

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

**MINUTES**

**[ACTION ITEM]**

Approve Minutes of Board Meeting of May 25, 2017.

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE'S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

**[ACTION ITEMS]**

Ratify the following appointments:

Laurence Mintah, P/T Page, \$10.00/hr., effective 5/20/17

Raed Rabadi, P/T Page, \$11.00/hr., effective 5/20/17

Ratify the following salary increase:

Renee Rabadi, Library Trainee, \$42,828/yr., effective 6/16/29

**COMMITTEE REPORTS**

**Finance, Budget & Planning**

Maron, Jannetti\*

**[ACTION ITEM]**

6/25/2017

Contributions Fund, 13 mo. CD Trustco Bank, \$25,760.24, .95%:  
Sterling National has a promotion through the end of June for a 13 month CD at a rate of 1.25%, with a \$50,000 minimum, and we request permission to move \$25,000 from the contribution checking account to open a CD at Sterling if they have the best rate.

**Employee Relations**

Maron, Greenwald\*

Discuss policy for performance reviews and compensation for management staff

**Buildings & Grounds**

Maron, Buckley\*, Santana, Touba

**Fundraising & Development**

Maron, Santana\*, Buckley, Touba, Greenwald

**RATIFY PAYMENT OF BILLS**

[ACTION ITEM] Schedule #780

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Dates for future meetings

**EXECUTIVE SESSION**

Performance review of management personnel

**NEXT BOARD MEETING DATE:**  
**Library**

**Thursday, July 20, 2017, Riverfront**

YONKERS PUBLIC LIBRARY  
BOARD MEETING  
RIVERFRONT LIBRARY  
May 25, 2017

**ATTENDANCE**

TRUSTEES:	Nancy Maron Anietra Guzman-Santana Jim Buckley Derrick Touba Hon. Hal B. Greenwald
GUEST SPEAKER:	Aurora Cruz, Librarian III/ Adult Dept. Head, Riverfront Library
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:	Emily Power, Clerk I, Circulation Dept., Riverfront Library

The Board Meeting began at 7:07 p.m.

**MINUTES**

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

## **STAFF PRESENTATION**

Aurora Cruz, Librarian III/Department Head/Adult Services, gave a concise, but impressive, presentation to the Board members about her background, her current duties and the work performed by the Reference/Adult Services Department at the Riverfront library.

Trustee Touba arrived at 7:27 p.m.

Aurora expressed to the Board how very appreciative she is of her staff's consistent professionalism, dedication, loyalty and expertise.

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

Director Falcone informed Board members that our annual budget review before the City council was held on May 9<sup>th</sup> at City Hall, with Tr. Jannetti and Buckley in attendance. The budget is expected to remain the same.

Director Falcone said the Will Façade Project is ahead of schedule. Unfortunately the window shades may have asbestos caulking and they will be tested next week for confirmation. Director Falcone told Board members that he will be attending a construction meeting which will be held next week. Tr. Maron expressed appreciation to Director Falcone, Shauna Porteus and Christian Zabriskie for their flash newsletters on the website informing patrons and staff of the Will façade's progress.

Deputy Director Thaler advised the Board members that Staff Development Day was a success, with good staff attendance and participation.

Director Falcone told Board members that Riverfront's Tech Central celebrated its one year anniversary on May 4<sup>th</sup> with an open house and some special events including a visit from Mayor Spano. Director Falcone gave special thanks to Technology Training Coordinator Christine Bitetti who has managed the room since opening day. Service enhancements are being planned for year two.

Deputy Director Thaler informed Board members that eleven museums will be featured in the new Museum Pass program. She said that a program called Tixkeeper is being used to help keep track of the passes and also will allow patrons to reserve them from home.



Director Falcone said that regarding the boiler project at Grinton I. Will Branch, the capital budget in general will not go out until August and we will not see money until the fall. Because of the bonding delay, we will not be able to replace boilers at Will until some time next year.

Deputy Director Thaler told Board members that on May 16, 2017, Riverfront Adult Services Librarian Eugene Howell was honored with the 1<sup>st</sup> Annual Gisele Melnick Community Champion Award at the Westchester County Department of Community Mental Health's Myra Alfred's roundtable. Eugene was recognized for his many years of service to the Yonkers Community Network and for "providing creative programs and services to youth, adults and families needs."

Deputy Director Thaler advised Board members that "Patron Statistics" will be replacing the "Reference Statistics" commonly in the Board packet. A new computer program called Gimlet offers statistics from every public service desk in the Library. All three branches will be reporting on the Gimlet service, and reference statistics will be included.

Board members discussed concerns regarding circulation which was going up until this year. Director Falcone attributes the decline in part to an inconsistent book budget.

**UNION REPRESENTATIVE'S REPORT** – Union Representative Emily Power had nothing to report.

**WLS REPORT** – None

### **PERSONNEL REPORT**

On motion of Tr. Guzman-Santana, seconded and unanimously carried, the Board ratified the following appointment:  
Frank Sullo, Clerk I, \$36,182/yr., effective 5/5/17

The Board acknowledged the following terminations:  
Opal Brown Lindsay, P/T Librarian I, \$21.00/hr., effective 4/22/17  
Edgar Correa, P/T Page, \$10.00/hr., effective 4/25/17  
John Parker, P/T Page, \$11.00/hr., effective 5/13/17  
Morgan Lee, P/T Page, \$10.00/hr., effective 5/25/17

The Board acknowledged the following salary increase:  
Travis Pierce, P/T Page, \$11.00/hr., effective 5/6/17

## **COMMITTEE REPORTS**

**Finance, Budget & Planning:** Maron, Jannetti  
Scheduled meetings with community members and councilmembers regarding the Strategic Plan were discussed among Board members.

Tr. Greenwald complimented Aurora Cruz's enlightening presentation making the Library's functions more apparent to all, urging the request for needed funding.

YPL Trustees will meet with the YPS Board of Trustees on June 15, 2017.

**Employee Relations:** Maron, Greenwald

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

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

## **PAYMENT OF BILLS**

On motion of Tr. Buckley, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #779.

## **UNFINISHED BUSINESS**

On motion of Tr. Guzman-Santana, seconded and unanimously carried, the Board adopted the proposed Patron Privacy statement.

## **NEW BUSINESS**

On motion of Tr. Touba, seconded and unanimously carried, the Board adopted the Photography Policy as corrected.

**NEXT BOARD MEETING DATE** – Tuesday, June 20, 2017, Grinton I. Will Branch

The Board went into executive session at 9:10 p.m. to discuss the job performance of management staff.

The Board meeting resumed and adjourned at 11:10 p.m.

A handwritten signature in black ink, appearing to read 'Ed Falcone', written in a cursive style.

Edward Falcone  
Library Director & Secretary



## **PRIVACY POLICY**

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

### Visiting the Library

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

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

### Getting a Library Card

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

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

The Yonkers Public Library belongs to the Westchester Library System (WLS), a county-wide cooperative that provides its members with certain shared services. WLS maintains the automated circulation system that stores library card information, and it shares that data with all 38 public libraries in Westchester. This enables Yonkers patrons to borrow items from any Westchester library. Patron registration data is deemed confidential under New York State Law (1 CPLR 4509), not to be disclosed unless pursuant to subpoena, court order or where otherwise required by statute.

### Borrowing Library Materials

When you borrow a book or film from the library, a temporary record of that transaction is linked to your library card. That record is kept until the material is returned, and then it is permanently erased. The circulation system does have an optional feature which allows patrons, at their



request, to keep a log of items that they have checked out. Circulation history is kept confidential under the same law (NYS | CPLR 4509) that governs library card information.

### Computer Usage

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

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

c) Library Home Page. YPL.ORG is the library's home on the Internet, and it contains a wealth of information on library programs and services. It is also a point of entry to hundreds of other web sites, recommended by our staff, that provide information on a wide variety of subjects. As you browse through the web site, read pages, or download information, some information will be recorded about the visit but nothing that will identify you personally. The information we gather is only used to improve our site and to find out how many visitors we get and the types of technology they use.

Some third-party vendors featured on the home page provide databases on a subscription basis, and YPL or WLS may require patrons to enter their library card number for authentication purposes only. Note that whenever you leave the YPL.ORG site, you will be subject to the policies and data-gathering practices of the individual sites you are visiting. We encourage patrons to familiarize themselves with these policies.

### Meeting Rooms

YPL offers a variety of meeting spaces to non-profit and for-profit organizations, subject to policies set forth by the library. The application form asks for basic contact information, and the forms are kept on file indefinitely. **This information is not shared with anyone.**

### Study Rooms

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

## Security Cameras

YPL employs closed circuit television cameras (CCTV) in its three locations to maintain a safe and secure environment for our patrons. Images from the cameras are saved for a short period of time before being recorded over, and only a limited number of library staff have access to them. **These recordings are shared with law enforcement personnel when their assistance is requested to investigate an incident occurring on library property.** **Otherwise,** law enforcement will be granted access only pursuant to a properly-executed court order or similar documentation.

## Email

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

**As a general rule, the Yonkers Public Library is committed to patron confidentiality. Confidentiality extends to information requested or received, and materials consulted or borrowed. Whenever a library service can be linked or identified with a specific user, YPL will strive to maintain patron privacy to the fullest extent possible, subject to applicable law.**

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

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

This Statement was approved by the Board of Trustees on May 25, 2017



## PHOTOGRAPHY POLICY

**Photography by Individuals-** The Yonkers Public Library ("Library") allows photography and/or filming, for noncommercial purposes, on its premises by individuals as long as it does not interfere with the provision of Library services, the ability of patrons to enjoy Library services, or create a risk to the safety and/or security of the Library, its staff or its patrons. Individuals taking photographs/filming on Library property should obtain the prior approval of any persons who will be photographed, videotaped, or recorded and have the responsibility for obtaining the necessary releases and permissions from such persons. The Library undertakes no responsibility for obtaining these releases.

**Commercial/Media Photography-** Photography and/or filming on Library premises for commercial/media purposes is not permitted except upon the prior approval of the Library Director.

