

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
GRINTON I. WILL BRANCH
OCTOBER 19, 2017**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting of September 14, 2017.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEMS]

Ratify the following appointments:

Amy Kranes, P/T Page, \$11.00/hr., effective 9/16/17

Litzy Mejia, P/T Page, \$10.00/hr., effective 10/7/17

Acknowledge the following retirement:

Ethel Petryczka, Librarian III, \$80,346/yr., effective 10/12/17

COMMITTEE REPORTS

Finance, Budget & Planning

Maron, Jannetti*

Employee Relations

Maron, Greenwald*

Buildings & Grounds

Maron, Buckley*, Santana, Touba

Fundraising & Development

Maron, Santana*, Buckley, Touba,
Greenwald

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #784

UNFINISHED BUSINESS

NEW BUSINESS

Tr. Buckley and Tr. Greenwald terms expire 12/31/17

Discussion of 2018-19 Library Budget

[ACTION ITEM]

2018 Holiday Closings approval

**NEXT BOARD MEETING DATE: Thursday, November 16, 2017, 7:00
p.m., Riverfront Library.**



HOLIDAY SCHEDULE – 2018

Holiday

Date

New Year's Day	Monday, January 1
Dr. Martin Luther King Jr.'s Birthday	Monday, January 15
Lincoln's Birthday	Monday, February 12
Washington's Birthday	Monday, February 19
Easter Sunday	Sunday, April 1
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Columbus Day	Monday, October 8
Election Day	Tuesday, November 6
Veteran's Day	*Monday, November 12
Thanksgiving Day	Thursday, November 22
Christmas Day	Tuesday, December 25

Close at 5 p.m.:

Thanksgiving Eve	Wednesday, November 21
Christmas Eve	Monday, December 24

*Per contract with SEIU 704B: When a holiday falls on Sunday, the Library shall be closed on Monday.

YONKERS PUBLIC LIBRARY
BOARD MEETING
RIVERFRONT LIBRARY
September 14, 2017

ATTENDANCE

TRUSTEES:	Nancy Maron Anietra Guzman-Santana Jim Buckley Hon. Hal B. Greenwald Derrick Touba Joseph Puglia
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	Sarah McAllister
YONKERS REPRESENTATIVE ON THE WLS BOARD OF TRUSTEES:	None
UNION REPRESENTATIVE:	Rose Bannister, Clerk III, Business Office, Riverfront

The Board Meeting began at 6:15 p.m.

Tr. Maron mentioned this evening's televised meeting of the Instructional Affairs Committee of the Board of Education, at which library trustees and administrators gave a presentation on the Yonkers Public Library's new strategic plan.

MINUTES

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

DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT

The Grinton I. Will façade project is experiencing delays. Director Falcone assured Board members that every effort is being made by KG&D to remedy the situation. He also informed the Board members that a change order was approved to make repairs to the roof at Grinton I. Will and work should be underway soon.

Director Falcone advised the Board that the Division of Library Development construction grant check for the façade project was received. A new DLD grant application was submitted to WLS for an initial review, and the State requires a formal Board resolution before the application can be finalized.

On motion of Tr. Buckley and seconded, the Board approved a Resolution to authorize the Board President to sign the Public Library Construction Grant assurances letter.

Director Falcone told Board members that the Dormitory Authority grant disbursement agreement for \$250,000 has been fully executed and we expect to make claim on the grant in December when the first phase of the façade project is nearing completion.

The Capital Budget was released in mid-August. Director Falcone informed the Board members that the capital funds will be added to our budget soon and along with new book money, it includes our two large projects (Façade phase 2 and boilers) at Will.

Director Falcone told Board members that with the assistance of Branch Administrator Sandy Amoyaw, an aggressive library registration drive was launched this summer totaling 1,853 new sign-ups so far. Congratulations to Sandy Amoyaw and his dedicated staff.

Director Falcone, Deputy Director Thaler, Tr. Maron and Hudson River Museum Director Masha Turchinsky met with Cristle Collins Judd, the new President of Sarah Lawrence College to discuss potential new opportunities for future collaborations with the Library.

Director Falcone reported to the Board members that at the suggestion of President Maron, an application was sent to Montefiore Hospital for a health care grant. Community Outreach Librarian Shauna Porteus was primarily responsible for successfully obtaining the \$190,000 grant which will enable social workers partnered with CLUSTER to work a couple of days each week at two branches of the Library for a year.

Deputy Director Thaler mentioned that Summer Reading Buddies, sponsored by the Jewish Community Council was a huge success. She also distributed a circulation graph from 2012 to present to the Board members. A discussion ensued among Board members.

Director Falcone informed the Board members that good wishes are sent to Ethel Petryczka, Librarian III of the Will's Children Department on her upcoming retirement.

UNION REPRESENTATIVE'S REPORT – Union Representative Rose Bannister had nothing to report

WLS REPORT – Director Falcone asked Trustees to please respond to him if they plan to attend the upcoming Trustee Institute.

PERSONNEL REPORT

On motion of Tr. Guzman-Santana, seconded and unanimously carried, the Board ratified 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

The Board acknowledged 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, Guzman-Santana, Touba

Fundraising & Development: Maron, Santana, Buckley, Touba, Greenwald
Tr. Guzman-Santana told Board members that she attended a significantly informative WLS workshop.

Tr. Maron is looking to recruit interested parties to form a foundation with the goal to raise funds for the Library. A meeting will be held on September 26, 2017, 7:00 p.m., at the Riverfront Library Board Room.

PAYMENT OF BILLS

On motion of Tr. Buckley, seconded and unanimously carried, the Board approved payment of bills as listed on Schedules #782 and #783.

UNFINISHED BUSINESS

Director Falcone said that Strategic Planning consultants Alan and Leslie Burger have provided some assistance with our Strategic Planning Implementation Matrix. Administrators have held meetings with the members of the Library's Adult Services and Children's Department. Deputy Director Thaler is scheduling additional meetings with these departments and also with IT staff.

Tr. Maron recommended that a Strategic Planning Annual Report be submitted.

NEW BUSINESS

Director Falcone asked the Board members to review the revised Policy on Alcohol Use at External Programs.

On motion of Tr. Guzman-Santana, seconded and unanimously carried, the Board adopted the Revised Policy on Alcohol Use at External Programs.

At the suggestion of Director Falcone, the Board reviewed the revised Procedure on Library Card Registration and Board members agreed to the revisions.

Tr. Touba arrived to the Board meeting at 7:50 p.m.

Director Falcone presented to the Board a Job Description for the volunteer position of Gallery Curator.

On motion of Tr. Buckley, seconded and carried, with a vote of No by Tr. Greenwald, the Board adopted the proposed Job Description for Gallery Curator.

Director Falcone asked the Board members to review the Procedure for Art Gallery Operations and Board members approved of the Procedure.

Business Manager Presedo asked the Board members to allow \$5,974.90 to be drawn from the Contributions Fund for reimbursement to Humphrey Galleries for damages incurred at the Riverfront Art Gallery.

On motion of Tr. Guzman-Santana, seconded and carried, Director Falcone has been authorized to withdraw \$5,974.90 from the Contributions Account for Riverfront Art Gallery damage reimbursement.

Director Falcone asked Board members to submit their responses to him by tomorrow if they plan to attend the Yonkers Historical Society annual fundraiser on September 28th as well as the Salvation Army's annual dinner on October 12 at Dunwoodie golf course at 6:30 p.m. Director Falcone will be honored at the Salvation Army dinner.

NEXT BOARD MEETING DATE – Thursday, October 19, 2017, 7:00 p.m. at Grinton I. Will Branch.

The Board meeting adjourned at 8:35 p.m.

Edward Falcone
Library Director & Secretary

RESOLUTION

RESOLVED, that at the September 14, 2017 meeting, the Board of Trustees of the Yonkers Public Library has agreed to authorize the Board President, Nancy Maron to sign the Assurances Letter regarding, and in compliance with public library construction grant requirements.

Yonkers Public Library Bill List September 2017

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
BAKER & TAYLOR	MATERIALS	9/21/2017	22,980.83
TOTAL			22,980.83
CONTRIBUTIONS FUNDS			
BELLA VISTA DELI	BOARD MEETING DINNER 9/14/2017	9/18/2017	125.00
CLUSTER'S HARVEST TASTING	HARVEST TASTING	9/11/2017	400.00
EUGENIO, DORIS	YOGA INSTRUCTION	8/29/2017	50.00
GOVCONNECTION	TRAC MACHINES TONER	9/11/2017	1,192.09
KEANE & BEANE	LEGAL SERVICES	9/19/2017	52.50
LOCKSTEP STUDIO	BEER & BREWING SUPPLIES	9/7/2017	56.21
MARK HUMPHREY GALLERY	RESTORATION OF CALVERT'S ART	9/18/2017	5,974.90
NEPPERHAN COMMUNITY CENTER	1/2 PAGE JOURNAL AD	9/18/2017	75.00
TRACSYSTEMS, INC.	ANNUAL MAINT. SUP 8/31/17-8/31/18	9/7/2017	4,732.00
UTICA NATIONAL INSURANCE GROUP	COY ADDITIONAL INSURED	9/19/2017	25.00
WHITE, MURIEL	FENCE REPAIR	9/18/2017	650.00
YONKERS HISTORICAL SOCIETY	4 TICKETS ANNUAL DINNER	9/18/2017	320.00
TOTAL			13,652.70

1:14 PM
 10/04/17
 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 September 2017

Date	Num	Memo	Amount
Abbey Ice			
09/21/2017	52150	Spring Water	46.50
09/30/2017	53260	Spring Water	53.00
09/30/2017	53259	Spring Water	98.50
Total Abbey Ice			198.00
American Express			
09/30/2017	676005sep17	Expenses	363.04
09/30/2017	676005sep17	Expenses	208.00
Total American Express			571.04
Amoils, Roseanne			
09/20/2017	46	Program-Job Search Coach	937.50
Total Amoils, Roseanne			937.50
ARTEAGA, KELLY			
09/30/2017	91917	Program-Zumbini	75.00
Total ARTEAGA, KELLY			75.00
B & H Photo			
09/20/2017	130608744	Filter Cartridge	175.53
Total B & H Photo			175.53
Baird,Zahra			
09/20/2017	83117	Reimbursement-Program Supplies	219.77
Total Baird,Zahra			219.77
Bilingual Publications			
09/21/2017	73821	Materials	73.88
09/21/2017	73823	Materials	46.52
Total Bilingual Publications			120.40
Bitetti, Christine			
09/21/2017	9517	Reimbursement-Program Supplies	40.00
Total Bitetti, Christine			40.00
Cablevision Lightpath			
09/20/2017	21556115	Phones	3,544.73
09/20/2017	21556151	Internet	5,234.75
Total Cablevision Lightpath			8,779.48
Cablevision Optimum			
09/20/2017	07803065546sep17	TV Boxes	7.35
09/20/2017	07803544469sep17	TV Boxes	14.70
09/30/2017	07803550279sep17	Cable	140.70
Total Cablevision Optimum			162.75
Cengage Learning			
09/21/2017	61448707	Subscription	300.00
Total Cengage Learning			300.00
Citadel Pest Control			
09/20/2017	3183	Pest Control	395.00
09/30/2017	3189	Pest Control	200.00
Total Citadel Pest Control			595.00
City Of Yonkers			
09/01/2017	9012017	September rent	62,500.00
09/20/2017	82017	Background Check	1,454.93
Total City Of Yonkers			63,954.93
Clifton, Michelle			
09/20/2017	82317	Program-Sound Meditation-Crestwood	100.00
Total Clifton, Michelle			100.00
Con Edison			
09/20/2017	92142173100aug17	Gas	144.19

