

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
RIVERFRONT LIBRARY
NOVEMBER 16, 2017**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting of October 19, 2017.

GUEST SPEAKER Tara Somersall, Dept. Head, Riverfront Children's Dept.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEM]

Ratify the following appointments:

Ashley Mills, P/T Page, \$11.00/hr., effective 10/21/17

Enis Kolasinac, P/T Page, \$11.00/hr., effective 11/4/17

Steven Kiryako, P/T Page, \$11.00/hr., effective 11/4/17

Acknowledge the following terminations:

Stephanie Cavorti, P/T Page, \$11.00/hr., effective 11/3/17

Jayson Sotomayor, P/T Custodian, \$11.00/hr., effective 11/10/17

Darane Raines, P/T Page, \$10.00/hr., effective 11/4/17

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 #785

UNFINISHED BUSINESS

Update on Strategic Plan

NEW BUSINESS

Sunday 12/24, Sunday 12/31 closures
Appoint nominating committee for new board officers
New policy on Social Media
Discussion on FY19 Operating Budget

NEXT BOARD MEETING DATE:
p.m., Grinton I. Will Branch.

Thursday, December 14, 2017, 7:00

YONKERS PUBLIC LIBRARY
BOARD MEETING
GRINTON I. WILL BRANCH
October 19, 2017

ATTENDANCE

TRUSTEES:

Nancy Maron
Anietra Guzman-Santana
Stephen Jannetti
Jim Buckley

LIBRARY DIRECTOR:

Edward Falcone

DEPUTY DIRECTOR:

None

BUSINESS MANAGER:

Vivian Presedo

ADMINISTRATIVE SECRETARY:

Sarah McAllister

YONKERS REPRESENTATIVE ON
THE WLS BOARD OF TRUSTEES:

None

UNION REPRESENTATIVE:

Mary Robison, Librarian I,
Riverfront Adult Dept.

The Board Meeting began at 7:05 p.m.

MINUTES

On motion of Tr. Jannetti, seconded and carried, the Board approved the Minutes of the Board Meeting of September 14, 2017.

DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT

Director Falcone told Board Members that Deputy Director Thaler was at CLUSTER's annual dinner this evening on behalf of the Library.

Director Falcone referred to the printed report that was included in the Board packet, and elaborated on some of the items listed in the report:

The pace of construction will pick up soon on the Will façade project. The roofing work was completed, materials for the new windows and cladding are being shipped, and the new timeline shows substantial completion of Phase I by the end of the year. The architect is currently working on bid materials for Phase II.

Director Falcone and Deputy Director Thaler met with art curator Haifa Bint-Kadi to explore ideas for reusing Will's old sun shades. He also advised Board members that Haifa Bint-Kadi may be leaving her position as volunteer curator after the spring of 2018.

The Board was informed by Director Falcone that the WLS Board of Trustees voted to approve the recommended award amounts for the next round of DLD construction grants. If the award is upheld, we will receive the funds next September.

Director Falcone told Board members that the Library volunteered its three branches from September 29th through October 21st to collect relief supplies to send to Mexico and Puerto Rico. Through November 13th we are also collecting new pajamas and books for children in conjunction with the Chamber of Commerce's annual "Stuff a Bus" campaign.

Director Falcone updated the Board on the boiler replacement project at Will. The consulting engineer is working on a new plan that is in line with the project budget.

On October 3rd, Director Falcone and Tr. Puglia attended a WLS-sponsored workshop on how to run effective board meetings. A variety of topics was covered and the Library appears to be following all of the best practices.

Director Falcone and Tr. Maron updated Board members on the Montefiore grant.

Director Falcone informed Board members that on November 30th, YPL will be honored by Literacy Solutions.

UNION REPRESENTATIVE'S REPORT – Union Representative Mary Robison thanked Board members for their good work.

WLS REPORT – None

PERSONNEL REPORT

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

The Board acknowledged 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, Guzman-Santana, Touba

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

Tr. Guzman-Santana reported on the second meeting of The Foundation for the Yonkers Public Library. It was an informational meeting, with ideas discussed for various projects that might be funded. The next step will be to invite and appoint people to serve on the first Foundation Board.

PAYMENT OF BILLS

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #784.

UNFINISHED BUSINESS

None

NEW BUSINESS

On motion of Tr. Buckley, seconded and unanimously carried, the Board approved the 2018 Holiday Schedule.

Director Falcone discussed the framework of the 2018-2019 Budget with the Trustees. A more complete discussion of the budget will take place at the November meeting.

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

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

Edward Falcone
Library Director & Secretary

Yonkers Public Library Bill List October 2017

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
ACA ENVIRONMENT SERVICES	ASBESTOS REMOVAL/DISPOSAL	10/27/2017	8,700.00
BAKER & TAYLOR	MATERIALS	10/19/2017	23,393.70
BARNES & NOBLE	MATERIALS	10/19/2017	169.43
EBSCO	MATERIALS	10/27/2017	14.23
INFORMATION TODAY, INC.	MATERIALS	10/19/2017	343.53
MIDWEST TAPE	MATERIALS	10/5/2017	35.97
MIDWEST TAPE	MATERIALS	10/19/2017	39.96
MIDWEST TAPE	MATERIALS	10/5/2017	40.38
MIDWEST TAPE	MATERIALS	10/19/2017	84.93
MIDWEST TAPE	MATERIALS	10/19/2017	103.92
MULTICULTURAL BOOKS & VIDEOS	MATERIALS	10/19/2017	49.40
MULTICULTURAL BOOKS & VIDEOS	MATERIALS	10/5/2017	95.32
MULTICULTURAL BOOKS & VIDEOS	MATERIALS	10/19/2017	127.16
RECORDED BOOKS	MATERIALS	10/27/2017	41.60
SAGE PUBLISHING	REFUND	10/27/2017	-362.33
SAGE PUBLISHING	MATERIALS	10/27/2017	362.33
SCHOLASTIC LIBRARY PUBLISHING	MATERIALS	10/19/2017	356.20
WAYNE'S ELECTRIC	ROOF ELECTRICAL WORK	10/19/2017	2,275.00
TOTAL			35,870.73

Vendor Name	Description	Date	Amount
CONTRIBUTIONS FUNDS			
ALL RECIPIES	SUBSCRIPTION-CREST	10/30/2017	13.98
AMAZON	CORRECTION	10/30/2017	200.00
AMERICAN EXPRESS	SSP SOFTWARE AL BOOKS	10/30/2017	3,611.20
BELLA VISTA DELI	CHECK REPLACEMENT FOR 1098	10/18/2017	125.00
BELLA VISTA DELI	BOARD MEETING 10/19/2017	10/30/2017	125.00
BITTETI, CHRISTINE	REIMB. EXP: GIRLS WHO CODE	10/17/2017	39.97
BUTLER, MAUREEN	HOMEWORK HELPER-CREST	10/16/2017	300.00
GOVCONNECTION, INC.	EXP: TRAC	10/30/2017	522.50
KEANE & BEANE	CHECK REPLACEMENT FOR 1103	10/17/2017	52.50
LIVEHAPPY	SUBSCRIPTION-CREST	10/30/2017	10.00
NEPPERHAN COMMUNITY CENTER	CHECK REPAACEMENT FOR 1097	10/16/2017	75.00
SALVATION ARMY-CITADEL CORPS.	DINNER HONOR. ED FALCONE (11)	10/11/2017	880.00
SCHOLASTIC LIBRARY PUBLISHING	PROG EXP: HISPANIC HERITAGE	10/27/2017	300.00
ST. VINCENT, AUDREY	SALSA DANCE CLASS 10/13/17	10/16/2017	100.00
THALER, SUSAN	REIMB EXP: FOUADATION MTG 9/26	10/2/2017	24.95
TILSON, ANDREA	HOMEWORK HELPER-RIVERFRONT	10/16/2017	475.00
TORRES, ARNALDO	REIMB. EXP: HISPANIC HERITAGE	10/16/2017	86.36
UTICA NATIONAL INSURANCE	CHECK REPLACEMENT FOR 1104	10/11/2017	25.00
WB MASON	EXP: TRAC	10/30/2017	174.95
YONKERS HISTORICAL SOCIETY	CHECK REPLACEMENT FOR 1099	10/16/2017	320.00
YONKERS PVB	TRAFFIC LIGHT TICKET #RL1700681	9/25/2017	65.00
TOTAL			7,526.41