**Photography/Video Recording by the Library-** The Library reserves the right to photograph or videotape its activities and events, and to share such materials with the public. Attendance at Library programs and events or in the Library's spaces constitutes consent to be photographed or recorded by the Library and consent for the Library to copy, display, publish and/or broadcast such photographs and/or recordings (in print, online or telecast) as part of its efforts to inform the public of its services, events and/or programs. To ensure the privacy of individuals and children, images will not be labeled with personally identifiable information without written permission. Patrons who do not wish the Library to utilize a photograph or video of themselves or their children should inform Library staff prior to, or at the time, such photograph is taken or video is recorded.

**Filming by the Movie/Television Industry-** The Library supports the efforts of the City of Yonkers' Office of Film Production to promote Yonkers as a venue for film and television production. As such, it may permit its facilities to be used for such purposes provided that such use does not create an undue hardship on Library services and the Library is adequately compensated for the use of its facilities. All requests must follow the proper procedures as delineated by the Office of Film Production.

**Photography by the News Media -** Print and cable reporters who are doing stories related to the library and its programs are permitted to take photos, provided that they first identify themselves to the Director's office or the head of the branch. Using library facilities as interview venues for unrelated stories, as well as photographing patrons for

opinion polls or “man on the street” interviews, is not permitted without prior approval from the Library Director.

**Termination of Photography/Recording-** Library staff may prohibit or terminate any photography or recording sessions that interfere with the provision of Library services, the ability of patrons to enjoy Library services, or creates a risk to the safety and/or security of the Library, its staff or its patrons.

Adopted by the Library Board of Trustees  
May 25, 2017



## Yonkers Public Library

### Bill List May 2017

<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>CAPITAL FUNDS</b>			
AMAZON	MATERIALS AND SUPPLIES	5/26/2017	3,306.44
BARNES & NOBLE	MATERIALS	5/24/2017	300.67
KG & D	PROFESSIONAL FEES	5/10/2017	2,348.00
MCGRAW-HILL GLOBAL EDUCATION	MATERIALS	5/24/2017	24.17
MIDWEST TAPE	MATERIALS	5/26/2017	10.39
MIDWEST TAPE	MATERIALS	5/24/2017	11.18
MIDWEST TAPE	MATERIALS	5/26/2017	15.99
MIDWEST TAPE	MATERIALS	5/24/2017	21.98
MIDWEST TAPE	MATERIALS	5/24/2017	23.18
MIDWEST TAPE	MATERIALS	5/24/2017	23.98
MIDWEST TAPE	MATERIALS	5/24/2017	31.98
MIDWEST TAPE	MATERIALS	5/24/2017	39.98
MIDWEST TAPE	MATERIALS	5/26/2017	47.97
MIDWEST TAPE	MATERIALS	5/24/2017	54.76
MIDWEST TAPE	MATERIALS	5/24/2017	59.98
MIDWEST TAPE	MATERIALS	5/26/2017	63.96
MIDWEST TAPE	MATERIALS	5/24/2017	91.96
MIDWEST TAPE	MATERIALS	5/26/2017	103.94
MIDWEST TAPE	MATERIALS	5/24/2017	111.93
MIDWEST TAPE	MATERIALS	5/24/2017	165.48
MIDWEST TAPE	MATERIALS	5/24/2017	325.43
MIDWEST TAPE	MATERIALS	5/24/2017	481.67
MULTICULTURAL BOOK & VIDEOS	MATERIALS	5/24/2017	88.83
MULTICULTURAL BOOK & VIDEOS	MATERIALS	5/24/2017	114.51
NATIONAL LEARNING CORPORATION	MATERIALS	5/24/2017	676.14
PETERSON'S	MATERIALS	5/24/2017	34.86
PETERSON'S	MATERIALS	5/24/2017	63.37
RECORDED BOOKS	MATERIALS	5/24/2017	41.60
<b>TOTAL</b>			<b>8,684.33</b>

<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>CONTRIBUTIONS FUNDS</b>			
AMAZON	STAFF DEV DAY- GIFTS	5/24/2017	50.00
BELLA VISTA DELI	FOOD BOARD MEETING: 5/25/2017	5/31/2017	125.00
BELLA VISTA DELI	LUNCH MEET UP: 5/18/2017	5/24/2017	332.29
DALY, CELINE	SOUND BATH HONORARIUM	5/24/2017	50.00
GERMINO, DAMIEN	STAFF DEV DAY-YOGA CLASS	5/10/2017	60.00
GOVCONNECTION, INC.	TRAC PRINTING SUPPLIES	5/16/2017	1,119.07
GOVCONNECTON, INC.	TRAC PRINTING SUPPLIES	5/30/2017	474.83
GRAINGER	ART GALLERY LIGHTING	5/24/2017	550.35
JOHNSON, SUZANNE	REIMB EXPENSE: STAFF DEV DAY	5/26/2017	38.91
MINOZZI, MARY ANN	REPLACEMENT CHECK (1459)	5/24/2017	22.00
NORMAN, MIRIAM	KNITTING CLASSES (6 @ #25 EA)	5/24/2017	150.00
PANEK-HARRIS, JULIA	SOUND BATH HONORARIUM	5/24/2017	50.00
PORTEUS, SHAUNA	REIMB EXPENSE: SUPPLIES	5/24/2017	32.35
ROBISON, MARY	REIMB EXPENSE: PARKING	5/26/2017	48.00
TELEVISA PUBLISHING INT'L	SUBSCRIPTION (11 ISSUES)	5/24/2017	10.00
TILSON, ANDREA	HOMEWORK HELPER	5/30/2017	487.50
TILSON, ANDREA	HOMEWORK HELPER	5/10/2017	525.00
TIME OUT NEW YORK	SUBSCRIPTION-RIV	5/16/2017	25.00
W. B. MASON	SUPPLIES LUNCH 5/18/2017	5/24/2017	19.64
WALSH, MICHAEL	REIMB EXPENSE: WLA CONF.	5/26/2017	40.00
WEAVER, ALAN B.	INSTRUCTOR-PHOTOSHOP	5/24/2017	150.00
YONKERS PUBLIC LIBRARY	FROM KEY BK TO STERLING BK	5/15/2017	75,000.00
<b>TOTAL</b>			<b>79,359.94</b>

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 May 2017

Date	Num	Memo	Amount
<b>Abbey Ice</b>			
05/11/2017	38298	Spring Water	105.00
05/30/2017	160153	Spring Water	33.00
05/30/2017	160249	Spring Water	47.25
05/30/2017	160266	Spring Water	94.50
05/30/2017	38299	Spring Water	53.00
05/30/2017	38300	Spring Water	33.50
05/30/2017	39718	Spring Water	85.50
05/30/2017	39719	Spring Water	66.00
Total Abbey Ice			517.75
<b>All Safe Fire Protection</b>			
05/11/2017	39157-pm	Annual Service	1,725.50
Total All Safe Fire Protection			1,725.50
<b>Amazon.com</b>			
05/30/2017	87810312096may17	Materials & Supplies	169.26
05/30/2017	87810312096may17	Materials & Supplies	252.00
Total Amazon.com			421.26
<b>American Express</b>			
05/11/2017	676005apr17a	Expenses	14.00
05/11/2017	676005apr17a	Expenses	1,176.26
05/11/2017	676005apr17a	Expenses	708.50
Total American Express			1,898.76
<b>American Paper Supply (APP)</b>			
05/11/2017	j1139000	Janitorial Products	183.04
05/30/2017	j1140368	Janitorial Products	3,936.00
Total American Paper Supply (APP)			4,119.04
<b>Amoils, Roseanne</b>			
05/11/2017	43	Program-Job Search Coach	900.00
Total Amoils, Roseanne			900.00
<b>Argento &amp; Sons</b>			
05/11/2017	321040	Tractor Repair	986.74
Total Argento & Sons			986.74
<b>Baird,Zahra</b>			
05/11/2017	5317	Reimbursement-Program Expenses	348.44
05/11/2017	5317ag	Reimbursement-Program Expenses	29.00
05/30/2017	50917	Reimbursement-Program Expenses	33.03
Total Baird,Zahra			410.47
<b>Bean, Sharon</b>			
05/11/2017	42817	Reimbursement- Program Expenses	41.96
Total Bean, Sharon			41.96
<b>Bitetti, Christine</b>			
05/11/2017	5417	Reimbursement-Program Expenses	89.93
05/11/2017	42617	Reimbursement-Program Expenses	23.90
05/11/2017	42617	Reimbursement-Program Expenses	12.74
Total Bitetti, Christine			126.57
<b>Brodart</b>			
05/30/2017	469110	Supplies	1,069.23
05/30/2017	470016	Supplies	1,158.00
05/30/2017	470016	Supplies	200.90
Total Brodart			2,428.13
<b>Cablevision Lightpath</b>			
05/30/2017	21155104	Phones	3,545.79
05/30/2017	21160136	Internet	5,234.75
Total Cablevision Lightpath			8,780.54
<b>Cablevision Optimum</b>			
05/11/2017	97803544469may17	TV Boxes	14.70



