2018	81830	water-will	40.00
Total Abbey Ice			278.50
Addo-Prempeh, Victoria			
09/12/2018	82418VAP	Reimbursement-Program Supplies	78.15
Total Addo-Prempeh, Victoria			78.15
Amazon.com			
09/26/2018	995758944778	tech central supplies	83.86
09/26/2018	469399984553	tech central supplies	249.00
09/26/2018	485596935666	tech central supplies	18.78
09/26/2018	568776559796	program supplies	101.96
09/26/2018	687685377945	library supplies	149.97
09/26/2018	448933669659	library supplies	49.99
09/26/2018	435794549434	program supplies	41.98
09/26/2018	435953993948	program supplies	38.67
09/26/2018	695977834634	tech central supplies	53.98
09/26/2018	768696786334	tech central supplies	148.93
Total Amazon.com			937.12
Amoils, Roseanne			
09/12/2018	58	Program-Job Search Coach	960.00
Total Amoils, Roseanne			960.00
Assured SKCG, Inc			
09/30/2018	773055	renewal policy	8,125.00
09/30/2018	773055	renewal policy	14,075.00
09/30/2018	773055	renewal policy	500.00
09/30/2018	773055	renewal policy	2,169.90
Total Assured SKCG, Inc			24,869.90
Baird, Zahra			
09/26/2018	91618zb	employee reimbursement-newspapers, ...	35.00
09/26/2018	91618zb-1	crestwood summer reading party	173.80
Total Baird, Zahra			208.80
Brodart			
09/12/2018	508907	Supplies	2,715.00
Total Brodart			2,715.00
Cablevision Lightpath			
09/26/2018	22729197	internet	5,234.75
09/26/2018	22721160	phones	3,547.61
Total Cablevision Lightpath			8,782.36
Cablevision Optimum			
09/12/2018	07803544469sep18	cable box	14.70
09/26/2018	07803065546sep18	cable box	7.35
09/30/2018	07803550279oct18	crestwood phone & internet	140.76
Total Cablevision Optimum			162.81
Cengage Learning			
09/17/2018	64677617	Subscription	300.00
Total Cengage Learning			300.00
Citadel Pest Control			
09/30/2018	3490	pest control	260.00
Total Citadel Pest Control			260.00

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT September 2018

Date	Num	Memo	Amount
Con Edison			
09/12/2018	92142173100sep18	Gas-Will	127.10
Total Con Edison			127.10
Crown Janitorial			
09/26/2018	417288-1	janitorial supplies	2,066.21
09/26/2018	417288-2	clear tubular bulbs	29.91
09/26/2018	417499-1	janitorial supplies	191.46
09/26/2018	419808-1	janitorial supplies	2,392.99
09/26/2018	cm417469-0	janitorial supplies	-68.23
09/26/2018	417527-1	janitorial supplies	-71.76
Total Crown Janitorial			4,540.58
DPW Pasny			
09/26/2018	jul-18	electric charges	13,530.96
09/26/2018	jul-18	electric charges	875.13
09/26/2018	aug-18	electric charges	13,469.46
09/26/2018	aug-18	electric charges	829.02
Total DPW Pasny			28,704.57
Dreamland Security			
09/26/2018	dss18156	guard services	10,301.50
Total Dreamland Security			10,301.50
FedEx			
09/30/2018	6-308-12139	shipping	35.70
Total FedEx			35.70
Gantzer, Ana			
09/26/2018	091218ag	employee reimbursement-pasta &pesto ...	35.48
09/26/2018	091518ag	pizza for volunteers @ riverfest	31.99
Total Gantzer, Ana			67.47
GovConnection			
09/12/2018	56100861	Computer Products	354.40
09/12/2018	56100863	Computer Products	136.80
09/12/2018	56100865	Computer Products	618.47
09/18/2018	56100858	Computer Products	918.91
09/18/2018	56100859	Computer Products	27.52
09/18/2018	56104820	Computer Products	772.02
09/30/2018	56140096	surge strip	35.40
09/30/2018	56144076	toners	831.20
09/30/2018	56144080	phone charge cable	11.30
Total GovConnection			3,706.02
Heitner, Lois H.			
09/12/2018	14	Program-Yoga 8/9/18-Crestwood	50.00
Total Heitner, Lois H.			50.00
Hewlett-Packard			
09/18/2018	60421977	Monitor	87.00
Total Hewlett-Packard			87.00
Home Depot Credit Service			
09/12/2018	2904641	Supplies	722.96
Total Home Depot Credit Service			722.96
Keane & Beane			
09/26/2018	40073	legal services	52.50
Total Keane & Beane			52.50
Lexis/Nexis			
09/12/2018	04405870	Subscription	1,959.00
Total Lexis/Nexis			1,959.00
Marshall, Nancy			
09/26/2018	9-13-18	adult zumba-riverfront	70.00

3:09 PM
 10/01/18
 Accrual Basis

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT September 2018

Date	Num	Memo	Amount
Total Marshall, Nancy			70.00
McGibney, Catherine			
09/12/2018	83018CM	Program-Yoga 8/23&8/30-Crestwood	100.00
Total McGibney, Catherine			100.00
Mitchell's			
09/12/2018	10499	Periodicals	7,259.20
Total Mitchell's			7,259.20
Mota, Juan			
09/17/2018	000020	Program-Sew Amazing 9/8/18	175.00
09/26/2018	000021	tech central Sew Amazing	175.00
Total Mota, Juan			350.00
North State Mechanical			
09/12/2018	17027	Repairs-Chiller & AC #5 Fan	2,550.00
Total North State Mechanical			2,550.00
Open Systems			
09/12/2018	44356	Fire Alarm Service	228.00
Total Open Systems			228.00
Quill Corp.			
09/26/2018	1103487	assorted const. paper	5.58
09/26/2018	1107330	crayola 64 crayon clsspack 832	61.79
Total Quill Corp.			67.37
Rong, Jian-Yang			
09/26/2018	9-8-18	1 bagua meditation class	70.00
Total Rong, Jian-Yang			70.00
Safeguard Lock & Key			
09/12/2018	6349	Keys	25.00
Total Safeguard Lock & Key			25.00
Scaringella Auto Repair			
09/17/2018	9418SAR	Repair-Auto Jeep Liberty 2006	246.90
09/17/2018	9518SAR	Repair-Auto Jeep Liberty 2006	227.88
09/26/2018	91118	oil change and repairs	615.75
Total Scaringella Auto Repair			1,090.53
Schall Hardware			
09/12/2018	16591	Hardware	358.34
Total Schall Hardware			358.34
Sciencetellers			
09/12/2018	8357	Program-Children's-Will & Riv 8/28/18	670.00
Total Sciencetellers			670.00
Stanley Convergent			
09/12/2018	15827642	CCTV Monitoring	64.68
09/12/2018	15832702	Access Control-Maintenance	185.88
09/12/2018	15834967	Alarm System-Maintenance	683.54
Total Stanley Convergent			934.10
Sterling Sanitary Supply			
09/26/2018	al1709	monthly lease	300.00
Total Sterling Sanitary Supply			300.00
Tutor.com			
09/17/2018	INV-00009016	Online Tutoring Program	19,090.00
Total Tutor.com			19,090.00
United Metro Energy			
09/26/2018	349779	oil-crestwood	301.38
Total United Metro Energy			301.38

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 10/01/18
 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 September 2018

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Utica National Insurance Group			
09/26/2018	91418uni	insurance	32,444.00
Total Utica National Insurance Group			32,444.00
Verizon			
09/26/2018	9144109274sep18	phones/alarm	41.96
09/30/2018	9143372191oct18	phones/alarms	153.74
09/30/2018	9143373015oct18	phones/alarms	47.81
Total Verizon			243.51
Verizon Wireless			
09/12/2018	9813363822	Cell Phones	338.79
Total Verizon Wireless			338.79
WB Mason			
09/18/2018	158429137	office supplies	746.35
09/26/2018	158761036	office supplies	206.69
09/30/2018	158945881	office supplies	6.40
Total WB Mason			959.44
Westchester Library System			
09/12/2018	082918-9	WLS-IT -Baker & Taylor Title Source	2,810.00
Total Westchester Library System			2,810.00
Xerox			
09/17/2018	094262520	Maintenance Plan-Copier	95.00
Total Xerox			95.00
Yonkers Parking Authority			
09/30/2018	18-661	garage	5,569.20
Total Yonkers Parking Authority			5,569.20
TOTAL			165,830.90

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

	AMOUNT AWARDED	AMOUNT AVAILABLE 9/30/2018
LDA	143,266	141,962
DANY	250,000	250,000
MONTEFIORE	142,942	102,269
CBGB	30,000	30,000

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

		ORIGINAL AMOUNT	AMOUNT AVAILABLE 9/30/2018
C2099CP			
510646	Will Ext. Construction	1,800,000	0
510647	Will Auditorium Improv.	55,000	49,990
510820	Library Books and other Materials	300,000	0
510821	Boiler Upgrades	60,000	0
510822	Computers & Library Equipment	47,000	32,193
510872	Library Books and other Materials	350,000	66,482
510873	Exterior - Will Branch	2,400,000	1,467,932
510874	Boiler Upgrades	568,000	123,792

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

Revenue Category	Budgeted Revenue 2018-2019	Revenue Realized 7/1/2018-6/30/2019
Fees & Fines	\$51,000	\$9,711
Rental of Property	11,000	3,220
Miscellaneous (Includes E-Rate)	41,050	9,670
Total Library Generated Revenues	<u>\$103,050</u>	<u>\$22,601</u>
State Funding	47,560	51,694
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<u>\$10,460,214</u>	<u>\$10,383,899</u>

BANK ACCOUNT INFORMATION
SEPTEMBER 2018

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>9/30/2018</u>
<u>ENDOWMENTS AND TRUSTS</u>						
<u>SAUNDERS ENDOWMENT GOAL \$65,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS 1.60%		SAUNDERS BOOK FUND	4658	2/27/2019	14 MO. CD	75,074.78
<u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u>						
STERLING NATIONAL BANK 1.85%		JOHN JUTKOWITZ THEATER FUND	5236	5/19/2019	14 MO. CD	10,673.86
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS 1.75%		DAVID S. KOGAN MEM FUND	108514	8/24/2019	15 MO. CD	5,001.68
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
STERLING NATIONAL BANK 1.15%		RITA G. MURPHY MEM FUND	5237	3/19/2019	12 MO. CD	5,507.13
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK N/A		YPL TRUST ACCOUNT	6700288970	----	CHECKING	4,551.39
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS 1.60%		CONTRIBUTIONS ACCOUNT	4659	2/27/2019	14 MO. CD	26,935.87
STERLING NATIONAL BANK 2.25%		CONTRIBUTIONS ACCOUNT	5737	8/4/2019	14 MO. CD	61,953.14
STERLING NATIONAL BANK 2.25%		CONTRIBUTIONS ACCOUNT	6249	10/2/2019	14 MO. CD	51,723.94
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK 0.01%		CONTRIBUTIONS ACCOUNT	6700289260	----	CHECKING	56,348.19

JOINT MANAGEMENT REPORT
OCTOBER 2018

Facade. There has been steady but slow progress since our last report. As of this writing, window replacement is underway in the auditorium wing, as well as improvements to the upper vestibule and entry railings. The latest timeline projects substantial completion by the end of the calendar year.

Boiler Project. The new boiler and hot water pumps have been delivered, and the contractor is now connecting them to the existing piping.

1000 Books. The 1000 Books Before Kindergarten initiative continues to generate enthusiasm. Nearly 700 children have registered for the program and participants have reported reading almost 26,000 books! The kids love depositing their colorful pompoms in the big water bottles on display at each branch (one pompom for each book reported).