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 September 2017

Date	Num	Memo	Amount
Total Con Edison			144.19
Crown Janitorial			
09/20/2017	394706-1	Janitorial Products	1,277.01
09/30/2017	394762-1	Janitorial Products	376.35
09/30/2017	395477-1	Janitorial Products	324.90
Total Crown Janitorial			1,978.26
Demco			
09/30/2017	6209315	Supplies	1,072.50
09/30/2017	6214582	Supplies	229.99
Total Demco			1,302.49
Emil Yedowitz Landscaping			
09/20/2017	yed5282	Sprinkler Repair At Crestwood	130.00
Total Emil Yedowitz Landscaping			130.00
Germino, Damien			
09/30/2017	3	Program-Yoga	80.00
Total Germino, Damien			80.00
GovConnection			
09/20/2017	55099616	Computer Products	174.48
09/20/2017	55099617	Computer Products	211.58
09/20/2017	55104045	Computer Products	294.44
09/20/2017	55104057	Computer Products	42.44
09/20/2017	55107955	Computer Products	297.28
09/20/2017	55107967	Computer Products	14.49
09/20/2017	55108117	Computer Products	87.42
09/21/2017	55104041	Computer Products	8.34
09/21/2017	55111454	Computer Products	18.00
09/21/2017	55116614	Computer Products	100.40
09/21/2017	55116615	Computer Products	25.98
09/21/2017	55126182	Computer Products	62.82
09/30/2017	55155338	Computer Products	199.76
Total GovConnection			1,537.43
Gruppuso			
09/21/2017	17-352	Repairs-Flushometer Repair	220.00
Total Gruppuso			220.00
Heltner, Lois H.			
09/20/2017	83117a	Program-Yoga	250.00
Total Heltner, Lois H.			250.00
Jaquez, Vanessa			
09/30/2017	92017	Program-Spanish Program	75.00
Total Jaquez, Vanessa			75.00
Keane & Beane			
09/21/2017	29012	Legal Services	630.00
Total Keane & Beane			630.00
King Fences			
09/20/2017	4403	Repairs	300.00
Total King Fences			300.00
Kirkus Reviews			
09/21/2017	9117	Subscriptions	398.00
09/21/2017	9117	Subscriptions	199.00
Total Kirkus Reviews			597.00
Lectorum Publications			
09/21/2017	781176	Materials	24.75
Total Lectorum Publications			24.75
Lexis-Nexis /Matt Bender			
09/20/2017	95535268	Subscription	1,817.00

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 September 2017

Date	Num	Memo	Amount
Total Lexis-Nexis /Matt Bender			1,817.00
Lloyd, Joan			
09/20/2017	83017	Program-Crafts For A Cause	50.00
Total Lloyd, Joan			50.00
McGibney, Catherine			
09/20/2017	83117	Program-Yoga	100.00
Total McGibney, Catherine			100.00
Midwest Tape			
09/21/2017	95323935	Materials	18.98
09/21/2017	95323936	Materials	15.98
09/21/2017	95346565	Materials	27.16
09/21/2017	95346566	Materials	45.77
09/21/2017	95361417	Materials	207.92
09/21/2017	95361419	Materials	11.99
09/21/2017	95377001	Materials	11.99
09/21/2017	95377002	Materials	89.56
09/30/2017	95401498	Materials	110.34
Total Midwest Tape			539.69
Mota, Juan			
09/30/2017	2016-0916	Program-Sewing Instruction 9/16/17	150.00
Total Mota, Juan			150.00
Multicultural Books and Video			
09/21/2017	17-1319	Materials	151.42
09/21/2017	17-1250b	Materials	121.87
Total Multicultural Books and Video			273.29
Oliveras, Ivette			
09/30/2017	6	Program-Belly Dancing	60.00
Total Oliveras, Ivette			60.00
Open Systems			
09/20/2017	37795	Service Call	345.00
Total Open Systems			345.00
Peterson's			
09/21/2017	4886195	Materials	49.52
09/21/2017	4886563	Materials	49.28
09/21/2017	4886565	Materials	49.28
09/21/2017	4887190	Materials	53.88
Total Peterson's			201.96
Preferred Business			
09/21/2017	98105	Printing Supplies	466.02
Total Preferred Business			466.02
Presedo, Vivian			
09/30/2017	92217	Reimbursement-Petty Cash	24.00
09/30/2017	92217	Reimbursement-Petty Cash	24.00
09/30/2017	92217	Reimbursement-Petty Cash	24.99
09/30/2017	92217	Reimbursement-Petty Cash	31.91
09/30/2017	92217	Reimbursement-Petty Cash	3.08
09/30/2017	92217	Reimbursement-Petty Cash	263.80
Total Presedo, Vivian			371.87
Proquest			
09/21/2017	70456218	Subscription	1,740.00
Total Proquest			1,740.00
Quill Corp.			
09/21/2017	9430989	Supplies	1.53
09/21/2017	9497086	Supplies	119.35
Total Quill Corp.			120.88

1:14 PM
 10/04/17
 Accrual Basis

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT September 2017

Date	Num	Memo	Amount
Rabadi, Renee			
09/30/2017	92117	Reimbursement-Program Supplies	61.00
Total Rabadi, Renee			61.00
Recorded Books			
09/30/2017	75592231	Materials	41.60
Total Recorded Books			41.60
S & S Worldwide			
09/21/2017	9845012	Supplies	348.51
Total S & S Worldwide			348.51
Schall Hardware			
09/20/2017	15471	Hardware And Supplies	384.52
Total Schall Hardware			384.52
Stanley Convergent			
09/20/2017	14859995	Maint. & Monitoring- Riv & Crest	655.16
09/20/2017	14861775	Maint. & Monitoring- Will	175.38
Total Stanley Convergent			830.54
The Metro Group			
09/20/2017	p1 518276	Boiler And Cooling Tower Maint.	732.83
Total The Metro Group			732.83
Verizon			
09/20/2017	914410927sep17	Phones/Alarms	40.18
09/20/2017	9147931065sep17	Phones/Alarms	55.86
09/30/2017	9143372191oct17	Phones	144.98
09/30/2017	9143373015sep17	Phones/Alarms	51.02
Total Verizon			292.04
Verizon Wireless			
09/20/2017	9791549410	Cell Phones	388.05
09/30/2017	9792514055	Cell Phones	131.36
Total Verizon Wireless			519.41
Vernon Library Supplies			
09/21/2017	0088923-In	Supplies	1,378.00
Total Vernon Library Supplies			1,378.00
WB Mason			
09/20/2017	147418781	Supplies	283.03
09/21/2017	147114313	Supplies	127.66
09/30/2017	147735421	Supplies	1.18
09/30/2017	147944583	Supplies	16.73
Total WB Mason			428.60
Weaver, Alan			
09/21/2017	0817-11	Program-Art From Photos & Access	450.00
Total Weaver, Alan			450.00
West Payment Center			
09/30/2017	836817417	Subscription	110.14
Total West Payment Center			110.14
Xerox			
09/21/2017	090309587	Maintenance-Copier	95.00
09/30/2017	090575390	Maintenance- Copier & Supplies	85.23
Total Xerox			180.23
Yonkers Parking Authority			
09/21/2017	17-0318	Parking for 28 Employees Oct-Dec'17	5,880.00
Total Yonkers Parking Authority			5,880.00
Yonkers Wellness Center			
09/21/2017	7	Program-Yoga And Meditation	60.00

1:14 PM
10/04/17
Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
September 2017

Date	Num	Memo	Amount
		Total Yonkers Wellness Center	60.00
TOTAL			<u>101,431.65</u>

**YONKERS PUBLIC LIBRARY
 QUARTERLY BUDGET REPORT
 FOR THE YEAR JULY 1, 2017-JUNE 30, 2018
 REVENUE**

Revenue Category	Budgeted Revenue 2017-2018	Revenue Realized 7/1/2017-6/30/2018
Fees & Fines	\$65,300	\$12,109
Rental of Property	11,160	5,438
Miscellaneous (Includes E-Rate)	41,050	27,638
Total Library Generated Revenues	<u>\$117,510</u>	<u>\$45,185</u>
State Funding	47,560	51,187
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<u>\$10,474,674</u>	<u>\$10,405,976</u>

**YONKERS PUBLIC LIBRARY
QUARTERLY BUDGET REPORT
FOR THE YEAR JULY 1, 2017-JUNE 30, 2018
CAPITAL FUNDS**

<u>C2099CP</u>		ORIGINAL AMOUNT	AMOUNT AVAILABLE 9/30/2017
510646	Will Ext. Construction	1,800,000	1,292,480
510647	Will Auditorium Improv.	55,000	51,739
510820	Library Books and other Materials	300,000	163,091
510821	Boiler Upgrades	60,000	54,935
510822	Computers & Library Equipment	47,000	47,000
510872	Library Books and other Materials	350,000	350,000
510873	Exterior - Will Branch	2,400,000	2,400,000
510874	Boiler Upgrades	568,000	568,000

BANK ACCOUNT INFORMATION
SEPTEMBER 2017

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>9/30/2017</u>
<u>ENDOWMENTS AND TRUSTS</u>						
SAUNDERS ENDOWMENT GOAL \$65,000	1.10%	SAUNDERS BOOK FUND	1083451	12/16/2017	15 MO. CD	75,074.78
<u>UNRESTRICTED ACCOUNTS</u>						
JUTKOWITZ ENDOWMENT GOAL \$10,000	0.01%	JOHN JUTKOWITZ THEATER FUND	32353002446	----	SAV. ACCT.	1,443.37
KEY BANK	1.00%	JOHN JUTKOWITZ THEATER FUND	5226302	2/6/2018	11 MO. CD	10,675.01
TRUSTCO BANK						
<u>CONTRIBUTIONS FUNDS</u>						
KOGAN ENDOWMENT GOAL \$5,000	1.10%	DAVID S. KOGAN MEM FUND	1085506	5/23/2018	15 MO. CD	5,014.25
SUNNYSIDE FEDERAL SAVINGS & LOANS						
MURPHY ENDOWMENT GOAL \$5,000	1.00%	RTA G. MURPHY MEM FUND	5226257	2/7/2018	11 MO. CD	5,507.13
TRUSTCO BANK						
<u>CHECKING ACCOUNTS</u>						
STERLING NATIONAL BANK	N/A	YPL TRUST ACCOUNT	6700288970	----	CHECKING	3,952.44
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.10%	CONTRIBUTIONS ACCOUNT	1083469	12/16/2017	15 MO. CD	26,572.85
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.10%	CONTRIBUTIONS ACCOUNT	1085514	5/23/2018	15 MO. CD	61,113.99
STERLING NATIONAL BANK	1.25%	CONTRIBUTIONS ACCOUNT	3481	7/28/2018	13 MO. CD	51,027.01
<u>CHECKING ACCOUNTS</u>						
STERLING NATIONAL BANK	N/A	CONTRIBUTIONS ACCOUNT	6700288655	----	CHECKING	

**93,420.00 Statement
 **94,200.00 Our Balance

**Our balance does not match the Statement for the month of September. Our account was compromised. A check was manipulated and is in dispute for \$780.00

JOINT MANAGEMENT REPORT
OCTOBER 2017

Façade. The roof repairs have been completed, the remaining concrete panels in the roof area have been removed, and work is starting on the new window frames. We met with Haifa Bint-Kadi to explore ideas for reusing the old sun shades, and a few ideas will be explored further.

Façade Grants. The WLS Board of Trustees voted to approve the recommended award amounts for the next round of DLD construction grants, and YPL's recommended award is \$234,903 – the full amount we requested. There is another level of approvals yet to come at the State level, but this award is welcome news. If the award is upheld, we will receive the funds next September.

Disaster Relief Drive. There is a city-wide effort to collect relief supplies for shipment to Mexico and Puerto Rico, and YPL volunteered its three branches as collection sites. The drive began on September 29th and will run until October 21st. We will also be collecting new pajamas and books through November 13th for vulnerable children in conjunction with the Chamber of Commerce's annual participation in the "Stuff a Bus" campaign.

Staffing Changes and Challenges. Children's Librarian III Ethel Petryczka has retired. For the last couple of years, Ethel worked at the Will branch after serving as the Children's Department Head at Riverfront. Ethel's departure unfortunately coincided with a staff injury in the Will Children's department, so they are dealing with a temporary staffing shortage as best they can. We hope to fill the vacancy in short order.

Boiler Project. Susan and Russell met with representatives of OLA, the company that completed the Boiler Replacement Study, along with representatives of the City's Engineering and Buildings departments. The study indicates that the amount bonded for the project is not enough to replace both boilers. OLA will produce a revised study that takes this information into account. The most likely outcome is that we will be able to replace one boiler and use the currently functional unit as a back-up.

Girls Who Code. We had a very successful start to our Girls Who Code program in Tech Central on Tuesday, October 3rd. The program will run every Tuesday for 10 weeks. The program was over-subscribed, so we plan to start another session in January. The facilitators for the series are Technology Instruction Coordinator Christine Bitetti and Dr. Maria Chang, a Research Staff Member at IBM's T.J. Watson Research Center.

Riverfront Art Gallery. Curator Haifa Bint-Kadi has notified us that she will be leaving her position as volunteer curator. She has agreed to serve through the end of next year's Yonkers Artist Showcase, which will take place in spring of 2018. We are considering our options for continuing to provide high-caliber exhibits and activities in the Riverfront Gallery.

Trustee Institute. On October 3rd, Joe Puglia and Ed attended a WLS-sponsored workshop on how to run effective board meetings. The meeting covered a variety of topics, and YPL appears to be following all of the best practices.