5:15 PM  
 06/01/17  
 Accrual Basis

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

Date	Num	Memo	Amount
05/11/2017	07803550279apr17	Phone & Internet-Crestwood	8.71
05/11/2017	07803550279apr17	Phone & Internet-Crestwood	132.02
05/30/2017	07803065546may17	TV Boxes	7.35
Total Cablevision Optimum			162.78
<b>Citadel Pest Control</b>			
05/11/2017	3058	Pest Control	375.00
05/11/2017	3059	Pest Control	200.00
05/30/2017	3087	Pest Control	200.00
Total Citadel Pest Control			775.00
<b>Clifton, Michelle</b>			
05/11/2017	41217	Program-Sound Bath	50.00
Total Clifton, Michelle			50.00
<b>Con Edison</b>			
05/30/2017	9214217311apr17	Gas-Will	133.18
Total Con Edison			133.18
<b>Crown Janitorial</b>			
05/30/2017	386249-2	Janitorial Supplies	123.30
Total Crown Janitorial			123.30
<b>Demco</b>			
05/11/2017	6120904	Supplies	314.82
Total Demco			314.82
<b>DeWaters, Alice</b>			
05/30/2017	5917	Reimbursement-Program Expenses	145.76
Total DeWaters, Alice			145.76
<b>Displays2Go</b>			
05/11/2017	ps10342464	Supplies	313.82
Total Displays2Go			313.82
<b>DPW Pasy</b>			
05/11/2017	mar-17	Electric Charges-Will	6,479.38
05/11/2017	mar-17	Electric Charges-Crestwood	511.61
Total DPW Pasy			6,990.99
<b>Dreamland Security</b>			
05/11/2017	dss16103	Guard Service	8,070.03
05/11/2017	dss16103	Guard Service	1,719.97
Total Dreamland Security			9,790.00
<b>Family Service Society</b>			
05/11/2017	srb2017	Program-Summer Reading Buddies	12,000.00
Total Family Service Society			12,000.00
<b>Full Compass</b>			
05/30/2017	inc00412624	Lecturn	780.39
Total Full Compass			780.39
<b>Gantzer, Ana</b>			
05/30/2017	42517	Reimbursement-Program Expenses	48.51
Total Gantzer, Ana			48.51
<b>Global Equipment Co.</b>			
05/11/2017	110969918	Supplies	15.25
05/30/2017	111005062	Supplies	221.18
Total Global Equipment Co.			236.43
<b>GovConnection</b>			
05/11/2017	54738749	Computer Products	93.98
05/11/2017	54751785	Computer Products	974.89
05/11/2017	54751786	Computer Products	416.01
05/11/2017	54731694	Computer Products	117.62
05/30/2017	54771729	Computer Products	42.03



**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 May 2017

Date	Num	Memo	Amount
05/30/2017	54776019	Computer Products	2,586.56
05/30/2017	54776021	Computer Products	429.00
05/30/2017	54776022	Computer Products	668.63
05/30/2017	54776239	Computer Products	29.36
05/30/2017	54787791	Computer Products	55.00
05/30/2017	54738838	Renewals	3,617.34
05/30/2017	54759837	Computer Products	1,366.23
05/30/2017	54776020	Computer Products	13,889.00
05/30/2017	54792460	Computer Products	10.95
Total GovConnection			24,296.60
<b>Greco, Amalia</b>			
05/11/2017	5	Program-Cinco de Mayo Cooking Class	150.00
Total Greco, Amalia			150.00
<b>Greyston Foundation</b>			
05/30/2017	51517	Program-Honeybee Workshop	100.00
Total Greyston Foundation			100.00
<b>Gruppuso</b>			
05/11/2017	17-178	Plumbing Repairs-Women's Room-Will	125.00
05/30/2017	17-205	Repairs-Staff Restroom-Will	85.18
05/30/2017	17-205	Repairs-Staff Restroom-Will	80.82
Total Gruppuso			291.00
<b>Heitner, Lois H.</b>			
05/30/2017	3	Program-Yoga Classes	350.00
Total Heitner, Lois H.			350.00
<b>Home Depot Credit Service</b>			
05/11/2017	38806278apr17	Grass Seeds and Mulch	261.66
Total Home Depot Credit Service			261.66
<b>Keane &amp; Beane</b>			
05/30/2017	25554	Legal Fees	1,365.00
Total Keane & Beane			1,365.00
<b>Kolb, Deborah</b>			
05/11/2017	4	Program-Masala Bhangra Class	60.00
05/30/2017	5	Program-Masala Bhangra Class	5.37
05/30/2017	5	Program-Masala Bhangra Class	54.63
Total Kolb, Deborah			120.00
<b>Larkin, Julie</b>			
05/30/2017	5717	Program-Washi Tape Crafts	50.00
Total Larkin, Julie			50.00
<b>Lexis-Nexis /Matt Bender</b>			
05/30/2017	92902502	Subscription	75.24
Total Lexis-Nexis /Matt Bender			75.24
<b>Lloyd, Joan</b>			
05/30/2017	51217	Program-Crafts For A Cause	50.00
Total Lloyd, Joan			50.00
<b>Lu, Kristen</b>			
05/11/2017	3	Program-Energy Healing Meditation	75.00
Total Lu, Kristen			75.00
<b>Mackenzie Automatic Doors</b>			
05/11/2017	313393	Sliding Door Repair-Will	820.72
Total Mackenzie Automatic Doors			820.72
<b>Making Faces Parties</b>			
05/11/2017	2148	Program-Henna Class	150.00
Total Making Faces Parties			150.00
<b>McGibney, Catherine</b>			

5:15 PM  
 06/01/17  
 Accrual Basis

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

Date	Num	Memo	Amount
05/30/2017	51317	Program-Yoga	100.00
Total McGibney, Catherine			100.00
<b>National Business Furniture</b>			
05/30/2017	zj961763-ice	Chairs	6,826.00
05/30/2017	zj961763-tdq	Chairs	3,519.45
Total National Business Furniture			10,345.45
<b>North State Mechanical</b>			
05/11/2017	4012	A/C Start-Up	6,850.00
Total North State Mechanical			6,850.00
<b>Robison, Mary</b>			
05/11/2017	5117	Reimbursement-Parking	75.00
05/30/2017	51117	Reimbursement-Program Expenses	47.29
Total Robison, Mary			122.29
<b>Rong, Jian-Yang</b>			
05/30/2017	4	Program-Qi Gong	150.00
Total Rong, Jian-Yang			150.00
<b>S &amp; S Worldwide</b>			
05/30/2017	9624001	Supplies	408.72
Total S & S Worldwide			408.72
<b>Safeguard Lock &amp; Key</b>			
05/11/2017	4427	Keys	26.00
Total Safeguard Lock & Key			26.00
<b>SavATree</b>			
05/30/2017	4616370	Tree Maintenance	769.00
Total SavATree			769.00
<b>Schall Hardware</b>			
05/11/2017	15085	Hardware	141.67
05/30/2017	60311	Hardware	609.44
Total Schall Hardware			751.11
<b>Stanley Convergent</b>			
05/11/2017	14516392	Alarm Monitoring & Maintenance	749.49
05/11/2017	14519719	Alarm Monitoring & Maintenance-Crest	638.21
Total Stanley Convergent			1,387.70
<b>Stevens Company</b>			
05/11/2017	2257	Deinstallation Of Artwork-Will	1,025.00
Total Stevens Company			1,025.00
<b>TabPilot Learning Systems</b>			
05/11/2017	1977	Control Tower Subscription	450.00
Total TabPilot Learning Systems			450.00
<b>The Metro Group</b>			
05/11/2017	p1501010	Cooling Tower Service	732.83
Total The Metro Group			732.83
<b>Thrive Reiki</b>			
05/12/2017	3	Program-Reiki	60.00
Total Thrive Reiki			60.00
<b>Tri-State Natural Food Products</b>			
05/11/2017	43017	Program-Collage Workshop	350.00
Total Tri-State Natural Food Products			350.00
<b>United Metro Energy</b>			
05/11/2017	301942	#2 Fuel Oil-Will	3,470.57
05/11/2017	301943	#2Fuel Oil-Crestwood	357.00
Total United Metro Energy			3,827.57

**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 May 2017

Date	Num	Memo	Amount
<b>Vargas, Maria</b>			
05/11/2017	3	Program-Zumba	60.00
05/11/2017	4	Program-Zumba	60.00
05/30/2017	5	Program-Zumba	60.00
Total Vargas, Maria			180.00
<b>Verizon</b>			
05/11/2017	9147931065may17	Phones/Alarms	62.47
05/30/2017	9144109274may17	Phones/Alarms	39.81
05/30/2017	9784506163	Phones/Alarms	360.45
Total Verizon			462.73
<b>Verizon Wireless</b>			
05/30/2017	9785505599	Cell Phones	131.55
Total Verizon Wireless			131.55
<b>WB Mason</b>			
05/11/2017	I43721488	Supplies	332.66
05/11/2017	I43740218	Supplies	34.80
05/11/2017	I43552886	Supplies	84.70
05/30/2017	I43918271	Supplies	30.17
05/30/2017	I43958827	Supplies	390.86
05/30/2017	I44004673	Supplies	89.20
05/30/2017	I44022701	Supplies	7.82
05/30/2017	I44192063	Supplies	99.98
Total WB Mason			1,070.19
<b>Weaver, Alan</b>			
05/11/2017	0117-13	Program-Creating Art In Photoshop	150.00
05/11/2017	0417-12	Program-Word-Selling On E-Bay	450.00
Total Weaver, Alan			600.00
<b>West Payment Center</b>			
05/30/2017	835947477	Subscription	1,219.27
Total West Payment Center			1,219.27
<b>Xerox</b>			
05/11/2017	88884656	Copier Maintenance	4.15
05/11/2017	88884656	Copier Maintenance	6.00
05/11/2017	88884656	Copier Maintenance	29.40
05/11/2017	88884657	Copier Maintenance	95.00
Total Xerox			134.55
<b>Yonkers Auto Center</b>			
05/30/2017	3162	Auto Repairs-2006 Jeep Liberty	115.55
Total Yonkers Auto Center			115.55
<b>Yonkers Wellness Center</b>			
05/30/2017	3	Program-Yoga Meditation	50.00
05/30/2017	5	Program-Reiki Workshop	50.00
Total Yonkers Wellness Center			100.00
<b>TOTAL</b>			<b>113,746.43</b>



JOINT MANAGEMENT REPORT  
MAY 2017

**Will Façade.** Removal of the sun shades was temporarily halted to allow for an analysis of the caulking material in the shades. Fortunately, the lab results came back negative and the project is nearly back on schedule. The sun shades and their supports have now been removed from all nine arches, and asbestos abatement will start soon on the front windows. The contractor will also begin examining the current façade panels to determine the best way of removing them. At the most recent project meeting, the contractor announced that new pricing from a window manufacturer might make a curtain wall system affordable; we had settled on a storefront window system due to budget constraints, but it is less desirable.

**DLD Construction Grant.** We received official word this month that YPL will receive \$153,804 from the Public Library Construction Aid program to support the façade project. Using past grants as a guide, we can expect a check covering the bulk of the grant sometime this summer, with the balance sent at the end of the project.

**Budget.** The City Council officially passed the 2017-18 budget on June 1<sup>st</sup>. They made a few minor adjustments to other CoY departments, but the library budget was adopted as-is.