Phone Upgrade. New telephones were installed in all three branches on the evening of Thursday, October 4th. The new phones have upgraded features (including touch screens on many) and there is a learning curve but overall the migration went smoothly. Kudos to Carlos Figueroa and the IT team for making the transition happen with as little disruption as possible.

Gallery Committee. We convened a meeting of the Committee on October 10th to review exhibits proposed for the next 18 months and to welcome two new committee members: Dr. Judy Burton and Thomas Lollar, both on the faculty of Teachers College at Columbia.

Grants. Two grant opportunities came to our attention via the Foundation, and we applied for both of them. The first, from Verizon, would fund an educational program with the YPS employing virtual reality technology. The second, from Con Edison, would fund arts education programming in the Riverfront Gallery. We just received word that the Verizon grant was approved in the amount of \$10,000; we are still waiting for news from Con Ed.

MEETINGS ATTENDED THIS PERIOD

9/21	Ed	Will visit
	Ed	Meeting with Gallery Curator
9/22	Ed	Latimer/Johnson community forum @ Riverfront
9/24	Ed	CLUSTER open House @ Wells Ave.
9/26	Ed	Walk-thru with Sound Associates
	Ed & Susan	VR webinar
	Susan	Groundwork Urban River Party
9/27	Ed	Thursday Lunch Club
	Ed	Chamber of Commerce Board meeting @ Sterling Bank
	Susan	MBK Dinner @ Castle Royale
	Ed	Salvation Army Dinner @ Dunwoodie
9/28	Ed, Susan & Vivian	Management meeting

10/1	Ed & Susan	Monthly meeting with Deputy Mayor @ City Hall
10/2	Ed & Susan	Façade construction meeting @ Will
	Susan	Vendor meeting
	Susan	Telephone training
	Ed & Susan	Marketing Committee meeting @ Riverfront
	Ed	Foundation Board meeting @ Riverfront
10/3	Susan	CollectionHQ Forum @ Ferguson Library
10/4	Susan	Donna Boecker
	Ed & Susan	JCY Recognition Lunch @ Lake Island Club
	Ed, Susan & Vivian	Bea Schimler retirement
	Ed & Susan	Historical Society Dinner @ Dunwoodie
	Vivian	Lesnick film & reception
10/9	Susan	Clerical interviews
	Susan	Powerlab phone meeting
10/10	Ed	Union meeting
	Ed & Susan	VR webinar
	Ed & Susan	Gallery Committee
10/11	Ed	Walk-thru with X20
	Susan	Clerical interview
	Ed & Susan	Thursday Lunch Club
	Susan	YPIE Gala
	Ed	YMCA Dinner @ Roosevelt Ballroom
10/16	Ed & Susan	Façade construction meeting @ Will
10/17	Ed, Susan & Vivian	Foundation Gala
10/18	Ed	PLDA monthly meeting @ WLS

MARK YOUR CALENDARS

WLS Annual Meeting Thursday, November 15th 8:30 am at WLS Headquarters

YONKERS PUBLIC LIBRARY

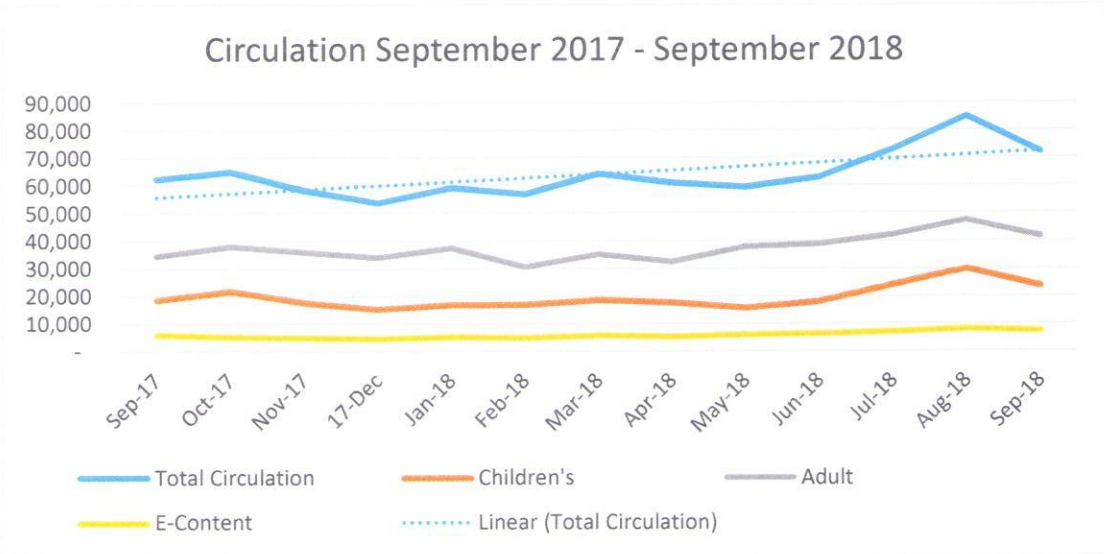
CIRCULATION STATISTICS

September 2018

	<u>2017</u>	<u>2018</u>			
Days of Service	28	28			
			<u>Dev.</u>	<u>%</u>	
RIVERFRONT LIBRARY					20
Adult	13,128	15,098	1,970		
Children's	6,084	8,148	2,064		
Total Riverfront Circulation	19,212	23,246	4,034	21.00%	
GRINTON I. WILL BRANCH					22
Adult	21,364	22,250	886		
Children's	10,608	13,398	2,790		
Total Will Circulation	31,972	35,648	3,676	11.50%	
CRESTWOOD BRANCH					11
Adult	2,992	4,068	1,076		
Children's	1,879	2,035	156		
Total Crestwood Circulation	4,871	6,103	1,232	25.29%	
E-content (All Branches)	6,127	7,238			
TOTAL CIRCULATION					53
Total Current Month	62,182	72,235	10,053	16.17%	
Total Previous Months	<u>525,752</u>	<u>521,529</u>	<u>(4,223)</u>	<u>-0.80%</u>	
Total Year to Date	587,934	593,764	5,830	0.99%	

Circulation September 2017 - September 2018

	Total Circulation	Children's	Adult	E-Content
Sep-17	62,182	18,571	34,484	6,127
Oct-17	64,935	21,792	37,853	5,290
Nov-17	58,264	17,523	35,806	4,935
17-Dec	53,669	15,213	33,888	4,568
Jan-18	59,157	16,712	37,266	5,179
Feb-18	56,858	16,935	30,496	4,836
Mar-18	64,153	18,521	34,965	5,636
Apr-18	60,966	17,694	32,398	5,264
May-18	59,384	15,619	37,747	6,018
Jun-18	63,016	18,069	38,653	6,294
Jul-18	72,971	23,948	42,072	6,951
Aug-18	85,024	29,803	47,325	7,895
Sep-18	72,235	23,581	41,416	7,238



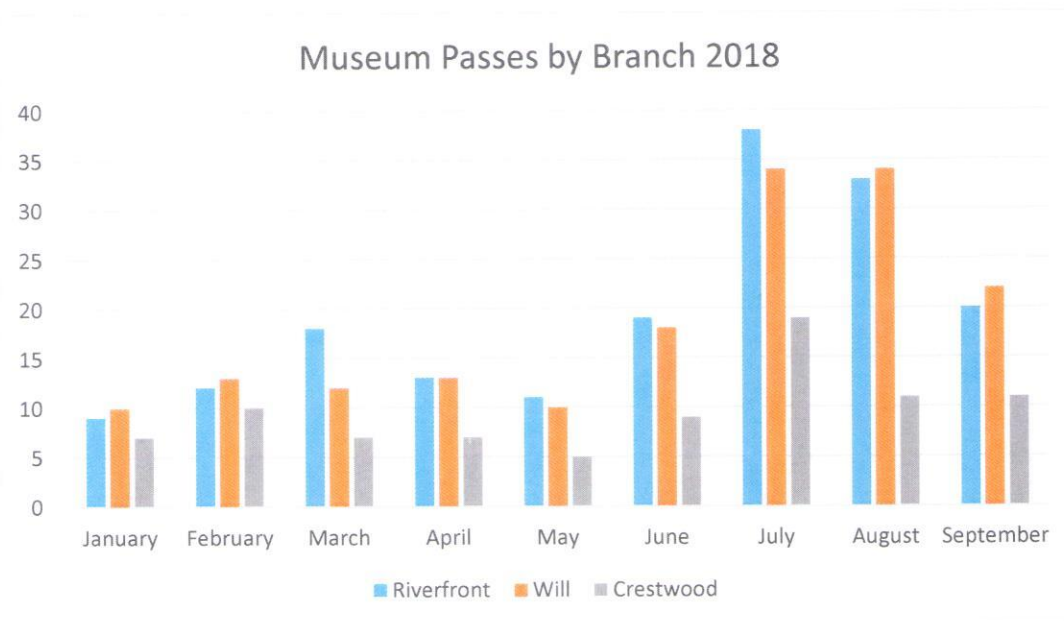
Museum Passes

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



Museum Passes by Branch

2018	Month	Riverfront	Will	Crestwood
	January	9	10	7
	February	12	13	10
	March	18	12	7
	April	13	13	7
	May	11	10	5
	June	19	18	9
	July	38	34	19
	August	33	34	11
	September	20	22	11



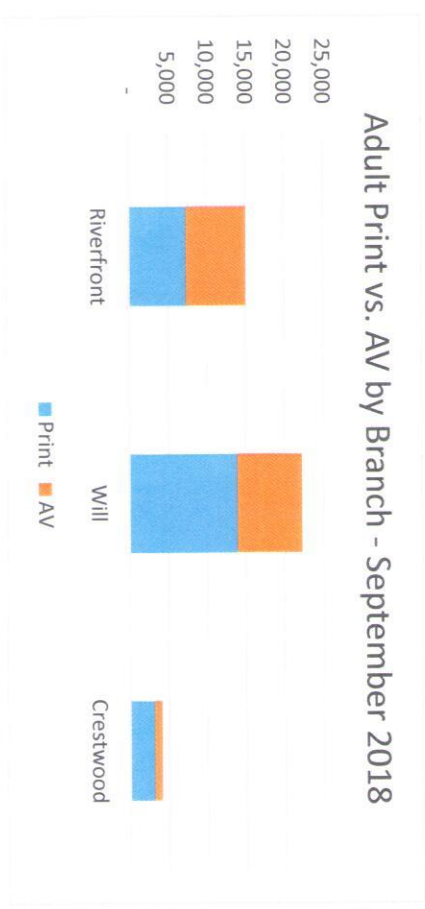
Print vs. AV by Branch - September 2018

	Print	AV	Total
Riverfront	13,630	9,616	23,246
Will	25,094	10,554	35,648
Crestwood	4,763	1,340	6,103
Total	43,487	21,510	64,997



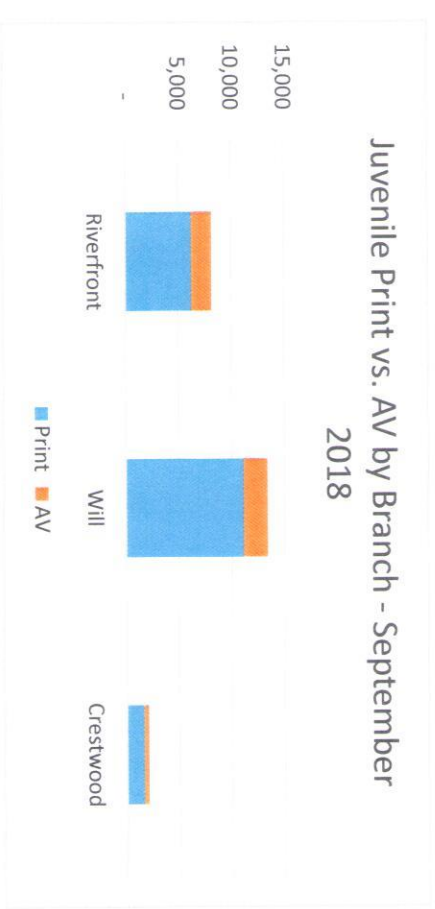
Adult Print vs. AV by Branch - September 2018