MEETINGS ATTENDED THIS PERIOD

9/16	Susan	Riverfest
9/19	Susan	Chamber of Commerce breakfast, Seton Pediatric Center
	Susan	Construction meeting, Will
	Susan	Boiler project meeting, City Hall
9/21	Susan	PLDA monthly meeting, WLS
	Susan	Lunch Club
	Susan	Complete Streets Community Forum
9/26	Susan	CPCY board meeting
	Ed & Susan	Candlelight Vigil for Mexico/Carribbean, City Hall
	Ed & Susan	Foundation kickoff meeting
9/27	Susan	Women In Business board meeting
	Susan	Counseling session, Will
	Ed & Susan	Foundation conference call
	Ed & Susan	MHVC meeting
9/28	Susan	Vive Breakfast
	Ed & Susan	Lunch Club
	Ed & Susan	Sun shade art project, Will
	Ed & Susan	Petryczka retirement party
	Ed	Chamber of Commerce board meeting
	Ed & Susan	Mayor's Italian coffee reception
	Ed & Susan	Historical Society dinner
9/29	Susan	Performance review, Crestwood
	Susan	IT monthly meeting
	Susan	Community Conversations conference call
10/2	Ed	Asbestos proposal, Will
10/3	Ed	Construction meeting, Will
	Ed	Trustee Institute, Eastchester
10/4	Susan	CLUSTER committee meeting
10/5	Ed	Chamber of Commerce committee meeting
	Ed & Susan	Lunch Club
	Ed & Susan	Gallery Hop
	Ed & Susan	Philipse Manor annual meeting
10/6	Ed & Susan	Sarah Lawrence College inauguration
10/10	Ed	Counseling session
10/11	Susan	Women in Business board meeting
	Ed & Susan	Strategic Plan implementation meeting – Adult/YA Services
	Ed & Susan	Grant kickoff meeting, Will
10/12	Ed & Susan	Meeting with Deputy Mayors
	Ed, Susan, Vivian	Salvation Army annual dinner
10/13	Ed & Susan	Strategic Plan implementation meeting – IT

10/14	Susan	Hispanic Heritage Celebration
10/17	Ed	Chamber of Commerce Networking Breakfast, St. John's Riverside
	Ed & Susan	Construction meeting, Will
	Ed & Susan	Community Conversations program, Will
10/18	Susan	Baker & Taylor training, Riverfront & Will
	Ed & Susan	Foundation meeting
10/19	Ed	PLDA monthly meeting
	Susan	CLUSTER Gala

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

September 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	28	28		
RIVERFRONT LIBRARY			<u>Dev.</u>	<u>%</u>
Adult	13,862	13,128	(734)	
Children's	6,563	6,084	(479)	
Total Riverfront Circulation	20,425	19,212	(1,213)	-5.94%
GRINTON I. WILL BRANCH				
Adult	24,856	21,364	(3,492)	
Children's	11,585	10,608	(977)	
Total Will Circulation	36,441	31,972	(4,469)	-12.26%
CRESTWOOD BRANCH				
Adult	3,121	2,992	(129)	
Children's	1,262	1,879	617	
Total Crestwood Circulation	4,383	4,871	488	11.13%
E-content (All Branches)	7,087	6,127		
TOTAL CIRCULATION				
Total Current Month	68,336	62,182	(6,154)	-9.01%
Total Previous Months	<u>574,619</u>	<u>525,752</u>	<u>(48,867)</u>	<u>-8.50%</u>
Total Year to Date	642,955	587,934	(55,021)	-8.56%

Social Media Statistics September 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%
September	2,509	44	11,604	51%	40	15,374	139%

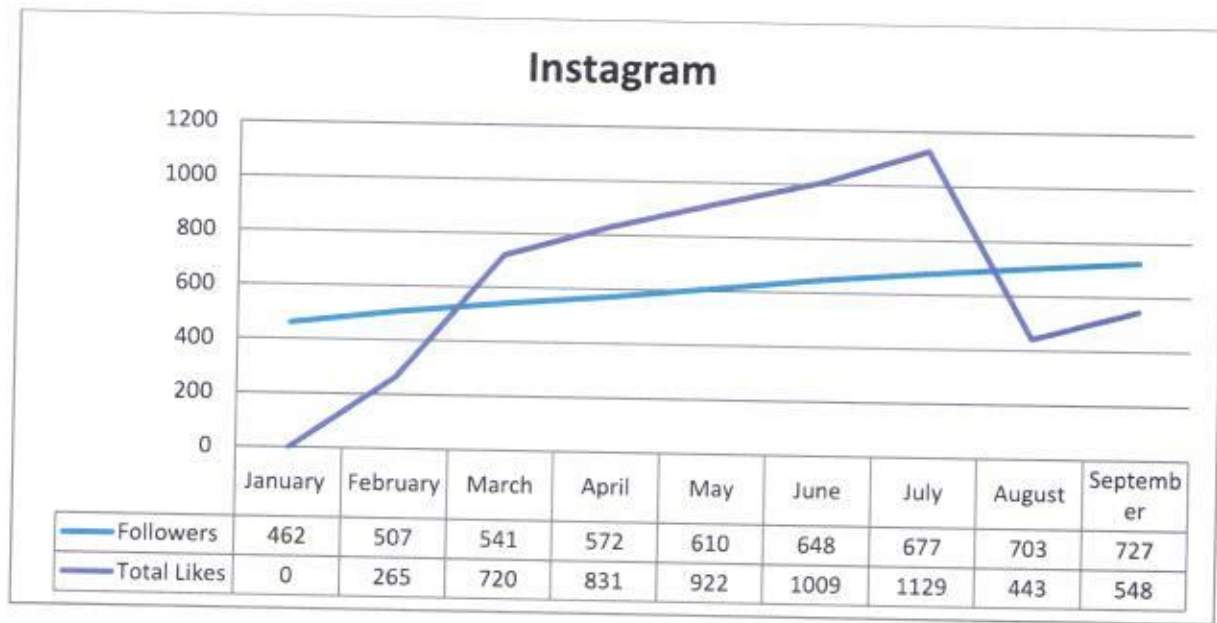
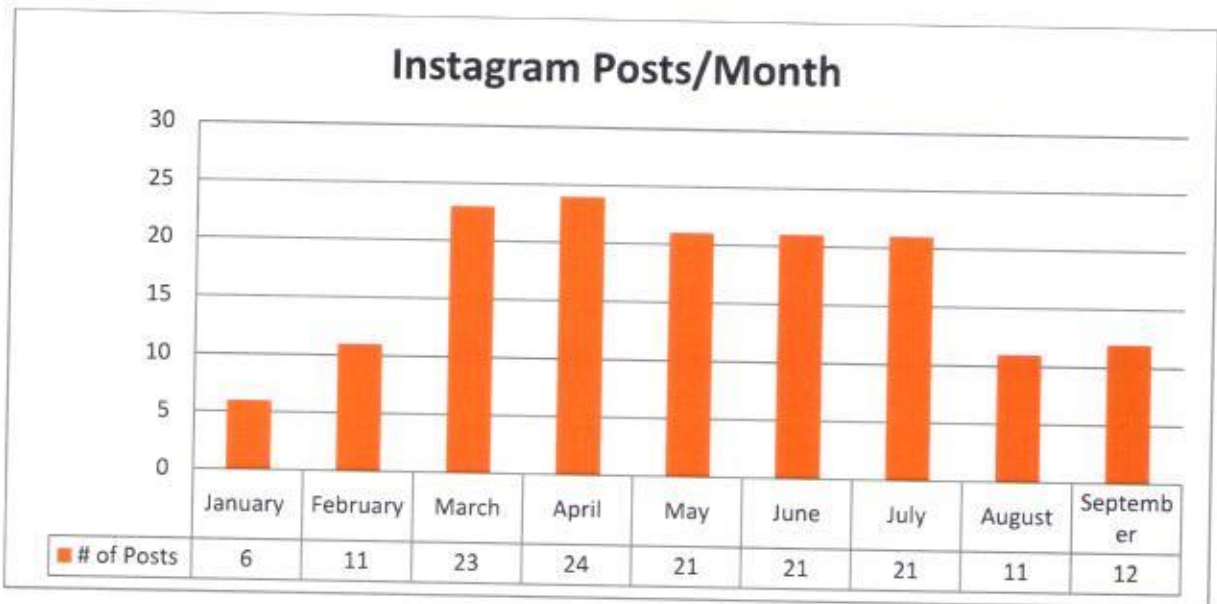
*Page engagement: Likes, clicks, comments, and shares

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

Top 5 Posts

Dates	Content	Reach	Engage	Content Type
9/22/17	A Hobbit Kinda Day with "Tanta Roper"	16K	70	Kids program
9/6/17	Wishing all the students attending Yonkers Public Schools and other institutions a very happy first day of school!	7.3K	38	Community
9/6/17	Today is national #readabookday which gives us an opportunity to brag about the 15,254 books read by all the kids and teens participating in YPL's Summer Reading program.	6.7K	10	Summer Reading
9/5/17	September is Library Card Sign-up Month! Visit your library and get the smartest card 📖 #getit #useit #atyourlibrary	4.6K	18	Community
9/5/17	Back to School: Library Resources for Families *Recursos de la biblioteca para la familia*	4.3K	10	Family Program

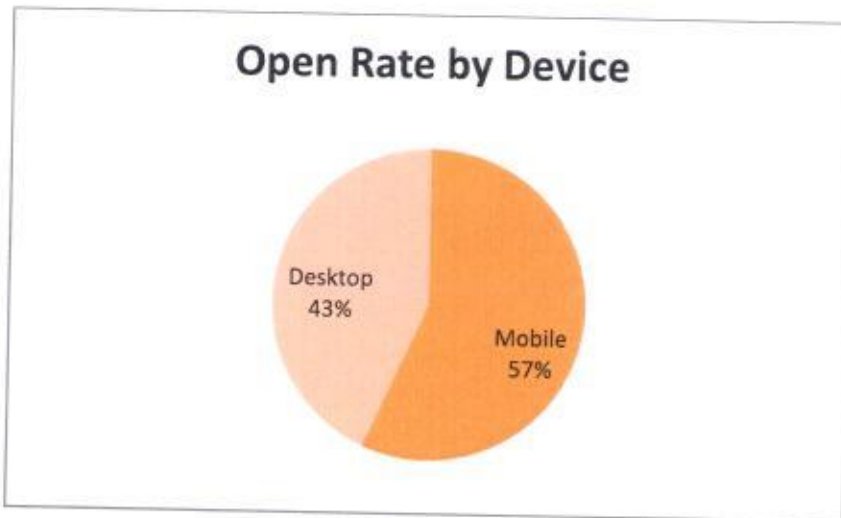
INSTAGRAM
Snapshot



CONSTANT CONTACT
September eNewsletters

Date	Campaign Name	Total Sent	Total Unique Opens	Total Unique Clicks	Open Rate	Total Unsubscribes
9/1/17	Yonkers Gallery Hop	11,115	1,885	77	17.6%	24
9/6/17	College Readiness	7,588	1,158	42	15.7%	6
9/6/17	Reminder Yonkers Gallery Hop	3,969	807	50	22.9%	12
9/9/17	Back to School	7,581	1,342	90	18.4%	8
9/30/17	Leave Your Swords at the Door – Riverfront Art Gallery	11,218	2,042	63	18.9%	26

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



Monthly: September 2017

	<u>ELECTRONIC USAGE COUNT</u>		<u>MUSEUM PASSES</u>
	2016	2017	<u>CHECK-OUTS</u>
			Sep-17
Riverfront Branch	13,600	12,898	12
Will Branch	6,266	6,439	24
Crestwood Branch	<u>433</u>	<u>775</u>	<u>10</u>
Total	20,299	20,112	46

	<u>TURNSTILE COUNT</u>	
	2016	2017
Riverfront Library	41,534	37,375
Will Branch	26,208	40,149
Crestwood Branch	<u>5,681</u>	<u>6,342</u>
Total	73,423	83,866

LIBRARY CARD COUNT

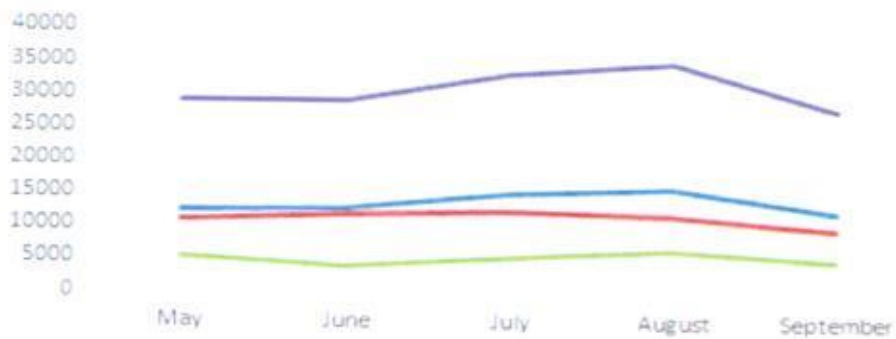
User Profile	Crestwood	Riverfront	Will	Total
Adult	1,186	35,425	23,599	60,210
Contract	0	107	5	112
Courtesy	0	1	17	18
Guest	0	4	0	4
Internet	0	3	2	5
Juvenile	595	8,145	8,586	17,326
Staff	19	104	79	202
Teen	21	6,124	1,731	7,876
Temp	1	18	3	22
Total	1,822	49,931	34,022	85,775

