

**YONKERS PUBLIC LIBRARY  
AGENDA FOR BOARD MEETING  
RIVERFRONT LIBRARY  
July 20, 2017**

**MINUTES**

**[ACTION ITEM]**

Approve Minutes of Board Meeting of June 20, 2017.

**STAFF PRESENTATION**

Christine Bitetti, Technology Instruction Coordinator

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE'S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

**[ACTION ITEMS]**

Ratify the following appointments:

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

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

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

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

Ratify the following salary increases:

Edward Falcone, Library Director, \$160,000, effective 7/1/17

Susan Thaler, Asst. Library Director, \$136,000, effective 7/1/17

Vivian Presedo, Business Manager, \$119,000, effective 7/1/17

Ratify the following hourly pay increase:

Ahmed Murshed, P/T Page, \$11.00/hr., effective 7/1/17

Acknowledge the following terminations:

Annamma Ouseph, P/T Page, \$11.00/hr., effective 7/8/17

Katie Farragher, P/T Page, \$11.00/hr., effective 7/8/17

Zahra Edwards, P/T Page, \$11.00/hr., effective 7/15/17

## **COMMITTEE REPORTS**

### **Finance, Budget & Planning**

Maron, Jannetti\*

### **Employee Relations**

Maron, Greenwald\*

### **Buildings & Grounds**

Maron, Buckley\*, Santana, Touba

### **Fundraising & Development**

Maron, Santana\*, Buckley, Touba,  
Greenwald

Foundation Update

## **RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedule #781

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

Trustee Joseph Puglia to fill Gregory Arcaro's unexpired term of 12/31/18.

**[ACTION ITEM]** Grant Disbursement Agreement Resolution

**[ACTION ITEM]** Approval of 2016 State Report

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

**Wednesday, September 13, 2017,**

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

**ATTENDANCE**

TRUSTEES:	Nancy Maron Anietra Guzman-Santana Jim Buckley Derrick Touba Stephen Jannetti
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:	None

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

**MINUTES**

On motion of Tr. Buckley, seconded and carried, the Board approved the Minutes of the Board Meeting of May 25, 2017.

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

Director Falcone informed Board members that the Will façade project was back on schedule after a pause for testing the caulking in the sun shades.

Director Falcone said he received official word that the Library will receive \$153,804 from the Public Library Construction Aid program to support the façade project.

Director Falcone told Board members that the City Council officially passed the budget of 2017-18 on June 1<sup>st</sup>. Minor adjustments to other COY departments were made but the library budget was adopted as-is.

Director Falcone advised the Board members that on June 15<sup>th</sup> a meeting was held with representatives from the children's services departments to review their role in implementing the strategic plan. Director Falcone said that the staff was enthusiastic participants in the discussion.

Deputy Director Thaler said that the new museum passes program is going smoothly. A gradual publicity push via social media, press release and e-mail is in the works.

Director Falcone informed Board members that the risk assessment specialist from our new insurance provider was given a tour of the three branches by Business Manager Presedo. The specialist had a few recommendations, but was satisfied with the overall state of our branches.

Director Falcone told the Board members that a large-capacity MakerBot printer and a laser cutter were added to Tech Central this month.

### **UNION REPRESENTATIVE'S REPORT** – None

### **WLS REPORT** – None

### **PERSONNEL REPORT**

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

The Board ratified the following salary increase:  
Renee Rabadi, Library Trainee, \$42,828/yr., effective 6/16/17

### **COMMITTEE REPORTS**

**Finance, Budget & Planning:** Maron, Jannetti

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved transferring \$25,000 from the contribution checking account to open a 13 mo. CD at Sterling National Bank at a rate of 1.25%.

**Employee Relations:** Maron, Greenwald

On motion of Tr. Guzman-Santana, seconded and unanimously carried, the Board adopted the proposed Policy for Management Evaluation and Salary Increases.

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

**Fundraising & Development:** Maron, Santana, Buckley, Touba, Greenwald  
Trs. Maron and Guzman-Santana had a meeting on June 1 with Leslie Burger, Strategic Planner, regarding foundations and not-for-profit fundraising.

### **PAYMENT OF BILLS**

On motion of Tr. Buckley, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #780.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

Director Falcone is working with Library IT personnel to develop an on-line library card application form.

Director Falcone requested permission from the Board to hold a home brewing demonstration program in Tech Central at a date to be determined. A beer tasting would be part of the program. Director Falcone distributed copies of the current YPL policy on serving alcohol in the library. He said that

the program would be in compliance with the policy, but he was planning to have the policy updated in the near future.

**NEXT BOARD MEETING DATE** – Thursday, July 20, 2017, Riverfront Library

The Board went into executive session at 8:50 p.m. to discuss job performance of management staff.

On motion of Tr. Jannetti, the Board approved the attached Management Salary Increase Resolution.

On motion of Tr. Jannetti, the Board approved the following salary increases, upon recommendation of the Library Director, given the excellent performance of executive staff:

Susan Thaler, Assistant Library Director, from \$131,223 to \$136,000  
Vivian Presedo, Business Manager, from \$115,000 to \$119,000

Following a review of his continuing strong leadership of the library, including assembling an excellent management staff through recruiting and promotion from within, securing funding and launching major capital improvements for the Will branch, and opening the doors of the innovative Tech Central space, Tr. Jannetti motioned and the Board approving increasing the salary of Edward Falcone, Library Director, from \$154,000 to \$160,000.

The Board meeting resumed at 10:29 p.m.

The Board meeting adjourned at 10:31 p.m.

Edward Falcone  
Library Director & Secretary

## RESOLUTION

RESOLVED, that the Board of Trustees of the Yonkers Public Library has adopted the following *Policy for Management Evaluation and Salary Increases*:

**Background:**

There are six positions at the YPL that are not governed by union contract. These are often referred to as "exempt" positions. It is up to the discretion of the Board of Trustees to determine how and when to fund salary increases for these positions. Until now, there has been no formal policy outlining this process.

**Proposal:**

Salary increases, whether merit or cost-of-living (COLA), for staff in "exempt" positions shall be determined by the Board upon recommendation of the Library Director. In the case of the Library Director, the Employee Relations Committee shall serve as the evaluative body.

**Procedure:**

Each calendar year by September 30, goals will be established for each exempt position and determined by the staff member and his or her supervisor. In the case of the Library Director, the goal setting discussion will take place between the Director and the Employee Relations Committee members. This goals document will establish the measures against which he or she will be evaluated at the end of each year.

Staff evaluations will take place each year in May or June, with final goals established no later than September 30. Results and recommendations for any salary adjustments will be shared with the Board prior to the October meeting. Recommendations may include permanent adjustments or one-time payments.

The Board will review and vote on the recommendations of the Library Director in the November meeting, so that changes can be included in the budget request for the following year.

Salary changes will go into effect in July of the following year, provided that funding has been secured.

# Yonkers Public Library

## Bill List June 2017

<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>CAPITAL FUNDS</b>			
BAKER & TAYLOR	MATERIALS	6/2/2017	15,582.87
BAKER & TAYLOR	MATERIALS	6/26/2017	24,783.97
BARNES & NOBLE	MATERIALS	6/16/2017	307.65
MIDWEST TAPE	MATERIALS	6/16/2017	9.59
MIDWEST TAPE	MATERIALS	6/9/2017	10.39
MIDWEST TAPE	MATERIALS	6/9/2017	39.98
MIDWEST TAPE	MATERIALS	6/16/2017	85.96
MIDWEST TAPE	MATERIALS	6/9/2017	111.94
MIDWEST TAPE	MATERIALS	6/16/2017	237.06
MIDWEST TAPE	MATERIALS	6/9/2017	595.02
MIDWEST TAPE	MATERIALS	6/16/2017	856.54
MILCON	FAÇADE RECONSTRUCTION	6/2/2017	336,001.69
MULTICULTURAL BKS & VIDEOS	MATERIALS	6/16/2017	35.09
MULTICULTURAL BKS & VIDEOS	MATERIALS	6/16/2017	74.53
MULTICULTURAL BKS & VIDEOS	MATERIALS	6/16/2017	126.12
MULTICULTURAL BOOKS & VIDEOS	MATERIALS	6/9/2017	116.33
OLA CONSULTING ENG.	BOILER DESIGN	6/2/2017	5,065.05
RECORDED BOOKS	MATERIALS	6/9/2017	41.60
ROWMAN & LITTLEFIELD PUBL. GP	MATERIALS	6/9/2017	61.75
THE BILINGUAL PUBLICATIONS CO.	MATERIALS	6/9/2017	271.50
<b>TOTAL</b>			<b>384,414.63</b>



<b>Vendor Name</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
<b>CONTRIBUTIONS FUNDS</b>			
AMAZON	ART GALLERY SUPPLIES	6/19/2017	272.96
ANDUJAR, TARA	5TH PLACE TALENT SHOW TIE	6/26/2017	50.00
BAIRD, ZAHRA M.	SUPPLIES EXPENSE	6/12/2017	8.98
BELLA VISTA DELI	BOARD MEETING 6/20/2017	6/26/2017	125.00
CALVERT, CLAYTON	ART INSTRUCTOR-9 HOURS	6/2/2017	225.00
COMMUNITY PLANNING COUNCIL	LUNCHEON 5/19/2017	6/26/2017	420.00
DEMCO	FURNITURE	6/19/2017	475.58
DUNBAR, DAVE	PEDESTALS FOR ART GALLERY	6/12/2017	630.00
FALCONE, EDWARD	REFRESHMENTS	6/12/2017	40.96
GOVCONNECTION, INC.	TONER	6/12/2017	219.28
GOVCONNECTION, INC.	TONER CARTRIDGES	6/26/2017	225.41
GOVCONNECTION, INC.	TONER FOR TRAC MACHINES	6/19/2017	538.04
KIRKLAND, KRISTIAN	4TH PLACE TALENT SHOW	6/26/2017	50.00
LEWIS JR., JERRY	PREMIERE PREP	6/26/2017	160.00
LOIACONO, SARA	1ST PLACE TALENT SHOW	6/26/2017	1,000.00
MALONE, SKYE ANDREW	FILMING/TEEN TALENT SHOW	6/19/2017	50.00
OWUSU, JENNIFER	3RD PLACE TALENT SHOW	6/26/2017	250.00
PERELMAN, LUIS	PASSPORT TO YONKERS	6/19/2017	500.00
PRESEDO, VIVIAN	CASTERS/TEEN TALENT SHOW	6/19/2017	7.99
SIEGAL, MARTIN	HOMEWORK HELPER	6/12/2017	337.50
SIEGAL, MARTIN	HOMEWORK HELPER	6/5/2017	750.00
STEPANYAN, SUSANNA	5TH PLACE TALENT SHOW TIE	6/26/2017	50.00
TILSON, ANDREA	HOMEWORK HELPER 6/3-6/9/2017	6/19/2017	312.50
TORRES, ARNALDO	CONFERENCE TRANSPORTATION	6/19/2017	22.00
TORRES, ARNALDO	TEEN TALENT SHOW-SUPPLIES	6/19/2017	41.52
TORRES, ARNALDO	TEEN TALENT SHOW SUPPLIES	6/26/2017	152.98
TV Y NOVELAS	1 YR SUBSCRIPTION	6/12/2017	18.50
VALERIO, AMARA	2ND PLACE TALENT SHOW	6/26/2017	500.00
VARGAS, MARIA	ZUMBA CLASS	6/1/2017	60.00
VARGAS, MARIA	ZUMBA CLASS	6/19/2017	60.00
YONKERS PUBLIC LIBRARY	MOVE TO STERLING CD	6/23/2017	25,000.00
<b>TOTAL</b>			<b>32,554.20</b>