	Print	AV	Total
Riverfront	7,367	7,731	15,098
Will	13,920	8,330	22,250
Crestwood	3,132	936	4,068
Total	24,419	16,997	41,416



Juvenile Print vs. AV by Branch - September 2018

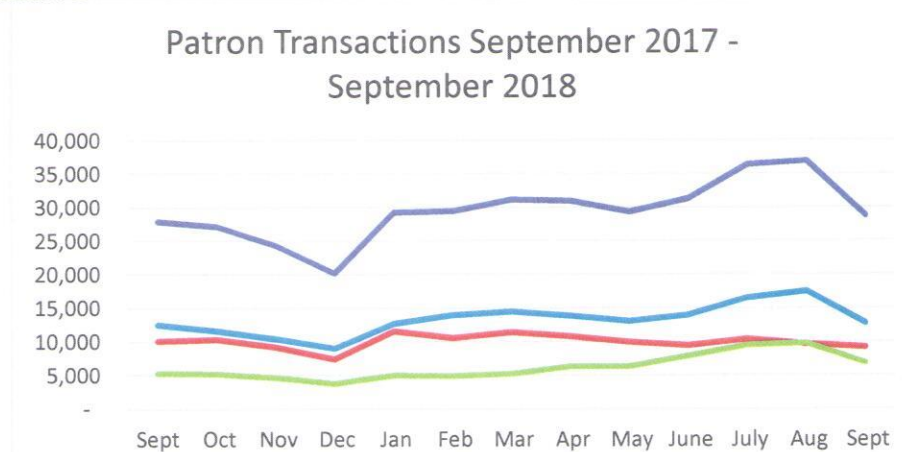
	Print	AV	Total
Riverfront	6,263	1,885	8,148
Will	11,174	2,224	13,398
Crestwood	1,631	404	2,035
Total	19,068	4,513	23,581



Yonkers Public Library

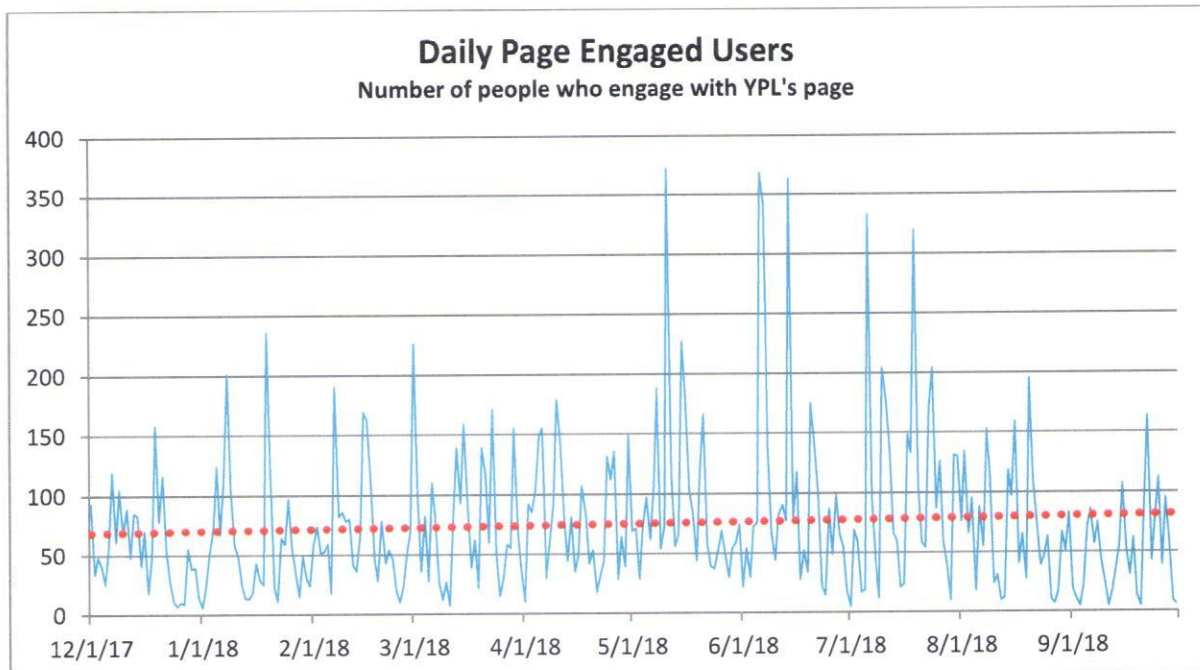
STATISTICS - PATRON TRANSACTIONS September 2018

	August 2018	September 2018
RIVERFRONT LIBRARY		
Circulation	7,444	5,025
Directional/Other	7,676	4,708
Reference	2,334	2,955
Total	17,454	12,688
GRINTON I. WILL BRANCH		
Circulation	5,174	5,064
Directional/Other	1,939	1,757
Reference	2,518	2,317
Total	9,631	9,138
CRESTWOOD BRANCH		
Circulation	3,661	1,835
Directional/Other	2,026	1,680
Reference	4,066	3,330
Total	9,753	6,845
TOTALS		
Current Month	36,838	28,671
Previous Months	-	353,706
Cumulative		382,377

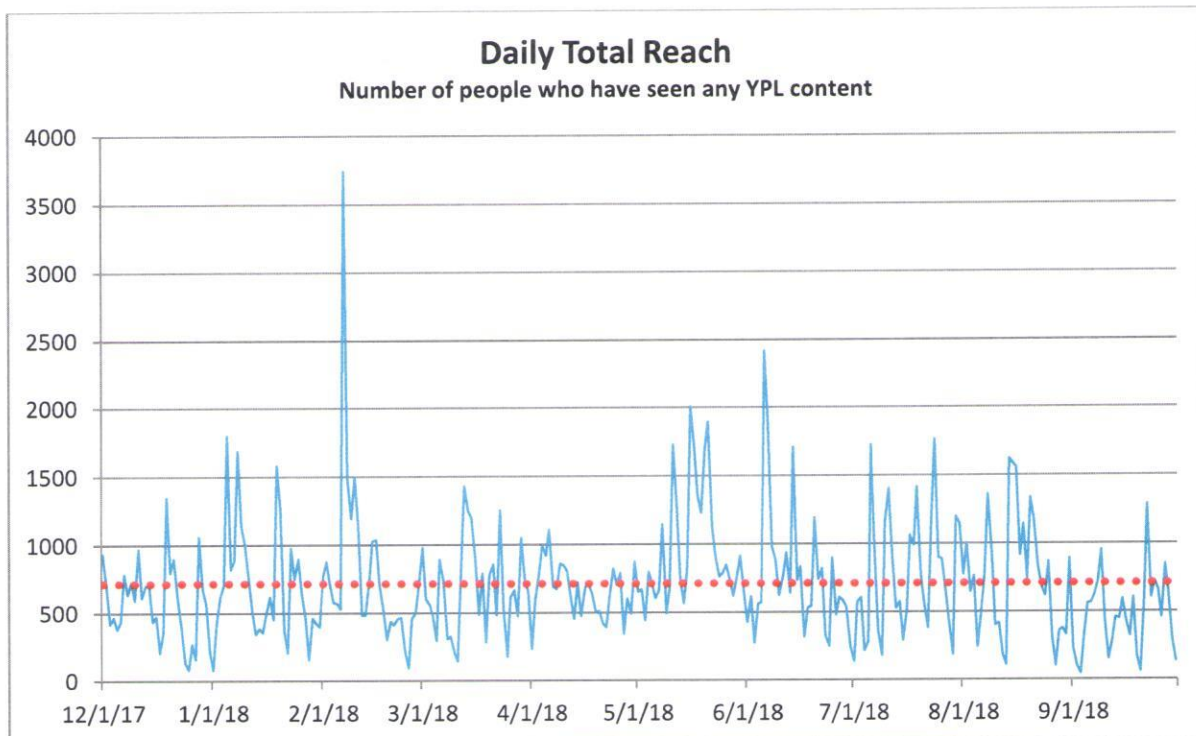


Social Media Statistics September 2018

FACEBOOK Snapshot

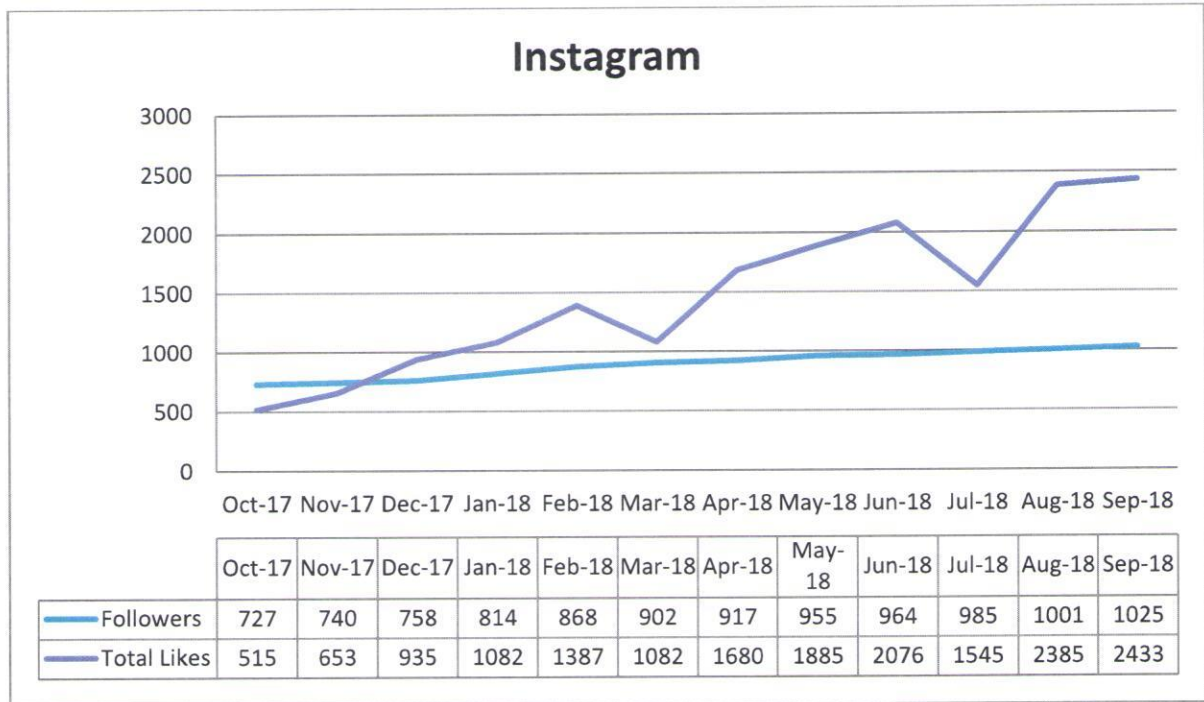
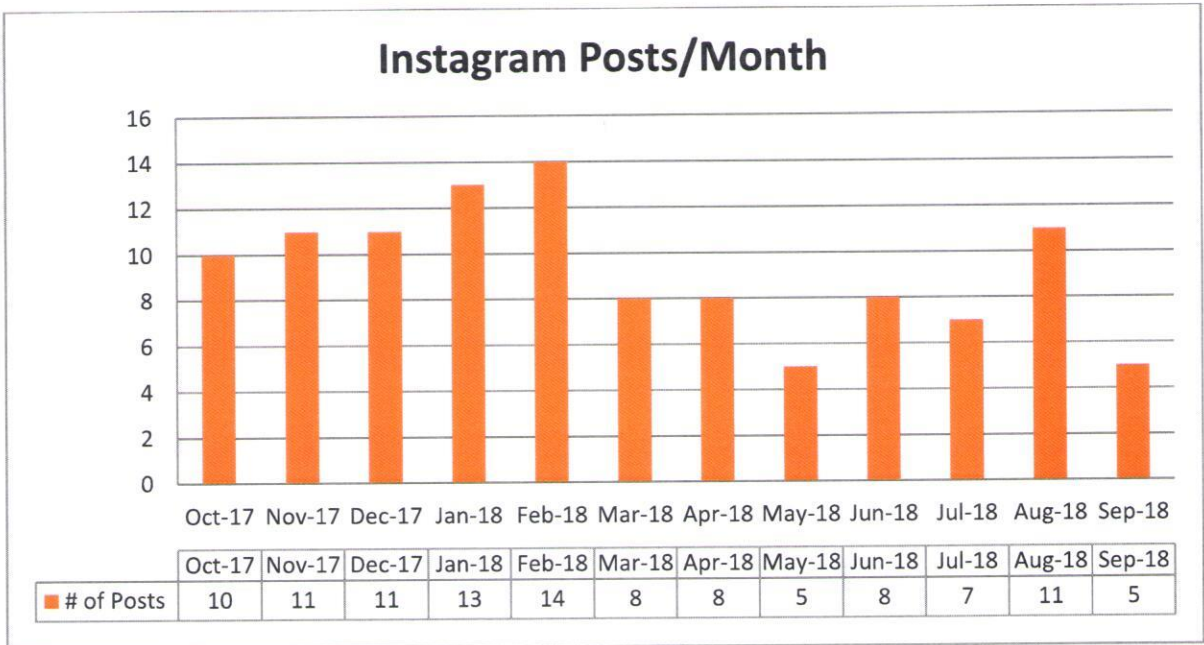