**Strategic Plan.** The Plan includes nearly a hundred individual action items for us to consider implementing. They have been organized into a matrix, and we have begun assigning dates and staff to each one. The next step is convening groups of staff to brainstorm each action item and to develop programs and schedules for their implementation. The first such meeting was held on June 15<sup>th</sup> with representatives from the children's services departments. The Burgers assisted us in defining activities focused on early learners and school-aged children, and the staff were enthusiastic participants in the discussion.

**Museum Passes.** We've begun circulating our new passes and the program seems to be working smoothly. In coming days, we'll begin a publicity push via social media, press release and email blitz.

**Tree.** A branch fell from a tree on the grounds of the Will branch, damaging a neighbor's fence. A tree service determined that the tree needed to come down, and that has been taken care of. We've also arranged for a fencing contractor to repair the damaged fence.

**Insurance.** On June 6<sup>th</sup>, Vivian Presedo gave a tour of the three branches to a risk assessment specialist from our new insurance provider. She had a few recommendations for us, but on the whole she was satisfied with the state of our branches.

**Tech Central.** We added two new pieces of equipment to the room this month: a large-capacity MakerBot printer and a laser cutter.



## MEETINGS ATTENDED THIS PERIOD

5/26	Susan	Tixkeeper training, Will
5/30	Ed & Susan	Construction meeting #2, Will
	Susan	Branch Administrators meeting, Will
6/1	Ed	Chamber of Commerce board meeting
	Ed & Susan	Exhibit opening and reception, Riverfront Gallery
6/5	Vivian	Close out YPL safe deposit box, Chase Bank
6/6	Vivian	Branch tour with Utica Insurance
	Vivian	Software training, Will
6/7	Ed & Susan	YSD Annual Student Art Show, atrium
6/8	Ed	Lunch Club
6/9	Ed	Meeting with Nancy Maron, Will
6/9	Ed	Student library card project update, Superintendent's Office
6/13	Ed & Susan	Construction meeting #3, Will
	Ed	Staff evaluation, Will
	Susan	Tech Processing meeting, Will
6/14	Ed & Susan	Flag Day event, City Hall
	Ed	HRCAs community gathering, Beczak
6/15	Susan	Healthy Yonkers Initiative, Yonkers Room
	Ed	PLDA monthly meeting, Eastchester
	Susan	Carlos Figueroa, Technology planning
	Ed & Susan	Strategic plan meeting, Will
6/16	Susan	Branch Administrators meeting, Will
	Susan	Women In Business luncheon
6/19	Susan	CollectionHQ webinar
6/20	Ed & Susan	Chamber of Commerce breakfast, Olde Stone Mill
	Susan	Newcomer Immigrant Coalition, Community Room
	Susan	Summer reading meeting, Community Room

## YONKERS PUBLIC LIBRARY

### CIRCULATION STATISTICS

May 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	30	30		
<b>RIVERFRONT LIBRARY</b>			<b><u>Dev.</u></b>	<b><u>%</u></b>
Adult	13,893	11,708	(2,185)	
Children's	5,718	5,003	(715)	
<b>Total Riverfront Circulation</b>	<b>19,611</b>	<b>16,711</b>	<b>(2,900)</b>	<b>-14.79%</b>
<b>GRINTON I. WILL BRANCH</b>				
Adult	24,859	23,287	(1,572)	
Children's	11,180	10,743	(437)	
<b>Total Will Circulation</b>	<b>36,039</b>	<b>34,030</b>	<b>(2,009)</b>	<b>-5.57%</b>
<b>CRESTWOOD BRANCH</b>				
Adult	3,091	3,345	254	
Children's	1,243	1,291	48	
<b>Total Crestwood Circulation</b>	<b>4,334</b>	<b>4,636</b>	<b>302</b>	<b>6.97%</b>
<b>E-Content (All Branches)</b>	8,119	6,270		
<b>TOTAL CIRCULATION</b>				
Total Current Month	68,103	61,647	(6,456)	-9.48%
Total Previous Months	<u>279,771</u>	<u>254,872</u>	<u>(24,899)</u>	<u>-8.90%</u>
<b>Total Year to Date</b>	<b>347,874</b>	<b>316,519</b>	<b>(31,355)</b>	<b>-9.01%</b>

Monthly: May 2017

ELECTRONIC USAGE COUNT

	2016	2017
Riverfront Branch	13,233	11,199
Will Branch	6,958	7,393
Crestwood Branch	416	652
Total	20,607	19,244

TURNSTILE COUNT

	2016	2017
Riverfront Library	36,259	30,527
Will Branch	35,423	30,215
Crestwood Branch	6,076	6,412
Total	77,758	67,154

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,166	35,113	23,968	60,247
Contract	0	103	0	103
Courtesy	0	2	18	20
Guest	0	3	3	6
Internet	0	2	1	3
Juvenile	575	7,374	8,714	16,663
Staff	16	112	84	212
Teen	14	5,805	1,550	7,369
Temp	1	9	2	12
Total	1,772	48,523	34,340	84,635



# Yonkers Public Library

## STATISTICS - PATRON TRANSACTIONS MAY 2017

	<u>April</u> 2017	<u>May</u> 2017
<b>RIVERFRONT LIBRARY</b>		
Circulation	4,229	4,615
Directional/Other	4,382	4,746
Reference	2,504	3,093
<b>Total</b>	<b>11,115</b>	<b>12,454</b>
<b>GRINTON I. WILL BRANCH</b>		
Circulation	6,613	6,302
Directional/Other	2,114	2,130
Reference	2,626	2,577
<b>Total</b>	<b>11,353</b>	<b>11,009</b>
<b>CRESTWOOD BRANCH</b>		
Circulation	2,256	1,859
Directional/Other	564	1,172
Reference	2,532	2,652
<b>Total</b>	<b>5,352</b>	<b>5,683</b>
<b>TOTALS</b>		
<b>Current Month</b>	<b>27,820</b>	<b>29,146</b>
<b>Previous Months</b>	<b>-</b>	<b>27,820</b>
<b>Year to Date</b>	<b>27,820</b>	<b>56,966</b>

# YONKERS PUBLIC LIBRARY

## PERSONNEL REPORT

JUNE 1, 2017

---

<u>Element Number &amp; Category</u>	<u>Total # of Positions</u>	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	10	7	3
<u>7411 Technical Processing</u>			
	4	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>
<b>TOTAL</b>	<b>107</b>	<b>92</b>	<b>15</b>

---



Edward Falcone  
Library Director

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

**REGULAR LIBRARY PROGRAMS**

Date(s)	Program	Type	Attendance
May	Literacy Solutions NY: Tutors	A	110
May	Literacy Solutions NY: Learning Center Use	A	53
9 sessions	Literacy Solutions NY: Basic Classes	A	113
9 sessions	Literacy Solutions NY: Intermediate Classes	A	113
3 sessions	Literacy Solutions NY: Citizenship Classes	A	34
May	Read Away Your Fines	A	99
5/1, 8	Books Before Bedtime: Brooklyn by Colm Toibin	A	9
5/2, 9	Masala Bhangra Dance Class	A	39
5/3	Energy Healing Meditation	A	19
5/4	Tech Central Anniversary & Open House	A	100
13 sessions	TASC Connect	A	35
5 sessions	Job Search Coach	A	53
5 sessions	Knitting & Crocheting Workshop	A	94
5/3	Cinco de Mayo Cooking Class	A	15
5 sessions	English Conversation Group	A	13
5/4, 18	Zumba Class	A	66
5/7	Movie: Dr. Strange	A	15
5/7	Movie: Ice Age Collision Course	A	31
5/8	Coloring for Adults	A	6
5/10	Re-Entry Outreach	A	11
5/10, 17	Qi-Gong	A	37
5/10	Cookbook Club	A	4
5/14	Movie: Passion Live	A	28
5/17	Start & Grow Your Own Business	A	7
5/18	Riverfront Genealogy Club	A	6
5/20	Rivertown String Quartet: Old World Romance	A	33
5/20	Reiki Healing	A	22
5/21	Movie: Deepwater Horizon	A	25
5/24	Clase de manualidades: Flores de papel para fiestas	A	15
5/28	Movie: Hacksaw Ridge	A	20
May	Read Away Your Fines	Y/A	24
5/2	Let's Make Kites That Fly	Y/A	9
5/6, 27	Sight & Sound Digital Media Club	Y/A	16
5/9	Teens Chant Om! Yoga/Meditation Workshop	Y/A	11
5/11, 18, 25	Teen Gaming	Y/A	52
5/16	Dig It! Teen Gardening	Y/A	7
5/17	Teen Tutoring	Y/A	4
5/22	Teen Poetry Club	Y/A	10
5/23	Ratatouille! Teen Cooking & Movie	Y/A	21
5/10	Color Your Selfie!	YA/JUV	8
5/12	Fun Friday @ Tech Central	YA/JUV	23
5/30, 31	Hour of Code	YA/JUV	7
May	America Reads	JUV	59
4 sessions	Bilingual Storytime	JUV	32
5 sessions	Picture Book Time	JUV	98
4 sessions	Bilingual Story and Craft	JUV	18
4 sessions	Toddler Time	JUV	90
5/4	May the Fourth Be With You	JUV	36
4 sessions	Babies and Books	JUV	83
5/5	Cinco de Mayo Celebration	JUV	75
5/6	Build a Robotic Dinosaur	JUV	3
5/9	Crafts for a Cause	JUV	50
5/11	Mother's Day Celebration	JUV	25
5/25	STEAM Craft: Make Your Own Kaleidoscope	JUV	5



5/30	Cartoonist Mike Teator	JUV	22
------	------------------------	-----	----

**CLASS VISITS**

Date(s)	Program	Internal/External	Type	Attendance
5/12, 19	Children's Place Head Start	Internal	JUV	90
4 sessions	Queen's Daughters Day Care	Internal	JUV	142
5/9, 16, 30	Queen's Daughters Day Care	External	JUV	70
5/17	St. Peter's	External	JUV	34
5/20	Vive School	External	JUV	50
5/25	Cross Hill Academy	Internal	JUV	90
4 sessions	Homeschool Visit	Internal	JUV	28