11:00 AM  
 07/11/17  
 Accrual Basis

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

Date	Num	Memo	Amount
<b>Abbey Ice</b>			
06/09/2017	41051	Spring Water	85.50
06/09/2017	41052	Spring Water	53.00
06/27/2017	160495	Rental of Equipment	47.25
06/27/2017	160495a	Rental Of Equipment	88.50
06/27/2017	41464	Spring Water	98.50
Total Abbey Ice			372.75
<b>ABM Systems</b>			
06/26/2017	9946	Air Handler Service	626.00
Total ABM Systems			626.00
<b>All Safe Fire Protection</b>			
06/27/2017	39656-pm	Annual Service-Crestwood	168.16
06/27/2017	39656-pm	Annual Service-Crestwood	243.84
Total All Safe Fire Protection			412.00
<b>American Express</b>			
06/07/2017	676005may17	Supplies, Licenses	686.88
Total American Express			686.88
<b>American Library Association</b>			
06/26/2017	45684433	Supplies	102.55
06/26/2017	45684433	Supplies	5.00
06/26/2017	45684433	Supplies	5.63
06/26/2017	45684433	Supplies	75.82
Total American Library Association			189.00
<b>American Paper Supply (APP)</b>			
06/09/2017	j1141099	Janitorial Supplies	22.88
Total American Paper Supply (APP)			22.88
<b>Amoyaw, Sandy</b>			
06/27/2017	61617	Reimbursement-Program-Healthy Initiat...	160.00
Total Amoyaw, Sandy			160.00
<b>Aramark</b>			
06/09/2017	20180790	Uniforms	65.25
06/09/2017	20030606	Uniforms	-65.25
Total Aramark			0.00
<b>Arch For Kids</b>			
06/07/2017	151	Program-Playhouse Design	250.00
06/27/2017	161	Program-Arch Workshop	250.00
06/27/2017	163	Program-Playhouse Design	250.00
Total Arch For Kids			750.00
<b>B &amp; H Photo</b>			
06/09/2017	126495170	Cassette Conversion to CD/MP3	105.79
Total B & H Photo			105.79
<b>Baird,Zahra</b>			
06/07/2017	52617	Reimbursement-Program Supplies	12.49
06/26/2017	6617	Reimbursement-Program Supplies	57.98
06/27/2017	61617	Reimbursement-Program Supplies	128.58
Total Baird,Zahra			199.05
<b>Battery Universe</b>			
06/26/2017	19544	Battery	121.43
Total Battery Universe			121.43
<b>Bean, Sharon</b>			
06/07/2017	52617	Reimbursement-Program Supplies	45.30
06/26/2017	6117	Reimbursement-Program Supplies	72.83
Total Bean, Sharon			118.13
<b>Bishop, Evan</b>			
06/26/2017	0602017	Program-Instructor cartooning	150.00

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

Date	Num	Memo	Amount
Total Bishop, Evan			150.00
<b>Borrani, Karina</b>			
06/09/2017	52417	Reimbursement-Mileage	41.73
Total Borrani, Karina			41.73
<b>Brodat</b>			
06/07/2017	470559	Supplies	129.60
Total Brodat			129.60
<b>Broken Ankle Productions, Inc.</b>			
06/07/2017	1270	Program-Gigi's Musical Adventures	250.00
Total Broken Ankle Productions, Inc.			250.00
<b>Cablevision Lightpath</b>			
06/26/2017	21254281	Internet	5,234.75
06/26/2017	21262218	Phones	3,544.30
Total Cablevision Lightpath			8,779.05
<b>Cablevision Optimum</b>			
06/07/2017	07803550279may17	Phones/Internet	140.73
06/09/2017	07803544469jun17	TV Box	14.70
06/26/2017	07803065546jun17	TV Box	7.35
Total Cablevision Optimum			162.78
<b>Citadel Pest Control</b>			
06/07/2017	3094	Pest Control	350.00
Total Citadel Pest Control			350.00
<b>City Of Yonkers</b>			
06/30/2017	52017	Rent - Riverfront May 2017	62,500.00
06/30/2017	62017	Rent- Riverfront June 2017	62,500.00
Total City Of Yonkers			125,000.00
<b>Con Edison</b>			
06/09/2017	421731004may17	Will-Gas	150.08
Total Con Edison			150.08
<b>Crossover Yoga Project</b>			
06/27/2017	759	Program-Yoga Class	125.00
Total Crossover Yoga Project			125.00
<b>Crown HVAC</b>			
06/26/2017	7706	Boiler Repair-Crestwood	409.84
06/26/2017	7707	Boiler Repair-Will	900.26
06/26/2017	7400	Boiler Repair-Crestwood	227.16
06/26/2017	7705	Oil Leak-Crestwood	325.00
06/26/2017	7719	Water Leak-Will	438.30
Total Crown HVAC			2,300.56
<b>Crown Janitorial</b>			
06/07/2017	386249-1	Janitorial Supplies	1,464.01
06/07/2017	cr385454-1	Credit For Gloves	-70.32
06/26/2017	388417-1	Janitorial Products	1,456.52
Total Crown Janitorial			2,850.21
<b>Demco</b>			
06/07/2017	6138654	Supplies	6,239.28
06/09/2017	6144669	Supplies	61.82
06/26/2017	6146753	Supplies	79.41
Total Demco			6,380.51
<b>DeWaters, Alice</b>			
06/26/2017	6617	Reimbursement-Program Supplies	59.74
Total DeWaters, Alice			59.74
<b>Dreamland Security</b>			
06/27/2017	105	Security Guard Service	9,944.00

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

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Total Dreamland Security			9,944.00
<b>Faronics</b>			
06/07/2017	inus0169306	Licenses	132.00
Total Faronics			132.00
<b>Full Compass</b>			
06/07/2017	inc00420508	Acclaim Lecturn Deluxe	2,409.00
06/09/2017	inc00421206	Tech Central Equipment	724.20
Total Full Compass			3,133.20
<b>Full Spectrum Laser</b>			
06/07/2017	125320	Extractor	1,100.00
Total Full Spectrum Laser			1,100.00
<b>Gantzer, Ana</b>			
06/27/2017	061417	Reimbursement-Program Supplies	135.17
Total Gantzer, Ana			135.17
<b>Global Equipment Co.</b>			
06/26/2017	111135127	Chair Mat	58.19
06/27/2017	111153015	Chair Mat	58.19
Total Global Equipment Co.			116.38
<b>GovConnection</b>			
06/09/2017	54823802	Computer Products	101.85
06/09/2017	54823804	Computer Products	16.85
06/09/2017	54831821	Computer Products	82.45
06/26/2017	54827602	Computer Products	19.92
06/26/2017	54835736	Computer Products	27.34
06/26/2017	54835890	Computer Products	2,689.58
06/26/2017	54840271	Computer Products	6,489.32
06/26/2017	54844174	Computer Products	191.01
06/26/2017	54854100	Computer Products	2,124.29
06/26/2017	54854101	Computer Products	65.18
06/26/2017	54854102	Computer Products	164.03
06/26/2017	54854104	Computer Products	269.38
06/26/2017	54854105	Computer Products	499.64
06/27/2017	54857842	Computer Products	2,307.68
Total GovConnection			15,048.52
<b>Home Depot Credit Service</b>			
06/09/2017	8633260	Ladders and Heaters	217.45
06/26/2017	8772770	Heaters	99.82
Total Home Depot Credit Service			317.27
<b>Jaquez, Vanessa</b>			
06/07/2017	1	Program-Arts And Crafts Instructor	75.00
Total Jaquez, Vanessa			75.00
<b>Keane &amp; Beane</b>			
06/26/2017	26432	Legal Fees	1,837.50
Total Keane & Beane			1,837.50
<b>LDI Color Toolbox</b>			
06/26/2017	1285316	Maintenance Contract	641.00
Total LDI Color Toolbox			641.00
<b>Lewis, Jerry Jr.</b>			
06/09/2017	1	Program-After Effects Project Instruction	160.00
06/26/2017	102	Program-Photoshop and Adobe	160.00
Total Lewis, Jerry Jr.			320.00
<b>McGibney, Catherine</b>			
06/09/2017	52317	Program-Yoga Class	50.00
Total McGibney, Catherine			50.00
<b>Mitchell's</b>			

11:00 AM  
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**YONKERS PUBLIC LIBRARY**  
**BILL LIST - OPERATING ACCOUNT**  
 June 2017

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
06/27/2017	7953	Subscription	7,103.20
06/27/2017	7954	Subscription	7,490.60
06/27/2017	7955	Subscription	3,944.20
<b>Total Mitchell's</b>			<b>18,538.00</b>
<b>Oriental Trading</b>			
06/09/2017	684033840-01	Supplies	671.24
<b>Total Oriental Trading</b>			<b>671.24</b>
<b>Outragehiss Pets</b>			
06/09/2017	06032017	Program-Animal	219.23
06/09/2017	06032017	Program-Animal	230.77
<b>Total Outragehiss Pets</b>			<b>450.00</b>
<b>Platt, Daphne</b>			
06/09/2017	53017	Program-Dance Class	125.00
<b>Total Platt, Daphne</b>			<b>125.00</b>
<b>Presedo, Vivian</b>			
06/27/2017	61317	Reimbursement-Petty Cash	33.92
06/27/2017	61317	Reimbursement-Petty Cash	290.82
<b>Total Presedo, Vivian</b>			<b>324.74</b>
<b>Rivershore Reading Store</b>			
06/09/2017	17-6593	Supplies	160.00
<b>Total Rivershore Reading Store</b>			<b>160.00</b>
<b>Ryonet</b>			
06/27/2017	In561685	T-Shirt Shop Kit	684.99
<b>Total Ryonet</b>			<b>684.99</b>
<b>Safeguard Lock &amp; Key</b>			
06/07/2017	5444a	Keys	56.00
06/09/2017	5461	Keys	25.00
<b>Total Safeguard Lock &amp; Key</b>			<b>81.00</b>
<b>Salutare, Elizabeth</b>			
06/26/2017	1	Program-Feng Shui	150.00
<b>Total Salutare, Elizabeth</b>			<b>150.00</b>
<b>SavATree</b>			
06/27/2017	4669881	Tree Care	6,549.00
<b>Total SavATree</b>			<b>6,549.00</b>
<b>Schall Hardware</b>			
06/26/2017	15179A	Hardware	756.05
06/26/2017	15179A	Hardware	96.23
<b>Total Schall Hardware</b>			<b>852.28</b>
<b>Sierra</b>			
06/27/2017	552017	Subscription	12.00
<b>Total Sierra</b>			<b>12.00</b>
<b>SmileMakers</b>			
06/27/2017	8063036	Program-Summer Reading Incentives	479.27
<b>Total SmileMakers</b>			<b>479.27</b>
<b>Stanley Convergent</b>			
06/26/2017	4597371	Monitoring & Maint.	638.21
06/26/2017	14606256	Access Control-Will	175.38
<b>Total Stanley Convergent</b>			<b>813.59</b>
<b>Sterling Sanitary Supply</b>			
06/07/2017	af0682a	Janitorial Supplies	349.05
<b>Total Sterling Sanitary Supply</b>			<b>349.05</b>
<b>Sys Aid Technologies</b>			
06/27/2017	el173333	Upgrade-Cloud Annual	35.00

11:00 AM  
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**YONKERS PUBLIC LIBRARY  
 BILL LIST - OPERATING ACCOUNT  
 June 2017**