INSIGHT: IS YPL'S ENGAGEMENT RATE INCREASING OVER TIME



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

INSTAGRAM
Snapshot



CONSTANT CONTACT

September Newsletters

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

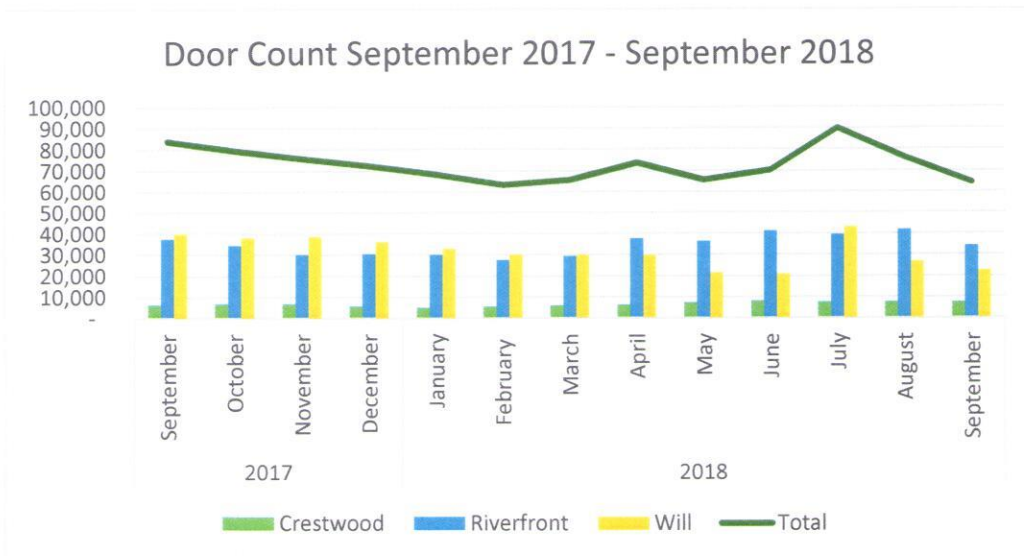
Opens by device:

Mobile: 52%

Desktop: 48%

Door Counts

		Crestwood	Riverfront	Will	Total
2017	September	6,342	37,375	40,149	83,866
	October	6,729	34,414	38,247	79,390
	November	6,755	30,096	38,818	75,669
	December	5,528	30,310	36,342	72,180
2018	January	4,908	30,044	33,193	68,145
	February	5,431	27,564	30,231	63,226
	March	5,906	29,334	30,250	65,490
	April	6,145	37,567	29,952	73,664
	May	7,287	36,425	21,713	65,425
	June	7,961	41,221	20,999	70,181
	July	7,327	39,310	43,329	89,966
	August	7,485	41,716	27,015	76,216
	September	7,404	34,282	22,669	64,355



September 2018

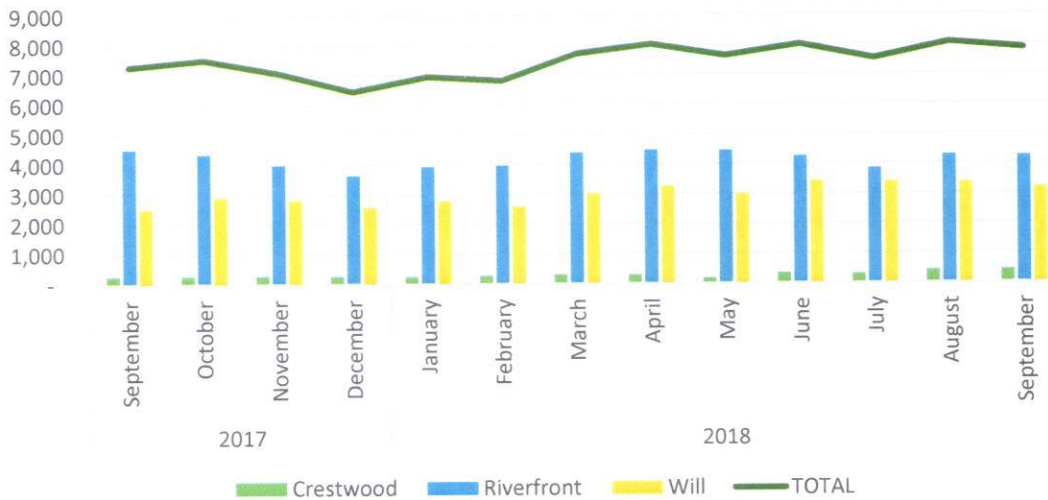
LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,620	37,712	27,342	66,674
Contract	1	122	6	129
Courtesy	0	1	27	28
Guest	0	5	0	5
Internet	0	5	4	9
Juvenile	268	6,702	3,826	10,796
Staff	23	114	92	229
Teen	59	6,274	2,013	8,346
Temp	1	28	4	33
Total	1,972	50,963	33,314	86,249

Patron Wireless Use

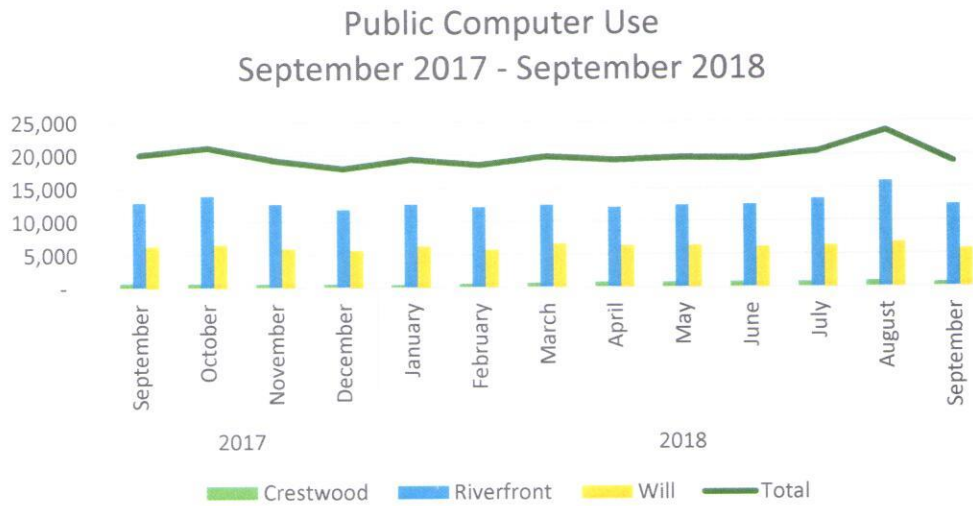
		Crestwood	Riverfront	Will	TOTAL
2017	September	256	4,509	2,524	7,289
	October	267	4,336	2,921	7,524
	November	276	3,979	2,818	7,073
	December	250	3,620	2,578	6,448
2018	January	239	3,917	2,793	6,949
	February	264	3,958	2,588	6,810
	March	295	4,381	3,028	7,704
	April	287	4,466	3,262	8,015
	May	174	4,438	3,018	7,630
	June	331	4,239	3,427	7,997
	July	296	3,837	3,395	7,528
	August	413	4,273	3,367	8,053
	September	415	4,234	3,198	7,847

Patron Wireless Use September 2017 - September 2018



Public Computer Use

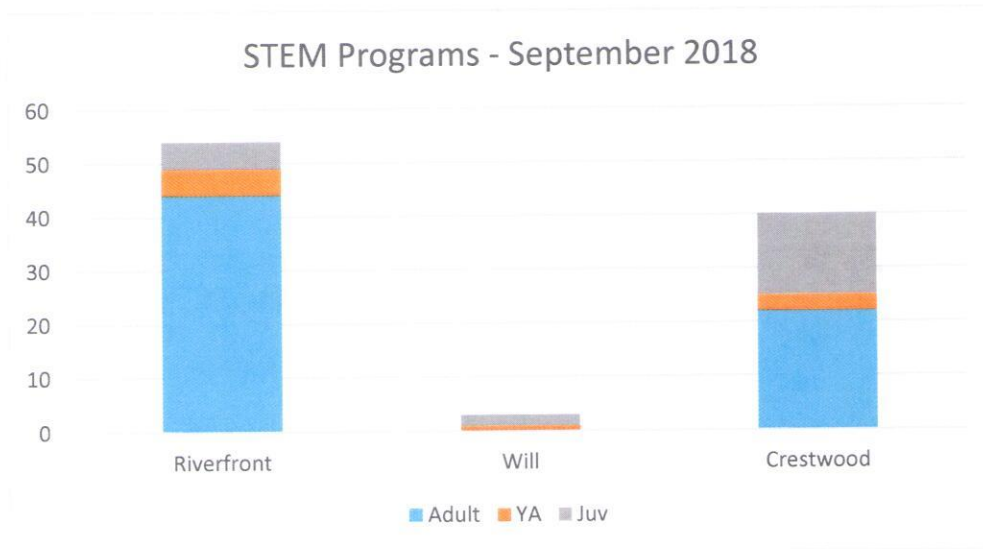
		Crestwood	Riverfront	Will	Total
2017	September	775	12,898	6,439	20,112
	October	707	13,860	6,604	21,171
	November	637	12,603	5,975	19,215
	December	559	11,714	5,674	17,947
2018	January	472	12,559	6,303	19,334
	February	615	12,124	5,730	18,469
	March	709	12,400	6,600	19,709
	April	836	11,996	6,337	19,169
	May	818	12,358	6,386	19,562
	June	873	12,448	6,133	19,454
	July	873	13,299	6,297	20,469
	August	979	15,869	6,742	23,590
	September	739	12,369	5,756	18,864