**HOMEWORK HELPER**

Date(s)	Type	Attendance
15 sessions	JUV	141

**NUMBER OF LIBRARY PROGRAMS: 152**

**ATTENDANCE AT LIBRARY PROGRAMS: 2,658**

**NON-LIBRARY PROGRAMS**

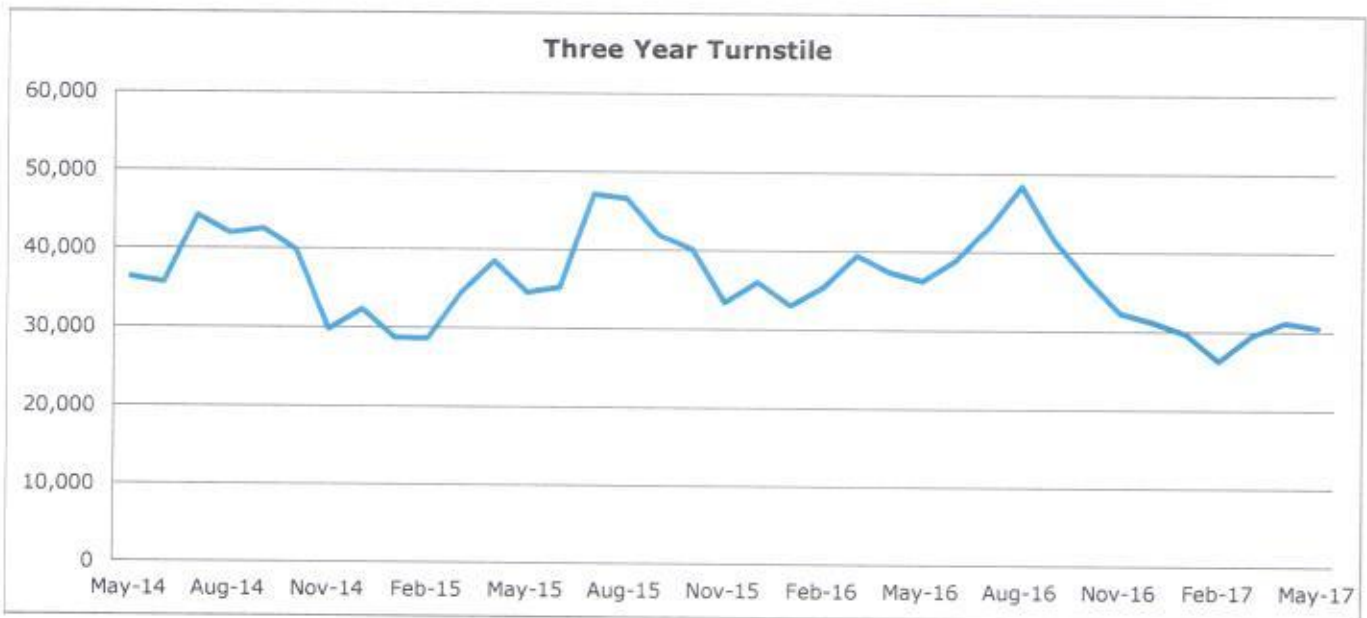
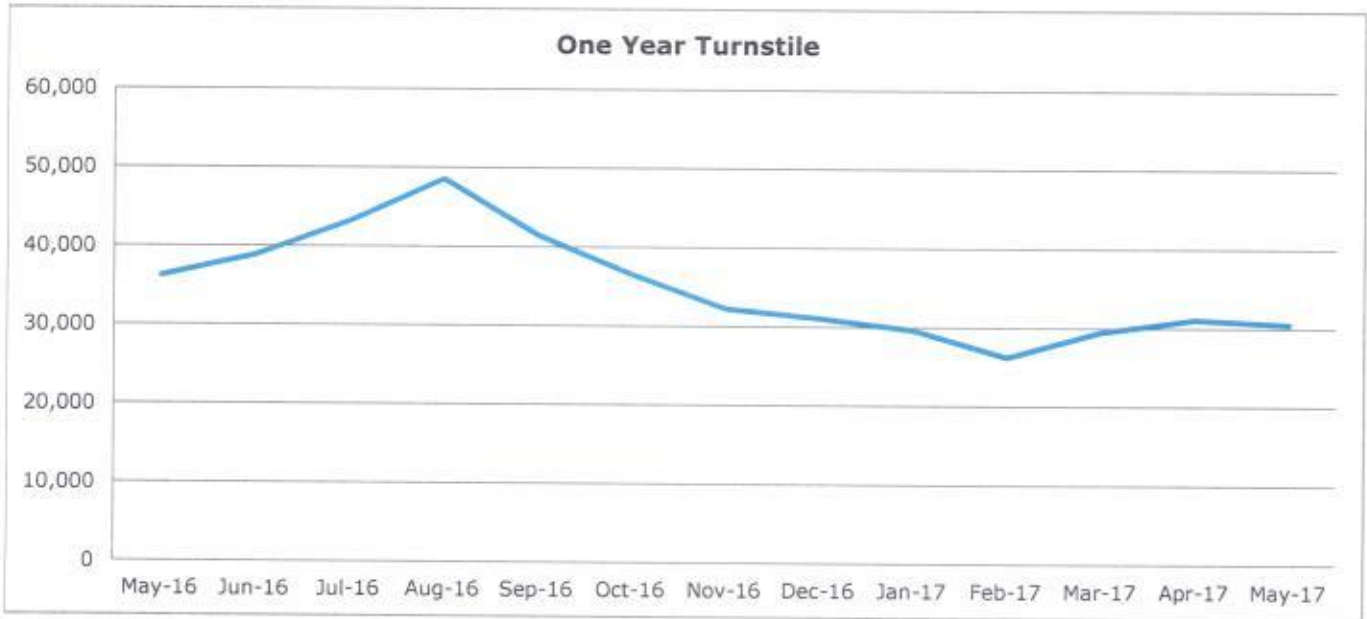
Date(s)	Program	Attendance	Fee
5/1, 5	YPS Saunders High School: AP Exam Administration	55	
5/1	Emblem Health New York History Hour Discussion	6	
5/1	Yonkers Paddling & Rowing Club Board Meeting	9	
5/1	North Yonkers Knights Team Registration	14	
5/1	Liga de Yonkers Soccer League Meeting	13	
5 sessions	Netflix Film Shoot: 7 Seconds	250	
5/2	Local 628 Firefighters	12	
5/2	City of Yonkers Workforce Development: ACS Homecare Orientation	32	
5/2, 16, 30	U.S. Small Business Administration Emerging Leaders 2017	58	
5/2	Columbia University Sustainable Westchester SUMA Presentation	13	
5/3, 17	Hope & Love Book Club	18	
5/4	Hudson Valley Community Services HIV/AIDS Prevention Education	26	
5/4	Greyston Learning Center Children's Art Show Reception	60	\$400.00
5/5	YPS Grandparent Engagement Workshop	26	
5/6	Yonkers Partners in Education Princeton Review SAT Practice Exam	146	
5/6	Yonkers Partners in Education SAT/ACT Prep	84	
5/6	Westchester Black Democrats	12	
5/6	Yonkers Arts Weekend Art Show Reception	152	
5/6	Congressman Elliot Engel Congressional Art Competition Awards	56	
5/6	Gamma Phi Delta Meeting	8	
5/6	Mature Women Spilling Tea (MWST) Women's Networking	11	\$25.00
5/6	Park Ave Investment Club	8	
5/7	Sister District Volunteer Meeting	85	
5/8	Israelite Church of God in Jesus Christ: Revealing the Twelve Tribes of Israel	13	
5/9, 15	Yonkers Arts Meeting	17	
5/10	YPS Yonkers Basics: My Brother's Keeper Milestone Summit	350	
5/10	Family Services Society of Yonkers: Caregiver Grand Rally Viewing Party	9	
5/10	Yonkers Coalition for Youth Meeting	18	
6 sessions	City of Yonkers Civil Service: Fire Lieutenant Classes	260	
5/11	YPS Testing: Math Exam Verification	52	
5/11	First Ward Meeting	5	
5/11	Project Inspire Meeting	6	
5/11	Families of Color for Unity and Solidarity (FOCUS) Mother's Day Roundtable	19	
5/11	Project Reach for LYFE Coalition Meeting	31	
5/12	Westchester DSS Community Partners for Undoing Racism	6	
5/13	Fit Club	10	\$150.00
5/13	Families of Color for Unity and Solidarity (FOCUS) Mother's Day Memorial	20	
5/15	Andrus Community Services: Healthy Families Poetry Night	30	
5/15	CLUSTER Board Meeting	21	
5/15	Avon District Meeting	27	\$100.00
5/18	LGBTQ Advisory Board GSA Meeting	21	
5/19	Family Services Society of Yonkers Grandparent Luncheon	19	
5/20	Oromo Diaspora Community Meeting	12	
5/21	NYCD16 Indivisible Meeting	96	
5/21	Yonkers Sanctuary Movement Meeting	8	
5/22	Community After School ESL Tutoring	32	
5/22	VOCAL NY Chapter Meeting	29	
5/22	American Cancer Society Relay for Life	26	
5/23, 25	YPS ELA Training	31	
5/24	YPS Testing ELA Exam Verification	47	
5/25	YPS Cross Hill Academy Class Visit Lunch	47	
5/26	City of Yonkers Workforce Development Summer Youth Employer Orientation	36	
5/31	YPS NYSESLAT Scoring	48	
5/31	YPS Restorative Practices/PEAS Workshop	22	

**ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,522**

**GRAND TOTAL PROGRAM ATTENDANCE 5,180**

**Electronic Use Count**

	<u>Count</u>
PC Sign Up	10,985
26 English-speaking Computer Classes	188
14 Spanish-speaking Computer Classes	26
<b>TOTAL ELECTRONIC USE COUNT:</b>	<b>11,199</b>
<b>RIVERFRONT LIBRARY TURNSTILE COUNT:</b>	<b>30,527</b>