Yonkers Public Library

STATISTICS - PATRON TRANSACTIONS September 2017

	August 2017	September 2017
RIVERFRONT LIBRARY		
Circulation	7,453	4,788
Directional/Other	5,079	4,385
Reference	3,649	3,320
Total	16,181	12,493
GRINTON I. WILL BRANCH		
Circulation	6,181	4,973
Directional/Other	2,299	2,050
Reference	3,588	3,051
Total	12,068	10,074
CRESTWOOD BRANCH		
Circulation	1,997	1,843
Directional/Other	1,232	1,148
Reference	3,556	2,325
Total	6,785	5,316
TOTALS		
Current Month	35,034	27,883
Previous Months	-	154,333
Year to Date (April - Sept.)		182,216

Transactions 2017



YONKERS PUBLIC LIBRARY

PERSONNEL REPORT OCTOBER 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 - SEPTEMBER**

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
September	Literacy Solutions NY: Tutors	A	100
September	Literacy Solutions NY: Learning Center Use	A	95
6 sessions	Literacy Solutions NY: Basic Classes	A	87
6 sessions	Literacy Solutions NY: Intermediate Classes	A	86
2 sessions	Literacy Solutions NY: Citizenship Classes	A	24
September	Read Away Your Fines	A	103
4 sessions	Knitting & Crocheting Workshop	A	85
13 sessions	TASC Connect	A	45
9/6	Riverfront Book Club: The Japanese Lover	A	15
4 sessions	Job Search Coach	A	46
9/7	Hudson Valley Blood Services Fall Blood Drive	A	38
9/9	Felicitations: Classical Indian Dance	A	40
9/10	Peliculas para la Familia en Espanol: El Jeremias	A	5
9/11	Coloring for Adults	A	6
9/13	Cookbook Club: Quick Meals	A	4
9/16, 30	Sew Amazing!	A	12
9/18	Enjoying eBooks	A	9
9/19, 26	Beginners Yoga	A	21
9/20	Eat Smart New York: Rethink Your Drink	A	5
9/23	Belly Dancing	A	9
9/23	Movie: Assassin's Creed	A	40
9/24	Movie: Lego Batman	A	25
9/30	Movie: Kong Skull Island	A	40
September	Read Away Your Fines	Y/A	20
9/11	Back to School Yoga and Meditation	Y/A	5
3 sessions	Gaming Thursdays	Y/A	44
9/18, 25	College Readiness Series	Y/A	27
9/23	Teen Photo Show	Y/A	6
September	America Reads	JUV	98
5 sessions	Babies and Books	JUV	108
4 sessions	Bilingual Stories and Crafts	JUV	22
4 sessions	Toddler Time	JUV	80
9/11, 18, 25	Bilingual Storytime	JUV	46
9/12, 19, 26	Picture Book Time	JUV	22
9/14	Back to School Crafts	JUV	14
9/15	Make a Hat Day	JUV	46
9/18	International Dot Day	JUV	22
9/19	Zumba for Kids	JUV	26
9/19, 23	Coding from Scratch	JUV	13
9/20	National Pepperoni Pizza Day	JUV	82
9/21, 29	Legorama Club	JUV	87
9/22	Fall Story & Craft	JUV	24
9/23	Parent/Library Meeting	JUV	24
9/29	Baby Signing Time	JUV	34

CLASS VISITS

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

Date(s)	Type	Attendance
7 sessions	JUV	91

NUMBER OF LIBRARY PROGRAMS:

101

ATTENDANCE AT LIBRARY PROGRAMS:

1,881

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
9/1	Super Trans Bus Company Meeting	96	\$150.00
9/2	Park Avenue Investment Club Meeting	4	
9/5	YPS Public Safety Officer Orientation	68	
9/5, 19	U.S. Small Business Administration Emerging Leaders 2017	58	
9/5	Yonkers Voice 17th County Legislator Democratic Primary Debate	30	\$400.00
4 sessions	SCORE How to Grow Your Business Workshop Series	100	
9/6	SEIU Local 1199 Meeting	62	
9/6, 20	Hope and Love Private Book Club Meeting	20	
9/7	Hudson Valley Community Services HIV/AIDS Prevention Workshop	21	
9/7	Westchester Black Women's Political Caucus Candidates Forum	150	
9/7	Hispanic Advisory Board: Nuestra Ciudad Art Exhibit Reception	30	
9/8	Community Partners for Undoing Racism	13	
9/9	TLC Bus Company Driver Refresher Course	122	\$150.00
9/9, 23	CSEA 100A CPR/First Aid Training	50	
9/9	Ladies Inspired to Empower: Women's Empowerment Group	11	
9/10	Diamondz in da Rough Social Club	10	
9/10	NYCD16 Indivisible: Immigration Forum	80	
9/10	Chi Eta Phi	9	
9/11	Andus Community Services Healthy Families Graduation	63	
9/11	EmblemHealth New York History Hour Discussion Series	11	
9/12	HobbyQuest Training and Orientation	7	\$25.00
9/12	NYS United Teachers Union Meeting	14	
9/13, 15	Family Services of Westchester Trauma Treatment Workshop	139	
9/13	Yonkers Coalition for Youth Meeting	19	
9/13	North Yonkers Knights Team Meeting	20	
9/14	LYFE Coalition Meeting	16	
9/15	Family Services Society of Yonkers Kinship Support Group (Spanish)	13	
9/15	Yonkers Fire Department Swearing-In Ceremony	350	
9/17	Yonkers Marathon Bag Check & Registration	300	
9/17	People's Office Community Resource Guide	12	
9/18	Yonkers Workforce Development: ACS Homecare Orientation	32	
9/18	CLUSTER Board Meeting	11	
9/18	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	12	
9/19	Yonkers Municipal Housing Contractor Meeting	70	
9/19	Yonkers Arts Meeting	11	
9/20	WEDC Road to Entrepreneurial Initiative (Spanish)	15	
9/21	Affinity Health Plan Member Appreciation Event	22	
9/21	LYFE Coalition Complete Streets Forum	50	
9/21	New York Council of Arts: Blissville...an Investigation by Hank Linhart	1	
9/23	Yonkers On the Move Recognition Event	10	
9/23	Darryl Graham Defensive Driving Agency Course	2	\$25.00
9/23	Essential Oils Basics and its Uses	3	
4 sessions	Lower Hudson Valley Perinatal Network: Diabetes Self-Management Training	91	
9/25	Community ESL Tutoring	22	
9/26	Community Planning Council Board Meeting	11	
9/27	City of Yonkers Planning & Development Housing Focus Group	16	
9/27	Yonkers Police Department Promotion Ceremony	250	
9/28	Yonkers Community Action Program Downstate Angels Training	13	
9/28	Community Housing Innovations First Time Homebuyers Seminar	67	
9/29	Berkshire Farm Center Board Meeting	16	
9/29	Family Services Society of Yonkers Kinship Support Recognition	77	
9/30	Messiah Baptist Church New Member Welcome	58	

ATTENDANCE AT NON-LIBRARY PROGRAMS:

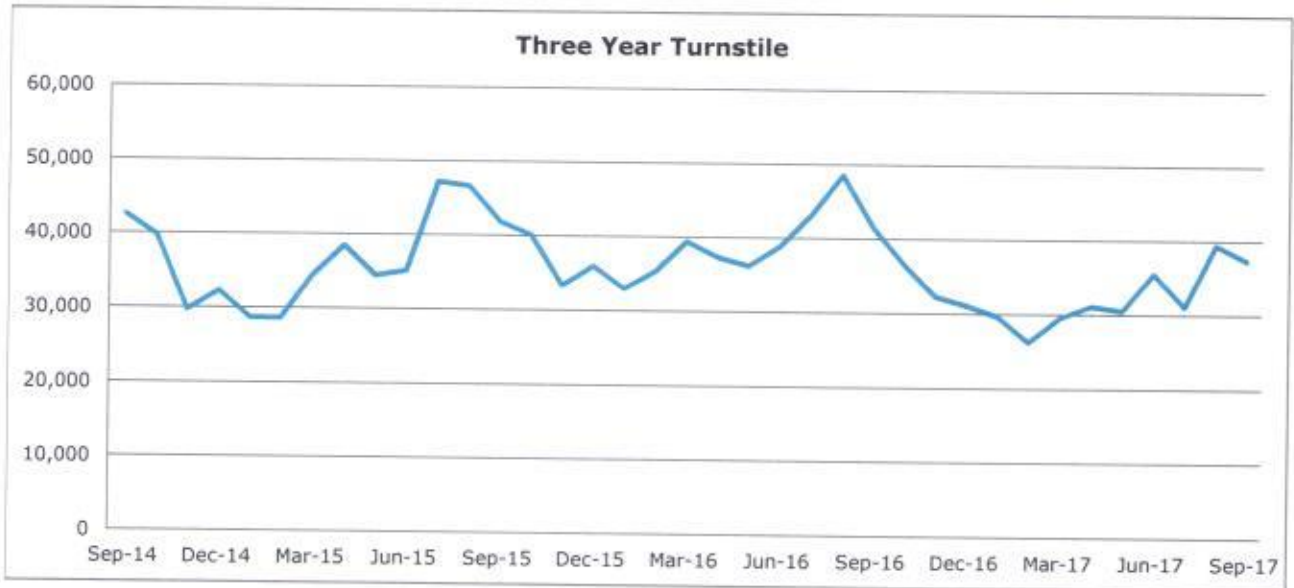
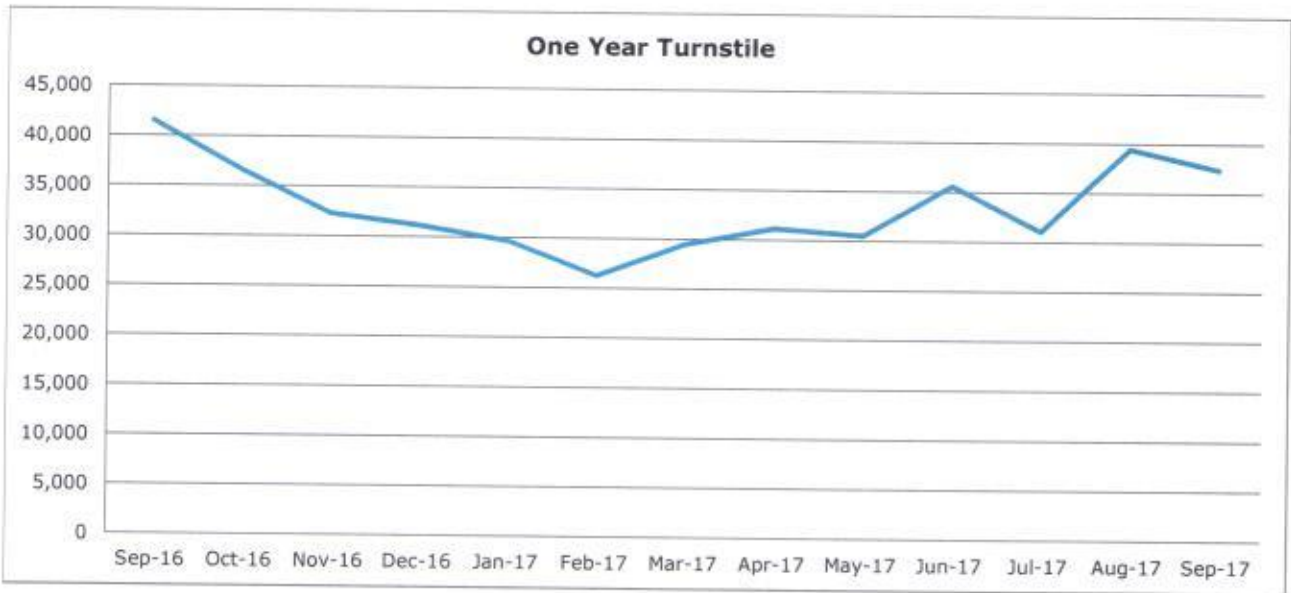
2,758