STEM Programs - September 2018

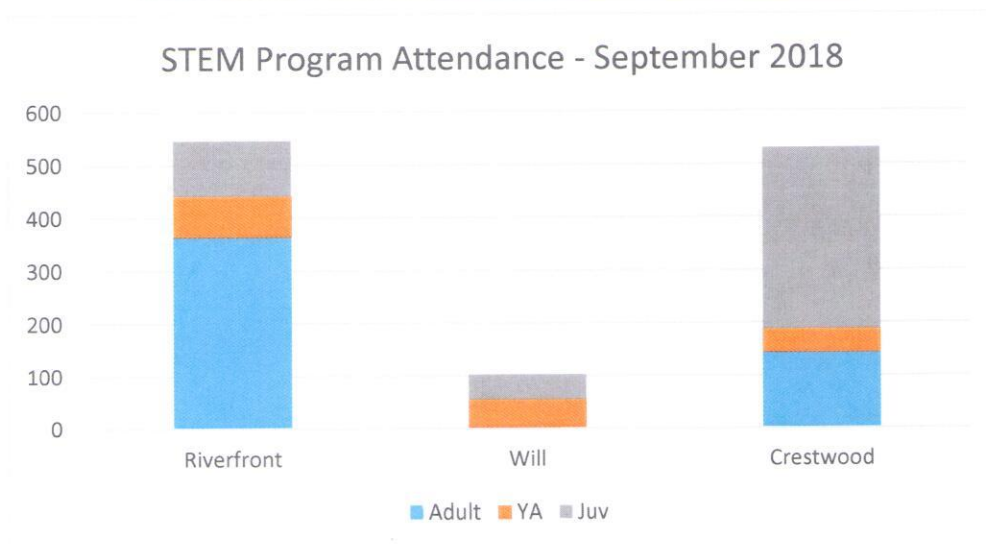
Sessions

	Adult	YA	Juv	Total
Riverfront	44	5	5	54
Will	0	1	2	3
Crestwood	22	3	15	40
Total	66	9	22	97



Attendance

	Adult	YA	Juv	Total
Riverfront	364	78	104	546
Will	0	56	47	103
Crestwood	144	44	342	530
Total	508	178	493	1179



YONKERS PUBLIC LIBRARY

PERSONNEL REPORT OCTOBER 1, 2018

Element Number & Category	<u>Total # of Positions</u>	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	8	7	1
<u>7411 Technical Processing</u>	4	3	1
<u>7412/13 Maintenance</u>	17	16	1
<u>7412/13/14 Public Service</u>			
Professional	38	31	7
Clerical	<u>37</u>	<u>29</u>	<u>8</u>
TOTAL	106	88	18



Edward Falcone
Library Director

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

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Angela Arhin Camp visit to Tech Central	JUV	YES		22
2	B. Harrod Recording	Adult	YES		9
5	Babies and Books	JUV			114
2	Baby Signing Time	JUV			64
1	Bagua (Walking Meditation)	Adult			11
4	Bilingual Storytime	JUV			113
1	Bilingual Storytime & Gardening at Philipse Manor Hall	JUV			15
1	Dawny Dew	JUV			30
3	English Conversation Group	Adult			45
1	Excel 1	Adult	YES		7
1	Excel 2	Adult	YES		6
4	Excel Boot Camp	Adult	YES		45
1	First Thursday Gallery Hop	Adult			30
4	Gaming + VR	Y/A	YES		70
1	Google Docs and Drives	Adult	YES		5
1	High school equivalency information session	Adult			7
1	Hispanic Heritage Celebration: Making Windmills	JUV			62
1	Hispanic Heritage Celebration: My Grandfather Don Quixote	JUV			250
1	Hispanic Heritage Movie: Coco	JUV			40
1	Hispanic Heritage Movie: Los Tres Huastecos	Adult			18
1	Intermediate Word	Adult	YES		8
1	Internet for Beginners	Adult	YES		6
1	Intro to Word	Adult	YES		9
1	Introduction to 3D Printing	Adult	YES		7
1	Introduction to Genealogy	Adult	YES		8
1	Introduction to Proposal Writing	Adult			11
4	Job search help	Adult	YES		48
3	Knitting/Crocheting Workshop	Adult			35
1	Legorama	JUV	YES		48
6	Literacy Solutions NY: Beginner/Basic Class	Adult			95
3	Literacy Solutions NY: Citizenship Class	Adult			44
6	Literacy Solutions NY: Intermediate Class	Adult			84
1	Literacy Solutions NY: Learning Center Use	Adult	YES		42
26	Literacy Solutions NY: Tutoring	Adult			73
1	Manga Mania	Y/A	YES		8
1	Movie: A Quiet Place	Adult			32
1	Movie: Rampage	Adult			35
1	Movie: Ready Player One	Adult			17
5	NEDP	Adult	YES		11
1	New York Blood Center Blood Drive	Adult			30
1	Pasta & Pesto	Y/A			8
1	Pesto Party	Adult			10
1	Point & Click	Adult	YES		3
1	Powerpoint 2	Adult	YES		4
1	Powerpoint I	Adult	YES		9
2	Preschool Playdate	JUV			46
1	Quick Books	Adult	YES		11
1	Sew Amazing	Adult			20
1	Sewing Drop-In	Adult			7

NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
1	Liga de Yonkers Soccer League Meeting	25	
1	YPS Clerical Training	39	
5	YPS Transportation: Fall Bus Monitor Refresher Course	640	
2	Family Services Society of Yonkers: Youth Empowered for Success	28	
4	YPS Special Education Professional Development Workshops	89	
4	SCORE Successfully Growing Your Business Workshop	100	
1	MTA Explorers	15	
3	Hudson Valley Community Services: Seeking Safety Support Group	17	
2	NYS Department of Financial Services: Yonkers Postal Credit Union Meeting	14	
1	City of Yonkers Property Auction	100	
2	Westchester Disabled On the Move: ACCES-VR Orientation	15	
1	TLC Bus Company: Bus Driver Refresher Course	10	\$75
1	NYCD16 Indivisible	75	
1	National Council of Negro Women Monthly Meeting	15	
1	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	8	
1	Yonkers Arts Board Meeting	8	
1	Yonkers Coalition for Youth Meeting	16	
1	Rising Ground Planning Meeting	6	
1	LYFE Coalition Meeting	32	
1	City of Yonkers Corporation Counsel: Arbitration Hearing	10	
1	Relative Caregivers Support Group	5	
1	Chi Eta Phi Membership Meeting	12	
1	Third Ward Meeting	20	
1	LGBTQ Advisory Board Meeting	6	
6	NYS Department of Criminal Justice Services: SNUG Training	112	
1	Yonkers On the Move: Get in the Groove and Move! WALK 20 Challenge	8	
1	U.S. Small Business Administration: Emerging Leaders 2018	15	
1	Billye Jones Consulting: Continuing Education for Social Workers	3	\$50
1	Family Services Society of Yonkers: Kinship Support Program (Spanish)	7	
1	Coffee & Conversation with County Executive George Latimer & Legislator Chris Johnson	56	
1	Moms Demand Action: Suicide & Guns: The Deadliest Combination and What Can be Done	25	
1	Community After School ESL Tutoring	15	
1	Avon Leadership Meeting	20	\$25
1	Community Planning Council Board Meeting	13	
1	Hope and Love Book Club	10	
1	Horizon Healthcare Staffing School Nurse Training	19	\$100
1	Ethiopian Social Assistance Committee: Cultural Exchange Family Day	46	
4	First Step Services: Mommy & Me Speech Therapy	100	
1	YPS Code of Conduct Meeting	21	

	<u>Sessions</u>	<u>Att.</u>
Total Non-Library Programming	62	1775
GRAND TOTAL PROGRAMMING	201	3818

**Yonkers Public Library
Grinton I. Will Branch
ACTIVITIES REPORT - SEPTEMBER 2018**

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Chess Club	JUV	Yes		4
1	Talk Like a Pirate	JUV			17
2	Nursery Rhyme Time	JUV			60
2	Mother Goose Time	JUV			46
1	Baby Time	JUV			21
1	Hobbit Day	JUV			22
1	Bilingual Story Time	JUV			21
1	Lego Club	JUV	Yes		52
1	Corduroy Story and Craft	JUV			11
1	Elizabeth Seton Special Needs	JUV		Yes	4
2	Friends of Yonkers Public Library Programs	Adult			130
1	String Instrument Meet Up	Adult			4
1	Book Club	Adult			20
2	Movie of the Month	Adult			41
1	Demystifying Medicare	Adult			10
2	WEBS Career Counseling	Adult			7
1	Gaming Thursdays	Y/A	Yes		47
1	Word Wed	Y/A			11
1	Teen Lounge	Y/A			31
1	Coloring for Teens	Y/A			16
1	Book Club	Y/A			9

STEM		Class Visits	
Sessions	Attendance	Sessions	Attendance
3	103	1	4

	Sessions	Attendance
Adult	9	212
Y/A	5	114
JUV	12	258

Total Regular Library Programming 26 584

NON-LIBRARY PROGRAMMING

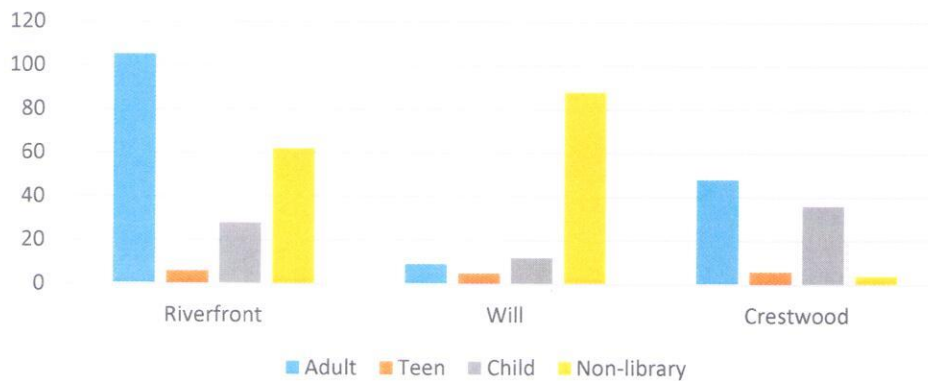
Sessions	Program	Attendance	Fee
1	Sons of Italy	10	
1	Takara Annual Meeting	30	\$35
1	Brandeis	15	
1	Yonkers Historical Society	14	
3	Meditation Seminars with Indra	34	
2	LaLeche League of Yonkers	10	
1	Yonkers Philharmonic Society	9	
1	Writers' Workshop	10	
2	Toastmasters	15	
1	Westchester Residential Opportunities	20	
1	National Letter Carrier's Association	15	
1	Rotary Club	25	
1	National Stuttering Association	3	
1	ARC of Westchester	8	
3	Empire Real Estate	36	\$105
4	Bridge Club	54	
1	Musician's Guild	10	
4	Crochet Club	40	
1	Luther Burbank Garden Club	3	
1	Sierra Club	7	
1	NAMI	10	
4	UFT Retired Teachers	100	
1	Park Avenue Investors Club	10	
1	National Council of Negro Women	15	
1	Yonkers Dept of Housing	15	
1	AARP	30	
1	Kiwanis Club	20	
1	Driver's Safety	28	\$50
4	Salerno Club	40	
1	Empire Safety	30	\$50
1	Baby Wearing International	5	
7	Cluster	10	
2	Sing Memorable Songs	25	
5	Little Lerner's - Parks Dept	125	
17	Yonkers Parks Dept. - Senior Center	425	
8	Senior Benefit Information Center	12	

	<u>Sessions</u>	<u>Att.</u>
Total Non-Library Programming	88	1,268
GRAND TOTAL PROGRAMMING	114	1,852