Date	Num	Memo	Amount
Total Sys Aid Technologies			35.00
<b>Teator, Mike</b>			
06/09/2017	53017a	Program-Cartoon Drawing	150.00
06/27/2017	61217	Program-Card Making	150.00
Total Teator, Mike			300.00
<b>The Metro Group</b>			
06/26/2017	pl 505295	Boiler Service & Cooling Tower	732.83
Total The Metro Group			732.83
<b>Thrive Reiki</b>			
06/09/2017	4	Program-Reiki	30.00
Total Thrive Reiki			30.00
<b>Torres, Arnaldo</b>			
06/26/2017	6817	Reimbursement-Program Supplies	36.00
Total Torres, Arnaldo			36.00
<b>Tri-State Natural Food Products</b>			
06/09/2017	6117	Program-Artist/Author Workshop	350.00
Total Tri-State Natural Food Products			350.00
<b>Utica National Insurance Group</b>			
06/07/2017	51617a	Insurance	13,239.00
Total Utica National Insurance Group			13,239.00
<b>Verizon</b>			
06/07/2017	9143373015may17	Phones/Alarms	50.12
06/09/2017	9143372191may17	Phones/Alarms	165.00
06/09/2017	9147931065jun17	Phones/Alarms	70.93
06/26/2017	9144109274jun17	Phones/Alarms	44.81
06/27/2017	9787283749	Cell Phones	131.29
Total Verizon			462.15
<b>Verizon Wireless</b>			
06/09/2017	9786327945	Cell Phones	258.84
Total Verizon Wireless			258.84
<b>WB Mason</b>			
06/09/2017	I44589348	Supplies	217.57
06/09/2017	I44493508	Supplies	108.74
06/09/2017	cr4256081	Supplies	-59.64
06/09/2017	I44451512	Supplies	13.20
06/09/2017	I44550198	Supplies	353.00
06/12/2017	I44552202	Supplies	59.64
06/26/2017	I44695253	Supplies	964.94
06/26/2017	I44739715	Supplies	118.93
06/27/2017	I44813277	Supplies	3.22
06/27/2017	I44903498	Supplies	809.12
06/27/2017	I44940437	Supplies	279.84
06/27/2017	I45017035	Supplies	4.75
Total WB Mason			2,873.31
<b>Weaver, Alan</b>			
06/07/2017	0517-13	Program-Tech Central Classes	600.00
Total Weaver, Alan			600.00
<b>Westchester Library System</b>			
06/26/2017	6617a	Webs Seminar	500.00
Total Westchester Library System			500.00
<b>Xerox</b>			
06/27/2017	89479286	Copier -Net Print Charge	95.00
Total Xerox			95.00
<b>Yonkers Parking Authority</b>			
06/27/2017	17-0192	Parking	5,460.00

11:00 AM  
07/11/17  
Accrual Basis

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

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
		Total Yonkers Parking Authority	5,460.00
<b>TOTAL</b>			<b>238,555.50</b>

**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 JULY 1, 2016-JUNE 30, 2017  
 REVENUE**

<b>Revenue Category</b>	<b>Budgeted Revenue 2016-2017</b>	<b>Revenue Realized 7/1/2016-6/30/2017</b>
Fees & Fines	\$65,300	\$50,127
Rental of Property	11,160	11,420
Miscellaneous (Includes E-Rate)	41,050	29,142
<b>Total Library Generated Revenues</b>	<b>\$117,510</b>	<b>\$90,689</b>
State Funding	47,560	56,844
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
<b>Total</b>	<b>\$10,474,674</b>	<b>\$10,457,137</b>



**YONKERS PUBLIC LIBRARY  
QUARTERLY BUDGET REPORT  
JULY 1, 2016-JUNE 30, 2017  
CAPITAL FUNDS**

<u>C2099CP</u>		<b>ORIGINAL AMOUNT</b>	<b>AMOUNT AVAILABLE 6/30/2017</b>
510646	Will Ext. Construction	1,800,000	1,651,987
510647	Will Auditorium Improv.	55,000	51,739
510820	Library Books and other Materials	300,000	165,911
510821	Boiler Upgrades	60,000	54,935
510822	Computers & Library Equipment	47,000	47,000

**BANK ACCOUNT INFORMATION**  
JUNE 2017

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>6/30/2017</u>
<u>ENDOWMENTS AND TRUSTS</u>						
<u>SAUNDERS ENDOWMENT GOAL \$65,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.10%	SAUNDERS BOOK FUND	1083451	12/16/2017	15 MO. CD	75,074.78
<u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u>						
<u>KEY BANK</u>						
TRUSTCO BANK	0.01%	JOHN JUTKOWITZ THEATER FUND	323533002446	----	SAV. ACCT.	1,443.37
	1.00%	JOHN JUTKOWITZ THEATER FUND	5226302	2/6/2018	11 MO. CD	10,675.01
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
<u>SUNNYSIDE FEDERAL SAVINGS &amp; LOANS</u>						
	1.10%	DAVID S. KOGAN MEM FUND	1085506	5/23/2018	15 MO. CD	5,014.25
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
<u>TRUSTCO BANK</u>						
	1.00%	RITA G. MURPHY MEM FUND	5226257	2/7/2018	11 MO. CD	5,507.13
<u>CHECKING ACCOUNT</u>						
<u>KEY BANK</u>						
	N/A	YPL TRUST ACCOUNT	323531001663	----	CHECKING	3,987.00
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
<u>SUNNYSIDE FEDERAL SAVINGS &amp; LOANS</u>						
	1.10%	CONTRIBUTIONS ACCOUNT	1083469	12/16/2017	15 MO. CD	26,572.85
<u>SUNNYSIDE FEDERAL SAVINGS &amp; LOANS</u>						
	1.10%	CONTRIBUTIONS ACCOUNT	1085514	5/23/2018	15 MO. CD	61,113.99
<u>STERLING NATIONAL BANK</u>						
	1.25%	CONTRIBUTIONS ACCOUNT	3481	7/28/2018	13 MO. CD	51,027.01
<u>CHECKING ACCOUNT</u>						
<u>KEY BANK</u>						
	N/A	CONTRIBUTIONS ACCOUNT	323531001341	----	CHECKING	23,060.04
<u>STERLING NATIONAL BANK</u>						
	N/A	CONTRIBUTIONS ACCOUNT	6700288655	----	CHECKING	83,206.21

JOINT MANAGEMENT REPORT  
JULY 2017

Façade. The project timeline is back on track, but right now that means a lull in construction until the new windows and façade are fabricated. The budget is still holding, but the contractor is now recommending the replacement of a large section of roof that extends from the front lobby to the center of the building. The architect is reviewing the recommendation and pricing the job.

Grants. We're expecting to receive 90% of our Library Construction Aid grant any day now; that should come to around \$138,500. A grant of \$250,000 from DASNY has been approved, and we can start making claims against it as soon as the Board authorizes us to sign the agreement. A resolution to that effect will be on Thursday's agenda. There is an opportunity to apply for a second Construction Aid grant this summer, and we are gathering documentation for it now in case we move ahead on it.

Will Air Conditioner. On June 26, an electrical problem was discovered in the cooling tower at the Will Branch, possibly due to water in the underground conduit that feeds the tower. Rather than risk damage to the equipment, the air conditioning was shut down. There is now a temporary overhead wire providing power to the cooling tower, and a permanent fix should be in place soon.

Riverfront Flood Mitigation Project. Five years after Hurricane Sandy, which caused considerable damage to One Larkin Center, the City is planning improvements to the building that will hopefully prevent another flooding incident from happening. During construction, scheduled to last from August to November, there will be occasional disruptions to service that will involve deliveries, the book drops, and access to the handicap ramp on River Street.

ALA. In late June, Susan, Christian Zabriskie, Shauna Porteus and Christine Bitetti attended the American Library Association's Annual Conference in Chicago. All who attended thought it was a great conference and felt that they got a lot out of it. Susan attended sessions on staff training, instilling a "Patrons First" customer service philosophy, reconfiguring space in older buildings and managing organizational culture change, as well as a luncheon hosted by CollectionHQ. She was also thrilled to have the opportunity to meet Librarian of Congress Dr. Carla Hayden.

Montefiore Grant. Shauna Porteus worked very hard putting together a Letter of Intent stating our intention to submit an application for Montefiore Hudson Valley Collaborative's Innovation Fund. We are partnering with CLUSTER Community Services on this proposal. We're hoping to be invited to submit a full proposal, which will be due in mid-August.

Foundation. The YPL Foundation has been winding down their operations, and they have approximately \$5,000 left to disperse. A small working group of staff and Trustees has been meeting to explore future fundraising options.

Training. With all of the new initiatives that we've been introducing has come the need for lots of staff training. Staff have been working very hard to get up to speed on Gimlet (transaction statistics reporting), Tixkeeper (museum pass management), TS360 (Baker & Taylor's new materials ordering platform) and CollectionHQ (collection analysis and management).

Gallery Hop. The first Downtown Yonkers Gallery Hop took place on July 6<sup>th</sup>, starting at the Riverfront Gallery. At this event, and continuing on the first Thursday of each month, participants could visit each of the four (soon to be five) galleries downtown, and then enjoy a discounted meal at participating restaurants. Gallery curator Haifa Bint-Khadi reported there were large, happy crowds at each location, and the restaurants were filled.

#### MEETINGS ATTENDED THIS PERIOD

6/21	Susan	Yonkers Tourism Alliance, Philips Manor
6/22	Ed	Lunch Club
6/23-27	Susan	ALA Annual Conference, Chicago
6/23	Ed	Yonkers Basics Committee, Board of Ed
	Ed	YPL Teen Talent Show
6/26	Ed	Circulation Department meeting
6/27	Ed	Construction meeting #4, Will
6/29	Ed	Corporate Fun Run info session, White Plains
	Ed	Flood Mitigation kickoff meeting, Board of Ed
	Ed	Lunch Club
6/30	Ed	Yonkers Basics Committee, Board of Ed
7/5	Ed	Ossining Rotary Club, Ossining Public Library
7/6	Ed & Susan	Gallery Hop
7/7	Ed	Will visit
	Susan	Meeting with Bob Walters
7/10	Susan	Vendor meeting
7/11	Ed & Susan	Construction meeting #5, Will
	Ed & Susan	Foundation meeting, Will
7/13	Susan	Baker & Taylor training
	Ed	Lunch Club
	Ed & Susan	Corporate Fun Run
7/14	Ed	Yonkers Basics Committee, Board of Ed
7/17	Susan	Branch Administration, Will
7/18	Ed & Susan	Foundation conference call
7/20	Ed & Susan	Lunch Club
	Ed & Susan	Vendor meeting

## YONKERS PUBLIC LIBRARY

### CIRCULATION STATISTICS

June 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	14,715	12,152	(2,563)	
Children's	5,491	5,301	(190)	
<b>Total Riverfront Circulation</b>	<b>20,206</b>	<b>17,453</b>	(2,753)	-13.62%
<b>GRINTON I. WILL BRANCH</b>				
Adult	25,164	23,363	(1,801)	
Children's	11,692	11,170	(522)	
<b>Total Will Circulation</b>	<b>36,856</b>	<b>34,533</b>	(2,323)	-6.30%
<b>CRESTWOOD BRANCH</b>				
Adult	3,089	3,256	167	
Children's	1,183	1,327	144	
<b>Total Crestwood Circulation</b>	<b>4,272</b>	<b>4,583</b>	311	7.28%
E-Content (All Branches)	6,195	5,524		
<b>TOTAL CIRCULATION</b>				
Total Current Month	67,529	61,823	(5,706)	-8.45%
Total Previous Months	<u>347,874</u>	<u>316,519</u>	<u>(31,355)</u>	<u>-9.01%</u>
<b>Total Year to Date</b>	415,403	378,342	(37,061)	-8.92%