Room	# Events	Hours	Utilization
Arts & Crafts Room	27	52.50	18.62%
Auditorium	9	24.00	8.51%
Auditorium and Event Space	9	28.00	9.93%
Board Room	22	154.75	54.88%
Community Room A	11	24.75	8.78%
Community Room A & B	26	116.00	41.13%
Community Room B	8	26.50	9.40%
Event Space	2	17.00	6.03%
Learning Lab	44	82.50	29.26%
Maker Lab	7	16.75	5.94%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	0	0.00	0.00%
Room 1	3	9.25	3.28%
Room 2B	30	77.00	27.30%
Room 3	0	0.00	0.00%
Room 4B	26	81.75	28.99%
Small People's Place	28	48.50	17.20%
Table Space 1	24	101.00	35.82%
Tech Central	15	34.50	12.23%
Third Floor Computer Lab	1	3.00	1.06%
Yonkers Room	30	97.00	34.40%
Young Adult Room	11	31.75	11.26%

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

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

**REGULAR LIBRARY PROGRAMS**

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
5/1,2,8,9,15 & 16	Nursery Rhyme Time	Juv	140
5/2,9 & 16	11 am Story Time	Juv	41
5/3,4,10,11,17 & 18	Mother Goose Time	Juv	168
5/3,10,17,24 & 31	Chess Club	Juv	14
5/4	Celebrate Children's Book Week	Juv	40
5/5,12 & 19	Baby Time	Juv	36
5/9	Mother's Day Story & Craft	Juv	37
5/12	Lego Club	Juv	32
5/13	Saturday Story Time	Juv	7
5/15	Celebrate Honeybees	Juv	31
5/22	Arch for Kids-Playhouse Design	Juv	40
5/23	Musical Story Time with Gigi	Juv	50
5/25	Bilingual Story Time	Juv	18
5/30	Dental Story Time	Juv	30
5/2,9,16,23 & 30	Crochet Club	Adult	50
5/2,4,9,13,16,20, 23,25 & 30	Senior Benefit Information Center	Adult	20
5/4,11,18 & 25	Bridge Club	Adult	64
5/6	Book Sale-Sponsored by Friends of YPL	Adult	695
5/7	Yonkers Male Glee Club-Friends of YPL	Adult	96
5/8 & 15	Sing Memorable Songs	Adult	80
5/8	String Instrument Meet Up	Adult	4
5/10	Webs Career Counseling	Adult	8
5/11	Demystifying Medicare	Adult	10
5/18	Movie of the Month-Fences	Adult	31
5/21	A Stroll in the Piazza-Friends of YPL	Adult	80
5/22	Feature Film-The Picture of Dorian Grey	Adult	10
5/23	Fine Art Film-My King	Adult	25
5/30	Book Discussion w/ Laurie Antash	Adult	13
5/8,15 & 22	Teen Board Game Challenge	YA	5
5/3,10,17,24 & 31	Coloring for Teens	YA	4
5/4,11,18 & 25	Teen Tech	YA	12
5/5	Brain-Breaker	YA	3
22 Sessions	Electronic Games	YA	115
22 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	678

**CLASS VISITS**

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
5/3,4,11 & 12	Montessori	Juv	84

**OUTREACH**

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

**HOMEWORK HELPER**

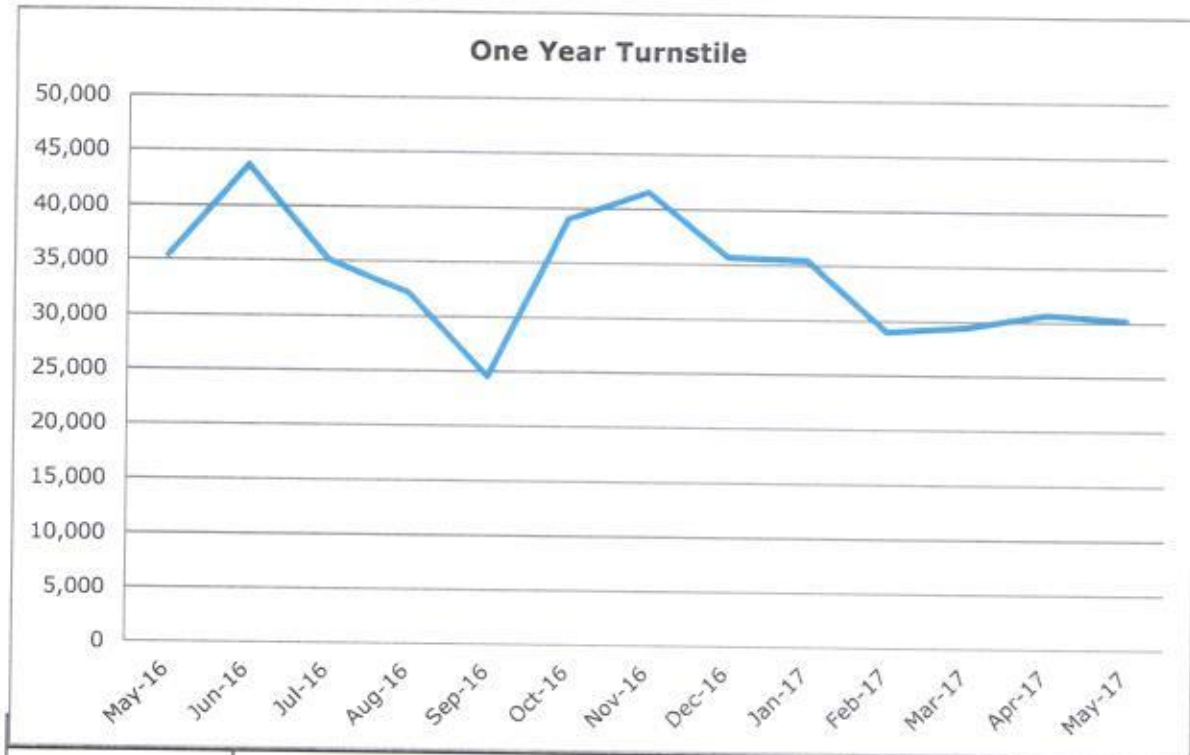
Date(s)	Program	Type	Attendance
18 Sessions	Homework Helper	Juv	90

**NUMBER OF LIBRARY PROGRAMS****141****ATTENDANCE AT LIBRARY PROGRAMS:****2,861****NON-LIBRARY PROGRAMS**

Date(s)	Program	Attendance	Fee
5/1	Writers' Workshop	6	
5/2,5 & 19	UFT Retired Teachers	150	
5/2 & 16	Chaminade Club	45	
5/3,4,8,9,24 & 25	Board of Elections	120	
5/3	UFO Roundtable	20	
5/3	Hispanic Professionals	2	
5/4	Community House Innovations	15	
5/6	National Council of Negro Women	10	
5/8 & 9	La Leche of Yonkers	12	
5/10	SEIU 704	20	
5/10	National Stuttering Association	4	
5/11	Philharmonic Society of Westchester	10	
5/13	NAMI	12	
5/13	Romance Writers of Westchester	10	
5/14	Music Conservatory of Westchester	25	
5/15,19 & 22	Brandeis Womens Club	60	
5/15	Aquehung Democratic Committee	9	
5/16	AARP	30	
5/20	Driver's Safety	40	\$50
5/21	Yonkers Amateur Radio Club	25	
5/24	Yonkers Housing Action	22	
5/24	Toastmasters	12	
5/24	Star Talk Hindi	7	
5/28	Ahmadiyya Muslim Community	25	
5/30	NYCD 16 Indivisible	35	
5/30	Little Radical Theatrics	10	
5/31	Score	15	
5/31	Prime Locations	60	
21 Sessions	Little Learners-Parks Dept.	420	
21 Sessions	Senior Center-Yonkers Park Dept	525	

**ATTENDANCE AT NON-LIBRARY PROGRAMS:****1,756****GRAND TOTAL PROGRAM ATTENDANCE****4,617****PC Sign Up****7,343****10 Computer Classes****50****TOTAL ELECTRONIC USE COUNT:****7,393****Will Library Turnstile Count****30,215**





Auditorium	147.5	47.28%
Meeting Room	15	4.81%
Projection Room	156.5	50.16%
Sen. Flynn Room	52	16.91%
Story Room	74	23.82%

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

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

**REGULAR LIBRARY PROGRAMS**

# of sessions	Program	Type	Attendance
3 sessions	Tech Drop-In	A	32
2 sessions	Sing Memorable Songs	A	28
4 sessions	News & Brews	A	84
1 session	TumbleBooks Demo	A	156
4 sessions	PC Cruzin'	A	32
12 sessions	Help Desks	A	12
2 session	Yoga for Yogis	A	16
5 sessions	Color @Crestwood	A	47
2 sessions	Non-pretzel Yoga for Adults	A	36
2 session	Bronx Center Visits	A	18
1 session	Crestwood Cares Crafts for a Cause	A	63
1 session	Crestwood Reiki Experience	A	13
1 session	Total Boox	A	26
1 session	YPL Website Demo	A	69
1 session	Lynda.com	A	10
1 session	ComicsPlus	A	18
1 session	Find Your Next Good Book to Read	A	12
1 session	Social Media	A	8
4 sessions	Mahjong	A	43
1 session	Relax and Restore Sound Meditation	A	24
1 session	Crestwood Book Club	A	12
4 sessions	Art with Michael	A	26
2 sessions	Meditation Monday	A	12
1 session	Mother's Day Story and Craft	JUV	16
1 session	Saturday Storytime	JUV	12
1 session	Feline Fun	JUV	26
1 session	Wikity Stick Birthday Party	JUV	16
2 sessions	Science with Sharon	JUV	39
10 sessions	Music & Merriment (9:30 & 11am)	JUV	538
2 sessions	Lego Club	JUV	22
4 sessions	Crestwood Cinema	JUV	49
1 session	Crestwood Reiki Experience for Kids	JUV	17
1 session	Washi Tape Workshop	JUV	30
1 session	Third Thursday: Red White Blue Storytime	JUV	17
2 sessions	Dance with Daphne	JUV	82
4 sessions	Chess	JUV	57
1 session	Teen Readers: Book Group	YA	8
5 sessions	Teen Tuesdays	YA	40
1 session	Book Buzz	YA	67
1 session	VOLUNTEENS	YA	8