Yonkers Public Library Programs - SEPTEMBER 2018

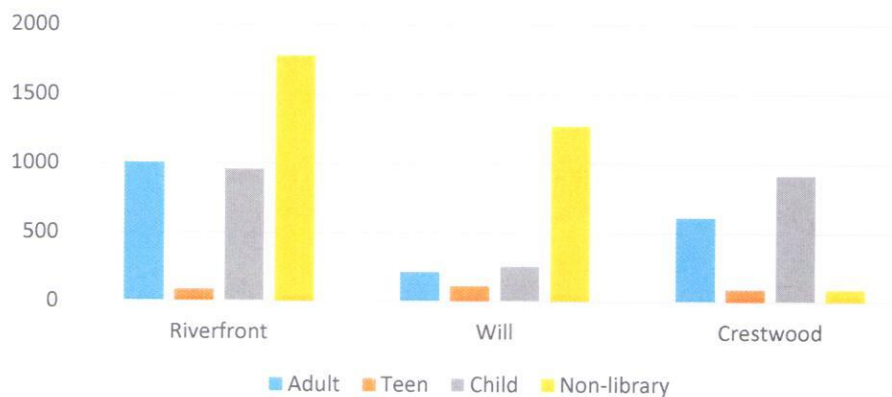
	Number of Programs			
	Riverfront	Will	Crestwood	Total
Adult	105	9	48	162
Teen	6	5	6	17
Child	28	12	36	76
Non-library	62	88	4	154
Total	201	114	94	409

Programs - September 2018



	Attendance			
	Riverfront	Will	Crestwood	Total
Adult	1000	212	606	1818
Teen	86	114	94	294
Child	957	258	913	2128
Non-library	1775	1268	95	3138
Total	3818	1852	1708	7378

Program Attendance - September 2018

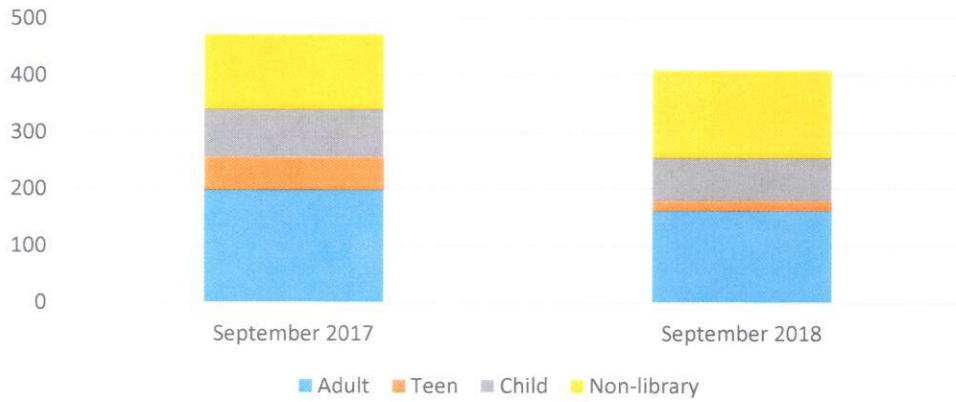


Programs One-Year Comparison

PROGRAMS

	September 2017	September 2018
Adult	198	162
Teen	59	17
Child	84	76
Non-library	132	154
Total	473	409

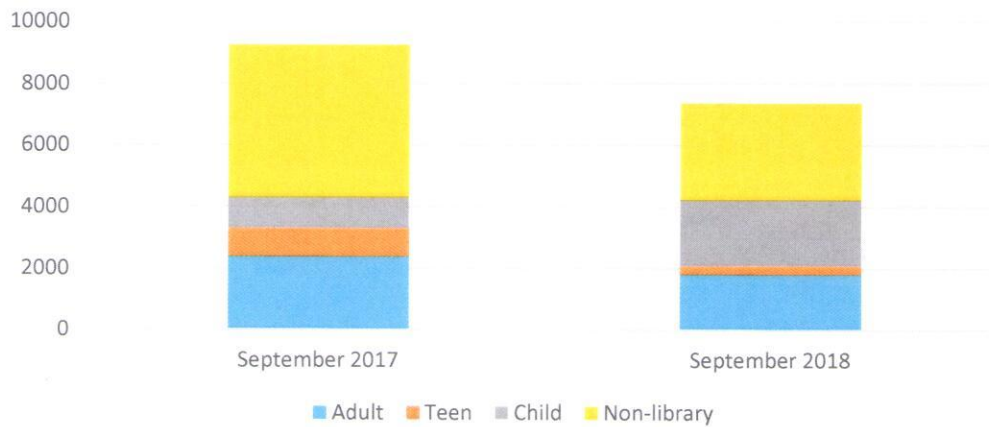
Programs



ATTENDANCE

	September 2017	September 2018
Adult	2400	1818
Teen	923	294
Child	997	2128
Non-library	4942	3138
Total	9262	7378

Chart Title



TECHNICAL PROCESSING DEPARTMENT
QUARTERLY REPORT
JULY, AUGUST, SEPTEMBER 2018

Tech. Processing continues to order and prepare materials for patron use. The popular materials orders from all three branches include many AV items that are processed in house by our department.

Many of the book orders are processed by Baker & Taylor and Brodart and are ordered using the WLS acquisitions module. This allows for the delivery of shelf ready items directly to the departments. There is a lot of online work involved in this process. After each order is placed it must be tracked and after the items are delivered each title must be received and paid in the acquisitions module.

Our department has been working with Justin, a library intern, several hours a week to demonstrate to him what a Technical Processing department does. We have shown him how we search, catalog, process and link materials, allowing him to try each step of preparing materials for use.

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

Mary DiChiara
Technical Processing Dept.

Custodial Department
Quarterly Report
July, August, September, 2018

Crestwood

Due to an increase in calls from staff regarding ants in the staff room, my staff cleared and cleaned the shelving, furniture and carpeting. We then arranged for our exterminator to treat the staff room and building.

T&L Contracting was awarded the roof and exterior wall repair job. That work was completed. In late September we had a power outage in our alarm system. Sonitrol was called and found that the aging alarm box in the basement needed to be replaced.

Will

In July our Air Conditioning Chiller was not starting in the mornings (low separator oil); it needed to be reset manually every day. We called North State Mechanical who changed the separator oil filter and it did not resolve the issue completely. On occasion we must manually restart the chiller. A York Chiller repairman needs to be called to resolve this issue. Beyond that the cooling system over all performed well this season. There have been no issues with the cooling tower at all and no Legionella was detected.

During routine inspection, John McPartland found the pulley on A.C. 5 was not working properly. Northstate Mechanical was called to make that repair.

This quarter Gruppuso Plumbing was called four times for various repairs including toilets and a hot water pump circulation gasket.

Also this quarter our washing machine died and needed to be replaced.

Riverfront

At the Branch Administrator's request my staff removed and moved several damaged black chairs from various areas in the building. We also dismantled, moved and reassembled several book stacks on the first floor.

Twice this quarter my staff had to replace vandalized paper towel dispensers in the third floor men's room.

Also this quarter at the Library Director's request we have been discarding useless electronic equipment and old furniture from the large storage room in our basement.

In September Custodian Reggie Hill was attempting to clean the first floor study room. He found the large heavy table in that room had been moved in front of the door. When he tried to move it back the table collapsed on his foot. He was not seriously injured but he did miss a day for x-rays. I repaired that table and returned it to the study room.

Staff:

The full time position at Riverfront vacated by D. Zepeda has been filled by Shawn Alibocas.

Also the part time position at Crestwood has been filled by Natalie Aitkenhead.

The vacant position at Will has been filled by Sandra D'Angelo who is a former part time Custodian at Crestwood.

Russell Martinez
Supervisor of Custodians

Yonkers Public Library - Graphics Department Quarterly Report: July-September 2018

YONKERS PUBLIC LIBRARY

Summer Hours (signs)
Sunday Summer Closings (signs)
Sunday Re-opening (signs)
Labor Day Closings (signs)
Programs & Events - August 2018 (calendars)
Programs & Events - September 2018 (calendars)
Programs & Events - October 2018 (calendars)

RIVERFRONT LIBRARY

Director's Office

Fall Gala (fliers, posters flickr)

Branch Administrator's Office

Hispanic Heritage Month (pamphlets)

Circulation Dept.

#0001 Library Card Sign-Up (stockforms)
#2013 Part-Time Time Sheets (stockforms)
Welcome to the Yonkers Public Library (stock cards)

Children's Department

1000 Books Before Kindergarten (logs)
Kindness Rocks (fliers, poster, Flickr)
Science Tellers Wild West (fliers, poster, Flickr)
Preschool Playdate, September (fliers, poster, Flickr)
Legorama, September (fliers, poster, Flickr)
Zumba, September (fliers, poster, Flickr)
Fall Story & Craft (fliers, poster, Flickr)
Baby Signing Time, September-June (fliers, poster, Flickr)
Dawny Dew (fliers, poster, Flickr)
Bilingual Gardening, September (fliers, poster, Flickr)
Halloween Story & Craft (fliers, poster, Flickr)
Fall Fitness (fliers, poster, Flickr)
Legorama Club, October (fliers, poster, Flickr)
Collage Art: Treasure Box (fliers, poster, Flickr)
Family Pumpkin Decorating, English/Spanish (fliers, poster, Flickr)
Family Bingo, English/Spanish (fliers, poster, Flickr)
Bilingual Gardening, October-December (fliers, poster, Flickr)
Stack signs

Young Adult Department

Feature Films, August (fliers, poster, Flickr)
Make Pasta & pesto (fliers, poster, Flickr)
Feature Films, September (fliers, poster, Flickr)
Manga Mania (fliers, poster, Flickr)
Hispanic Heritage Films (fliers, poster, Flickr)
Halloween Papercutting (fliers, poster, Flickr)
Drawstring Backpacks (fliers, poster, Flickr)
Halloween Double Feature (fliers, poster, Flickr)
Feature Films, October (fliers, poster, Flickr)

Reference/Adult

Game Day (fliers, poster, Flickr)
DIY Projects, English/Spanish (bookmarks)
Part-Time Time Sheets (stockforms)
Tech Central, August (fliers)
Read Your Fines Away, \$5 & \$10 (coupons)
Evening Book Club, OCTOBER (fliers, poster, Flickr)
TASC (flier reprints)
Mango Languages (flier reprints)
Large Print (sign)
Audiobooks (sign)
Local History (sign)
English Conversation Group (fliers, poster, Flickr)
Fall into Fitness (fliers, poster, Flickr)
Meditation Workshop (fliers, poster, Flickr)
Pesto Party (fliers, poster, Flickr)
Genealogy Club, Fall (fliers, poster, Flickr)
Hispanic Heritage Month (bookmarks)
Proposal Writing (fliers, poster, Flickr)
Hoopla (bookmarks)
Overdrive (bookmarks)
Blood Drive (fliers, posters, Flickr)
Mango Languages (flier reprints)
Textbooks (bookmarks)
Knitting & Crocheting, English/Spanish (flier reprints)
Free Homework Help Online, English/Spanish (flier reprints)
Papercutting Workshop (fliers, poster, Flickr)
Freegal (bookmarks)
Borrowing Materials (bookmarks)
Event Planning 101 (fliers, posters, Flickr)
Wireless Printing (bookmarks)
Free Reference Info Online (bookmarks)
Learning Express (bookmarks)
Cite Your Sources (bookmarks)
Homework Resources (fliers)
Genealogy Online Resources (fliers)
eBooks (fliers)
Read Your Fines Away (fliers)
Celebrity Chefs (display sign)
IB Day (signs)
Winter Fitness (fliers, posters, Flickr)
Power of Self Healing (fliers, posters, Flickr)
Celebrate Your Success (invitations)

Tech Central

Sew Amazing (fliers, poster Flickr)

Yonkers Public Library - Graphics Department Quarterly Report: July-September 2018

GRINTON I. WILL BRANCH

Branch Administrator's Office

Part-Time Time sheets #2013 (stockforms)