9:18 AM
 11/06/17
 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 October 2017

Date	Num	Memo	Amount
Abbey Ice			
10/06/2017	52149	Spring Water	66.00
10/30/2017	160899	Spring Water	33.00
10/30/2017	53261	Spring Water	27.00
10/31/2017	54068	Spring Water	85.50
10/31/2017	54069	Spring Water	66.00
Total Abbey Ice			277.50
ABM Systems			
10/06/2017	27495	Cooling Tower	7,680.00
Total ABM Systems			7,680.00
Acevedo, Zafiro			
10/17/2017	92617	Hispanic Heritage Workshop	150.00
Total Acevedo, Zafiro			150.00
American Paper Supply (APP)			
10/31/2017	j1150356	Janitorial Products	432.90
Total American Paper Supply (APP)			432.90
Amoils, Roseanne			
10/31/2017	47	Job Search Coach	900.00
Total Amoils, Roseanne			900.00
ARTEAGA, KELLY			
10/17/2017	10032017	Program-Zumbini Class	75.00
10/31/2017	5	Program-Zumba	70.00
Total ARTEAGA, KELLY			145.00
Assured SKCG,Inc			
10/06/2017	527827	Insurance	21,758.44
Total Assured SKCG,Inc			21,758.44
Book Page			
10/17/2017	S32743	subscription	1,800.00
Total Book Page			1,800.00
Bremond, Frederique (Fred)			
10/31/2017	1062017	Web Maintenance	390.00
Total Bremond, Frederique (Fred)			390.00
Cablevision Lightpath			
10/31/2017	21650132	Phones	3,546.47
10/31/2017	21663167	Internet	5,234.75
Total Cablevision Lightpath			8,781.22
Cablevision Optimum			
10/18/2017	07803544469Oct17	Tv Boxes	14.70
10/31/2017	07803065546oct17	TV Boxes	7.35
Total Cablevision Optimum			22.05
Cengage Learning			
10/30/2017	61986788	Materials	3,675.78
Total Cengage Learning			3,675.78
CHLOE'S KIDS			
10/06/2017	4	Program-Baby Signing Time	75.00
Total CHLOE'S KIDS			75.00
City Of Yonkers			
10/06/2017	Oct 2017	Rent-Oct. 17	62,500.00
Total City Of Yonkers			62,500.00
Con Edison			
10/06/2017	92142173100sep17	Will-Gas	161.09
Total Con Edison			161.09
Crown HVAC			

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YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 October 2017

Date	Num	Memo	Amount
10/17/2017	8017	Boiler Cleaned Crestwood	260.00
10/17/2017	8018	Boiler Cleaned #2 Will	979.44
Total Crown HVAC			1,239.44
Crown Janitorial			
10/30/2017	396961-2	Janitorial Supplies	173.58
10/30/2017	397122-1	Janitorial Supplies	374.51
10/31/2017	396961-1	Janitorial Supplies	2,776.75
10/31/2017	cm397123-1	Janitorial Supplies	-106.08
Total Crown Janitorial			3,218.76
Demco			
10/17/2017	6220197	Supplies	3,907.50
10/31/2017	6227092	Supplies	1,091.50
10/31/2017	6219509	Supplies	311.59
Total Demco			5,310.59
Dreamland Security			
10/31/2017	dss17111	Security Guard Service	9,509.50
Total Dreamland Security			9,509.50
FedEx			
10/30/2017	5-961-78534	Ground Shipping Services	16.85
10/31/2017	5-954-61842	Ground Shipping Services	19.15
Total FedEx			36.00
FILIBERTI, JOHN			
10/30/2017	32759	Program-Quickbooks Training	375.00
Total FILIBERTI, JOHN			375.00
Germino, Damien			
10/06/2017	4	Program-Yoga	80.00
Total Germino, Damien			80.00
Gonzalez, Alexander			
10/06/2017	2	Program-Coding Class	300.00
Total Gonzalez, Alexander			300.00
GovConnection			
10/06/2017	55163908	Computer Products	78.45
10/06/2017	55188864	Computer Products	2,550.92
10/06/2017	55189046	Computer Products	13.98
10/06/2017	55193666	Computer Products	756.36
10/06/2017	55198015	Computer Products	104.44
10/30/2017	55237131	Computer Products	440.94
10/30/2017	55237511	Computer Products	306.65
10/31/2017	54835738	Computer Products	109.36
10/31/2017	55206829	Computer Products	88.55
10/31/2017	55219157	Computer Products	1,772.56
Total GovConnection			6,222.21
HF Group, The			
10/06/2017	175011	Periodicals	315.50
Total HF Group, The			315.50
Home Depot Credit Service			
10/06/2017	3012496	Weathershield	9.96
10/06/2017	4012358	Weathershield	59.76
Total Home Depot Credit Service			69.72
ISE Office Plus			
10/06/2017	378432	Business Cards	30.49
10/17/2017	379326	Office Supplies	63.80
10/30/2017	379911	Business Cards-Figueroa	30.49
Total ISE Office Plus			124.78
Keane & Beane			
10/31/2017	29777	Legal Professional Services	367.50

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YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 October 2017

Date	Num	Memo	Amount
Total Keane & Beane			367.50
Kirkus Reviews			
10/31/2017	91517	Subscription	597.00
Total Kirkus Reviews			597.00
LDI Color Toolbox			
10/06/2017	1321361	Printing Masters & Ink	192.90
Total LDI Color Toolbox			192.90
Lexis/Nexis			
10/31/2017	96664177	User Fees	136.62
Total Lexis/Nexis			136.62
Norman, Miriam			
10/30/2017	041	Program-Knitting Instruction	200.00
Total Norman, Miriam			200.00
North State Mechanical			
10/31/2017	16517	Maintenance of A/C-Will	1,560.00
Total North State Mechanical			1,560.00
Office Dynamics			
10/17/2017	37499	Copier	300.00
Total Office Dynamics			300.00
Oliveras, Ivette			
10/30/2017	7	Program-Dance Class	60.00
Total Oliveras, Ivette			60.00
Preferred Business			
10/06/2017	98205	Printing	794.50
10/06/2017	98250	Printing	970.06
10/31/2017	98349	Printing	219.85
Total Preferred Business			1,984.41
Rivershore Reading Store			
10/17/2017	17-6631	Library supplies	313.50
Total Rivershore Reading Store			313.50
S & S Worldwide			
10/06/2017	9873843	Supplies	60.44
10/31/2017	9886511	Supplies	435.28
Total S & S Worldwide			495.72
Safeguard Lock & Key			
10/31/2017	5718	Lock & Key Repairs	74.00
10/31/2017	5725	Keys	24.00
Total Safeguard Lock & Key			98.00
Schall Hardware			
10/17/2017	15568	Hardware	307.53
10/31/2017	b63043	Hardware	60.98
Total Schall Hardware			368.51
Stanley Convergent			
10/31/2017	14941809	Monitoring Will&Crestwood	655.16
Total Stanley Convergent			655.16
The Metro Group			
10/31/2017	pl 522831	Monthly Service Boiler/Cooling Tower	732.83
Total The Metro Group			732.83
Torres, Arnaldo			
10/31/2017	101217	Reimbursement-Program Supplies	51.95
Total Torres, Arnaldo			51.95
Vandross, Gwendolyn			

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 11/06/17
 Accrual Basis

YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT October 2017

Date	Num	Memo	Amount
10/30/2017	1	Program-Zumba Class	70.00
Total Vandross, Gwendolyn			70.00
Verizon			
10/06/2017	9147931065oct17	Phones/Alarms	56.02
10/31/2017	9144109274oct17	Phones/Alarms	40.34
Total Verizon			96.36
Verizon Wireless			
10/06/2017	9793304804	Cell Phones	336.71
10/31/2017	9794277061	Cell Phones	182.32
Total Verizon Wireless			519.03
Vernon Library Supplies			
10/06/2017	0089094-In	Supplies	1,941.73
Total Vernon Library Supplies			1,941.73
WB Mason			
10/06/2017	I46116845	Supplies	61.70
10/06/2017	I47683771	Supplies	2.50
10/06/2017	I48002645	Copy Paper	353.00
10/17/2017	I48204674	Supplies	413.01
10/17/2017	I48208244	Supplies	53.73
10/30/2017	I48554505	Supplies	619.15
10/30/2017	I48668937	Supplies	9.82
10/31/2017	cr4670463	Supplies	-14.73
10/31/2017	I48322051	Supplies	292.24
Total WB Mason			1,790.42
Weaver, Alan			
10/06/2017	0917-12	Program-Tech Instruction	750.00
Total Weaver, Alan			750.00
Xerox			
10/06/2017	090654059	Copier Charges	392.72
10/06/2017	090654060	Copier-Maintenance	95.00
Total Xerox			487.72
Yonkers Wellness Center			
10/30/2017	10-18-2017	Program-Yoga	60.00
Total Yonkers Wellness Center			60.00
You Are The Star			
10/31/2017	101017	Program-Page To Stage	200.00
Total You Are The Star			200.00
TOTAL			149,579.84