# Social Media Statistics

## May 2017

### FACEBOOK Snapshot

Month	Total Likes	New Likes	Page Engagement*	%	Total Posts	Monthly Total Reach**	%
May	2311	39	6302		46	4382	
June	2340	35	7054	12%	55	6565	49%

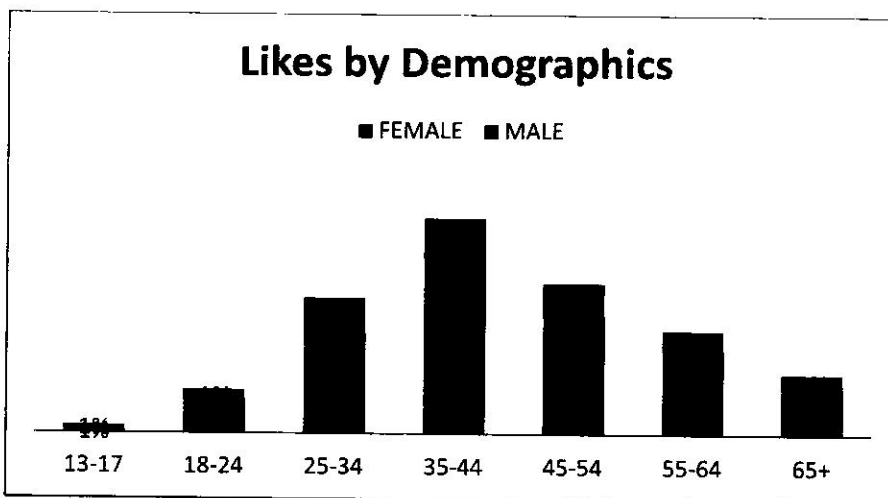
\*Page engagement: Likes, clicks, comments, and shares

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

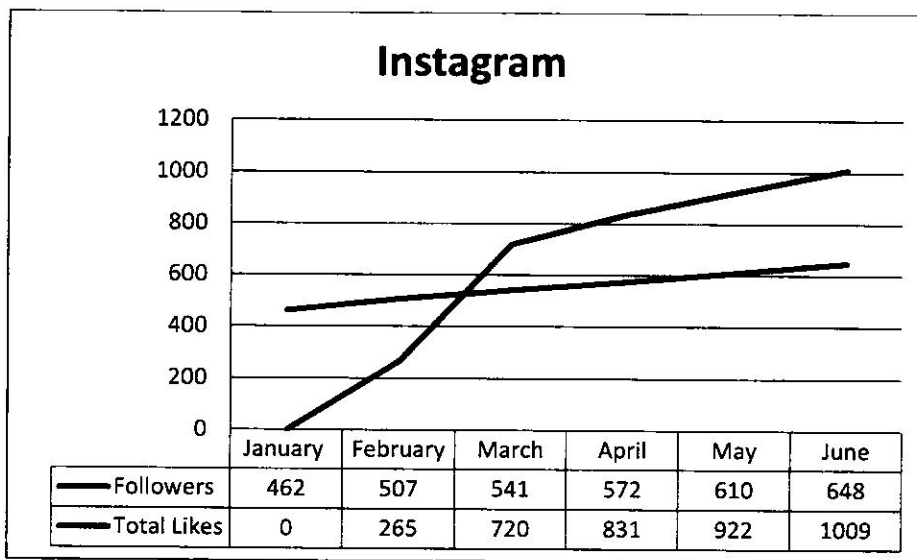
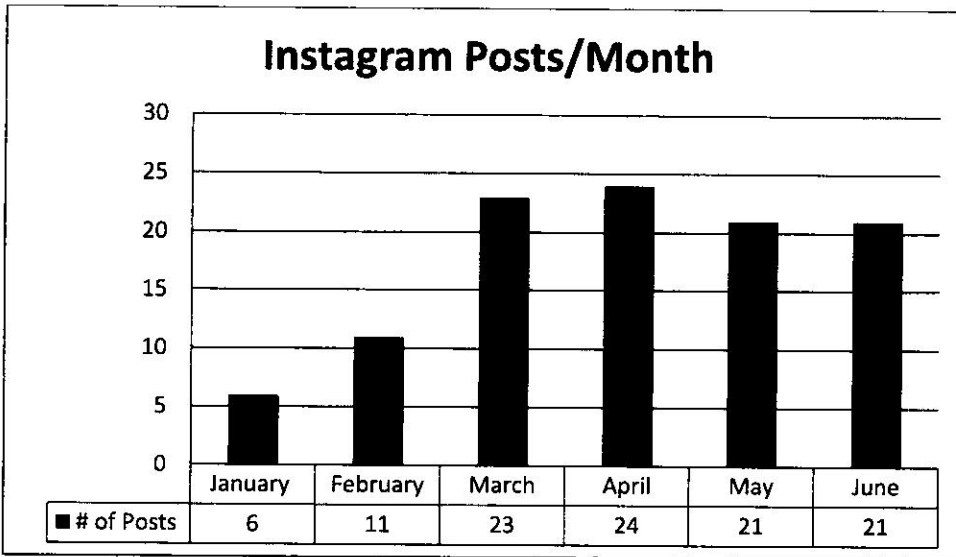
### Top 6 Posts

Dates	Content	Reach	Engage	Content Type
6/25/17	Deputy Director Susan Thaler meets Dr. Carla Hayden, Librarian of Congress	1.2K	49	Staff
6/9/17	Happy Friday on this Gorgeous Day at the Farmer's Market	1.2K	258	Community Event
6/27/17	Summer Reading Kick-off for Teens	1.1K	348	Summer Reading Program (teens)
6/26/17	Kids Summer Reading Program Kick-off event	1K	21	Summer Reading Program (kids)
6/28/17	Happy Summer! Children are invited to sign up for Summer Reading Program	995	43	Summer Reading Program (kids)
6/7/17	Sneak Peek at the Mammoth Makerbot 3D Printer	966	33	Tech Central

### Likes by Demographic



**INSTAGRAM  
Snapshot**

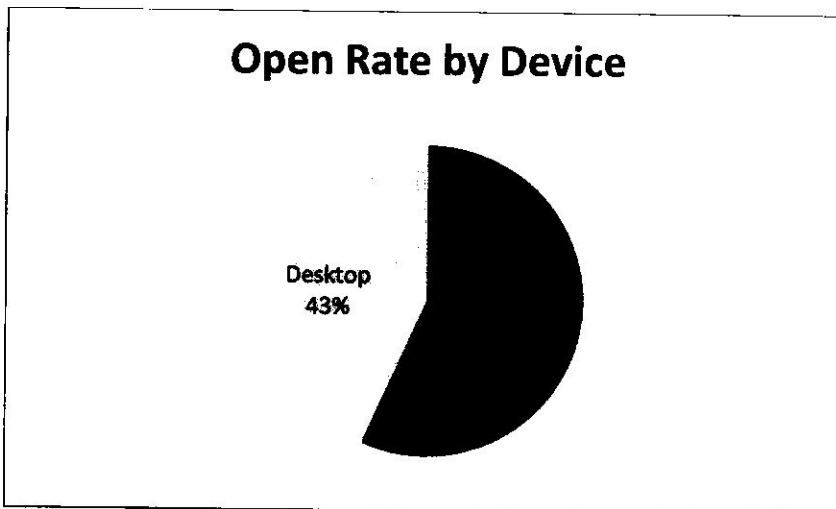


**CONSTANT CONTACT**  
**May eNewsletters**

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Date	Campaign Name	Total Sent	Total Unique Opens	Total Unique Clicks	Open Rate	Total Unsubscribes
6/8/17	Tech Central 1st Anniversary	7,725	1,378	128	18.2%	8
6/12/17	Party Monster	7,724	1,392	114	18.4%	6
6/14/17	Teen Talent Show	7,718	1,342	38	17.8%	4
6/17/17	Tech Classes Week 6/19	7,714	1,434	115	19%	7
6/29/17	Yonkers Gallery Hop *	10,961	2,336	126	22%	28

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





Monthly: June 2017

	<u>ELECTRONIC USAGE COUNT</u>		<u>MUSEUM PASSES</u>
	2016	2017	<u>CHECK-OUTS</u>
			Jun-17
Riverfront Branch	14,631	13,291	6
Will Branch	7,033	7,173	16
Crestwood Branch	<u>440</u>	<u>739</u>	<u>8</u>
Total	22,104	21,203	30

TURNSTILE COUNT

	2016	2017
Riverfront Library	38,901	35,572
Will Branch	43,713	36,183
Crestwood Branch	<u>4,128</u>	<u>7,461</u>
Total	86,742	79,216

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,168	35,160	23,982	<b>60,310</b>
Contract	0	106	3	<b>109</b>
Courtesy	0	2	17	<b>19</b>
Guest	0	3	3	<b>6</b>
Internet	0	2	1	<b>3</b>
Juvenile	577	7,340	8,654	<b>16,571</b>
Staff	17	114	89	<b>220</b>
Teen	15	5,848	1,592	<b>7,455</b>
Temp	1	9	2	<b>12</b>
<b>Total</b>	<b>1,778</b>	<b>48,584</b>	<b>34,343</b>	<b>84,705</b>

# Yonkers Public Library

## STATISTICS - PATRON TRANSACTIONS JUNE 2017

	<u>May</u> <u>2017</u>	<u>June</u> <u>2017</u>
<b>RIVERFRONT LIBRARY</b>		
Circulation	4,615	4,815
Directional/Other	4,746	4,854
Reference	<u>3,093</u>	<u>3,198</u>
<b>Total</b>	<b>12,454</b>	<b>12,867</b>
<b>GRINTON I. WILL BRANCH</b>		
Circulation	6,302	5,994
Directional/Other	2,130	2,577
Reference	<u>2,577</u>	<u>3,543</u>
<b>Total</b>	<b>11,009</b>	<b>12,114</b>
<b>CRESTWOOD BRANCH</b>		
Circulation	1,859	1,598
Directional/Other	1,172	956
Reference	<u>2,652</u>	<u>1,647</u>
<b>Total</b>	<b>5,683</b>	<b>4,201</b>
<b>TOTALS</b>		
<b>Current Month</b>	29,146	29,182
<b>Previous Months</b>	-	56,966
<b>Year to Date (April-June)</b>		86,148

# YONKERS PUBLIC LIBRARY

## PERSONNEL REPORT

JULY 1, 2017

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<b><u>Element Number &amp; Category</u></b>	<b><u>Total # of Positions</u></b>	<b><u>Positions Filled</u></b>	<b><u>Positions Vacant</u></b>
<b><u>7410 Administration</u></b>			
Professional	2	2	0
Clerical	10	7	3
<b><u>7411 Technical Processing</u></b>			
	4	3	1
<b><u>7412/13 Maintenance</u></b>			
	16	16	0
<b><u>7412/13/14 Public Service</u></b>			
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>

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Edward Falcone  
Library Director