GRAND TOTAL PROGRAM ATTENDANCE

4,639

Electronic Use Count

	<u>Count</u>
PC Sign Up	12,758
20 English-speaking Computer Classes	128
7 Spanish-speaking Computer Classes	12
TOTAL ELECTRONIC USE COUNT:	12,898
RIVERFRONT LIBRARY TURNSTILE COUNT:	37,375



Room	# Events	Hours	Utilization
Arts & Crafts Room	10	24.00	9.23%
Auditorium	7	17.75	6.83%
Auditorium and Event Space	5	23.00	8.85%
Board Room	18	64.50	24.81%
Community Room A	10	28.75	11.06%
Community Room A & B	15	66.00	25.38%
Community Room B	8	25.00	9.62%
Event Space	15	128.50	49.42%
Learning Lab	37	104.50	40.19%
Maker Lab	4	13.25	5.10%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	1	3.00	1.15%
Room 1	2	13.00	5.00%
Room 2B	32	108.00	41.54%
Room 3	2	6.00	2.31%
Room 4B	14	29.25	11.25%
Small People's Place	30	46.50	17.88%
Table Space 1	17	80.00	30.77%
Tech Central	10	19.50	7.50%
Third Floor Computer Lab	4	9.00	3.46%
Yonkers Room	21	79.00	30.38%
Young Adult Room	9	27.00	10.38%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
9/13, 20 & 27	Chess Club	Juv	18
9/15	Lego Club	Juv	48
9/18	Bilingual Story Time	Juv	17
9/22	Hobbit Day	Juv	26
9/25 & 26	Nursery Rhyme Time	Juv	62
9/26	Hispanic Heritage Story & Craft	Juv	19
9/27 & 28	Mother Goose Time	Juv	52
9/29	Baby Time	Juv	24
9/5,7,12,14,19,26 & 28	Senior Benefit Information Center	Adult	15
9/5,19 & 26	Crochet Club	Adult	40
9/7,14 & 28	Bridge Club	Adult	64
9/11	String Instrument Meet Up	Adult	5
9/11 & 25	Sing Memorable Songs	Adult	60
9/14	Feature Film: <i>My Cousin Rachel</i>	Adult	47
9/18	Feature Film: <i>The Prisoner of Zenda</i>	Adult	11
9/19	Fine Arts Film Series- <i>The Glory</i>	Adult	18
9/24	Art Lillard on Time Band-Friends of YPL	Adult	150
9/26	Book Discussion w/ Laurie Antash	Adult	26
9/5,12,19 & 26	Teen Tech	YA	6
9/7,14,21 & 28	Gaming Thursdays	YA	6
9/8,15,22 & 29	Brain Breaker	YA	8
9/11,18 & 25	Coloring for Teens	YA	2
9/12 & 19	College Readiness Series	YA	15
9/23	Teen Advisory Board	YA	7
9/23	Teen Book Discussion	YA	7
24 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	620

CLASS VISITS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
9/26	Roosevelt High School	Juv	9
9/28	Montessori 31	Juv	28

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

78

ATTENDANCE AT LIBRARY PROGRAMS:

1,410

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
9/1	Yonkers High School	15	
9/6	UFO Roundtable	30	
9/6	Yonkers Historical Society	12	
9/6	Association of Hispanic Professionals	10	
9/7	Prime Locations	25	\$50
9/8	Jewish Council of Yonkers	15	
9/8	India Center of Westchester	300	
9/9	National Council of Negro Women	12	
9/9,16,23 & 30	Salerno Club	30	
9/10	Amateur Radio Club	12	
9/9	Zafar Zaidi Cultural Society	125	
9/11	LaLeche League of Yonkers	8	
9/12	National Letter Carriers Association	30	
9/13	SEIU 704 & 704B	25	
9/13	Toastmasters	15	
9/13	National Stuttering Association	6	
9/14	Enrico Fermi Scholarship Committee	10	
9/14	Yonkers Philharmonic Society	15	
9/14,15,19,22,26 & 29	UFT Retired Teachers	275	\$200
9/16	TAIW Driving Program	25	\$35
9/17 & 24	TACHS	20	
9/18	Aquehung Democratic Committee	10	
9/19	AARP	40	
9/21	Brahma Kumaris	10	
9/23	Driver's Safety Program	30	50
9/24	Alpha Kappa Alpha	12	
9/24	American Irish Association	15	
9/25,26 & 27	Empire Real Estate	45	105
9/27	City of Yonkers Mobile Tax Service	250	
9/28	Score	45	
9 Sessions	Little Learners- Yonkers Parks Dep	210	
19 Sessions	Senior Center-Yonkers Park Dept	470	

2152

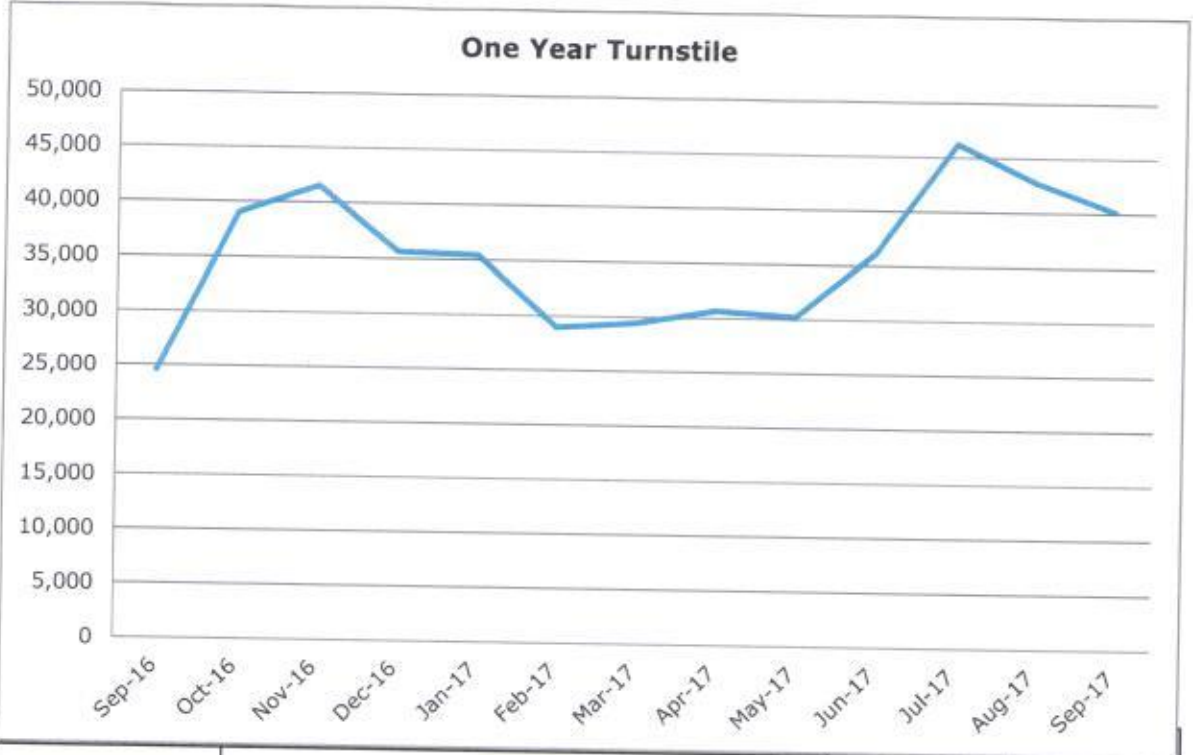
ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,152

GRAND TOTAL PROGRAM ATTENDANCE 3,562

PC Sign Up 6,399
9 Computer Classes 40

TOTAL ELECTRONIC USE COUNT: 6,439

Will Library Turnstile Count 40,149



Auditorium	99	33.96%
Meeting Room	36	12.33%
Projection Room	100	34.25%
Sen. Flynn Room	51	17.72%
Story Room	52	17.95%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
1 session	Comics Plus Tech Drop-In	A	18
3 sessions	Sing Memorable Songs	A	26
5 sessions	News & Brews	A	100
2 sessions	Meditation	A	14
5 sessions	PC Cruzin'	A	51
14 sessions	Help Desks	A	19
2 session	Yoga for Yogis	A	23
4 sessions	Color @Crestwood	A	31
2 sessions	Non-pretzel Yoga for Adults	A	30
1 session	Learning Express Tech Drop-In	A	14
4 sessions	Word Wednesdays	A	35
1 session	Crestwood Book Club	A	14
1 sessions	Crestwood Reiki Experience	A	16
1 session	GoogleDocs	A	4
1 session	Ayuda Con La Tenologia	A	2
2 sessions	Get Organized/Time Management Apps/Websites	A	16
3 sessions	MahJong	A	15
1 session	Lynda.com Tech Drop-In	A	39
1 session	Relax and Restore Sound Meditation	A	22
1 session	Everything E-books Tech Drop-In	A	22
1 session	Mango Languages Tech Drop-In	A	8
1 session	Saturday Storytime	JUV	14
1 session	Art of Listening	JUV	4
3 sessions	Chess	JUV	18
8 sessions	Music & Merriment (9:30 & 11am)	JUV	425
1 session	Online Games Apps & Websites Tech Drop-In	JUV	16
2 session	Lego Club	JUV	28
5 sessions	Crestwood Cinema	JUV	87
1 session	Jumpstart Your School Year	JUV	16
2 sessions	Arts & Crafts With Madison	JUV	62
2 sessions	HomeSchool Study Hall	JUV	26
2 sessions	Science With Sharon	JUV	47
1 session	ABC Mouse Tech Drop-In	JUV	49
1 session	Tumblebooks Tech Drop-In	JUV	45
1 session	Wickity Stitch Back To School	JUV	18
4 sessions	Teen Tuesdays	YA	40
1 session	Teen Readers Book Club	YA	7
1 session	Tutor.com Tech Drop-In	YA	22
1 session	Book Buzz	YA	65
1 session	VOLUNTEENS	YA	16

HOMework HELPER

Date(s)	Type	Attendance
4 sessions	JUV	44

NUMBER OF LIBRARY PROGRAMS:
ATTENDANCE AT LIBRARY PROGRAMS:

99
1,568

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
1 session	Office Hours for Shelley Mayer at Crestwood Library	N/A	22
9/13	Friends of Crestwood Library Board Meeting	N/A	10
ATTENDANCE AT NON-LIBRARY PROGRAMS:		0	32

GRAND TOTAL PROGRAM ATTENDANCE:

1,600

Electronic Use Count

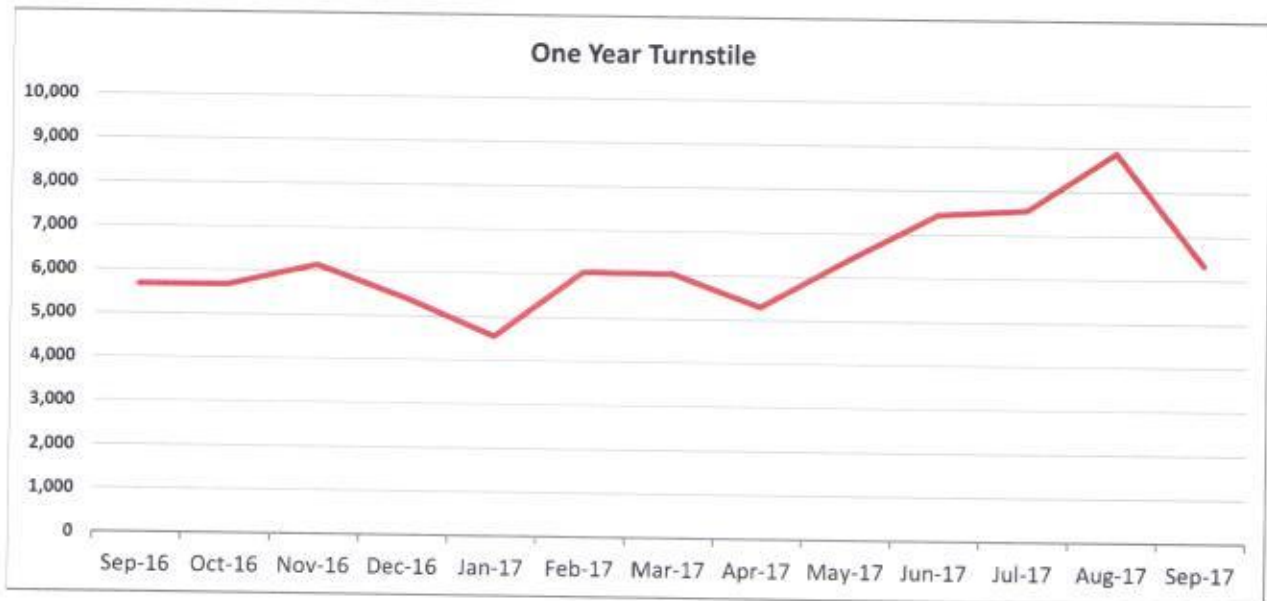
	Count
PC Sign Up	450
31 Computer Events- Classes/workshops/drop-ins/help desk	325