JOINT MANAGEMENT REPORT
NOVEMBER 2017

Façade. We're beginning to see real progress on the project. The concrete panels have been removed from the front of the building and the exposed surface has been waterproofed. As of this writing, most of the windows have been removed and framing for the new windows is being installed. The roofing project has been completed. A large tree was also removed from the yard in front of the building

Boiler. We received a revised engineering study for the boiler replacement project. The new study looks at replacing only one of the two existing boilers and keeping the currently functioning boiler in place. This brought the projected cost down, but the bottom line is still higher than we'd hoped. Much of the cost will go to replacing system infrastructure, including pumps, pipes, wiring and controls. We're working with the City's Engineering Department to determine the best way forward.

Montefiore grant. We are making preparations to implement the Montefiore Innovation Fund program, which will bring community case managers to the Riverfront and Will branches. We are partnering with CLUSTER Community Services to provide this service to vulnerable families and individuals. The case managers will be available to assist patrons who are dealing with issues like food and housing insecurity or who need help getting access to medical care.

Crestwood roof damage. A couple of minor leaks were discovered in the slate roof at Crestwood. While the problem has not reached a critical state, it is something we'll need to keep an eye on.

CollectionHQ & Reference Weeding. We are undertaking a couple of major collection management projects. The print reference collection at the Will branch is being downsized significantly. The goal is to eliminate items that are outdated or unused or that contain information that is duplicated in our subscription databases. This will free up floor space for other uses, potentially including a small business center. We will also be reevaluating the print reference collection at Riverfront. As part of the first phase of CollectionHQ, we are performing a process called Collection Check. Items that have not circulated in the last four years are pulled from the shelves and evaluated to see if they are worth keeping. This also acts as a kind of inventory—items that are not found on the shelf can be deleted, making our online catalog more accurate. We are nearing completion of the process in our fiction collections and will begin work on the nonfiction collections soon.

1000 Books Before Kindergarten. A meeting was held to move this initiative forward. Topics of discussion included branding, marketing and incentives. We're looking forward to introducing the program to the public.

Meeting with Deputy Mayor. Ed and Susan went to City Hall for the first of what will be monthly meetings with Deputy Mayor James Cavanaugh. The meeting was cordial and informative. We appreciate the opportunity to forge a closer relationship with City Hall.

NYLA Conference. This year's annual state library conference was held in Saratoga Springs. YPL was able to send six staffers, the most ever, and initial reports are that everyone enjoyed the event and took home useful information and lots of enthusiasm.

MEETINGS ATTENDED THIS PERIOD

10/22	Susan	Film program: Hidden Figures
10/23	Ed	Will visit
10/25	Ed	Annual CoY emergency preparedness meeting
10/26	Susan	CPCY conference call
	Ed	Lunch Club
	Susan	Blue Door opening reception
	Ed & Susan	Strategic planning meeting – Children’s Services
10/27	Ed & Susan	Social media committee
10/30	Ed	Will visit
	Ed & Susan	Paid Family Leave program
	Ed	Roundtable program on homelessness
10/31	Susan	CPCY board meeting
	Ed	Façade construction meeting
11/2	Ed & Susan	Lunch Club
	Susan	Sunitha Howard
	Ed & Susan	Yonkers Basics meeting
	Ed & Susan	Gallery reception
11/6	Susan	Branch administration meeting
	Ed & Susan	Deputy Mayor monthly meeting
11/7	Ed	NYLA annual conference @Saratoga (through 11/11)
11/8	Susan	Refugee Resettlement Team @ SLC
	Susan	Literacy Solutions board meeting
11/9	Susan	LYFE
11/10	Susan	Enslaved Africans Rain Garden Sculpture reception – Riverfront Atrium
11/13	Susan	Baker & Taylor - Will
	Ed & Susan	1000 Books Before Kindergarten
11/14	Ed & Susan	Chamber of Commerce Networking Breakfast, Costco
	Ed & Susan	Façade construction meeting
	Susan	Stuff A Bus @ Montessori Academy
11/15	Susan	Software training @WLS
	Susan	CLUSTER board meeting
11/16	Ed & Susan	WLS Annual Meeting
	Ed	PLDA general meeting
	Ed & Susan	School Library Council

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

October 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	30	30		
RIVERFRONT LIBRARY			<u>Dev.</u>	<u>%</u>
Adult	13,990	13,595	(395)	
Children's	7,212	7,801	589	
Total Riverfront Circulation	21,202	21,396	194	0.92%
GRINTON I. WILL BRANCH				
Adult	24,516	21,462	(3,054)	
Children's	13,070	12,209	(861)	
Total Will Circulation	37,586	33,671	(3,915)	-10.42%
CRESTWOOD BRANCH				
Adult	3,187	2,796	(391)	
Children's	1,508	1,782	274	
Total Crestwood Circulation	4,695	4,578	(117)	-2.49%
E-content (All Branches)	6,668	5,290		
TOTAL CIRCULATION				
Total Current Month	70,151	64,935	(5,216)	-7.44%
Total Previous Months	<u>642,955</u>	<u>587,934</u>	<u>(55,021)</u>	<u>-8.56%</u>
Total Year to Date	713,106	652,869	(60,237)	-8.45%

Social Media Statistics October 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%
October	2,556	47	14,853	28%	39	23,676	54%