Children's Department

Teddy Bear Picnic (fliers, poster, Flickr)
Science Tellers Wild West (fliers, poster, Flickr)
Talk Like a Pirate Day (fliers, poster, Flickr)
Story Times, Fall (fliers, poster, Flickr)
Bilingual Story Time, September-November (fliers, poster, Flickr)
Hobbit Day (fliers, poster, Flickr)
Corduroy (fliers, poster, Flickr)
Lego Club, September-December (fliers, poster, Flickr)
Kids Chess Club, September-December (fliers, poster, Flickr)
Hispanic Heritage Month (fliers, poster, Flickr)
Arch For Kids: Castles (fliers, poster, Flickr)
Music by Zev (fliers, poster, Flickr)
Homework Helper (fliers, poster, Flickr)
Circus Club (fliers, poster, Flickr)
Ghosts & Goblins on Parade (fliers, poster, Flickr)
Fall Picture Bingo (fliers, poster, Flickr)
Not So Spooky Halloween Concert (fliers, poster, Flickr)
Sgt. Stubby (fliers, poster, Flickr)
Thanksgiving Story & Craft (fliers, posters, Flickr)

Reference

Pulitzer Prize Winners (bookmarks)
Will Book Club, October (fliers)

Young Adult Department

Zumba (fliers, poster, Flickr)
Young Adult Book Club, October (fliers, poster, Flickr)

Adult/Fine Arts Department

Movie of the Month, August (fliers, posters, Flickr)
Movie of the Month, September (fliers, posters, EBB)
Movie of the Month, October (fliers, posters, EBB)
Art Film, October (fliers, posters, EBB)
Art Film, November (fliers, posters, EBB)

Reference Department

Movies at the Will Branch, September (fliers, posters, EBB)
Movies at the Will Branch, October (fliers, poster, EBB)
Will Book Club, September (fliers, poster, Flickr)
Pulitzer Prizes (bookmarks)

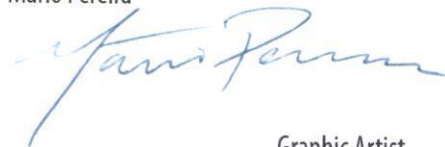
CRESTWOOD BRANCH

Crestwood Computing, September (fliers)
Crestwood Book Club (bookmarks, poster inserts)
Crestwood Computing, October (fliers)
Saturday Storytime (fliers, posters, Flickr)

FRIENDS OF THE YONKERS PUBLIC LIBRARY

June Events (fliers, poster, Flickr)
Book Sale (fliers, poster, Flickr)
September Events (fliers, poster, Flickr)
October Events (fliers, poster, Flickr)
November Events (fliers, posters, EBB)

Mario Pereira



Graphic Artist

QUARTERLY REPORT JULY, AUGUST, SEPTEMBER 2018

The Riverfront Library strives to reflect the broad interests of the community through a balanced collection and the provision of excellent services and programs. It continues to be a safe and welcoming place where both individual patrons and groups find the kind of connections that strengthen communities.

Adult Services Department

To commemorate Hispanic Heritage month, the Riverfront Library's Hispanic Heritage committee consisting of Ana Gantzer, Arnaldo Torres, James Hackett, Elyse Schreiber, Tara Somersall, and Kirsten Grunberg coordinated to host the program "*My Grandfather, don Quixote*," presented by Teatro Iati and the Hamm & Clov Stage Company. It is a story inspired by the classic adventures of the Cervantes character Don Quixote, where a little boy learns how much fun reading can be. In addition to the main show, there was an arts & craft program in the Community Room where children made special windmills for use during the show.

Our adult patrons are taking better care of themselves with help from our Zumba classes. They are de-stressing in our *Energy Healing, Tai Chi, Meditation, Reiki Healing*, and adult coloring workshops. They also learn how to sew and make small items for themselves through our sewing workshop led by Juan Mota, fashion designer and instructor.

The Library offers an impressive array of innovative and engaging tech classes for adults and teens in Tech Central, including *3D printing*, and *Make Your Own Smartphone App!*, as well as both *Virtual Reality and Gaming* programs.

Adult Librarian Mary Robison coordinated the much needed September Blood Drive. John Favareau led the *Introduction to Genealogy* workshop in September. The program helped patrons find out how to do genealogy and family history research.

Alice DeWaters hosted the well-attended family program Game Day and also hosted the Proposal Writing workshop, which provides an introduction to the writing of grant proposals.

Teens come to the library to enjoy our wide selection of activities such as Console Games sessions where the participants challenge each other to show off their skills, as in the popular PS3. They also attend fun and popular programs like *Drawing Comic Books*, *Monday Smoothies*, *Garden Pizza*, *Painting Rocks*, *Design Your Own Poster* (using InDesign), *Building with Physics Kits*, *Holy Guacamole*, *Slime Fun*, the *Video Game* workshop, and *Laser Cut It*.

Children's Department

Story Times were offered throughout the quarter for infants through children aged six. Each session consisted of age-appropriate stories, rhymes, finger plays, and crafts. The Children's Department has collaborated with the Philipse Manor Hall for a monthly story time and a library card registration at the Philipse Manor Hall site.

Weekly Story Times were offered for children aged 0 -18 months on Thursdays. A total of 35 children attended each session.

A Preschool Story time for children 3 to 5 years old was held on Friday mornings during the quarter. A total of 25 children participated.

Bilingual Storytime/ Cuentacuentos Bilingue with Kirsten Grunberg was held every Friday during the quarter. At these session, children and their families listen to bilingual stories in English and Spanish, sing songs and do crafts. A total of 30 children attend each program.

One of the popular programs during the quarter was the *Newcomer Kindermusik* for ages 0 -7 years by Miss Sabrina. The children and their parents really enjoyed this music.

At the *Family Art & Fun Day* program, children and their parents enjoy a variety of hands-on art projects in a family-friendly environment.

The Riverfront Library continues to collaborate with the Yonkers Public School Libraries to make more books from the Yonkers Public School Summer Reading lists available for students. The school libraries assemble copies of the listed books and send them to us, and we temporarily add them to the YPL catalog, so that they can be checked out from Yonkers Public Library over the summer.

The Summer Reading and the Reading Buddies programs continue to be an excellent way to build literacy skills for our youngest children, and the programs encourage children of all ages to read. *Libraries Rock!* was this year's Summer Reading theme. The Reading Buddies program kicked off on July 10th for six weeks; the Library makes it a fun experience with incentives, programs, and activities. Much anticipated, the program is always filled with excitement. This year, the JCY- Westchester Community Partners provided a special treat to the kids by inviting the Greenburgh Nature Center to the Library with a live animal show. The event allows children to understand how animals survive in their environment.

The Summer Reading closing event this year was by our favorite Science Teller, his theme this year was the *Wild West*. Awesome science experiments were conducted, and after each experiment, the children were asked to analyze the experiment.

Outreach

It is always a priority at the Riverfront Library to participate in outreach activities to connect with potential Library users and to promote our services to other community organizations. Partnering with outside organizations can help us expand the Library's reach to non-Library users and underserved populations.

The Riverfront Library partnered with Philipse Manor Hall to have a *Craft and Story Time*. There were 3 story times during the quarter with 36 children and their families participating.

The Philipse Manor Hall collaborated with the Children's Department to host *Bilingual Story Time and Gardening* for children ages 0 to 12 years. There were two sessions *Story Times* with 30 children and their families.

The 4th Precinct hosted National Night Out, and Aurora Cruz participated. She gave away small prizes and registered patrons for Library cards.

The Library staff participated at Philipse Manor Hall with Sarah Lawrence College's Earth Club for a *Carnival* program, during which we gave out free books and registered participants for library cards.

Tara Somersall, Unique Carson, and Sandy Amoyaw attended the Mayor's African-American Advisory Board's *Family Fun Day* at Trevor Park, an event in which the community rallies together to encourage the youth to stay away from drugs, while showing them that you can have fun and be happy without substance use. The Library was happy to participate. We registered 65 participants for library cards and gave out free books.

Professional Development

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

Kirsten Grunberg attended an Early Intervention training workshop at WLS.

Tara Somersall, Elyse Schreiber, Ana Gantzer, and Arnaldo Torres attended the Hispanic Heritage Committee meeting.

Phyllis Cole and Alice DeWaters attended a Workflows Catalog Search refresher workshop.

Christine Bitetti attended a meeting at the Yonkers Board of Education on STEM.

Mary Robison, Alice DeWaters, John Favareau, Michelle Halpern, Ana Gantzer, Khanliah Grady, Isanel Pimentel, Tara Somersall and Steve Travers attended the *Librarian's Guide to Homelessness* workshop.

Branch Administrator Activities

The following meetings and workshops were attended by the Branch Administrator during the quarter:

The St. Peter's Childcare Advisory Board, the Salvation Army Advisory Board, the Philipse Manor Hall *Colonial Day* program, the Rotary International meetings, the Mayor's African-American Advisory Board meeting and the *Librarian's Guide to Homelessness* workshop.

We are grateful to our patrons and to the community agencies that enable us to serve the community better. Most importantly, we are grateful to our dedicated staff who make the Yonkers Public Library an essential part of peoples' lives.

Sandy Ernest Amoyaw

Branch Administrator,
Riverfront Library

July, August, September 2018
Grinton I Will Library, Quarterly Report
Christian Zabriskie, Administrator

Administration

Cuomo's Visit : We had a visit from Governor Cuomo on July 10th where he used the auditorium to make an announcement about reproductive rights and signed an executive order safeguarding access to contraception in NY State. It was a very dynamic event which we had less than a week to prepare for. There were some interesting freedom of speech issues which arose. We had a small group of anti-abortion protestors on site who arrived early before the set up team. Cuomo's security details asked Branch Administrator Christian Zabriskie if he could "move them along". Zabriskie responded that no, we don't do that at the library so long as they were not blocking access to the library. Five minutes later the protestors were indeed blocking the driveway so Zabriskie went out to speak to them. They were immediately aggressive demanding that they be allowed equal time and access. Zabriskie replied "sure, no problem, send me a proposal" and handed them his business card. Nobody ever called. The event itself was a high profile event that went smoothly and with no accidents or incidents on our end.

Construction: Unfortunately construction slowed during this period. While progress was not steady we have seen improvements in the treatment of the duct work, a redesign of the window hardware, and masonry patching and clean up. There was very little progress toward job completion during this period.

Auditorium: The auditorium sound system was upgraded. Where previously we had been dependent on low powered cone speakers which were part of the original design of the space the new system is mounted at the front of house, is supported by an improved amplifier, and the new speakers, despite their compact design, are more than powerful enough for our space.

Rising Ground: Administration was able to make contact with and initiate a partnership with the staff at Rising Ground who run the Passages of Hope program which provides support for unaccompanied minors including those separated from their parents at the border. The agency provides services to approximately 100 young people between the ages of 3-17. Starting in October the children in this program will begin regular visits to the Will Library, will be issued library cards, and will be encouraged to interact with the collection and the space as a safe, non-judgmental, welcoming area. We have expanded the Spanish language collection in both children's and YA services to support these program as well as providing diverse Spanish language offerings for all ages.

Circulation

Circulation has been working steadily along. There have been more department meetings in this quarter and, for the most part, the staff is meshing well and giving great service. They have taken on the responsibility of being in charge of the Circulating Lawn Games collection that we have started. This new collection features five lawn games, classics like croquet and bocce as

well as new games like Kubb, lawn dice, and Möllky. While it was slow to start, the games are circulating regularly and we hope that there will be even more interest before the weather turns.

Adult Services

Will Library is in the process of combining FA/YA and Reference into one unified department, Adult Services. This is a long term project that will take staff and managerial efforts to move forward but is an exciting one for that very same reason. From a management standpoint, this will introduce new flexibility and is a chance to experiment with new staffing solutions (e.g., one librarian at the desk, roaming reference, etc.) The ultimate goal is to have our Adult Services staff have greater flexibility, a broader range of skills, and be able to ultimately devote more time to programming and active off desk librarianship. This process started in August.