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

**REGULAR LIBRARY PROGRAMS**

Date(s)	Program	Type	Attendance
June	Literacy Solutions NY: Tutors	A	94
June	Literacy Solutions NY: Learning Center Use	A	75
4 sessions	Literacy Solutions NY: Basic Classes	A	68
4 sessions	Literacy Solutions NY: Intermediate Classes	A	42
June	Read Away Your Fines	A	78
15 sessions	TASC Connect	A	46
6/1, 15	Zumba Class	A	41
6/4	Movie: Moana	A	38
6/4	Películas para la Familia en Espanol: La Leyenda de Tarzan	A	7
6/5, 12	English Conversation Group	A	6
6/5, 12	Books Before Bedtime: The Girl On the Train	A	12
4 sessions	Knitting & Crocheting Workshop	A	77
6/7	Re-Entry Outreach	A	14
6/7	Riverfront Book Club: The Chilbury Ladies' Choir	A	8
4 sessions	Job Search Coach	A	41
6/7	Solutions Not Suspensions: 2017 Update and Next Steps	A	64
6/8	Introduction to Feng Shui	A	19
6/12	Coloring for Adults	A	6
6/12	Hudson Valley Blood Services Summer Blood Drive	A	21
6/14	Start a Cooking Garden/ Cultiva Hortalizas Para Cocinar	A	10
6/14	Celebrate Good Times! Ideas for Family Events	A	6
6/16	Riverfront Genealogy Club	A	2
6/17	Sew Amazing!	A	9
6/18	Movie: Fantastic Beasts and Where to Find Them	A	27
6/21	Manualidades: Flores de Papel	A	19
6/25	Movie: La La Land	A	26
June	Read Away Your Fines	Y/A	15
5 sessions	Teen Gaming	Y/A	64
6/3, 10	Sight & Sound Digital Media Club	Y/A	12
6/6	Blackboard Painting Party	Y/A	8
6/13	Teen Crepe Party	Y/A	9
6/17	Hour of Code	Y/A	3
6/20	Teen Gardening Club	Y/A	11
6/23	Yonkers Future Stars Teen Talent Show	Y/A	310
6/27	Summer Reading Kick-Off Party	Y/A	140
6/1	Pop Art Collage	JUV	22
5 sessions	Toddler Time	JUV	156
5 sessions	Babies and Books	JUV	123
6/5, 12	Arch for Kids: Playhouse Design	JUV	65
4 sessions	Bilingual Storytime	JUV	89
4 sessions	Picture Book Time	JUV	64
6/6	Cartooning Workshop with Evan Bishop	JUV	12
4 sessions	Bilingual Stories and Crafts	JUV	60
6/8	Mixing in Math	JUV	9
6/9	Fun Friday	JUV	14
6/9, 30	Baby Signing Time	JUV	133
6/14	Flag Day / El día de la bandera	JUV	9
6/16	Father's Day Celebration	JUV	27
6/17	Hour of Code	JUV	5
6/21	International Music Day	JUV	16
6/26	Color a Bookmark	JUV	46
6/29	Summer Reading Kick-Off: Sciencetellers	JUV	108

**CLASS VISITS**

Date(s)	Program	Internal/External	Type	Attendance
6/2	Children's Place Head Start	Internal	JUV	25
6/13	St. Peter's	External	JUV	17
6/6, 13	Homeschool Visit	Internal	JUV	18

**HOMEWORK HELPER**

Date(s)	Type	Attendance
8 sessions	JUV	27

**NUMBER OF LIBRARY PROGRAMS:**

**113**

**ATTENDANCE AT LIBRARY PROGRAMS:**

**2,473**

**NON-LIBRARY PROGRAMS**

Date(s)	Program	Attendance	Fee
6/1	YPS NYSESLAT Scoring		
6/1, 22	Westchester Black Democrats	48	
6/1	Hudson Valley Community Services HIV/AIDS Prevention Education	12	
6 sessions	City of Yonkers Civil Service: Fire Lieutenant Classes	19	
6/1	19-29: 10 Years by Clayton Calvert Opening Reception	255	
6/2	YPS Grandparent Engagement Workshop	30	
6/2	Westchester Disabled On the Move ACCES-VR Orientation	11	
6/2	YPS Student Support Services Professional Development	6	
6/3, 4	Catholic Charities OSHA Training	20	
6/3	North Yonkers Knights	66	\$50.00
6/3	Sister to Sister International Scholarship Meeting	16	
6/3	Gamma Phi Delta Meeting	9	
6/3	All I Do Is Win: Youth Job Interview Workshop with Pam Bodley	6	
6/5	YPS Language Services SIF Quarterly Partner Meeting	21	
6/5	EmblemHealth New York State History Discussion Series	12	
6/5	YPS Instructional Technology: LTG End of Year Meeting	11	
6/5	CLUSTER Board Meeting & Reception	53	
6/5	Israelite Church of God in Jesus Christ: Revealing the Twelve Tribes of Israel	19	
6/7	Empire State Development: Economic Development Council CFA Workshop	9	
6/7	YPS Annual Student Art Show Opening Reception	60	
6/8, 15	YPS Scholastic Academy Rehearsal & Graduation	70	
6/9	Yonkers Workforce Development: ACS Homecare Business Orientation	344	
6/9	Westchester DSS Community Partners for Undoing Racism	22	
6/10	NABLEO: National Association of Black Law Enforcement Officers	12	
6/10	Park Avenue Investment Club Meeting	28	
6/10	Hope Hollinsworth Coaxum Book Signing	11	
6/11	NAHN: National Association of Hispanic Nurses Health Fair	61	
6/12	NYS United Teachers Meeting	200	
6/13, 27	U.S. Small Business Administration Emerging Leaders 2017	22	
6/13	LGBTQ Advisory Board Meeting	39	
6/14	Yonkers Coalition for Youth	6	
6/14	Westchester Rent Guidelines Board Public Hearing	32	
6/14	YPS Speech Department Meeting	52	
6/15	Healthy Yonkers Initiative Basic First Aid Presentation	43	
6/15	New York Rising Community Reconstruction Committee Meeting	18	
6/15	Westchester Jewish Community Services ACS End of Term Ceremony	12	
6/15	Yonkers Partners in Education Scholars Graduation	98	
6/16	Yonkers Workforce Development Board Meeting	276	\$400.00
6/16, 19, 23	Hudson River Healthcare Motivational Workshop	21	
6/16	Family Services Society of Yonkers Kinship Support Group (Spanish)	116	\$225.00
6/16	YPS CSE Professional Development	6	
6/17	Wells Fargo First Time Homebuyers Seminar	22	
6/19	Yonkers African-American Heritage Committee Juneteenth Celebration	11	
6/20	Accurate Court Reporting Deposition	20	
6/20	YPS Library Services Parent Summer Reading Meeting	6	\$25.00
6/20	Yonkers Arts Meeting	32	
6/20	NYCD16 Indivisible Petition Training	11	
6/20	Liga de Yonkers Soccer Meeting	12	
6/20	Sister to Sister International STEAM Camp Orientation	9	
6/21	YPS Martin Luther King Jr. 8th Grade Graduation	29	
6/21	Andrus Community Services Healthy Families Fathers Day Celebration	250	
6/21	NYCD16 Indivisible Communications Meeting	30	
6/22	Richmond Community Services	11	
6/22	Reading Buddies Volunteer Orientation	12	
6/22	CLUSTER Summer Camp Orientation	46	
5 sessions	YPS Special Education Pathways to Proficiency	69	
6/24	Fit Club	79	
6/24	Westchester Black Women Political Caucus Meeting	20	\$150.00
6/24	LITE: Ladies Inspired to Empower Group Meeting	35	
6/25	NYCD16 Indivisible Monthly Meeting	40	
6/25	People's Office Community Resource Guide	85	
6/26	Institute of Reading Development: Fordham University Summer Reading	6	
3 sessions	Sister to Sister International STEAM Camp	32	\$75.00
6/26	Community After School ESL Tutoring	71	
6/26	VOCAL NY Westchester Chapter Meeting	20	
6/27	Community Planning Council Board Meeting	15	
6/28	SCORE Free Small Business Workshop	12	
6/29	Family Services of Westchester Summer Camp Orientation	20	
6/30	Yonkers Workforce Development Summer Youth Employment Orientation	40	
		136	

**ATTENDANCE AT NON-LIBRARY PROGRAMS:**

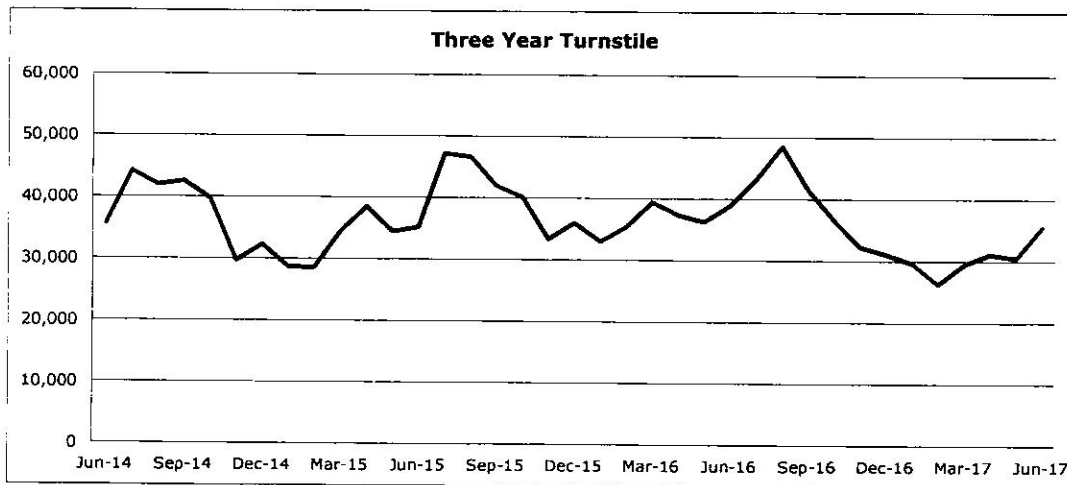
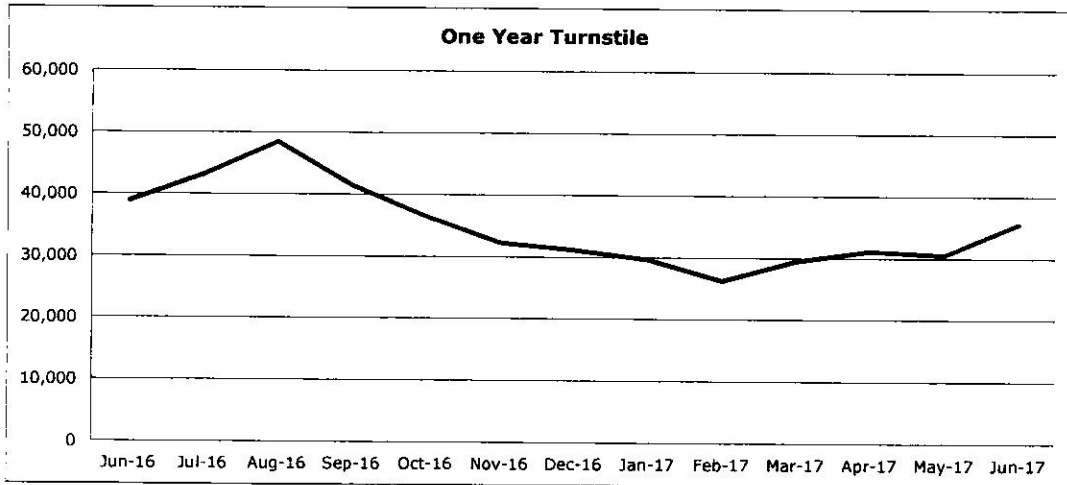
**3,353**