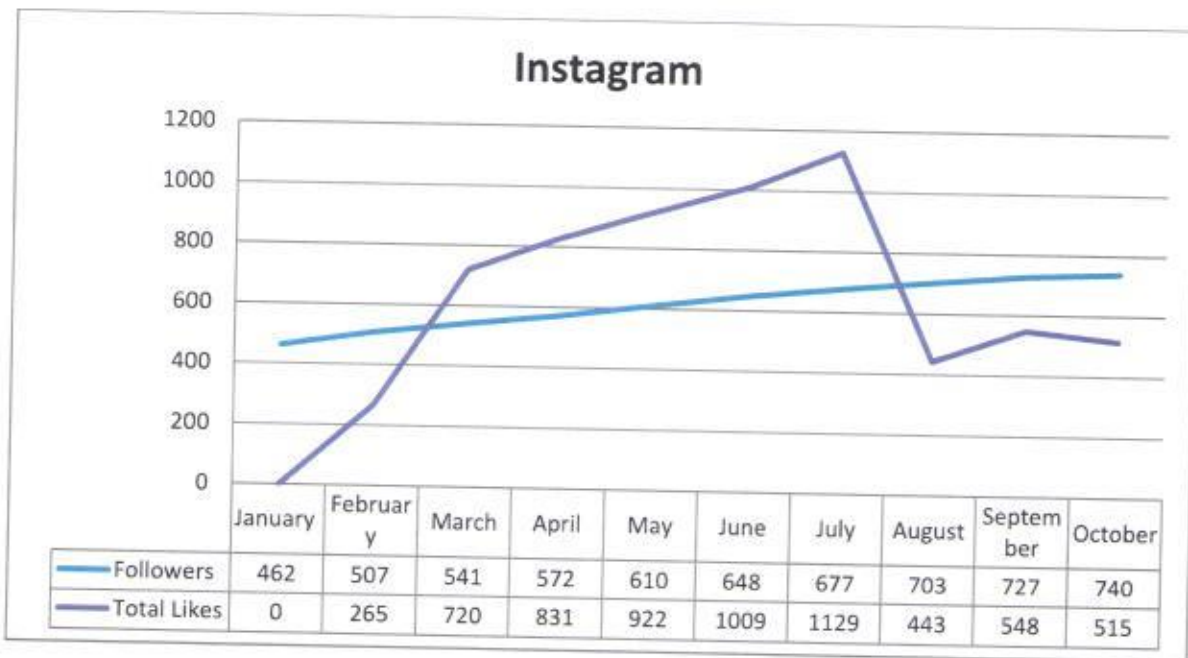
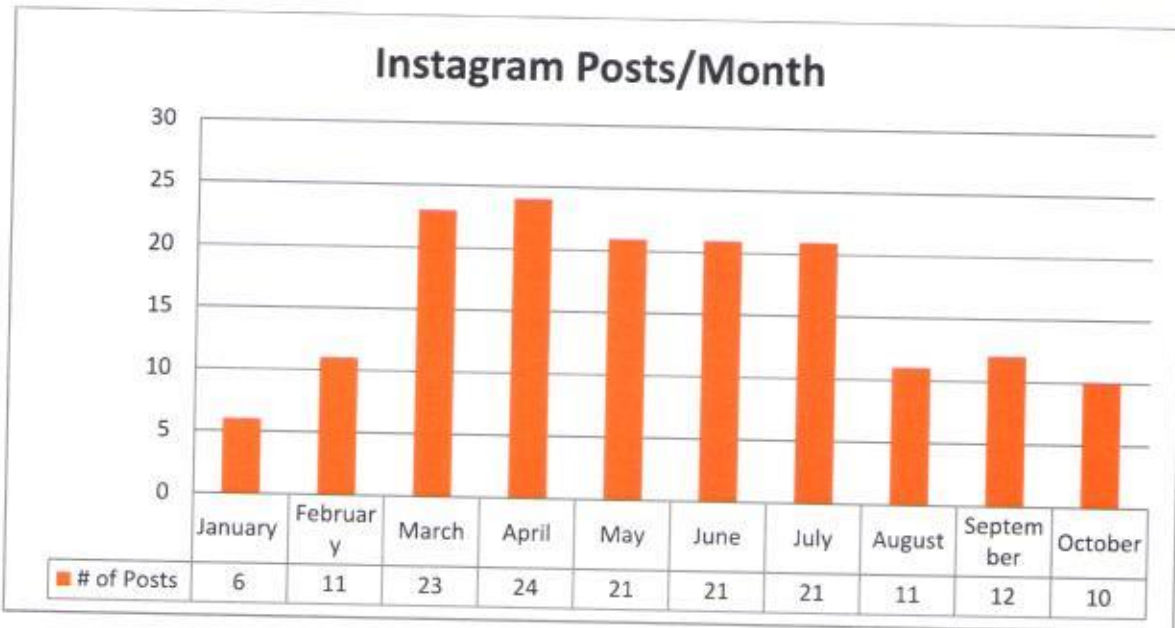
*Page engagement: Likes, clicks, comments, and shares

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

Top 5 Posts

Dates	Content	Reach	Engage	Content Type
10/19/17	Trick-or-Treaters Welcome	15K	36	Kids program
10/24/17	Link to article re: Author struggled in school before falling in love with reading	10.6K	13	Community
10/21/17	Link to article: Man who lived in the NYPL as a child	8.7K	8	Community
10/20/17	Brewing 101 Program	7.7K	8	Adult Program
10/1/17	Community Conversations	5.8K	4	Community

INSTAGRAM
Snapshot



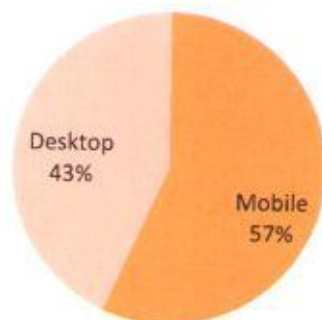
CONSTANT CONTACT

October eNewsletters

Date	Campaign Name	Total Sent	Total Unique Opens	Total Unique Clicks	Open Rate	Total Unsubscribes
10/1/17	Hispanic Heritage Month	7,555	1,145	36	15.5%	9
10/3/17	Yonkers Gallery Hop – Oct. 5	11,186	1,908	66	17.7%	18
10/10/17	Community Conversations	7,535	1,307	29	17.8%	7
10/12/17	Weekend Fun at YPL!	7,551	1,304	64	17.7%	7
10/20/17	Halloween 2017	7,520	1,255	68	17.1%	3
10/22/17	Singing Lessons	7,540	1,110	26	15.1%	3
10/30/17	Yonkers Gallery Hop – Nov. 2	11,144	1,836	93	17.2%	17

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

Open Rate by Device



Monthly: October 2017

	<u>ELECTRONIC USAGE COUNT</u>		<u>MUSEUM PASSES</u>
	2016	2017	<u>CHECK-OUTS</u>
			Oct-17
Riverfront Branch	14,002	13,860	7
Will Branch	7,048	6,604	16
Crestwood Branch	<u>523</u>	<u>707</u>	<u>3</u>
Total	21,573	21,171	26

	<u>TURNSTILE COUNT</u>	
	2016	2017
Riverfront Library	36,568	34,414
Will Branch	39,038	38,247
Crestwood Branch	<u>6,793</u>	<u>6,729</u>
Total	82,399	79,390

LIBRARY CARD COUNT

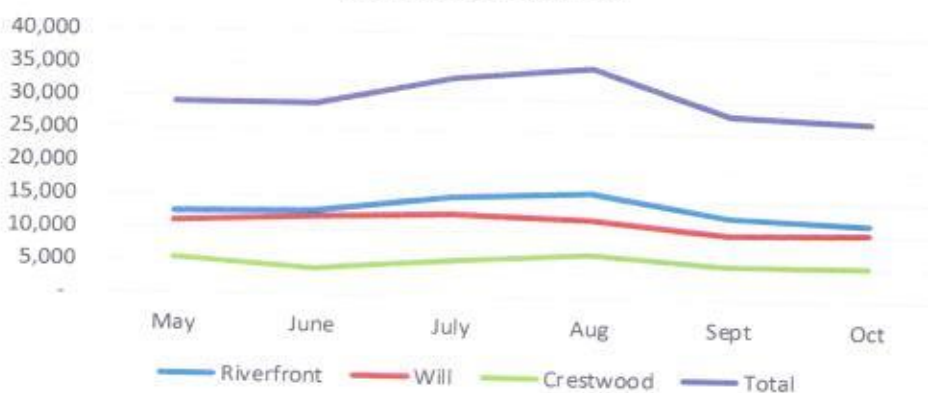
User Profile	Crestwood	Riverfront	Will	Total
Adult	1,177	35,483	23,515	60,175
Contract	0	112	6	118
Courtesy	0	1	19	20
Guest	0	5	0	5
Internet	0	4	2	6
Juvenile	600	8,469	8,458	17,527
Staff	20	106	79	205
Teen	22	6,318	1,765	8,105
Temp	1	19	2	22
Total	1,820	50,517	33,846	86,183

Yonkers Public Library

STATISTICS - PATRON TRANSACTIONS October 2017

	September 2017	October 2017
RIVERFRONT LIBRARY		
Circulation	4,788	4,658
Directional/Other	4,385	4,320
Reference	3,320	2,601
Total	12,493	11,579
GRINTON I. WILL BRANCH		
Circulation	4,973	5,522
Directional/Other	2,050	2,146
Reference	3,051	2,658
Total	10,074	10,326
CRESTWOOD BRANCH		
Circulation	1,843	1,779
Directional/Other	1,148	1,127
Reference	2,325	2,315
Total	5,316	5,221
TOTALS		
Current Month	27,883	27,126
Previous Months	-	182,216
Year to Date (May-Oct.)		209,342

Transactions 2017



YONKERS PUBLIC LIBRARY

PERSONNEL REPORT NOVEMBER 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	34	4
Clerical	<u>35</u>	<u>29</u>	<u>8</u>
TOTAL	107	91	16