TOTAL ELECTRONIC USE COUNT:

775

CRESTWOOD LIBRARY TURNSTILE COUNT:

6,342



Room	# Events	Hours	Utilization
Adult Computer Area	33	59	31.72%
Children's Room	37	56	30.11%
Reading Room	23	52	27.96%
Teen Corner	8	19	10.22%
Outside	0	0	0.00%
	101	186	

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

BOOK STOCK

For the Month of **SEPTEMBER 2017**

RIVERFRONT LIBRARY	2017	2016
Number of volumes at end of previous month	156,969	
Number of volumes added this month	531	
TOTAL	157,500	
Number of volumes lost/withdrawn this month	1,234	
TOTAL VOLUMES RIVERFRONT LIBRARY	156,266	159,232

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	148,684	
Number of volumes added this month	836	
TOTAL	149,520	
Number of volumes lost/withdrawn this month	1,750	
TOTAL VOLUMES GRINTON I. WILL BRANCH	147,770	152,779

CRESTWOOD BRANCH		
Number of volumes at end of previous month	22,177	
Number of volumes added this month	157	
TOTAL	22,334	
Number of volumes lost/withdrawn this month	266	
TOTAL CRESTWOOD BRANCH	22,068	20,954

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	326,104	332,965
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QUARTERLY REPORT JULY, AUGUST AND SEPTEMBER 2017

The Riverfront Library connects people, builds community and transforms lives through the power of information and the power of stories. The Library serves as a portal to knowledge and a site for civic involvement. Our patrons rely on the Library to access the tools and information they need to succeed and thrive in today's world. I am happy to say that the Riverfront Library is healthy, thriving, and in a strong position to contribute to the quality of life in the Yonkers community. We intend to build on that strength in preparing for the challenges ahead.

Our programs range from story hour and exercise classes to computer workshops. In addition, book discussion groups meet monthly, while the adult and teen departments screen movies and host musical performances.

Adult /Reference Programs and Services

The Riverfront Library continues to lead the way in computer instruction, from teaching those in need of basic digital literacy to instructing those who want to boost their skills in navigating the latest changes in software and hardware. The Riverfront Library's Tech Central Computer Lab has been approved to become a *Girls Who Code* site. This program will start in early October and will be facilitated by Dr. Maria Chang, a research scientist at IBM.

Moreover, Tech Central has added more coding and other advanced classes, and has also increased our popular series classes, such as Office Readiness training. The new programs aim to provide students with the specialized hands-on-training they need.

Computer workshops offered during the last three months include *Introduction to 3D Printing*, *Excel*, *PowerPoint*, *Introduction to Photoshop*, *Introduction to Windows*, *Buying & Selling on eBay*, *QuickBooks*, and *Pivot Tables & Charts*.

As the world becomes increasingly digital, the Riverfront Library is working to expand its free computer training and other services to make sure that all our patrons have access to the technology they need to succeed.

Adult programs offered during the quarter include *Celebrate Good Times! How to plan for a big event*, a free Traffic Safety Presentation for older adults, *Learn to Brew*, the *Riverfront Book Club*, *Flores de Papel para fiestas*, *Cocina Japones*, *Knitting & Crocheting Circle*, *Bharata Natyam: Classical Indian Music and Dance* and *Healthy Living for Your Brain and Body*. The Riverfront Genealogy Club went on a field trip to the Westchester Historical Society.

The Adult department prepared and revised many of their back-to-school bookmarks and resources, including *Textbooks to Rent and Buy*, *Homework Help in the Library*, and *Borrowing Materials at YPL*.

The staff is becoming proficient in the use of CollectionHQ, which provides the librarians with the useful and easy resource to conduct library inventory and improve the collections.

Teens and Tweens Programs and Services

The number of teenagers who signed up for this year's Summer Reading program was 162, and altogether they read over 262 books. The Summer Reading Program ended with a party where prizes and recognitions were awarded to the teens who read the most books. Highlights of teen programs during the quarter include, *Maker Mondays- Teen Photo club, Teen Painting, Teen Kitchen series 1 and 2, and Growing our Teen Garden*. *Techie Tuesdays- Create Videos for Social Media, Photoshop 101, 3D Printing and teen Trivia Kahoot. Word Wednesdays- Puzzles and Word Games. Gaming Thursdays- PS4, iPads, Laptops and Board Games Party. Friday Flicks- showed 7 Featured Films.*

Children's Programs and Services

The Riverfront Library Children's Department had a fun filled summer. The theme of this year's Summer Reading program was *Build a Better World*, a theme that was wildly popular with children. It was also very fitting because we partnered with the JCY-Westchester Community Partners for a six week Summer Reading Buddies program. The Reading Buddies program attracted over 800 participants who read 4,924 books with their buddies, earning incentive prizes along the way. We wish to extend a special thanks to the Riverfront Library staff and the Reading Buddies mentors for their continued support in building a better community at our library.

The weekly story time sessions continue to be fully attended each month. Highlights of our children's programs during the quarter include *Bilingual Story time/Cuentacuentos Bilingue, Chess Club for Kids, Make a Hat Day, National Pepperoni Pizza Day, International Dot Day: Story & Craft, Legorama Club, Yoom for Kids, Zumba for Kids, Spa Science, Family Arts & Crafts, and If You Give a Mouse a Cookie Story and Craft*. Assembly woman Shelley Mayer attended the program. The Children's Department offered its first bilingual story time in Arabic and the program was very well received. The department hopes to offer bilingual story time in Hindi, Punjabi, and Urdu in the near future.

Circulation

The Circulation Department has been receiving much positive feedback on the new online library card application and the newly expanded Museum Pass program. The Circulation staff also assists with outreach programs to register new patrons during the Summer Reading Buddies program. In addition to coordinating registration with the Yonkers Board of Education, the department also collaborates with the Groundwork Hudson Valley every Friday during the summer to register patrons for library cards at Philipse Manor Hall.

Professional Development

Tech Central instructor Christine Bitetti attended the Yonkers Public Schools Community Partners meeting where she networked with administrators, teachers, and various organizations.

The Riverfront staff from all Departments attended a webinar on delivering a great customer service to the public.

Kiersten Grunberg and Sandy Amoyaw attended the mayor's Hispanic Advisory Board meeting to consider the possibility of collaboration between our two agencies.

Outreach Programs

Bringing our services beyond the Riverfront building and out to the community is a growing objective. During the last quarter, we extended outreach to the Farmer's Market, attended the annual Yonkers Riverfest (a great outdoor event and a great tradition), and doubled visits to various community programs. Overall, we registered 2,105 patrons for library cards during our outreach programs.

Meetings attended by the Branch Administrator during the last quarter include Salvation Army Advisory Board, the Rotary International, the African-American Advisory Board, the Saint Peter's Childcare Advisory Board, the MHVC Innovation Meeting, the Vive 10th Year Anniversary Breakfast, and a customer service webinar.

The following staff members received compliments from patrons for their work in the Library and for creating a positive and motivating work environment: Eugene Howell, Christine Bitetti, Arnaldo Torres, Phyllis Cole, and Ann Horrigan.

A great joy of serving the public is witnessing how we promote positive change. Parents tell us how their children grow through participation in our programs. High school and college students tell us how Reference librarians point them to resources they need to reach their academic goals. Adults tell us how libraries help them open doors, from locating resources for a better life to finding fulfilling entertainment.

We are proud of the value we add to the community through the efforts of our talented and dedicated staff, and we pledge to continue our efforts with renewed fervor.

Sandy Ernest Amoyaw

Branch Administrator

Riverfront Library

Grinton I Will Library Summer (July, August, September) 2017 Quarterly Report

Overview: The Summer was a busy time for staff and patrons at the Grinton I Will Library. Some principle accomplishments include:

- Successful Summer Meals program in partnership with the Yonkers Board of Education: over 750 free nutritious meals were handed out to children in the community. Every department in the library participated in this program and staff were very pleased with the results.
- Ongoing renovations: while much of the actual construction slowed during this quarter staff and patrons still responded to and were patient with a modified layout and space in the main reading room.
- Will Library participated in the Libraries Are For Everyone campaign with signage in numerous languages at all doors and two book displays supporting the theme.
- Continuations and Serials budgets were reevaluated in all departments and considerable cost saving decisions were made there.

Collections: Numerous efforts were made to update and modernize the collection. Some of them are as follows:

- Collection Check: the first stage in the Collection HQ process of evaluating the health of the collection has begun in numerous collection areas. In the Will Library the following sections are either complete or in process: Adult Fiction, Short Stories, Large Print, YA Fiction, Children's Fiction, 800s, Adult Biography. This is being used as a major tool for weeding and freshening the collection as well as a tool of checking collection currency and health.
- Closed Stacks: numerous dead and unwanted items are being removed from the Closed Stacks. These items include out of date government materials, resources which are inaccurate, serials which we no longer collect and which are replicated in our research databases.
- Print Reference: we have begun an evaluation of what, if any, materials are needed in the large print reference collection on the main reading floor. Efforts are being made to keep those materials that are still of use to our patrons and clear away items which are replicated in databases and the circulating collection. The intent is to bring this collection in line with modern Reference Library practices and standards.
- Graphic Novels: we put in a large order of Graphic Novels which are more reflective of changes in the current comics industry (better representation for women and minorities and better opportunities for female and minority creators).
- Library of Things: Procedures have been created and put into place to regulate the circulation of American Girl Dolls and Celestial Telescopes at Will Library. The Westchester Astronomical Society is assisting us with preparing the three telescopes which were provided to the library from the Rotary and Kiwanis Clubs.

Programming: This was a very busy area for us during this quarter given the uptick in programming for Summer Reading.

- Children's Services had 79 programs with a total of 2,628 in attendance
 - Popular programs included: Sloppy Science, Lego Club, Circus Arts, Bilingual Storytime, Hobbit Day, Chess, and the Art Cart
 - Greater use was made of the Reading Patio
 - Sciencetellers opening program was well attended with 215 attending
- YA Summer Reading had regular programs and meetups

- YA Dept in partnership with WLS is currently offering a series of College Preparation Workshops which are getting rave reviews from participants and are averaging 25-30 teens per session.
- Teens were also offered technology programming this summer including a 3D printing workshop and a drone workshop
- Will Library did an Adult Summer Reading Program this summer: we had 40 participants and gave prizes to two patrons who read over 25 titles in the course of the summer program.
- Fine Arts also did a number of programs this summer including:
 - Regular foreign film screenings
 - Will Book Club, hosted by Dept. Head Laurie Antash remains a consistently popular program
 - Stringed Instrument Meet-up--this program continues to attract more musicians to the Will Library and is growing in popularity to the point where we are exploring moving it to the auditorium going forward.
- Reference
 - Offered classes in Word, E-Books, and Resumes
 - Presented monthly screenings of Classic Movies
- CSA Pickup Location: Will Staff worked with Groundwork to offer patrons a Community Share Agriculture pickup location. This allowed patrons on this side of town to participate in the great locally grown, organic produce which Groundwork was making available to the community.

Physical Plant: renovations continue to be a big part of working at Will Library. In this quarter:

- Custodial staff knocked down the remains of the damaged stone wall sign at the entrance of the library (this sign was damaged by a patron driving her car into it as she was leaving the library).
- While much of the construction around the library slowed over this period, staff and patrons still worked well within the physical limitations which the ongoing renovations presented to them.
- Early planning has begun for a renovated YA space and re-envisioning of the FA area. The goal would be to have better demarcated space and seating for teens as well as better access to CDs in the collection. We are exploring the possibility of setting up an "Artist's Corner" in this space as well.
- Sunshades were set aside and conversations begun as to what form they will be integrated into the new building/grounds.

Administrator Conferences & Presentations Branch Administrator Christian Zabriskie:

- Engaged staff during the ALA Presentation of Giving Great Customer Service.
- Attended the American Library Association Conference in Chicago. Responsibilities included: ALA Council, ALA Committee on Legislation, ALA Presidential Advisory Committee, ALA Sustainability Taskforce, Library Service to Refugees, Immigrants, and Displaced Persons subcommittee
- Published "The Refugee Library Project: Crowdsourced Research for endangered populations" in the September 2017 edition of *International Leads: A Publication of the International Relations Round Table of the American Library Association*.

Christian Zabriskie
Branch Administrator

CRESTWOOD BRANCH QUARTERLY REPORT - JULY, AUGUST & SEPTEMBER 2017

It was a productive quarter for us that included some staffing changes. We welcomed part-Time Custodian Jayson Sotomayor and Part-Time Clerks Caroline Sullivan and Liz Caruso to our Crestwood Crew.