**GRAND TOTAL PROGRAM ATTENDANCE**

**5,826**

**Electronic Use Count**

	<u>Count</u>
PC Sign Up	13,108
25 English-speaking Computer Classes	174
6 Spanish-speaking Computer Classes	9
<b>TOTAL ELECTRONIC USE COUNT:</b>	<b>13,291</b>
<b>RIVERFRONT LIBRARY TURNSTILE COUNT:</b>	<b>35,572</b>



Room	# Events	Hours	Utilization
Arts & Crafts Room	19	37.00	13.26%
Auditorium	12	39.25	14.07%
Auditorium and Event Space	10	29.50	10.57%
Board Room	15	43.50	15.59%
Community Room A	15	51.75	18.55%
Community Room A & B	19	64.25	23.03%
Community Room B	9	26.00	9.32%
Event Space	3	31.00	11.11%
Learning Lab	41	86.75	31.09%
Maker Lab	6	12.75	4.57%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	1	4.00	1.43%
Room 1	2	8.00	2.87%
Room 2B	26	64.25	23.03%
Room 3	0	0.00	0.00%
Room 4B	27	47.50	17.03%
Small People's Place	21	22.00	7.89%
Table Space 1	9	53.00	19.00%
Tech Central	13	25.75	9.23%
Third Floor Computer Lab	1	3.00	1.08%
Yonkers Room	32	103.25	37.01%
Young Adult Room	9	27.00	9.68%

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

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

**REGULAR LIBRARY PROGRAMS**

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
6/3	Outragehiss Pets	Juv	96
6/6	Petite Concert	Juv	51
6/7	Storytime Yoga	Juv	22
6/7	Chess Club	Juv	8
6/9	Lego Club	Juv	36
6/10 & 24	Saturday Story Time	Juv	8
6/12	Cartooning Workshop with Mike Teator	Juv	25
6/29	Summer Reading Kickoff	Juv	215
6/1,6,8,13,15,20, 22,27 & 29	Senior Benefit Information Center	Adult	18
6/1,8,15 & 22	Bridge Club	Adult	72
6/4	Sensational Seventies in Music-Sponsored by Friends of YPL	Adult	175
6/5 & 19	Sing Memorable Songs	Adult	80
6/5	String Instrument Meet Up	Adult	4
6/6,13,20 & 27	Crochet Club	Adult	25
6/7 & 21	WEBS Career Counseling	Adult	10
6/11	An Afternoon of Beethoven-Friends of YPL	Adult	125
6/12	Feature Film-Glory	Adult	11
6/15	Movie of the Month-Founder	Adult	36
6/27	Book Discussion w/ Laurie Antash	Adult	20
6/1	Teen Tech	YA	3
6/2	Brain-Breaker	YA	6
6/5	Teen Board Game Challenge	YA	6
6/6	Teen Gaming Challenge	YA	4
6/7	Coloring for Teens	YA	4
6/27	Teen Summer Reading Kick-Off Party	YA	12
22 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	763

**CLASS VISITS**

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

**OUTREACH**

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

**HOMEWORK HELPER**

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
5 Sessions	Homework Helper	Juv	18

**NUMBER OF LIBRARY PROGRAMS**

**69**

**ATTENDANCE AT LIBRARY PROGRAMS:**

**1,853**



**NON-LIBRARY PROGRAMS**

Date(s)	Program	Attendance	Fee
6/3	Indian American Malayalee Communtiy	150	
6/3	National Council of Negro Women	45	
6/5,12,13,15 & 23	Board of Elections	475	
6/5	Writers' Workshop	10	
6/5,6,7,8 & 9	Rising Stars	325	
6/10	Romance Writers of Westchester	15	
6/10	Amateur Radio Club	10	
6/13	US Mail Carriers	12	
6/13	Refrigeration Service Association	20	
6/14	Toastmasters	4	
6/14	National Stuttering Association	10	
6/16	CMO Montefiore	12	
6/17	Driver's Safety Program	30	50
6/17	Stars on Earth-India Center	10	
6/17	Board of Elections	25	
6/18	Ahmadiyya Muslim Community	60	
6/19	P.S.5 Graduation	9	
6/19	Aquehung	30	
6/20	DiChiara School Graduation	40	
6/20	Sunny Brook Gardens	25	
6/21	School 29 - Graduation	22	
6/21	Housing Action Council	12	
6/22	Casmir Polaski School Graduation	7	
6/24	Empire Safety Driving Program	24	\$50
6/24	More Heavenly Ore	45	
6/24	Westchester Black Womens Caucuc	35	
6/25	Mermaids of the Round Table	10	
6/26 & 28	Fordham Reading Program	15	
6/27	Yonkers Housing Authority	60	
6/28	Yonkers on the Move	60	
6/29	Palmer Towers	75	\$50
6/29	Meditation with Indra	30	
10 Sessions	Little Learners-Parks Dept.	25	
22 Sessions	Senior Center-Yonkers Park Dept	475	

**ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,212**

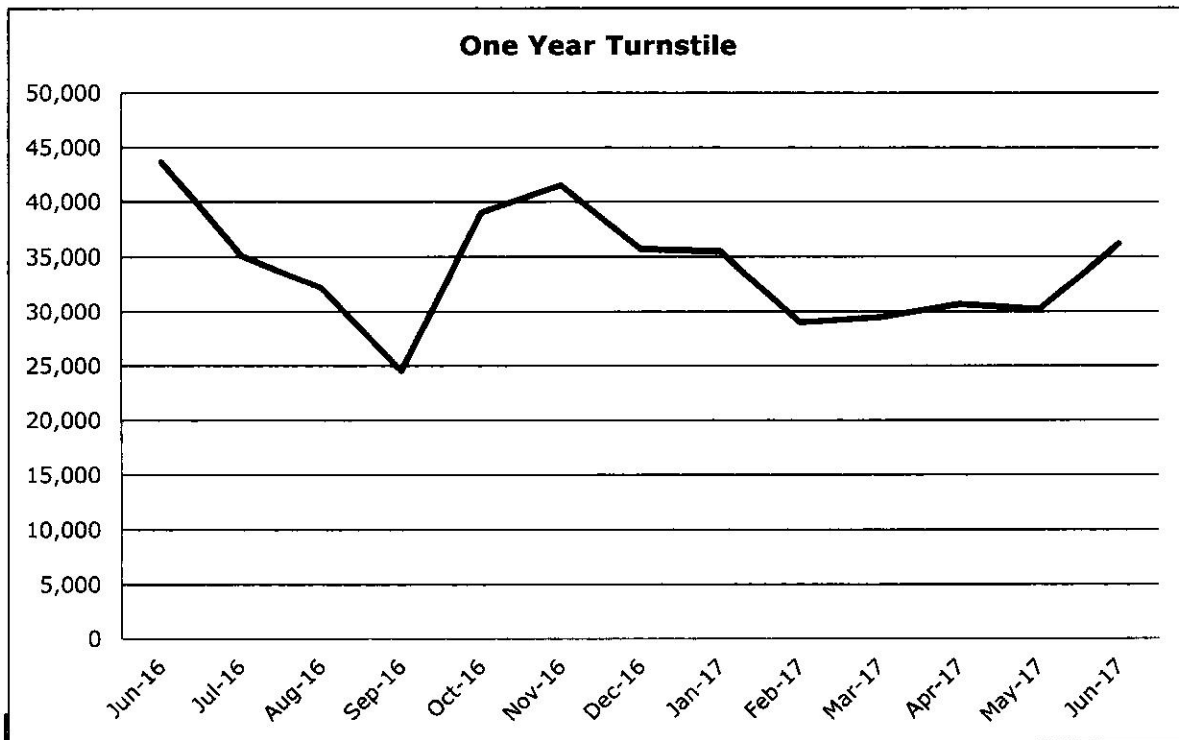
**GRAND TOTAL PROGRAM ATTENDANCE 4,065**

**PC Sign Up 7,123**

**10 Computer Classes 50**

**TOTAL ELECTRONIC USE COUNT: 7,173**

**Will Library Turnstile Count 36,183**



Auditorium	181.5	61.32%
Meeting Room	56	18.92%
Projection Room	118	40.03%
Sen. Flynn Room	50	17.15%
Story Room	44	15.01%

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

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

**REGULAR LIBRARY PROGRAMS**

# of sessions	Program	Type	Attendance
5 sessions	Tech Drop-In	A	47
2 sessions	Sing Memorable Songs	A	24
5 sessions	News & Brews	A	113
1 session	Mango Languages Demo	A	45
5 sessions	PC Cruzin'	A	41
16 sessions	Help Desks	A	20
2 session	Yoga for Yogis	A	30
4 sessions	Color @Crestwood	A	36
2 sessions	Non-pretzel Yoga for Adults	A	38
2 session	Bronx Center Visits	A	18
1 session	Crestwood Cares Crafts for a Cause	A	45
1 session	Crestwood Reiki Experience	A	20
1 session	Screenwise	A	20
1 session	Hoopla Demo	A	89
1 session	A Reader's Taste Adult Summer Reading Kick Off	A	85
1 session	Online Games	A	13
1 session	Email Tips and Tricks	A	3
1 session	OverDrive	A	12
4 sessions	Mahjong	A	20
1 session	Relax and Restore Sound Meditation	A	15
1 session	Crestwood Book Club	A	12
2 sessions	Art with Michael	A	11
2 sessions	Meditation Monday	A	13
1 session	Father's Day Story and Craft	JUV	19
1 session	Saturday Storytime	JUV	17
1 session	Build A Better World Music with Graham Clarke	JUV	89
1 session	American Girl Project Tea Party	JUV	50
2 sessions	Science with Sharon	JUV	41
8 sessions	Music & Merriment (9:30 & 11am)	JUV	326
3sessions	Lego Club	JUV	37
4 sessions	Crestwood Cinema	JUV	35
1 session	Crestwood Reiki Experience for Kids	JUV	13
1 session	A Minion Reasons to Love Your Library	JUV	28
1 session	Third Thursday: Storytime	JUV	42
2 sessions	Crestwood Carnival: Summer Reading Kick-Off	JUV	135
3 sessions	Chess	JUV	58
1 session	Teen Summer Reading Kick-Off	YA	24
1 session	Teen Readers: Book Group	YA	8
3 sessions	Teen Tuesdays	YA	24
1 session	Book Buzz	YA	48
1 session	VOLUNTEENS	YA	8

**HOMEWORK HELPER**

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

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

**98**  
**1,772**

**NON-LIBRARY PROGRAMS:**

Date(s)	Program	Fee	Attendance
8 sessions	Parks Dept. Senior Group #16	N/A	71
6/14	Friends of Crestwood Library Board Meeting	N/A	7