Edward Falcone
Library Director

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
October	Literacy Solutions NY: Tutors	A	108
October	Literacy Solutions NY: Learning Center Use	A	53
9 sessions	Literacy Solutions NY: Basic Classes	A	139
9 sessions	Literacy Solutions NY: Intermediate Classes	A	107
3 sessions	Literacy Solutions NY: Citizenship Classes	A	45
October	Read Away Your Fines	A	78
4 sessions	Knitting & Crocheting Workshop	A	59
17 sessions	TASC Connect	A	67
10/4	Riverfront Book Club: Faithful by Alex Hoffman	A	11
4 sessions	Job Search Coach	A	40
10/5, 19	Zumba Class	A	33
10/7	Movie: Rings	A	34
10/8	Movie: Boo! A Madea Halloween	A	15
10/8	Movie: Pan's Labyrinth (Spanish)	A	24
10/11	YPL Hispanic Heritage Celebration: A Night of Salsa	A	46
10/12	Community Conversations: Criminal Justice, Yesterday and Today	A	35
10/14	Belly Dancing	A	18
10/15	Rivertown String Quartet: Spooky Schubertiade	A	30
10/16	Coloring for Adults	A	3
10/18	Yoga & Meditation	A	8
10/18, 25	Children's Place HeadStart Center Parent Orientation	A	23
10/18	Re-entry Employment Road Map: Understanding Your Rap Sheet	A	6
10/18, 25	Books Before Bedtime	A	10
10/18, 28	Sew Amazing!	A	17
10/19	Yonkers High School IB Orientation	A	140
10/21	Movie: Wish Upon	A	20
10/21	Learn to Brew	A	7
10/25	Re-entry Employment Road Map: Job Search Workshop	A	8
10/26	Genealogy Club	A	5
10/29	Movie: Get Out	A	32
10/31	Halloween Double Feature: Bye Bye Man & Ouija	A	33
October	Read Away Your Fines	Y/A	4
4 sessions	Girls Who Code	Y/A	121
10/5, 12	Gaming Thursdays	Y/A	38
10/19, 26	College Readiness Series	Y/A	12
10/23	Make Your Own Halloween Mask	Y/A	8
October	America Reads	JUV	441
4 sessions	Bilingual Storytime	JUV	62
10/3	Zumba for Kids	JUV	57
10/4, 11, 25	Bilingual Stories & Crafts	JUV	24
4 sessions	Toddler Time	JUV	63
10/6, 20	Legorama Club	JUV	32
10/13, 20, 27	Babies and Books	JUV	40
10/14	YPL Hispanic Heritage Celebration: Make a Magic Ruana	JUV	71
10/23, 30	Beginner's Computers	JUV	7
10/27	Halloween Story & Craft	JUV	22
10/27	Baby Signing Time	JUV	36
10/31	Halloween Costume Party	JUV	87
10/14	YPL Hispanic Heritage Celebration: Pedro El Mentiroso	ALL	200

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
10/10, 11, 25	Queen's Daughters Day Care	Internal/External	JUV	91
10/17	St. Peter's Day Care	External	JUV	34
10/18, 25	Yonkers Children's Place HeadStart	Internal	JUV	68
10/20, 27	Saunders High School Special Ed.	Internal	JUV	32

HOMEWORK HELPER

Date(s)	Type	Attendance
14 sessions	JUV	178

NUMBER OF LIBRARY PROGRAMS:

132

ATTENDANCE AT LIBRARY PROGRAMS:

2,982

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
10/1	Sonali Sharma's Rangmanch Dance for Diversity	175	\$750.00
10/2, 3, 4	CLUSTER Divorce Mediation Training	54	
10/2	Center for Human Services Education: OPWDD Training	30	
10/2	EmblemHealth New York History Hour Discussion Series	12	
10/4	City of Yonkers Planning Dept: Disability & Access Focus Group	36	
10/4	SCORE How to Grow Your Own Business Workshop	15	
10/4, 12	YPIE Scholars Information Session	70	
10/4	YPS Language Services: Hispanic Heritage Celebration	250	
10/4, 24	North Yonkers Knights Team Meeting	36	
10/4, 18	Hope & Love Book Club	6	
10/5	City of Yonkers DPW: Asbestos Awareness Training	450	
10/6	YPS Transportation: Bus Monitor Refresher Workshop	26	
10/6	Westchester Disabled On the Move ACCES-VR Orientation	12	
10/7	Sigma Iota Alpha Fall Leadership Conference	28	
10/7, 14	Westchester Black Democrats Meeting	42	
10/7	Park Avenue Investment Club	9	
10/10	JDRF Montefiore School Nurse Type 1 Diabetes Training	40	
10/11	Yonkers Coalition for Youth	26	
10/12, 20	Berkshire Farm Center Training	17	
10/12	City of Yonkers Planning: Employment, Transportation, & Environment Focus Group	32	
10/12	Westchester Institute for Human Development Parent Advocacy Workshop	14	
10/12	First Ward Meeting	6	
10/12	Project Inspire Meeting	7	
10/13	Billye Jones Consulting: Continuing Education Workshop for Social Workers	10	\$75.00
10/14	AKC Driving: 6 Hour Defensive Driving Class	4	\$25.00
10/15	NYCD16 Indivisible Meeting	162	
10/15	People's Office Community Resource Guide	13	
10/15	Chi Eta Phi Meeting	22	
10/15	Beautifully Broken: Mosaic Art Workshop	20	
10/16	CLUSTER Board Meeting	11	
10/17, 25	U.S. Small Business Administration Emerging Leaders 2017	110	
10/19	Affinity Health: Member Advisory Council Meeting	12	
10/20	Family Services Society of Yonkers Kinship Support Group (Spanish)	6	
10/21, 22	Catholic Charities OSHA Training (Spanish)	40	\$50.00
10/21	NYCD16 Indivisible: NYS Constitutional Convention Forum	45	
10/21	Smiley Faces Day Care: CPR Training	15	\$75.00
10/22	Omicron Chi Chi Sorority Information Session	30	
10/22	Assemblywoman Shelley Mayer: Hidden Figures Film Screening	75	
10/23	City of Yonkers Workforce Development: ACS Homecare Orientation	36	
10/23	Israelite Church of God in Jesus Christ	11	
10/24	Andrus Community Services: Health Families	40	
10/24	AgeWell NY: Medicare Enrollment Meeting	12	\$25.00
10/24	YPS Testing & Assessment Department Meeting	50	
10/24,25,26,27	Mexican Consulate General of New York: Consulate on Wheels	372	
10/25	SCORE Free Small Business Workshop	10	
10/26	City of Yonkers Planning: Education & Poverty Focus Group	26	
10/26	Assemblywoman Shelley Mayer: Childcare Roundtable Discussion	66	
10/27, 30	YPS Assessment: Pretest Scoring	56	
10/27	Relative Caregivers Support Group	10	
10/27	MVP Healthcare: Medicare Information Session	10	\$25.00
10/28	TLC Bus Company: Bus Driver Refresher Course	171	\$150.00
10/28	Designs by Valeria: Essential Oils Basics and its Uses	5	
10/28	Vulnerable: Stepping Out Beyond the Fear by Paula Montgomery Book Signing	28	\$25.00
10/28	CSEA Local 100A: First Aid/CPR Training	25	
10/29	Ethiopian Social Assistance Committee Family Day	36	
10/30	VOCAL NY Westchester Chapter Meeting	32	
10/30	FOCUS (Families of Color for Unity and Solidarity): True Faces of Homelessness	28	
10/30	Community ESL Tutoring	22	
10/30	Community Planning Council YPL Strategic Planning Meeting	20	

ATTENDANCE AT NON-LIBRARY PROGRAMS:

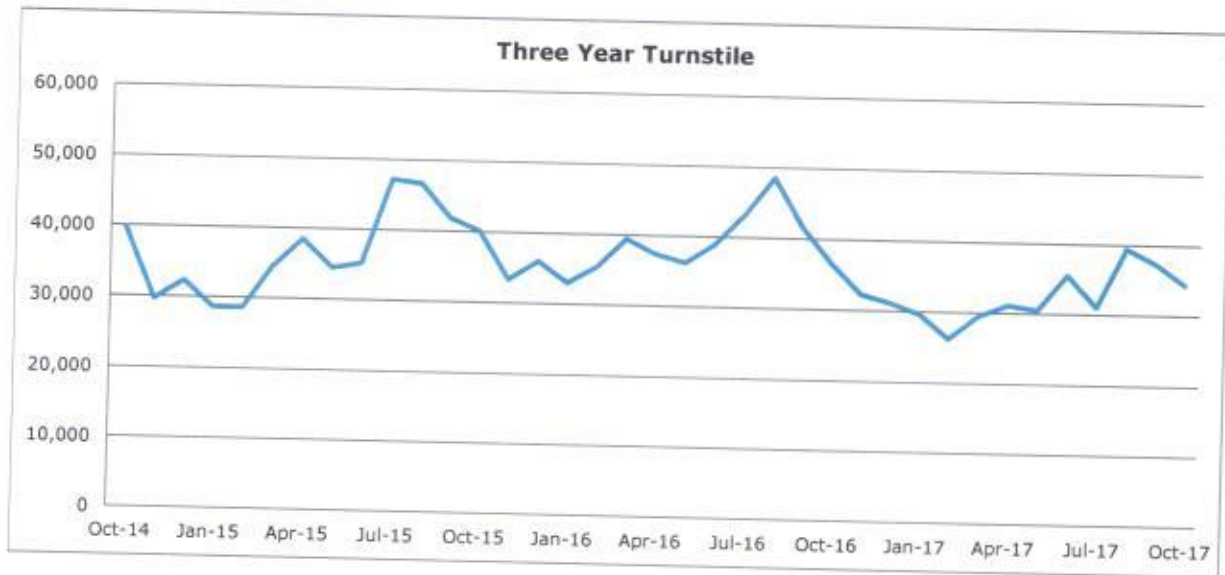
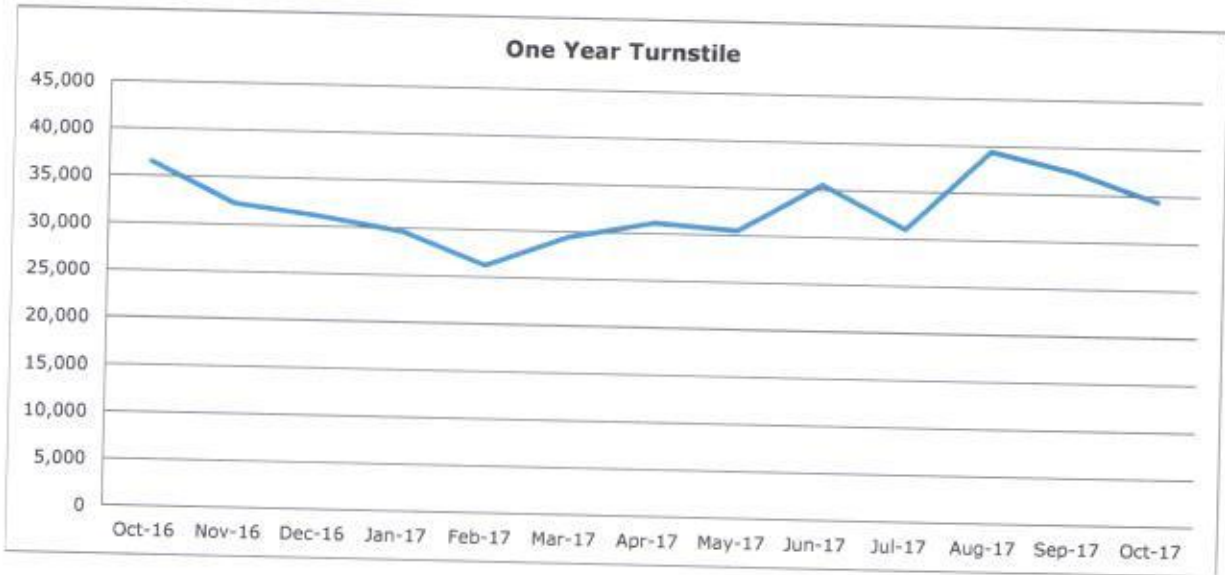
3,034

GRAND TOTAL PROGRAM ATTENDANCE

6,016

Electronic Use Count

PC Sign Up	<u>Count</u>
21 English-speaking Computer Classes	13,752
8 Spanish-speaking Computer Classes	91
	17
TOTAL ELECTRONIC USE COUNT:	13,860
RIVERFRONT LIBRARY TURNSTILE COUNT:	34,414



Room	# Events	Hours	Utilization
Arts & Crafts Room	20	42.00	15.22%
Auditorium	7	14.50	5.25%
Auditorium and Event Space	10	67.75	24.55%
Board Room	21	52.00	18.84%
Community Room A	11	29.00	10.51%
Community Room A & B	24	78.00	28.26%
Community Room B	7	35.25	12.77%
Event Space	1	4.00	1.45%
Learning Lab	36	77.75	28.17%
Maker Lab	5	12.75	4.62%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	1	3.00	1.09%
Room 1	4	20.75	7.52%
Room 2B	37	107.50	38.95%
Room 3	2	6.00	2.17%
Room 4B	17	33.25	12.05%
Small People's Place	39	79.00	28.62%
Table Space 1	15	73.00	26.45%
Tech Central	8	22.50	8.15%
Third Floor Computer Lab	5	15.00	5.43%
Yonkers Room	27	94.75	34.33%
Young Adult Room	9	31.50	11.41%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
10/2,3,10,16,17,23,24,30 & 31	Nursery Rhyme Time	Juv	220
10/2	Apple Day	Juv	22
10/4,5,11,12,18,19,25 & 26	Mother Goose Time	Juv	167
10/4,11,18 & 25	Chess Club	Juv	15
10/6,13,20 & 27	Baby Time	Juv	107
10/10	Page to Stage with Ellen Flaks	Juv	13
10/16	Bilingual Story Time	Juv	15
10/17	Celebrate Italian Heritage Month	Juv	22
10/20	Lego Club	Juv	39
10/21	Baby Signing w/ Chloe	Juv	19
10/25	Spooky Science	Juv	39
10/29	Halloween Party with Clowns, Inc.	Juv	78
10/31	Ghosts & Goblins on Parade	Juv	33
10/1	By George-Sponsored by Friends of YPL	Adult	115
10/3,5,10,12,17,19,24,26 & 31	Senior Benefit Information Center	Adult	15
10/3,10,17,24 & 31	Crochet Club	Adult	48
10/5,12,19 & 26	Bridge Club	Adult	64
10/16	String Instrument Meet Up	Adult	5
10/16 & 39	Sing Memorable Songs	Adult	72
10/17	Fine Arts Film Series	Adult	16
10/18	Feature Film: <i>A Man for All Seasons</i>	Adult	11
10/22	Sugar and Spice-Friends of YPL	Adult	75
10/17	Demystifying Medicare	Adult	10
10/17	Community Conversations	Adult	30
10/24	Book Discussion w/ Laurie Antash	Adult	26
10/2,9,16,23 & 30	Coloring for Teens	YA	20
10/3	College Readiness Series	YA	13
10/3,10,17 & 24	Teen Tech	YA	20
10/4,11,18 & 25	Word Puzzle Wenesday	YA	12
10/5,12,19 & 25	Gaming Thursdays	YA	12
10/6,13,20 & 27	Brain Breaker	YA	20
10/28	Teen Advisory Board & Book Discussion	YA	28
24 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	605

CLASS VISITS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
10/17 & 20	Montessori	Juv	50
10/30	Paideia School 24	Juv	27

OUTREACH

Date(s)	Program	Type	Attendance

HOMEWORK HELPER

Date(s)	Program	Type	Attendance
17 Sessions	Homework Helper	Juv	126

NUMBER OF LIBRARY PROGRAMS**129****ATTENDANCE AT LIBRARY PROGRAMS:****2,209****NON-LIBRARY PROGRAMS**

Date(s)	Program	Attendance	Fee
10/1,8,15,22 & 29	TACHS Study Program	50	
10/2	Enrico Fermi Scholarship Committee	7	
10/2	Writers' Workshop	10	
10/3	Chaminade	70	
10/3	Rotary Club	25	
10/3	Burbank Garden Club	3	
10/4,5,10 & 12	Board of Elections	225	
10/4	UFO Round Table	25	
10/4 & 24	Hispanic Professionals	10	
10/6,13,20 & 27	UFT Retired Teachers	120	
10/7	National Council of Negro Women	15	
10/7,14,21 & 28	Salerno Italian Club	28	
10/8	Yonkers Amateur Radio Club	12	
10/10	LaLeche League of Yonkers	8	
10/11	Women of Westchester	15	
10/11	SEIU 704 & 704B	30	
10/11, 19 & 25	Toastmasters	10	
10/11	National Stuttering Association	6	
10/12	Yonkers Philharmonic Society	10	
10/14	NAMI	10	
10/14	Romance Writers' of Westchester	8	
10/16	Aquehung Democratic Committee	15	
10/17,19, 24 & 31	UFT Retired Teachers	160	400
10/17	Jewish Council of Yonkers	20	
10/18	Tuckahoe Independence Association	5	
10/18	Yonkers Historical Society	18	
10/21	Little Radical Theatrics	25	
10/21	Driver's Safety	28	50
10/24	Yonkers Housing Authority	10	
10/24	2035 Central Park Annual Meeting	35	50
10/28	Empire Safety Driving Program	25	50
10/30	AARP Driving Program	25	
9 Sessions	Little Learners- Yonkers Parks Dep	210	
19 Sessions	Senior Center-Yonkers Park Dept	470	