**HOMEWORK HELPER**

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

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

**96**  
**1,841**

**NON-LIBRARY PROGRAMS:**

Date(s)	Program	Fee	Attendance
9 sessions	Parks Dept. Senior Group #16	N/A	101
5/3	Friends of Crestwood Library Board Meeting	N/A	6
5/20	Crestwood Historical Society 20th Anniversary	N/A	43
5/25	Homeschooler Nature and Science Club	N/A	48

**ATTENDANCE AT NON-LIBRARY PROGRAMS:** **0** **198**

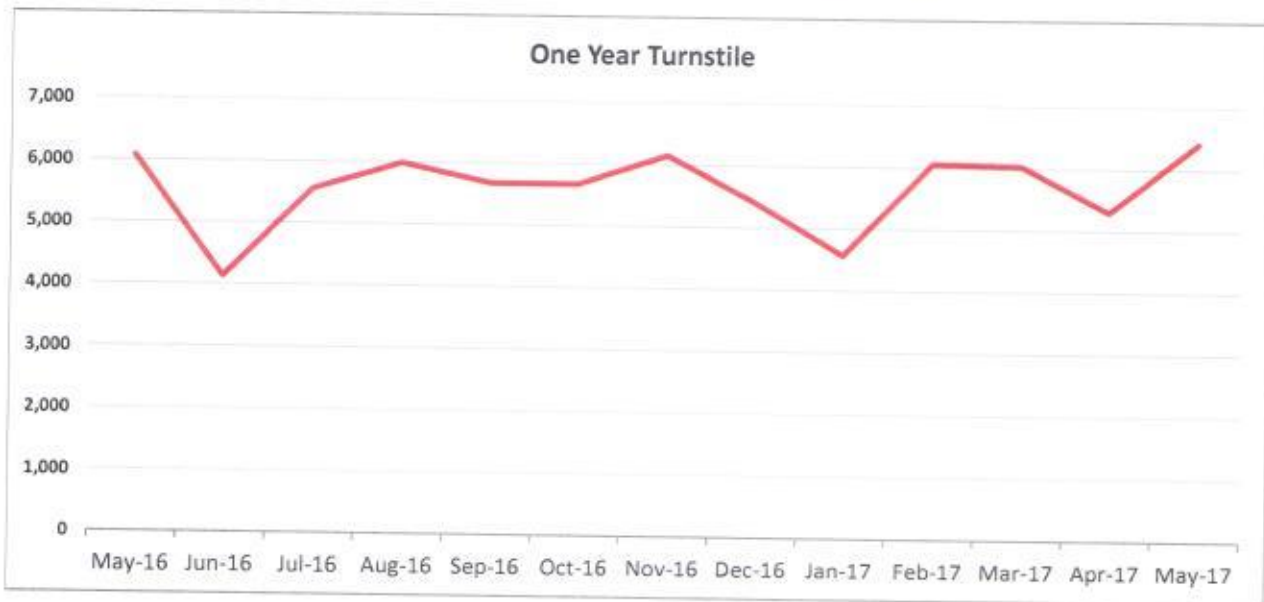
**GRAND TOTAL PROGRAM ATTENDANCE:** **2,039**

**Electronic Use Count**

PC Sign Up	Count 277
26 Computer Events- Classes/workshops/drop-ins/help desk	375

**TOTAL ELECTRONIC USE COUNT:** **652**

**CRESTWOOD LIBRARY TURNSTILE COUNT:** **6,412**



Room	# Events	Hours	Utilization
Adult Computer Area	24	26	14.90%
Children's Room	62	112	64.18%
Reading Room	14	27	15.47%
Teen Corner	7	26	13.75%
Outside	1	1	0.57%
	<b>108</b>	<b>192</b>	

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



# **BOOK STOCK**

For the Month of MAY 2017

<b>RIVERFRONT LIBRARY</b>	<b>2017</b>	<b>2016</b>
Number of volumes at end of previous month	<b>159,871</b>	
Number of volumes added this month	<b>940</b>	
<b>TOTAL</b>	<b>160,811</b>	
Number of volumes lost/withdrawn this month	<b>2,028</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>158,783</b>	<b>157,591</b>

<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>148,889</b>	
Number of volumes added this month	<b>1,167</b>	
<b>TOTAL</b>	<b>150,056</b>	
Number of volumes lost/withdrawn this month	<b>1,127</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>148,929</b>	<b>154,507</b>

<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>22,040</b>	
Number of volumes added this month	<b>224</b>	
<b>TOTAL</b>	<b>22,264</b>	
Number of volumes lost/withdrawn this month	<b>85</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>22,179</b>	<b>21,207</b>

<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>329,891</b>	<b>333,305</b>
--	----------------	----------------

## Social Media Statistics May 2017

### FACEBOOK Snapshot

Total Likes	New Likes	Page Engagement*	Total Posts	Monthly Total Reach**
2,311	39	6,302 (-4%)	46	4,382 (-6%)

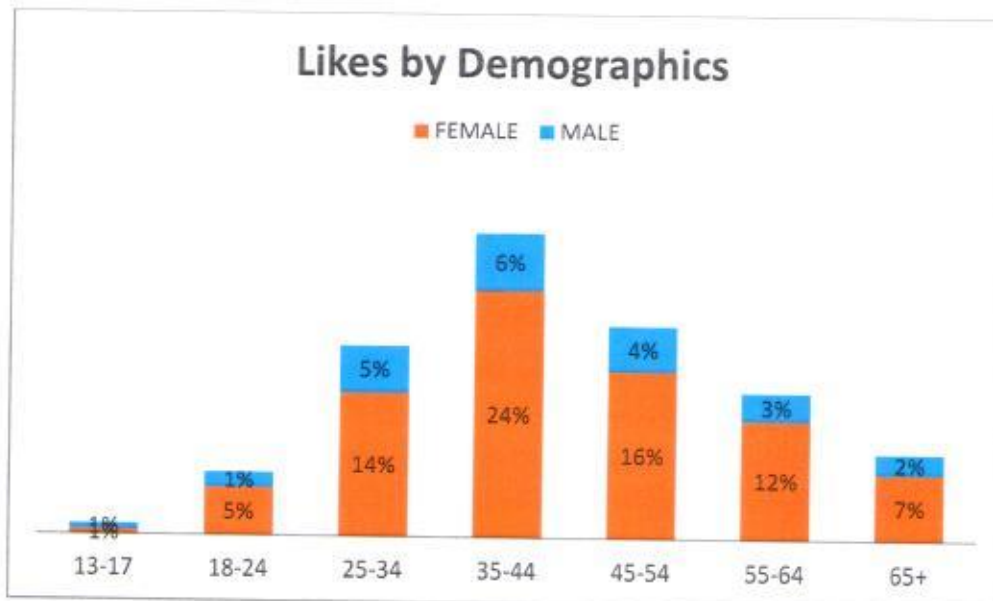
\*Page engagement: Likes, clicks, comments, and shares

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

### Top 6 Posts

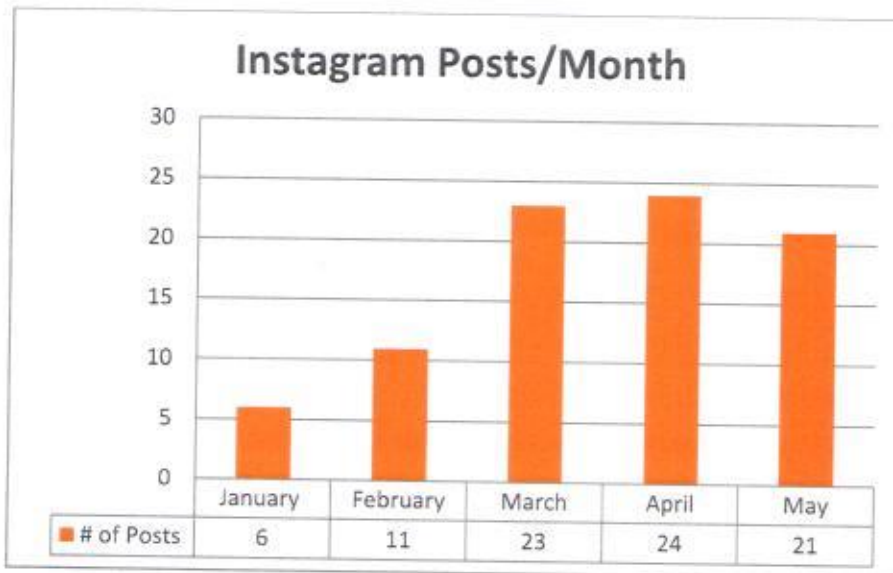
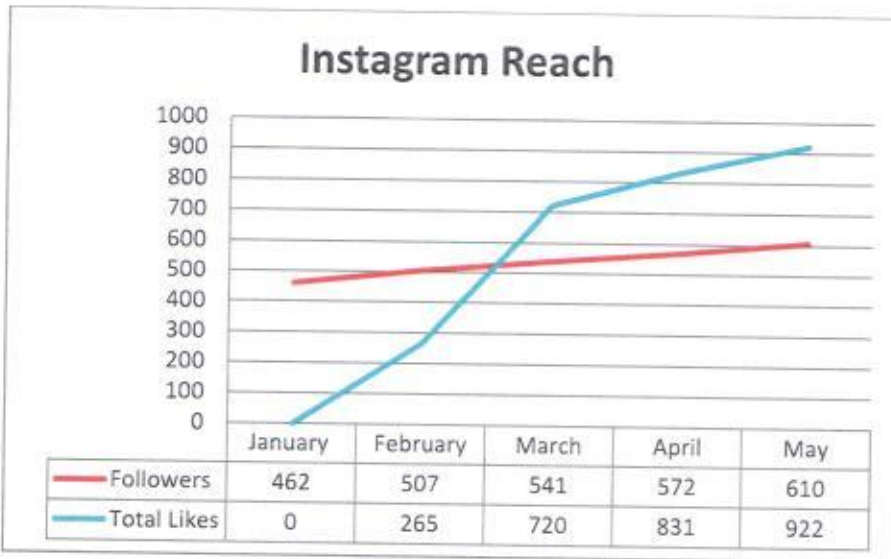
Dates	Content	Reach	Engage	Content Type
05/16/17	Charlotte is our little model this afternoon as she shows off the brand new shopping baskets...	937	46	Young patron
05/11/17	We had a fantastic day on May 4th celebrating the 1 year anniversary of Tech Central.	615	38	Tech Central Event
05/16/17	Congratulations, Eugene!!!	511	33	Staff recognition
05/08/17	When they said scaffolding was going up today at the Grinton I. Will Library, they meant it!	849	27	Will Construction
05/07/17	Celebrating "Cinco de Mayo" at the Children's Department of the Riverfront Library with the community.	511	26	Children's program
05/16/17	Were you worried about those gorgeous murals in the reading room?	464	22	Will Construction