**ATTENDANCE AT NON-LIBRARY PROGRAMS:** **0**      **78**

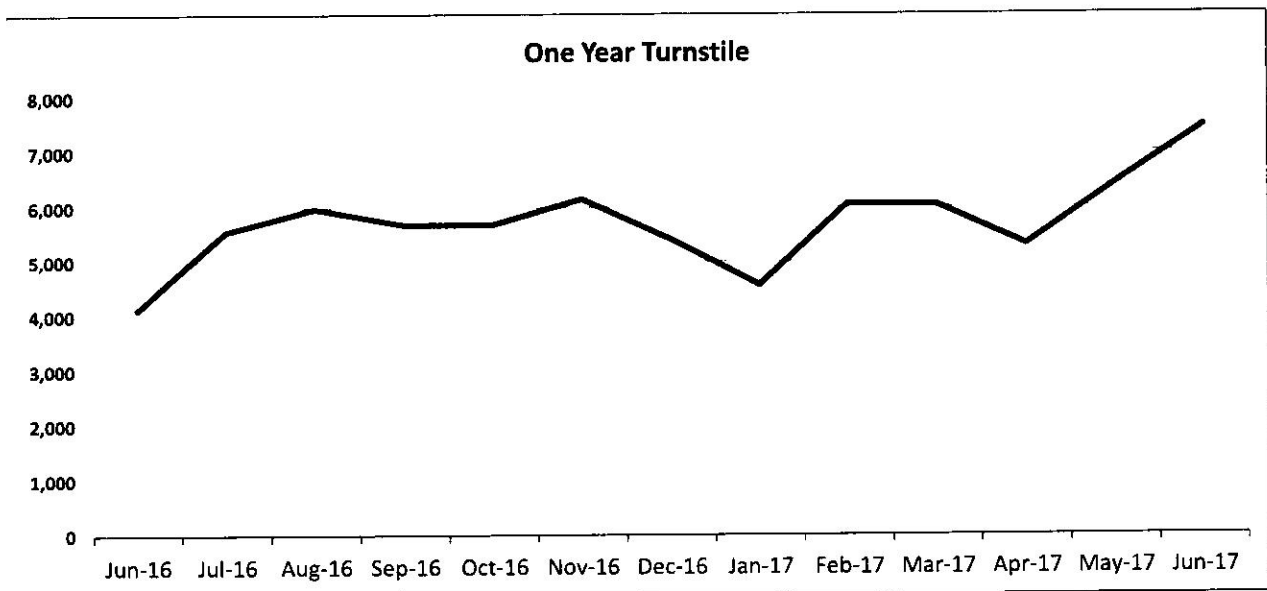
**GRAND TOTAL PROGRAM ATTENDANCE:** **1,850**

**Electronic Use Count**

	Count
PC Sign Up	469
31 Computer Events- Classes/workshops/drop-ins/help desk	270

**TOTAL ELECTRONIC USE COUNT:** **739**

**CRESTWOOD LIBRARY TURNSTILE COUNT:** **7,461**



Room	# Events	Hours	Utilization
Adult Computer Area	31	48	23.19%
Children's Room	53	103	49.76%
Reading Room	15	29	14.01%
Teen Corner	7	26	12.56%
Outside	1	1	0.48%
	107	207	

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

# **BOOK STOCK**

For the Month of JUNE 2017

<b>RIVERFRONT LIBRARY</b>	<b>2017</b>	<b>2016</b>
Number of volumes at end of previous month	<b>158,783</b>	
Number of volumes added this month	<b>609</b>	
<b>TOTAL</b>	<b>159,392</b>	
Number of volumes lost/withdrawn this month	<b>1,776</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>157,616</b>	<b>158,127</b>

<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>148,929</b>	
Number of volumes added this month	<b>1,023</b>	
<b>TOTAL</b>	<b>149,952</b>	
Number of volumes lost/withdrawn this month	<b>1,560</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>148,392</b>	<b>154,565</b>

<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>22,179</b>	
Number of volumes added this month	<b>179</b>	
<b>TOTAL</b>	<b>22,358</b>	
Number of volumes lost/withdrawn this month	<b>8</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>22,350</b>	<b>20,931</b>

<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>328,358</b>	<b>333,623</b>
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## QUARTERLY REPORT APRIL, MAY AND JUNE 2017

The Riverfront Library continually strives to tailor our services and programs to meet the increased volume, diversity and changing needs of patrons. The last quarter saw an increase in both program variety and size, as we put our program space to work.

Striving every day to be the community center for lifelong learning, the Riverfront Library provides information, learning opportunities and fun programs for all ages. The Library takes pride in delivering quality traditional services while taking advantage of the best of the new technologies.

### **Adult/ Reference Programs and Services**

Computer workshops offered during the period include *Introduction to 3D Printing, Excel, PowerPoint, Publisher, Google Docs, Microsoft Word* and *Introduction to Photoshop*.

The Riverfront Genealogy Club, led by Mary Robison, meets on the third Thursday of each month. The Club works on projects to assist patrons in exploring their family trees.

Legal experts from the Alzheimer's Association hosted a program providing information on legal and financial planning for families facing the dementia of a loved one.

The program *Introduction to Feng Shui*, led by Liz Salutare, discussed the Chinese art of living in harmony with surroundings. Participants enjoyed the program.

The *Zumba Fitness Class*, an hour long workout led by Ivette Olivares and Kelly Arteaga, is held on the third Thursday of each month. The exercises are chosen to challenge the body and the mind and they promote a healthy balance of flexibility and strength. This is a very popular adult and teen program.

### **Children's Programs and Services**

An array of programs was offered by the Children's Department during the quarter. Weekly *Story Times* were offered for children aged 0-18 months, 3-4 years and 4-6 years. A special *Baby Signing Time* program was offered for ages 0-18 months, where pre-verbal babies learn sign language to assist in communication. By popular demand the program will return in July and August.

Thanks to the sponsorship of the Friends of the Yonkers Public Library, the Children's Department offered a very successful special program on the 100 birthday of Ella Fitzgerald, who lived for a time in Yonkers. Special thanks to Eric Schoen, who provided a beautiful cake with a picture of Ella Fitzgerald, and to our children's Librarian Kiersten Grunberg who provided a video presentation on the late singer.

Schools visiting the Library during the quarter included the Queen's Daughters Child Care, the Saint Peter's Childcare Center and the Lanza Learning Center.

Kirsten Grunberg and Tara Somersall collaborated with Shauna Porteus (Community Service Librarian) on a grant application from the Ezra Jack Keats Foundation. The grant application was approved and the project titled *Yonkers: A Home for Every Culture*, will encourage Yonkers kids inspired by the works of Ezra Jack Keats to celebrate multiculturalism and explore their own stories through bilingual storytelling, writing, and painting.

The Children's Department also hosted a Cinco de Mayo event which was a huge success. The program included an edited video, two piñatas, decorations, crafts, and a children's dance performance.

The Summer Reading kick-off celebration featured the Sciencetellers. The program engaged the audience and anticipated the impending Summer Reading Buddies program.

### **Teens and Tweens Program and Services**

Teens and tweens are regular, frequent patrons of the Riverfront Library, but they use the Library differently from adults or children. The Riverfront Library has programs and services that are developmentally appropriate for this age group. The hallmark of our approach is to recognize that teens and tweens need a supportive, welcoming, comfortable place to “hang out” and express themselves and develop relationships with staff who over time, can introduce them to books and other opportunities. Programs for teens are more casual, unscheduled, patron -driven experiences than those for other age groups. Teen programs offered during the quarter included *Gaming Thursdays*, *Zumba Fitness for Teens*, *Poetry Out Loud*, and the *Teen Crepe Party*, where teens learned to make French crepes(thin pancakes). *Dig it! Growing our Teen Garden* and *Sew Amazing*.

During the *Hour of Code* program, teens learn basic computer science in a cutting-edge workshop. This is a global movement that teaches an introduction to computer science, and the program is a great success to the teens.

The 15<sup>th</sup> Annual Riverfront Teen Talent show was a great success, featuring teens from the community displaying a variety of talent. The first prize winner went home with a \$1000 and the runners-up with \$500.

### **Displays at your Library**

Displays are an important part of the library, either to highlight collections or tell a story. Library staff regularly provide displays around subjects and collections. Children’s Department displays during the quarter included *Fairy Tales/ Cuentos de hadas*, *Dive into a Summer Book*, *Father’s Day*, *Soak up a Good Book*, *Build a Better World*, and *Giant Steps to Change the World*. The Adult Service Department displays included *Money Smarts*, *Mother’s Day*, *LGBTQ Pride Month*, and *National Barbecue Month*.

### **Circulation Department**

The Circulation Department is responsible for checking materials in and out of the Library, for handling fines and for providing assistance with basic directional and informational questions. The Department also assists with outreach programs to register new patrons for Library cards. During the quarter, Isanel Pimentel visited the Vive School for library card sign up. The department also collaborates with Groundwork Hudson Valley every Friday in the summer to register patrons for library cards at Philipse Manor Farmers Market. Outreach for Library programs continue to become more effective.

Part-Time clerk Ana Delgado resigned to relocate to Texas at the end of June and we welcome Raed Rabadi as a new part-time clerk. Our Circulation Department also hosted the second annual YPL joint circulation service meeting on Customer Service and the “best foot forward” approach to meeting the needs of Library users.

### **Professional Development**

To enrich their professional development, members of staff participated in a number of virtual webinars and other training including *Title Source 360*, the new Baker & Taylor ordering program, *Tutor.com*, *Collection HQ*, and *How to Spot Fake News*.

Aurora Cruz, Tara Somersall, Arnaldo Torres and Kirsten Grunberg attended the REFORMA (Northeast Chapter) 13th Annual Conference held at the Mid-Manhattan Branch of the New York Public Library. The theme of the

conference was: "Incubating Innovation through Cultural Competence and Collaboration without Borders." The conference allowed participants to reflect on different aspects of multiculturalism within the context of the Library field.

A successful full- day Staff Development event was held in April at the Grinton I. Will branch for the whole YPL staff. The aim of the event was to promote the development of Library personnel and to encourage a collaborative and cordial working environment. Among other events, there were speakers from the Yonkers Police Department to advise staff how to deal with an active shooter in the Library. The feedback shows that majority of the attendees enjoyed the daylong program.

### **Staff Accomplishments & Honors**

Christine Bitetti offered a Microsoft training workshop to City of Yonkers staff members. The following sessions were offered: **Best practices for Word** (using city templates for memos, letters and character formatting); **Best practices for Excel** (entering and editing text, sorting and filtering); and **Best practices for PowerPoint** (creating a presentation, bullets, animation, and slide master).

Eugene Howell was selected to receive the First Annual Gisele Melnick Community Champion Award. The Award is in recognition of Eugene's many years of service to the Yonkers Community Network, providing creative programs and services to youth, adults and families in most need.

Working at a library requires continuously evolving skills in technology and programming, with savvy also in community entertainment. We acknowledge the contributions of all staff as they strive to do their best, including, Arnaldo Torres, Elyse Schreiber, Ana Gantzer, Nina Smith, Eugene Howell and Christine Bitetti and our library pages and volunteers.

The following staff members received compliments from patrons for their work in the library and for creating a positive and motivating work environment: Aurora Cruz, Christine Bitetti, Mary Robison, Norma Talton, Eugene Howell, Arnaldo Torres, Elyse Schreiber, John Favareau, and Kirsten Grunberg.

Meetings attended by the Branch Administrator during the quarter included the Saint Peter's Childcare Advisory Board, the Salvation Army Advisory Board, Yonkers on the Move, Rotary International, the Staff Core Competencies Meeting, the African-American Advisory Board Meetings, Management Meeting, a Strategic Planning Meeting, the Greenburgh Public Library Outreach visit, Staff Development Day and the Collection HQ webinar.

The Riverfront Library staff is proud of its services to the community. The Library will continue to fulfill its mission of inspiring lifelong learning, advancing knowledge, and strengthening our communities. The Library, we believe serves as a beacon to our patrons. We look forward to another challenging and productive quarter.