ATTENDANCE AT NON-LIBRARY PROGRAMS:
GRAND TOTAL PROGRAM ATTENDANCE

1,743
3,952

PC Sign Up	6,566
9 Computer Classes	38
TOTAL ELECTRONIC USE COUNT:	6,604
Will Library Turnstile Count	38,247

One Year Turnstile



Auditorium		
Meeting Room	109	35.79%
Projection Room	43	14.10%
Sen. Flynn Room	143	46.89%
Story Room	65	21.56%
	80	26.26%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
1 session	Health Literacy Tech Drop-In	A	8
1 session	Hoopla	A	25
1 session	Freegal	A	23
2 sessions	Sing Memorable Songs	A	19
4 sessions	News & Brews	A	67
2 sessions	Mindful Mondays	A	9
4 sessions	PC Cruzin'	A	42
13 sessions	Help Desks	A	15
1 session	Yoga for Yogis	A	11
5 sessions	Color @Crestwood	A	32
2 sessions	Non-pretzel Yoga for Adults	A	22
1 session	Art Online Tech Drop-In	A	9
4 sessions	Word Wednesdays	A	28
1 session	Crestwood Book Club	A	14
1 sessions	Yonkers on the Move Recognition Ceremony	A	18
1 session	GoogleDocs	A	6
1 session	Novelist Drop-In	A	10
2 sessions	Lynda.com Tech Drop-In	A	20
1 session	MahJong	A	4
1 session	Relax and Restore Sound Meditation	A	24
1 session	Everything E-books Tech Drop-In	A	8
1 session	Press Reader Tech Drop-In	A	15
2 sessions	Crestwood Knitting, Crochet & Embroidery Club	JUV	53
1 session	Saturday Storytime	JUV	16
4 sessions	Chess	JUV	20
8 sessions	Music & Merriment (9:30 & 11am)	JUV	514
1 session	Trick or Treating	JUV	212
2 sessions	Literary Lego Club	JUV	32
4 sessions	Crestwood Cinema	JUV	34
1 session	Paws For Reading	JUV	27
2 sessions	Arts & Crafts With Madison	JUV	46
2 sessions	HomeSchool Study Hall	JUV	30
2 sessions	Science With Sharon	JUV	48
2 sessions	Afterschool Science with Sharon	JUV	24
1 session	Fold, Create...READ!	JUV	10
1 session	Wickity Stitch Back Halloween Fun	JUV	49
5 sessions	Teen Tuesdays	YA	39
1 session	Teen Readers Book Club	YA	9
1 session	YALSA Bookfinder Tech Drop-In	YA	12
1 session	Book Buzz	YA	58
1 session	VOLUNTEENS	YA	12

HOMEWORK HELPER

Date(s)	Type	Attendance
17 sessions	JUV	142

NUMBER OF LIBRARY PROGRAMS:
ATTENDANCE AT LIBRARY PROGRAMS:

110
1,816

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
10/18	Friends of Crestwood Library Board Meeting	N/A	8
ATTENDANCE AT NON-LIBRARY PROGRAMS:		0	8

GRAND TOTAL PROGRAM ATTENDANCE:

1,824

Electronic Use Count

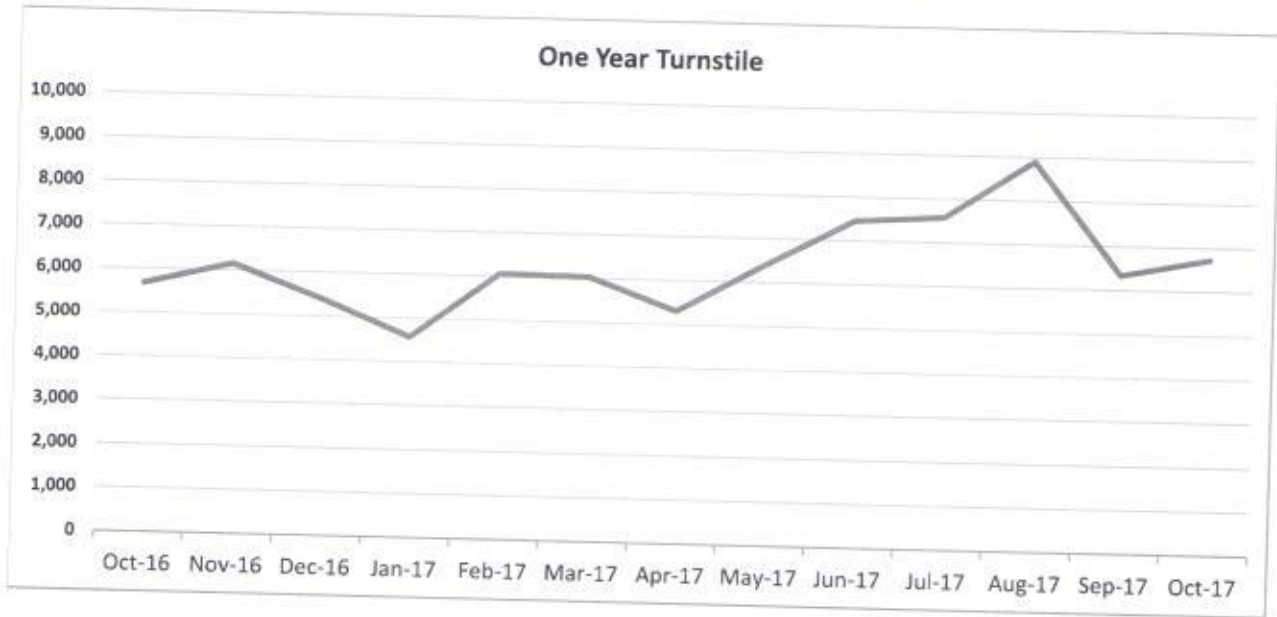
	Count
PC Sign Up	382
28 Computer Events- Classes/workshops/drop-ins/help desk	325

TOTAL ELECTRONIC USE COUNT:

707

CRESTWOOD LIBRARY TURNSTILE COUNT:

6,729



Room	# Events	Hours	Utilization
Adult Computer Area	27	52.5	29.01%
Children's Room	54	70.5	38.95%
Reading Room	19	29	16.02%
Teen Corner	8	23	12.71%
Outside	2	6	3.31%
	110	181	

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

BOOK STOCK

For the Month of **OCTOBER 2017**

RIVERFRONT LIBRARY	2017	2016
Number of volumes at end of previous month	156,266	
Number of volumes added this month	1,089	
TOTAL	157,355	
Number of volumes lost/withdrawn this month	1,507	
TOTAL VOLUMES RIVERFRONT LIBRARY	155,848	159,301

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	147,770	
Number of volumes added this month	646	
TOTAL	148,416	
Number of volumes lost/withdrawn this month	3,787	
TOTAL VOLUMES GRINTON I. WILL BRANCH	144,629	151,818

CRESTWOOD BRANCH		
Number of volumes at end of previous month	22,068	
Number of volumes added this month	106	
TOTAL	22,174	
Number of volumes lost/withdrawn this month	240	
TOTAL CRESTWOOD BRANCH	21,934	21,030

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	322,411	332,149
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LIBRARY SOCIAL MEDIA POLICY

Social Media includes any online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Websites and applications dedicated to, but not limited to forums, microblogging, social networking, social bookmarking, social curation, and wikis are among the different types of social media. Examples of social media sites include, but are not limited to, LinkedIn, Snapchat, Facebook, YouTube, Instagram and Twitter.