### Likes by Demographic



# INSTAGRAM

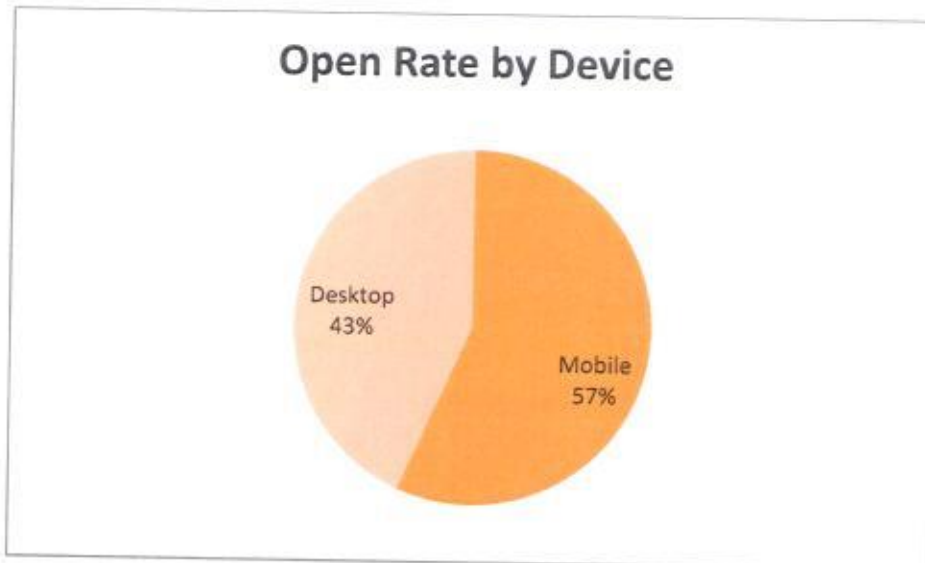
## Snapshot





**CONSTANT CONTACT**  
**May eNewsletters**

Date	Campaign Name	Total Sent	Total Unique Opens	Total Unique Clicks	Open Rate	Total Unsubscribes
5/2/2017	Tech Central 1st Anniversary	7,801	1,731	68	23%	13
5/8/2017	Will Library Renovation	7,780	1,848	67	24%	7
5/9/2017	Crestwood Family-Friendly Programs	7,782	1,535	133	20%	8
5/16/2017	Marketing and Accounting Classes	7,771	1,697	111	22%	10
5/18/2017	Crestwood Historical Society	7,762	1,434	24	19%	7
5/22/2017	Family-Friendly Programs this Week	7,754	1,343	104	18%	4
5/23/2017	Will Library Renovation *Update*	7,750	1,669	191	22%	4
5/27/2017	Riverfront Art Gallery	7,746	1,453	53	19%	8
5/31/2017	Feng Shui	7,737	1,460	111	19%	5



# MEETING MINUTES



**DATE:** May 31, 2017  
**TO:** All Attendees  
**RE:** Yonkers Library - Will Branch

A meeting was held at Yonkers Public Library Grinton I Will Branch at 10:00 AM on May 30, 2017.

## Present:

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

The following is a summary of the items discussed:

## **Contracts**

1. Signed Contracts, Proof of Insurance, and Bonds have been received by KG+D and distributed to appropriate parties.
2. Schedule of Values and Project Schedule have been received and reviewed by KG+D.

## **Approvals**

1. Milcon has obtained an Asbestos Abatement Permit, the demolition of the sun shades at the Reading Room falls within the scope of that permit as does the removal of the existing windows and concrete panels.
2. Milcon is finalizing the scaffolding permit.
3. Building Permit is pending. Milcon to check in with City of Yonkers Building Department. Milcon may need YPL to facilitate.

## **Schedule**

1. Project Schedule has been submitted and reviewed.
2. Current Schedule has demolition completed at the end of June.

3. Immediately following demolition all exposed surfaces will be inspected, repaired and prepared for new finish materials. There may be a down time between the surface preparation and the arrival of new finish materials. That has been accounted for in the project schedule.

### **Submittals**

1. Submittals are up to date.
2. Milcon will need a color selection for the terra cotta panels to place the order. This is the longest lead time item.
3. Windows suppliers are working on shop drawings and data for submittal.

### **RFI's**

1. Color selection for the accent colors on the edge of the new sun shades at the Reading Room is the only open RFI.

### **Potential Change Orders**

Milcon to submit estimates for the following items:

1. Replacement / repair of the roof over the Main Lobby.
2. Cost to prepare shop drawings for the terra cotta baguette shading system outside the Children's Library.
3. Disposal of the sun shade panels if the caulk is found to contain asbestos.
4. Repairs to the existing wall behind the concrete panels in excess of those accounted for in the bid documents.

### **Logistics / Safety**

1. Railings and concrete repair work at the main entrance were set aside temporarily to allow for a larger contingency. These items will likely be added back. KG+D will be able to make a recommendation once demolition is complete.
2. Milcon to review the logistics for removal of the sun shades. Current method for removal is labor and time intensive.
3. Milcon and KG+D to consider corrosion prevention on the embedded anchors that remain after the removal of the sun shades.
4. Milcon has contacted Omega to coordinate air monitoring during asbestos abatement.
5. YPL has received minor complaints regarding the construction, all issues have been addressed.
6. YPL is satisfied with the temporary wall and air conditioning.

### **Action Required:**

1. KG+D to send drawings of the existing building and the engineering report to inform the shade and concrete panel removal.



### **Review Completed Work**

1. Site set up mobilization is complete.
2. Temporary wall and scaffolding are complete. Milcon to better seal the poly sheets that meet the framed wall and ceiling prior to demolition of the windows.
3. Removal of the sun shades is under way. The Library is testing the caulk on the shades for asbestos. This may impact the project schedule and may result in a change order.

### **Next Meeting**

The next meeting will be Tuesday, June 13, 2017 at 10:00 AM

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

cc: All Attendees

# MEETING MINUTES



**DATE:** June 15, 2017  
**TO:** All Attendees  
**RE:** Yonkers Library - Will Branch

A meeting was held at Yonkers Public Library Grinton I Will Branch at 10:00 AM on June 13, 2017.

## Present:

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

The following is a summary of the items discussed:

## **Contracts**

## **Approvals**

1. Building Permit has been issued by the City of Yonkers, it is posted on site and a copy of the approved drawings are also on site.
2. The City of Yonkers determined they will not issue a scaffold permit because the scaffolding is inside of the building and not outside. KG+D would like a copy of the engineer signed and sealed scaffolding drawings for our records.

## **Schedule**

1. Demolition is running about 1 week behind schedule due to the asbestos testing on the existing sun shades and weather. This should not impact the overall project schedule since there is a scheduled down time between concrete repair and surface preparation and the installation of finish materials.
2. Two week look ahead schedules were distributed by Milcon and removal of the Reading Room windows with correlating asbestos abatement is scheduled to start Thursday, June 15 and continue through the end of June. Milcon has coordinated with Omega, the air monitoring company.

**Kaeyer, Garment + Davidson Architects, PC**

281 Main Street, Mount Kisco, New York 10549

914.666.5900 kgdarchitects.com

**Action Required**

1. Milcon to supply YPL with corrected Asbestos Notifications listing Omega as the air monitoring company.

**Submittals**

1. YPL and KG+D selected the final color for the terracotta. The data portion of the terracotta submittal should be complete.
2. Window data submittal indicated curtain wall for the Reading Room windows. KG+D specified storefront for this location due to the high price of curtainwall during the bid process. KG+D asked Milcon to investigate the price increase to have curtainwall installed as we originally intended, in front of the existing columns, instead of the storefront. Milcon was informed by their supplier that the curtainwall installed in front of the existing columns will be approximately a \$28,000 increase in cost.

**RFI's**

1. There are no open RFI's.

**Potential Change Orders**

Milcon to submit estimates for the following items:

1. Milcon is working on an estimate for replacement / repair of the roof over the Main Lobby.
2. Cost to prepare shop drawings for the terra cotta baguette shading system outside the Children's Library.
3. The caulk on the existing sun shades were found to be negative for asbestos there for no change order is necessary for disposal of the sun shade panels.
4. Repairs to the existing wall behind the concrete panels in excess of those accounted for in the bid documents, will be assessed upon removal of the panels.

**Change Orders**

1. Milcon to submit a change order reflecting the installation of curtainwall at the Reading Room instead of storefront.

**Logistics / Safety**

1. Railings and concrete repair work at the main entrance were set aside temporarily to allow for a larger contingency. These items will likely be added back. KG+D will be able to make a recommendation once demolition is complete.
2. Milcon removal of the existing sun shades is 70% complete as of this meeting.
3. Milcon and KG+D to consider corrosion prevention on the embedded anchors that remain after the removal of the sun shades.
4. Milcon has contacted Omega to coordinate air monitoring during asbestos abatement.



5. YPL has received minor complaints regarding the construction, all issues have been addressed.
6. YPL is coordinating with Milcon to secure the discarded steel from the sun shade demolition and set aside those panels YPL wishes to keep until YPL decides what they would like to do with the shades.

### **Review Completed Work**

1. Site set up mobilization is complete.
2. Temporary wall and scaffolding are complete. Milcon to better seal the poly sheets that meet the framed wall and ceiling prior to demolition of the windows.
3. Removal of the sun shades is nearly complete. No asbestos was found on the sun shade caulking.

### **Next Meeting**

The next meeting will be Tuesday, June 27, 2017 at 10:00 AM

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

cc: All Attendees