Building improvements under the stewardship of Russell Martinez included the water pipe replacement in the boiler room, installation of outdoor window well covers, and the restoring of the wooden front doors to their former glory. Technology advancements steered by Carlos Figueroa include training on the new Evanced system, relocation of the Wi-Fi Access Point due to low signal issues, new flash drive readers, a new USB projector connector, new speakers and a mouse for the Little Tykes computer and a new fax machine for the public to use that has a scanner.

People of all age ranges had an opportunity to participate in the "Build a Better World" 2017 Summer Reading Program. Teen and Children's summer reading programs experienced a rise in registration as well as number of books read and we held a joint ice cream party at the end of August as the finale. This summer we focused a lot on intergenerational programming including a weekly Crafternoon, Fit & Fun Friday and We Read Together programs. Summer technology program highlights included Drone and Raspberry Pi programs led by IT Administrator Brandon Neider. Girl Scout Livi Dower led VOLUNTEENS in the weekly Take Action Thursday literary based programs that encouraged youth to read, find their voice, and do their part to make the world a better place. Crestwood's Brophy Family donated Beatrix Potter memorabilia resulting in an intergenerational Tea Party. Thanks to Shauna Porteus, Community Services Librarian, 12 Yankees Tickets were included in the grand prizes for summer reading. Our Adult Summer Reading Program was a success, culminating in a lovely Mexican Fiesta literary celebration in mid-September.

Programming continues to be the key to supporting community needs and getting people connected to library resources. Patrons are pleased with the new Museum Pass program. Wellness programs with related displays of library materials are a cornerstone of our Adult programming and are a part of our regular schedule (Yoga, Chair-Yoga, Meditation, Sound Meditation, Coloring and Reiki). Westchester County Department of Senior Programs and Services has provided us with a trained Senior Service Navigator at the Branch every other Friday through mid-October. Betty Giordano, part-time clerk, now facilitates a Word Wednesday program that grew from a community need and is co-sponsored in part by a grant from the NY State Department of Health via the Alzheimer's Association Hudson Valley NY Chapter. Music & Merriment with Miss Judy continues to attract families with young children who are new to the area.

We were sad to see City of Yonkers (COY) Parks & Recreation Senior Center 16 move their program from the Children's Room on Monday and Tuesday afternoons due to building access challenges. We wish them well in their new location. The COY water main replacement project continued into the summer and, despite the water shut-offs, access and traffic pattern disruptions, our patrons and staff rallied and made the best of the situation.

September saw the start of our much anticipated new Homework Helper Program with local resident and certified teacher Maureen Butler providing after school help to students in Grades 1-7 on Mondays through Fridays from 3:30-5pm.

Girl Scout Theresa Alarcon's Gold Star Award project drew to a close in early September. This summer she led SnapChat and Instagram workshops for both public and staff and designed an in-house guide for staff to stay up to date on marketing and social media tips to promote Crestwood Library Programs to patrons and the community as a whole.

We welcomed intern Kate Kirwan, a graduate student from St. John's University Library School Program, to a fall semester-long internship focusing on Crestwood specific materials and resources.

The quarter brought team building opportunities including a full staff meeting with 3-D printer training provided by YPL Technology Instruction Co-ordinator Christine Bitetti. Staff continues to have one-on-one Gimlet and Technology Resources Training and attended the first of a series of three Goal Setting Workshops led by Jane Kershaw.

Friends of Crestwood Library continue to meet monthly and provide co-funding for programs. Purchases included a dozen yoga mats, a dozen yoga blocks and gift cards for both Adult and Teen Grand Summer Reading prizes. They held a wonderful afternoon-long Solar Eclipse Celebration, with scientist Howard Heitner leading programming, a live NASA stream of the eclipse, where 100 pairs of solar glasses were shared by Crestwood community members, along with Yonkers and Westchester residents from across the county. A partnership with Kelly Schulze, Community Business Development Manager at Barnes & Noble Yonkers, resulted in a special book fair during the second annual Teen B-Fest, where 8 VOLUNTEERS assisted with programming and special events to celebrate teen reading and literacy. Teens and children started the school year by having the opportunity to attend board member Patricia Manning's "Back to School Get Organized" sessions.

Community Connections this quarter include continued provision of 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 fall we launched a new bi-weekly Friday morning Homework Study Hall to complement the Science with Sharon and Art with Madison programs. We are working with parents from St. Vladimir's Orthodox Theological Seminary to support their CCC reading and resources needs. Our continued partnership with Macaroni Kid Yonkers resulted in more successful outdoor storytimes. We collaborated with Paideia School 15 PTA to participate in school activities including an August back-to-school BBQ and I was a guest speaker at the September PTA meeting promoting library resources and September National Library Card Month.

Customer service continues to be our hallmark and staff goes the extra mile to make sure that the library is a transformative community resource that supports our community needs.

Selected Highlights of Professional Meetings and Activities during this period included:

July:

- 1: Tiny House Festival in New Paltz, NY
- 7, 8 & 9: Crown Of Eternity Gong Techniques Training at Kundalini Yoga of Long Island
- 10: InDesign Training with Shauna Porteus, & Girl Scout T. Alarcon Meeting at Crestwood Library
- 13: Baker and Taylor TS360 Training at Will Library & Corporate Fun Run at Purchase College
- 14: Not Just for YA Book Group Meeting Co-Moderating at Panera Bread in White Plains
- 14, 15 & 16: Yoga for Teens Teacher Training at Integral Yoga Institute in NYC
- 17: Branch Management Meeting at Will Library
- 18: Girl Scout T. Alarcon Mentoring & Marketing Meeting at Crestwood Library
- 24: Girl Scout Livi Dower Mentoring & Silver Award Project Meeting at Crestwood Library
- 26: YOM Teleconference Meeting & Friends of Crestwood Library Meeting at Crestwood Library

August:

- 1: Girl Scout T. Alarcon Mentoring & Strategic Marketing Meeting at Crestwood Library
- 4: Wake for local resident & Homework Helper Teacher Maureen Butler's Father in Mount Kisco
- 6: Red Kachina Secret Gong Orchestra Concert at Secret Widow Jane Mine, Rosendale, NY
- 9: YOM Teleconference; SLJ Summer Teen Online & Friends of Crestwood Library Board Meeting
- 11: Not Just for YA Book Group Co-moderator at Panera Bread in White Plains, NY
- 11: Wake for Mr. Finnerty Local Crestwood Author at Funeral Home in White Plains, NY
- 16: Homeschooling Collaboration Meeting Crestwood Library
- 17: Branch Management Meeting at Grinton I. Will Library
- 23: YOM Teleconference Meeting
- 26: LuAnn Adams Storyteller Meeting in NYC
- 26 & 27: Kidding Around Yoga at Integral Yoga Institute in NYC
- 30: YOM Teleconference Meeting

September:

- 6: YOM Teleconference Meeting & PTA Back to School BBQ in Gym of Paideia School 15.
- 7: Adult Services Strategic Planning Meeting at Riverfront Library
- 7: Friends of Crestwood Library Meeting at Barnes&Noble Yonkers
- 8: Not Just for YA Book Group Meeting Co-Moderating at Panera Bread in White Plains
- 11: Paideia School 15 New Parent Breakfast
- 12: Jane Kershaw Meeting for Goal Setting Staff Workshop
- 13: YOM Teleconference Call
- 13: Friends of Crestwood Library Meeting at Crestwood Library
- 14: Spanish Class White Plains Public Library
- 15: Day of Dialog Brooklyn Public Library, NY and POW MIA Ceremony in Legion Plaza, Crestwood NY
- 16: Riverfest 2017
- 17: Librarian Breakfast with Meg Medina and Brooklyn Book Festival Panels and Booths Brooklyn, NY
- 18: Back to School Night at VRES – WLS Electronic Resources
- 20: Assembly Woman Shelley Mayer Office Hours at Crestwood Library & Dower Girl Scout Meeting
- 21: Full Crestwood Crew Staff Meeting, 3-D Printer Training and Goal Setting Training and Spanish at White Plains Library
- 23: BFest Teen Book Festival at Barnes and Noble Yonkers Author Panel Facilitator and Event helper
- 24: JBFC KidFlix Film Festival
- 25: Paideia School 15 Back to School Meeting
- 26: BOCES School Library Council Meeting in Harrison, NY & MOMA opening night fashion exhibition
- 27: Evanced Solutions Computer Training with Carlos Figueroa
- 30: Gong Camp, Perkasio PA with Mitch Nur, PhD 9 Ways Academia

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager

Yonkers Public Library - Graphics Department Quarterly Report: July-September 2017

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

YONKERS PUBLIC LIBRARY

Labor Day Closings (signs)
Library Hours (signs)
Columbus Day Closings (signs)
Programs & Events - August 2017 (calendars)
Programs & Events - September 2017 (calendars)
Programs & Events - October 2017 (calendars)

RIVERFRONT LIBRARY

Director's Office

Photography Policy (signs)

Deputy Director's Office

Museum Pass Program (flyers)

Circulation Dept.

#2013 Time Sheets (stock forms)
#0001 Library Card Applications (stock forms)

Children's Department

Baby Signing Time (flyers, poster, EBB)
National Pepperoni Pizza Day (flyers, poster, EBB)
Back to School (flyers, poster, EBB)
Fall Story & Craft (flyers, poster, EBB)
International Dot Day (flyers, poster, EBB)
Legorama Club, September (flyers, poster, EBB)
Make a Hat Day (flyers, poster, EBB)
Zumba Kids (flyers, poster, EBB)
Halloween Fun (flyers, poster, EBB)
Legorama Club, October (flyers, poster, EBB)
Computer Classes for Families, English/Spanish (flyers, poster, EBB)
Homework Helper, English/Spanish (flyer reprints)
Riverfront Storytimes, English/Spanish (flyer reprints)
America Reads, English/Spanish (flyer reprints)
Babies and Books, English/Spanish (flyer reprints)
Bilingual Storytimes, English/Spanish (flyer reprints)
Bilingual Stories & Crafts, English/Spanish (flyer reprints)

Young Adult Department

Tie-Dye your T-Shirt (flyers, poster, EBB)
Feature Films, August (flyers, poster, EBB)
Teen Photo Club (bookmarks, poster)
Summer Reading Program (certificates)
Calender, September (flyers)
Getting College Ready (flyers, poster, EBB)
Feature Films, September (flyers, poster, EBB)
Ready: Carrer. College. Life (flyers, poster, EBB)
Where to Rent & Buy Textbooks (bookmarks)
Free Homework Help (flyers)
Homework Help in the Library (flyers)
Feature Films, October (flyers, poster, EBB)
Halloween Deadly Double Feature (flyers, poster, EBB)
Read Your Fines Away (flyers)
Make Your Halloween Mask (flyers, poster, EBB)

Reference/Adult

Read & Reduce, \$5 (coupons)
Read & Reduce, \$10 (coupons)
ReferenceUSA (bookmarks)
Free Reference Info Online (bookmarks)
Sushi: Free & Easy (flyers, poster, EBB)
Cocina Japonesa (flyers, poster, EBB)
Celebrate Good Times, August (flyers, poster, EBB)
Genealogy Workshop (flyers, poster, EBB)
Clases de Computacion, August (flyers)
Tech Central, August (flyers)
Flores de Papel (flyers, poster, EBB)
Hours & Departments (bookmarks)
Learning Express (bookmarks)
Borrowing Materials (bookmarks)
Meet Someone New (display sign)
Find Your Inner Zen (display sign)
Riverfront Book Club, September (flyers, poster, EBB)
The Older and Wiser Driver (flyers, poster, EBB)
Evening Book Club, October (flyers, poster, EBB)
Tech Central, September (flyers)
Fall into Fitness, September (flyers, poster, EBB)
Game Night (flyers, poster, EBB)
Hispanic Heritage Month, Save the Date (bookmarks)
Blood Drive, English/Spanish (flyers, poster, EBB)
Peliculas en Español (flyers)
Clases de Computacion, September (flyers)
Reference Periodical Storage (signs)
Mango Languages (flyers)
Riverfront Bok Club, October (flyers, poster, EBB)
Riverfront Library Directory of Services (bookmarks)
Free Literary Criticism (bookmarks)
Biographies (bookmarks)
Yoga and Meditation, English & Spanish (flyers, posters, EBB)
Hispanic Heritage Month: Peter the Liar (flyers, posters, EBB)
Hispanic Heritage Month: A Night of Salsa (flyers, posters, EBB)
Tech Central, October (flyers)
Clases de Computacion, October (flyers)
Fall into Fitness, September-November (flyers, poster, EBB)
Job Search Re-Entry (flyers, poster, EBB)
Genealogy Club (flyers, poster, EBB)
Fax/Notary Services (book marks)
Riverfront Bok Club, November (flyers, poster, EBB)
Basic Housing Law (flyers, poster, EBB)
Ee-Entry Road Map: Rap Sheets (flyers, poster, EBB)
Evening Book Club, November (flyers, poster, EBB)