The Yonkers Public Library ("Library") has a presence on several social media platforms to promote its programs and services, and to provide an opportunity for the sharing of ideas, opinions, and information about library-related topics. This includes, but is not limited to: conveying information about library programs and services; advising patrons about program updates; obtaining patron feedback, exchanging ideas or trading insights about library trends; reaching out to potential new patrons; and raising awareness of the Library's brand. The Library aims to provide a welcoming and inviting online space where patrons will find useful information and be able to interact with library staff and other library users.

While the Library encourages an open forum, posts and comments are moderated by Library staff. The Library reserves the right, at its sole discretion, not to publish/post and/or to remove submissions or comments that violate this policy and/or are otherwise inappropriate, or unlawful.

I. General Rules and Guidelines

Rules for Commenting and Posting

1. Posting offensive, obscene, threatening, harassing, abusive, defamatory or discriminatory content is prohibited. The Library will remove posts/comments that contain abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups. Individuals are fully responsible for libelous or defamatory comments.
2. Hate speech will not be tolerated. Posts containing racism, homophobia, sexism, or any other form of hate speech will be removed from the Library's site.
3. Please do not include personal information. The Library strongly discourages individuals, especially people under the age of 18, from posting personal information about themselves (Ex. last names, school, age, phone numbers, addresses, etc.), and reserves the right to remove any posts with personal information about other people or that violate a third party's right to privacy.
4. Stay on topic. Comments and posts should be related to the issues being discussed. Do not post links to sites that are not relevant to the topic.
5. Spam will be removed. The Library will also remove posts or comments used for promotional and/or commercial purposes or for campaigning, soliciting and/or fundraising.
6. Individuals should not post anything that they do not have the right to post. The Library will comply with takedown requests when notified of violations of the Digital Millennium Copyright Act.
7. The Library is not responsible for any of the patron-generated comments/content that appears on social media. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Library.

8. Users may report concerns and Library staff will endeavor to review those concerns as soon as possible. The Library reserves the right to remove/delete user comments and posts in a manner consistent with its mission and policies.

II. Library Employees

1. Only employees designated and authorized by the Library ("designated and authorized employees") can prepare content for, publish, delete, edit, or otherwise modify content on the Library's social media platforms on behalf of the Library. Designated and authorized employees are responsible for ensuring that the Library's social media conform to all applicable Library rules and guidelines. These employees are authorized to remove immediately, and without prior notice, any content from Library social media, including, but not limited to, offensive content such as pornography, obscenities, profanity, and/or any other material that violates Library policies or the General Rules and Guidelines set forth above. All other employees may post and/or comment as members of the general public, and are subject to the General Rules and Guidelines set forth above, as well as the additional rules set forth below.
2. Employees are prohibited from posting or otherwise sharing confidential/proprietary/nonpublic Library information.
3. Employees are prohibited from posting or otherwise sharing personal information regarding fellow employees, including, but not limited to, home addresses, phone numbers, social security numbers and/or medical information.
4. Employees are prohibited from posting or otherwise sharing confidential patron information, including, but not limited to, names, addresses, phone numbers, email addresses, borrowing history and/or account numbers.
5. The Library's harassment policy shall apply to employee posts/comments.
6. Employees must abide by the YPL Policy Manual concerning staff use of electronic resources.
7. Employees may not post personal views/statements as representing the views/statements of the Library. Employees who choose to identify themselves as employees of the Library on social media should state explicitly, clearly, and in a prominent place that their views are their own and not those of the Library.

III. Photographs

The Library permits the taking of photographs in accordance with its Photography Policy. The posting of such photographs on the Library's social media shall be permitted for the purpose of advertising and/or promoting the Library's programs and services without the prior consent of the subject(s) of the photograph(s).

III. Violations

Patrons who repeatedly violate these rules may be barred from further commenting and/or posting.

Employee violations of this policy may result in discipline up to and including termination of employment in accordance with the requirements of any applicable statutes, rules, regulations and/or collective bargaining agreements.

MEETING MINUTES



DATE: November 1, 2017
TO: All Attendees
RE: Yonkers Public Library - Will Branch

A meeting was held at Yonkers Public Library Grinton I Will Branch on October 31, 2017 at 10:00 AM.

Present:

Edward Falcone – Director Yonkers Public Library
Christian Zabriskie – Branch Administrator
Scott Miller - Milcon Construction Corp.
Jarek Batko - Milcon Construction Corp.
Andrew Allison – KG+D Architects
Teresa May – KG+D Architects

The following is a summary of the items discussed:

Contracts

No items in this category.

Approvals

No items in this category.

Schedule

1. The roof repair is nearly complete. EPDM installation is complete and the roof is water tight. The metal coping at the main entrance is yet to be installed and the counter flashing at the roof is to be installed.
2. KG+D is asking that these items be completed and the warrantee on the roof be issued to the client to finalize that portion of the work.
3. Milcon typically issues all warrantees as part of the closeout documents for a project.
4. Milcon says they are on target for final completion on or before January 15th, a revised construction schedule will not be issued because Milcon does not have firm dates for material delivery.

Submittals

1. All submittals from Milcon have been reviewed by KG+D

Kaeyer, Garment + Davidson Architects, PC

281 Main Street, Mount Kisco, New York 10549

914.965.9933 | kgdarchitects.com

2. Neither window shops nor head, sill, and jamb details have been received by KG+D.

RFI's

No items this category

Potential Change Orders / Change Orders

No items this category.

Logistics / Safety

1. Milcon is working with their engineer to finalize the selection and sourcing of the fasteners to secure the window frame to the existing steel columns.
2. Glass for 1.5 bays is on site, a second glass delivery is expected around November 10th, with a third and final delivery expected at the end of November.
3. Storefront for the window replacement adjacent to the lower lobby will begin once the order for the new door is processed.
4. The mounting brackets for the terracotta system have been shipped and should be on site before November 23, 2017.
5. The terracotta panels will be arriving in December 2017
6. Since materials will be installed at different times and no shop drawings for the windows have been issued KG+D has requested a plywood mock-up be constructed to illustrate how the Reading Room windows, terracotta panels, and interior wall framing will meet.

Review Completed Work

1. Milcon has begun dry fitting the aluminum window framing.
2. The dry fitting will be used to finalize dimensions to aid in templating the arched tops.

General Items

1. The dumpster that was located in the parking lot has been moved.

Next Meeting

The next meeting will be Tuesday, November 14, 2017 at 10:00AM.

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

cc: All Attendees, Ed Falcone

MEETING MINUTES



DATE: November 6, 2017
TO: All Attendees
RE: Yonkers Public Library - Will Branch

A meeting was held at Yonkers Public Library Grinton I Will Branch on October 17, 2017 at 10:00 AM.

Present:

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

The following is a summary of the items discussed:

Contracts

No items in this category.

Approvals

No items in this category.

Schedule

1. KG+D requests that Milcon keep us informed in writing of schedule changes. We are on a tight timeline and KG+D and the owner need for be kept abreast of the construction timeline.
2. Milcon has been discussing internally the logistics of installing the curtainwall system. They have settled on dismantling the windows one bay at a time and assembling the frame as demolition is complete and glazing will follow.
3. The curved track at the top will be fabricated once the current glass can be pulled down for templating.
4. The glass will be in at the end of next week (10/27)
5. Terra cotta tack is ready to ship. It should be delivered to the site on November 22nd

Submittals

1. No items this category

RFI's

No items this category

Potential Change Orders / Change Orders

No items this category.

Logistics / Safety

1. EPDM roof has been installed.
2. KG+D clarified that the metal coping at the entry canopy can be formed from 2 pieces of metal

Review Completed Work

1. EPDM roof has been installed.

General Items

1. There is a dumpster in the back parking lot that needs to be moved. Licon to coordinate with YPL.
2. A tree service is coming to trim several trees at the north end of the library and remove a tree from the street side.
3. Milcon reapplied the waterproofing because it has been longer than the 90 days recommended by the manufacturer.
4. Lighting at the roof that was moved for the roof replacement has been relocated and is operational.

Next Meeting

The next meeting will be Tuesday, October 31, 2017 at 10:00AM.

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

cc: All Attendees, Ed Falcone

Kaeyer, Garment + Davidson Architects, PC

285 Main Street, Mount Kisco, New York 10549

914 666-9900 | kga@kgaarchitects.com