Youth Services

The Youth Services (YS) team had a very busy Summer Reading Program this year. Weekly programs were: Art cart, Nursery Rhyme Time, Circus Arts, Family Movie Screenings, Pajama Storytime, Chess Club, Mother Goose Time, Sloppy Science, Baby Time, and Lego club. The summer reading also opened with a large program (Bubblemania) and closed with a large program (Wild West). September programs include, Hobbit Day, Talk Like a Pirate Day, Corduroy Story and Craft as well as weekly chess club, storytime, and Lego club. YS continued to explore hands-on play areas in the library, adding a toy kitchen and wooden train table, both of which have gotten very high levels of use since they were installed. YS also finished the last of the Collection Check in biography and history. They also got a grant for more Spanish language materials and are reworking part of the shelving to accommodate/highlight this collection.

Conference/Professional Development

- Branch Administrator presented at the Virginia Library Association's annual conference about work that his NFP has done with using political intelligence for strategic advocacy
- A large group of staff attended a training session on working with homeless populations in the library. This training was with an expert from Chicago who is part of the team led by Ryan Dowd to re-envision how libraries can approach homelessness. This training was excellent and was paid for by the Montefiore grant.

CRESTWOOD BRANCH QUARTERLY REPORT - JULY, AUGUST & SEPTEMBER 2018

It was a steady quarter for us that included a few staffing changes. We welcomed full-time clerk Mary Nowak, who transferred from the Riverfront Branch, along with a new part-time Custodian, Natalie Aitkinhead, to our Crestwood Crew. Mary brings her warmth and depth of circulation knowledge and Natalie's dedicated work ethic has our branch sparkling and bright. Librarian Melissa Glazer has made a smooth transition to working at the branch full-time.

Building improvements included Carlos Figueroa and Russell Martinez collaborating on the purchasing of new AC units, one for the Children's Room and one for the Adult Reading Room. We received a donation of children's outdoor play furniture from our neighbor who moved. Our new neighbor grew up in Crestwood and is happy to be returning to our cozy community. He has successfully cut down a tree that was abutting our property so we now have more sunlight. Roof repairs were done to the Branch in August and into September to patch up leaks.

People of all age ranges had an opportunity to participate in the "Libraries Rock" 2018 Summer Reading Program. Teen, Children's and Adult summer reading programs were well attended and reading accomplishments were celebrated at an intergenerational ice cream party at the end of August. This summer we focused on our tried and true intergenerational programming including weekly Wednesday *Crafternoon*, *Fit & Fun Friday* and Tuesday/Thursday *We Read Together* programs. Summer technology program highlights included *Robotics ROCKS*, *Scratch*, *Online Games & KAHOOT*, *Hour of Code*, *Physics Fun* (using a kit on loan from WLS) and *Google CS First* all facilitated by Part-time Clerk Sumie Hernandez-Moss whose technology skills are top notch. We also collaborated with Riverfront's Christine Bitetti for a fun Green Screen Program. Part-time clerk Liz Caruso developed a literacy program based on scientific concepts. Once again, Shauna Porteus, Community Relations Librarian, was able to provide Yankees Tickets as our Teen and Children's Summer Reading Grand Prizes. For a second year in a row, our Adult Summer Reading Program was a success, culminating in a lovely Sweet End of Summer Adult literary celebration in mid-September.

Programming continues to be key in engaging patrons of all ages. We have been focusing on STEM, wellness and literacy as the main building blocks. Music & Merriment with Miss Judy continues to draw new families with young children to our library. The Volunteer program provided an opportunity to grow strong teen leaders and encourage outreach and participation among the local teen community. Through YALSA'S Teen Top Ten Grant, teen readers collaborated to read and discuss relevant themes and create book based projects. The Crestwood Historical Society held their annual meeting in September - *WWI How Westchester and our Victorious Nation Were Changed Forever* with Historian Richard Forliano. Yonkers on the Move Phase 2 Recognition Ceremony at the end of September brought in new participants and was followed by a meeting of the newly formed Crestwood Women's Running Club led by Crestwood community member Janet Walsh.

The quarter brought training opportunities including a full staff meeting welcoming Mary Nowak. Librarian Melissa Glazer attended several technology workshops including Web Literacy: Use the Web to Check the Web, Maker Program: Experience VR, Marketing Committee, AWE Vendor Demo, Librarians Guide to Homelessness Training, Get Started with AR/ VR / Mixed Reality. Chris Sheerin and Liz Caruso attended a SIRSI Catalog searching refresher course offered via WLS. Caroline Sullivan, Mary Nowak, Chris Sheerin & Sumie Hernandez-Moss attended the Librarians Guide to Homelessness Training.

Friends of Crestwood Library continue to meet monthly and provide co-funding for programs. Meeting topics include engaging Friends members to facilitate programs. Children, Teens and Adults started the school year by having the opportunity to attend board member Patricia Manning's *Back to School Get Organized* sessions. Treasurer Lois Heitner is continuing to teach Chair Yoga in the fall.

Community Connections this quarter include the deepening of providing access to materials, curriculum and program support to the Yonkers and greater Westchester Homeschooling community. Their participation in our summer reading program brought new families to the library. This September saw the continuation of Science Explorers and Science with MaryAnn and Art with Madison programs. Both programs have seen an increase in attendance. We are working with a parent from St. Vladimir's Orthodox Theological Seminary to join forces for Chess Programming on

Saturday afternoons. This collaboration will culminate in a team of Crestwood Chess players entering the Westchester Library System Chess Tournament in November at the Galleria Mall in White Plains.

Library patrons participated in the *My Library is Incredible Because...* campaign during September's National Library Card Month. Their warm comments were recorded and can be found in a Flickr album online on the YPL website and hard copies are on display in a binder on one of our bookshelves.

In September, Paideia School 15 experienced a mold situation that caused concern in the community. Students were displaced to other schools in Yonkers. YPL donated children's books from our Friends Book Sale as well as donated games to support relocated students and teachers. After-school program attendance has been affected because dismissal times and bus times vary. Adjustments in timing and types of programming will be needed to allow for travel time. We continue to rally to meet student and patrons needs during this challenging time.

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

July:

- 2: Volunteens Training at Crestwood Library
- 12: Corporate Fun Run at Purchase College
- 13: Not Just for YA Book Group Meeting Co-Moderating at Savor in The Westchester, White Plains, NY
- 17: Branch Administration Meeting, Grinton I. Will Library
- 19: Scholastic Reading Summit, Old Greenwich, CT
- 20: Yonkers On the Move Walk 20 Phase One Challenge Recognition Ceremony, Grinton I Will Library
- 21: Crestwood Crew Team Building BBQ at Staff Member Betty Giordano's home, Crestwood, NY
- 24: BOCES School Librarian Meeting, White Plains, NY
- 30: Friends of Crestwood Library Meeting, Crestwood, NY

August:

- 2: Yonkers On The Move Teleconference Meeting
- 7: Early Intervention Training: Resilience, Relationships and Toxic Stress at WLS, Elmsford, NY
- 10: Not Just for YA Book Group Co-moderator at Savor in The Westchester, White Plains, NY
- 12-18, Harmonic Practicum Training, 9 Ways Academia, Perkasie, PA (vacation time for Sound Certification)
- 20: School Librarian's Book Club Meeting, Wood & Pizza, Pleasantville, NY
- 21: Yonkers On the Move Teleconference Meeting
- 22: Shauna Porteus Crestwood Site Visit
- 23: Branch Management Meeting, Grinton I Will Library
- 24-26: Singing Bowl Training, PA (vacation time for Sound Certification)

September:

- 5: School 15 Back to School Meet & Greet Paideia School 15 Cafeteria.
- 6: Friends of Crestwood Library Newsletter Editor Meeting, Crestwood Library
- 10: Homelessness Training, Grinton I. Will Library
- 11: Competencies Meeting & Meeting with Director and Deputy Director at Grinton I. Will Library
- 12: Yonkers on the Move Teleconference Meeting
- 14: Not Just for YA Book Group Meeting Co-Moderating at Savor, The Westchester, White Plains, NY
- 15: Crestwood Historical Society Board Meeting & Staffing YPL Booth at Riverfest in the afternoon
- 21: Simon & Schuster Book Preview, NYC
- 22: Crestwood Historical Society Meeting (AM); Fieldtrip to Harrison Library (PM)
- 24: Friends of Crestwood Library Meeting, Crestwood Library
- 27: Yonkers on the Move Phase Two Move and Groove Recognition Ceremony, Crestwood Library
- 28: EduBat Trunk Pickup for STEM Programming, Sycamore Hill, NY & Paedeia School 15 Support Meeting, Crestwood Library

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager

IT Department Quarterly Report

July – September 2018

Completed Projects

- **Phone Upgrades**

- We have completed the phone upgrade in all three branches of YPL as of October 5th, 2018. All older office phones were upgraded to Polycom VXX series phones which have HD voice, the capability to add video conferencing, call bridge conferencing, and a few more features. We are still resolving some small conversion issues that came up during the switchover and our service provider is helping us through this period. Additional training will be provided to staff members in the coming weeks as a refresher to initial training and others who have not had the opportunity to yet to come to a class. I want to give a big thanks to Brandon Neider and Frank Iwuchukwu for their help during conversion on October 4th

- **PA system at Grinton I. Will Branch**

- The bulk of the PA upgrade has been completed in the auditorium and the system has been in use during the late summer months. During this time we are working through some procedural changes on how staff interacts with this system and trying to make it as turn-key as possible for them. During the month of October there need to be some sound alignment adjustments made to the system, and a Bluray/DVD player will be incorporated in the rack and hooked up to the projector. Microphones are being switched to an all-wireless system with the capacity of three handheld microphones and a wireless lavalier. So far we have had great feedback on its use, though we are still working through some minor changes. The system is comprised of two QSC K10 speakers powering the front of house as well as a QSC K2 subwoofer.

- **Virtual Reality Equipment-Tech Central**

- The VR equipment install has been finalized in Tech Central. We now have two Vive VR units in Studio 1, one Vive Pro unit in the Media Lab and a mobile OculusGo headset. We also have a PlayStation VR unit in the Main Teaching room hooked up to the mobile TV cart. These units will provide patrons with first hand exposure on what the technology is, how it works, and they'll also get to experience the types of applications that are available with this technology. We will also be coordinating with Christine Bitetti regarding its use for various programming events (e.g. class trips, monthly programming events, Gaming Thursdays) as well as procedures and best practices.

Ticket System

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

Tickets resolved	715
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Ongoing Projects

Projects that we are currently working on:

- **Upgrade to newer Evanced platform**
 - The library has been using a software-based event and room management program called Evanced to help branches keep track of event programming, patron registration for classes, room/equipment management, and statistical usage history. Recently the program has undergone a comprehensive upgrade design from the ground up and they are now offering a hosted version of the software. We are coordinating with the Marketing Committee for YPL to start this conversion process towards the end of October. We expect this to take about four weeks to come fully online.

Best Regards,

Carlos Figueroa



HOLIDAY SCHEDULE – 2019

Holiday

New Year's Day
Dr. Martin Luther King Jr.'s Birthday
Lincoln's Birthday
Washington's Birthday
Easter
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day
Veteran's Day
Thanksgiving Day
Christmas Day

Date

Tuesday, January 1
Monday, January 21
Tuesday, February 12
Monday, February 18
Sunday, April 21
Monday, May 27
Thursday, July 4
Monday, September 2
Monday, October 14
Tuesday, November 5
Monday, November 11
Thursday, November 28
Wednesday, December 25

Close at 5 p.m.:

Thanksgiving Eve
Christmas Eve

Wednesday, November 27
Tuesday, December 24