Tech Central

Intellectual Property (flyers, poster, EBB)
What Happened to the Sun? (flyers, poster, EBB)
Microsoft Access, August (flyers, poster, EBB)
Girls who Code (flyers, poster, EBB)
Intro to Java (flyers, poster, EBB)
Coding with Scratch (flyers, poster, EBB)
Learn online with Lynda.com (flyers, poster, EBB)
Microsoft Access, September (flyers, poster, EBB)

Yonkers Public Library - Graphics Department Quarterly Report: July-September 2017

GRINTON I. WILL BRANCH

Branch Administrator's Office

Part-Time Time sheets #2013 (stockforms)

Children's Department

Summer Films, July & August (flyers, poster, EBB)
Bilingual Story Time, August (flyers, poster, EBB)
Hispanic heritage Month (flyers, poster, EBB)
Will Storytimes, Fall (flyers, poster, EBB)
Bilingual Story Time, September (flyers, poster, EBB)
Homework Helper (flyers, poster, EBB)
Apple Day (flyers, poster, EBB)
Ghosts & Goblins on Parade (flyers, poster, EBB)
Spooky Science (flyers, poster, EBB)
Baby Signing Time (flyers, poster, EBB)
Page to Stage (flyers, poster, EBB)
Bilingual Story Time, October (flyers, poster, EBB)
Italian History Month (flyers, poster, EBB)
Halloween Party (flyers, poster, EBB)
Get Started with Chess (flyers, poster, EBB)
Arch for Kids: Space Odyssey (flyers, poster, EBB)
Native American History Month (flyers, poster, EBB)

Young Adult Department

Origami Fun (flyers, posters EBB)
YA Book Club, September (flyers, poster, EBB)
Ready: Carrer. College. Life (flyers, poster, EBB)
YA Book Club, October (flyers, poster, EBB)

Adult/Fine Arts Department

Art Film, August (flyers, posters, EBB)
Will Movies, October (flyers, posters, EBB)
Movie of the Month (flyers, posters, EBB)
Stringed Instruments Meetup Group (flyers, posters, EBB)
Will Book Club, September (flyers, poster, EBB)
Summer Reading Finale Party (flyers, poster, EBB)
Keep Calm and Read on (bookmarks)
Movie of the Month, September (flyers, poster, EBB)
Art Film, September (flyers, poster, EBB)
Will Book Club, October (flyers, poster, EBB)
Movie of the Month, October (flyers, poster, EBB)
Art Films, October (flyers, poster, EBB)
Movie of the Month, November (flyers, poster, EBB)
Movie of the Month, December (flyers, poster, EBB)

Reference Department

Death & Dying (bookmarks)
Sharks (bookmarks)

CRESTWOOD BRANCH

End of Summer Reading Party (EBB)
Teen Readers Book Club (EBB)
Kids Take Action Thursdays (EBB)
Raspberry Pi (EBB)
Drones (EBB)
Beatrix Potter Tea (invites, poster, EBB)
Solar Eclipse (EBB)
Mindful Mondays (EBB)
Yoga Beginners (EBB)
Yoga Advanced (EBB)
Music & Merriment (flyers, poster, EBB)
Crestwood Cinema, September (flyers, poster, EBB)
Crestwood Computing, September (flyers)
Back to School with Wickety Stitch (EBB)
Science with Sharon, September (EBB)
The Art of Listening, September (EBB)
Crestwood Book Club (bookmarks, posters, EBB)
Crestwood Computing, October (flyers)
Crestwood Cinema, October (flyers, poster, EBB)
Art with Madison (flyers, poster, EBB)
Saturday Storytime (flyers, poster, EBB)
Paws for Reading (EBB)
Halloween Fun with Wickety Stitch (EBB)
Fold, Create, Read (EBB)
Knitting, Crocheting and Hand Embroidery Club (EBB)

FRIENDS OF THE YONKERS PUBLIC LIBRARY

September Events (flyers, poster, EBB)
October Events (flyers, poster, EBB)

COMMUNITY NOTICES (for the EBB)

Cuddy Law Firm: Special Needs Fair
WEOC: Job Fair
New York Academy for Medicine: Annual Health Check-Up for Seniors
No Child Wet Behind: Diaper Drive
National Association of Hispanic Nurses: Health Expo

Mario Pereira



Graphic Artist

TECHNICAL PROCESSING DEPARTMENT
QUARTERLY REPORT
JULY, AUGUST, SEPTEMBER 2017

The Technical Processing Department continues to order, process, and link items for patron use.

The July update to the TS360 program in Baker & Taylor was a challenge for all the departments. Tech. has been helping other users work with this as we learn the new system ourselves.

All departments are using monthly budget allotments to order their new materials through the acquisitions module in Sirsi and with firm orders through our department. This continues to work very well.

The adult and juvenile departments are ordering most of their print materials through the WLS acquisitions module. This provides processed and linked books from Baker & Taylor that are delivered to each department shelf ready to circulate.

The periodicals and continuations list has been updated for 2018. All items to be continued for the 2018 subscription year have been renewed and deleted items cancelled.

Mary DiChiara
Technical Processing Dept.

Custodial Department
Quarterly Report
July, August, September, 2017

Crestwood

As per our property Insurance Company we purchased and installed window well covers. Due to the unusual size I had to custom build two of the covers. During this quarter in the course of a few weeks I sanded, stained and varnished the front doors. I also added brass kick plates to enhance the look and protect the doors. We will be refinishing the Library sign to match the doors in the next quarter.

Will

In late June/early July repairs to the Variable Frequency Drive (VFD, device that controls cooling tower fan speed) were made. Those repairs included replacement of the VFD, and installation of new underground power lines from the basement to the cooling tower. All of the cooling tower repairs have been completed and the system is working well.

In early August Open Systems Fire Monitoring was called to repair problems with our fire alarm. It was properly completed after four visits.

Crown Boiler Repair serviced our boiler for the up-coming heating season.

This quarter Slade Elevator was called seven times for various repairs to our aging elevator.

Riverfront

This quarter my department worked with the Reference Department to move commercial shelving from the Local History Room to storage, replacing them with book stacks from the third floor. The book stacks were positioned and secured to the wall to prevent tipping. We also moved furniture, which included the Map cabinet, from that room to the open space created by the book stack relocation.

At the request of the IT Department my staff discarded four dumpsters filled with old computer equipment to the City dump.

Staff:

This quarter there were a tremendous amount of sick calls recorded. There was a total of fifty two calls between Riverfront and Will and coupled with two staff members on vacation per building, some routine maintenance could not be accomplished. We will be working next quarter to try and catch up with that maintenance.

Russell Martinez
Supervisor of Custodians

IT Department Quarterly Report

July - September 2017

So far from the start of 2017 we have added a new full time IT technician in the department thanks to the help of Director Falcone. Since the beginning of 2015 I have assumed the role of network administrator and PC technician for the Riverfront which left me with little time to work on new projects. Our new technical hire, Frank Iwuchukwu, has been an excellent addition to the department. He has just completed his 6 month probationary period here at YPL and I'm happy to say that he will be staying with us.

The IT department currently consists of: myself, Brandon Neider (PC Technician @ Will) and Frank Iwuchukwu (PC Technician @ Riverfront)

Ongoing Technology work

- **Riverfront Computer Room**
 - We have replaced all of the 35 YPL machines in the computer room and also deployed two new IMac's that will expand the software resources that are available in the room. The fax machine was replaced earlier in the year and there has been substantial use, so there are plans to replace it with a more robust piece of equipment soon.
- **Riverfront Tech Central**
 - There are two new additional hardware devices that were added to Tech Central in early summer: The Full Spectrum Laser Cutter and a new Makerbot Z18 3D printer. The laser cutter has been installed and configured and we have run a few test cuts with the unit with great success. Christine Bitetti, the Technology coordinator will be drawing up classes on its use with patrons in the month of November. The Makerbot Z18 3D printer is being used currently in 3d printing classes. It has been a great addition to the room and has doubled our printing speeds for patron prints as well.
- **Public printer replacements**
 - We have replaced various color and black and white printers used for public printing within all three branches of YPL. Some of the current hardware we had in service has gone *out-of-support*, having been in service for over ten years and we have had to purchase third-party parts since the manufacturer was not making any replacement parts.

Ongoing Projects

Projects that we are still currently working on are the following:

- **Wifi Upgrade @ the Grinton I. Will Branch**
 - We are adding an additional three WIFI access points to the Branch to provide more wireless internet coverage and the installation date is tentatively set for Oct 12. With the help of Brandon we were able to run additional data lines throughout different areas of the building, saving the library money on running new wiring.
- **Digital signage Equipment**
 - The library's current digital signage has been in need of upgrading for a few years (since its original installation date in 2008) and this current year's budget has allowed us to go

forward with this. The current equipment is out of date and is not currently supported by the vendor since it has been Out-of-Support since 2012. Over the past few years we have had different hardware failures of the current system and have been able to source out parts through third party sellers, but now part availability has become scarce. The new signage will replace the current flat panels, located at the Riverfront Library and the Will branch with thinner and lighter Samsung LED panels. Coupled together with Chromeboxes, which allow us to stream the new digital signage software to the panels, we will now have the ability to integrate social media content. The new configuration will also give us more freedom to change panel designs. Shauna Porteus, the Community Services Librarian, will be in charge of the content management and display design. She is excited to take on this project and has been eager to help.

- **Phone upgrades**
 - Our phone service provider, Lightpath, is in the process of swapping our current phone equipment and replacing it with upgraded models as part of their regular maintenance. This is of no cost to the library and it is expected to have little to no service impact since the change will occur after hours. We will notify staff as we get closer to the switch date.

Technology Instruction

In addition to some of the ongoing projects and the usual day-to-day maintenance work, we are also taking time to give some class instructions to patrons.

Brandon Neider has been instrumental in the Drone workshops that were given at Will and Crestwood. The program was well attended at both branches and patrons are interested in wanting to know more about technology and how they can use it. Brandon covers topics such as: Drone ownership responsibilities, how to comply with FAA and state regulations, the difference in wireless technologies on drones. He then finishes it off with having patrons do a "hands-on" demonstration. We are also making plans to expand the drone program over to the Riverfront Library during the months of November-December.

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 information for the quarter:

Tickets resolved	1991
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Summary

I would like to thank the Library administration and the Board for the opportunity to be included in the quarterly reports and to share some of the great and innovative things we have going forward. It has been an interesting year so far with a lot of opportunities to learn about new technologies and we are excited for what the rest of the year has in store.

Best Regards,

Carlos Figueroa

MEETING MINUTES



DATE: October 4, 2017
TO: All Attendees
RE: Yonkers Public Library - Will Branch

A meeting was held at Yonkers Public Library Grinton I Will Branch on October 3, 2017 at 10:00 AM.

Present:

Edward Falcone – Director Yonkers Public Library
Russel Martinez – Supervisor of Custodians
Christian Zabriskie – Branch Administrator
Scott Miller - Milcon Construction Corp.
Jarek Batko - Milcon Construction Corp.
Angel Covarrubias - 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. Roof replacement over main lobby began 10/2/2017, Milcon anticipates roof repair to take 3 weeks (approximate completion date 10/20/2017).
2. Weekly Schedule has been issued by Milcon reflecting roof replacement over main lobby.
3. Installation of the Reading Room window frames to begin on Thursday 10/5/2017. The installation of the windows is proceeding without submission of complete shop drawings. KG+D will consider this as an in-place mock up and reserves the right to reject the work if it is not satisfactory.

Submittals

1. Window shops have not been received. Milcon to provide sill, head, jamb details as well as a detail of the connection to the existing steel columns.
2. Terracotta shops have been received and reviewed by KG+D.
3. Vertical Sun Shade shops have been received and reviewed by KG+D.

RFI's

No items this category

Potential Change Orders / Change Orders

No items this category.

Logistics / Safety

1. YPL is finalizing plans for what to do with the remaining sun shades and will coordinate with Milcon for disposal.
2. Removal of the concrete panels at the roof level above the lobby has begun and is being monitored by Omega air monitoring service because of the asbestos present in the caulking.

Review Completed Work

No items this category.

General Items

1. YPL requests that Milcon be on site when deliveries arrive.
2. Milcon to provide progress photos to KG+D and YPL.

Next Meeting

The next meeting will be Tuesday, October 17, 2017 at 10:00AM.

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

cc: All Attendees, Ed Falcone