## **Sandy Amoyaw**



April, May, June 2016  
Grinton I Will Administrator's Report  
Christian Zabriskie

#### Grinton I Will Renovation

- Facilitated public interaction with the renovation including creating signage, updates, web content, social media content, and staff concerns
- Worked directly with contractors to minimize disruption of staff and public library use
- Coordinated movement of materials around library to allow for the construction of the partition wall in the Main Reading Room (loss of approximately 15 feet along the full length of the room)
- Deconstructed a sunshade panel and had numerous conversations about how to best make use of these architectural details (still in process)
- Worked with specialized art moving company to remove one section of our WPA mural which hangs in the Main Reading room and oversaw its archival quality packaging and storage (currently professionally packed and held in the upper closed stacks)

#### Programming

- Community Share Agriculture, in partnership with Groundwork, is distributing fresh organic produce to CSA members every Tuesday at the Will Library
- Worked with Board of Education to set up Will Library as a Summer Meals location providing fresh healthy lunches for kids 18 and under free of charge for six weeks in the summer (July - August)

#### Weeding

- Continues in all departments
- Reference department has been tasked with aggressively weeding the standing print reference collection with an eye to currency, relevance, and applicable use
- To date Reference staff have removed over 500 out of date or irrelevant titles and are currently moving low usage items to storage in the closed stacks

#### Continuations/Periodicals

- I have begun assessment of Continuations especially as related to the non-circulating print reference collection
- All periodicals and continuations are up for review
- All department heads must meet with me to review their orders for the year
- All continuations and periodicals must be approved by me prior to ordering
- This is cost savings measure as well as an effort to bring the library in line with current library industry best practices

#### Collections

- Started an adult graphic novel collection (ongoing additions)
- Established the start of a small business collection here at Will, currently discussing placement of a small business resource center here at Will with key staff members

### Conferences and Presentations

- Presented "The Political Dance" at National Library Legislative Day in Washington DC as part of the ALA National Library Legislative Day Bootcamp prior to walking the Hill
- Presented Keynote address at the Connecticut Library Association (with business partner Lauren Comito)
- Attended American Library Association Annual Conference in Chicago IL, responsibilities included:
  - Member of ALA Council
  - Member of Committee on Legislation
  - ALA President Jim Neal's Presidential Advisory Committee
  - ALA Sustainability Taskforce, appointed by outgoing ALA President Julie Todaro as one of the initial members of this new taskforce
  - Libraries Serve Refugees working group (co-founder), a non-ALA group working to crowdsource information for refugees and immigrants and the libraries that serve them (currently 130 working members)

I celebrated my first year anniversary with YPL this quarter and continue to be very thankful for the opportunities that I get from administration and the support of my staff.

CZ 7/13/17

## CRESTWOOD BRANCH QUARTERLY REPORT - APRIL, MAY, JUNE 2017

Crestwood Crew and Community are thrilled to welcome Librarian Melissa Glazer to the staff. She splits her time between Will and Crestwood, working 3 days a week with us. Her expertise in technology and reference services has enabled us to expand our computer program offerings.

Spring improvements, with the assistance of Russell Martinez and the Custodial staff, include removal of the circulation desk book drop to give us more space near the adult DVD section, smaller and more comfortable seating at the adult computers as well as a new picnic table and umbrella with stand under our flag pole for more outdoor seating options that our patrons and staff are happily using. IT advancements made by Carlos Figueroa and Brandon Neider include installation of a new projector in the Children's Room, a Mac Computer to use for Crestwood Computing Classes/Help Desks and ergonomic keyboards and keyboard cushions for staff computers.

We continue to grow our services to the Yonkers and greater Westchester Homeschooling community by providing access to materials, curriculum and programming support. We hosted a homeschooling information night and served as an emergency back up location for the Nature Club that brought over 50 individuals into the library, some of them visiting us for the first time.

City of Yonkers water main replacement project was the biggest hurdle we had to overcome this quarter. The frequent road closures on Thompson Street made it difficult for our patrons to make their way to the library and parking was a challenge. Despite the water shut offs, access and traffic pattern disruptions, our patrons and staff rallied and made the best of the situation.

Wellness programs are a cornerstone of our Adult programming and are a part of our regular weekly schedule (Yoga, Chair-Yoga, Meditation, Sound Meditation, Coloring and Reiki). Co-funded by Friends of Crestwood Library, the programs are enhanced with displays of related book, audiovisual and electronic resources. Wellness programs continue to draw new patrons, expanding their knowledge base and increasing our patron base. Daniella Ranallo's Rocks and Minerals workshop during National Library Week and Andrea Deirlein's Thrive Reiki monthly workshops on stress and relaxation management for kids have been well received.

April's National Library Week's "Libraries Transform" theme was highlighted in two promotional library videos. One was created by WLS featuring our Circulation Clerk Odalys Aguilar, who showcased how Yonkers Public Library has made a profound impact on her life – she would like to become a librarian! Watch the video online at: <http://www.westchesterlibraries.org/patrons-tell-their-stories/> The other, a homemade cell phone video, "Library Corner" created by 5 year old Crestwood Library patron Gloria with the help of her Dad, Richard Grant, can be found online at <https://vimeo.com/210644625/73e53b35b3> Both exemplify how libraries are essential to our community.

Thanks to Christine Bitetti, one of the YPL 3D Printers came to us on a fieldtrip in honor of National Library Week. Patrons were excited to have a taste of Tech Central in their local part of Yonkers, encouraging them to travel across town for more incredible technology offerings.

Our Children's Book Week Washi Tape Bookmark Workshop had patrons of all ages being creative. May also marked the 20<sup>th</sup> Anniversary of the Crestwood Historical Society. Their engaging program delivered by Eleanor Phillips Brackbill, author of "Heartbreak Trail" drew local history buffs and community members.

The Crestwood Memorial Day Parade was cancelled this year due to weather. However, the ceremony was moved into Annunciation Church where the Library and Friends of the Library had a joint table. We were able to spread the word about library services and materials and honor our locals who have served to protect our country.

The June American Girl Doll Project Tea Party culminated Olivia Reduto,'s (member of Troop 2105) Girl Scout Silver Award Project. The creation of the American Girl Lending Library will be an extension to Will Library's "Library of Things". The dolls have been delivered to the Westchester Library System (WLS) for cataloging and they will be circulating soon.

This year's Summer Reading Program has the inspirational theme of "Build a Better World... Your Ticket to Read!" We are trying something new by offering a summer reading program for adults. Eighty-five people attended the kick-off event "A Readers' Taste" and 45 people signed up on the spot to participate in Summer Reading. The Children's Summer Reading Kick-Off, Crestwood Carnival, was held on the last day of school. We had over 135 patrons come to celebrate summer and reading. The Teen Kick-off on the 27<sup>th</sup> drew a small crowd of 24 who participated in a Library Scavenger Hunt.

The quarter brought many great team building opportunities including a full staff meeting with intensive Gimlet re-training and more Workplace Wellness Tips. Betty Giordano held a social soiree at her home and a few of us went to see Chris Sheerin and Nina Colavolpe-Leone in the Harrison Players Production of Inherit the Wind. Volunteen Camille Jimenez starred in Sacred Heart's School production of Sister Act and went on to sing a song at the YPL Teen Talent Show. Many of our VOLUNTEENS have successfully gone on to get summer jobs, transferring the skills they cultivated and honed in our program.

Community Connections this quarter include our partnership with local resident Angela Porcelli from Macaroni Kid Yonkers with whom we provided a sneak preview Netflix streaming party and held two highly successful collaborative outdoor Storytimes. We were invited by Crestwood Cares , a local organization, to have a library booth at their outdoor Block Party where we gave out free books, information and library card applications.

The investment we have made in stellar customer service as well as outreach efforts has yielded several new library patrons due to the increased visibility of the library to the community. Our continued presence at community events and word of mouth about our services and cozy atmosphere have made us a local destination that people do not want to miss! From Music and Merriment with Miss Judy to the Crestwood Book Clubs, we have something for everyone!

Selected Highlights of Professional meetings and activities during this period included:

April:

- 1: Silver Award Girl Scout Meeting
- 3: Little Brown Young Readers Book Preview in NYC
- 7: WLS Celebrating Libraries Event in Rye Brook, NY
- 10: Baker and Taylor Leasing Meeting at Will Library
- 12: YOM Teleconference Meeting & Strategic Planning Meeting at Will Library
- 14: Not Just for YA Book Group Meeting Co-Moderating at Panera Bread in White Plains
- 17: College of New Rochelle Children's Literature Class Visit with Professor Diane Quandt's Class
- 18: WLS Computer Training ; YOM Kick OFF at City Hall; OneYPL Teen Summer Reading Meeting at Riverfront Library
- 19: Friends of Crestwood Library Meeting
- 21: Staff Development Day at Will Library
- 22 & 23: How to Facilitate a Sound Meditation Workshop at NY Open Center in NYC

May:

- 3: Strategic Planning Meeting at Riverfront Library
- 4: Long Island Library Conference, Melville, NY
- 5: Spring Open Book Event at Random House Publishers in NYC
- 10: OneYPL Summer Programming Meeting at Will Library
- 16: What's New in Children's Literature Bureau of Education and Research Seminar in New Rochelle, NY
- 18: Crestwood Full Staff Meeting, Gimlet Training at Crestwood Library; Discussion Leader at WLA WLS Printz Pizza Party at White Plains Public Library
- 19: What's New in YA Literature Bureau Of Education and Research Seminar in New Rochelle, NY
- 20: Crestwood Historical Society 20<sup>th</sup> Anniversary Event & YPS PTA Mets Game at Shea Stadium
- 25: YOM Teleconference Meeting
- 29: Crestwood Memorial Day Ceremony in the Annunciation School Gym
- 30: Management Meeting at Will Library
- 31: American Association of Publishers & School Library Journal Book Dinner in NYC

June:

- 1: Book Expo America in NYC
- 2: Book Expo America in NYC (attended with Gina Bell from Yonkers Public Schools)
- 5 YOM Teleconference Meeting
- 6: Friends of Crestwood Library "Screenwise" Event collaboration with Barnes&Noble Yonkers
- 9: Not Just for YA Book Group Meeting Co-Moderating at Panera Bread in White Plains
- 11: Girl Scout Silver Award Ceremony at Girl Scout Cabin in Scarsdale, NY
- 13: Introduction to Title Source 360 Webinar
- 14: Friends of Crestwood Library Meeting
- 15: Strategic Planning Meeting of Children's Departments at Will Library
- 16: Management Meeting at Will Library
- 19: Baker and Taylor Webinar
- 21: Paideia School 15 Summer Reading Class Outreach Visits to all Grades (whole school day)
- 24: Crestwood Street Party Library Booth Pennsylvania/Hollywood and Bardwell Streets
- 26: OneYPL Circulation Meeting at Riverfront Library
- 28: YOM Recognition Ceremony at Will Library

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager

# Yonkers Public Library - Graphics Department Quarterly Report: April-June 2017

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

## YONKERS PUBLIC LIBRARY

Memorial Day Closings (signs)  
Independence Day Closings (signs)  
Summer Hours (signs)  
Summer Closings (signs)  
Programs & Events - May 2017 (calendars)  
Programs & Events - June 2017 (calendars)  
Programs & Events - July 2017 (calendars)

## RIVERFRONT LIBRARY

### Director's Office

Photography Policy (signs)

### Deputy Director's Office

Museum Pass Program (flyers)

### Circulation Dept.

#0001 Library Card Application (stock forms)

### Deputy Director's Office

No Fines Friday (flyers, EBB)

### Director of Communications

Will Renovations (bookmarks, posters)

### Branch Administrator's Office

Netflix Filming closing (signs)

### Children's Department

Star Wars Day (flyers, poster, EBB)  
Make Your Own Kaleidoscope (flyers, poster, EBB)  
National Pizza Party Day (flyers, poster, EBB)  
Cartooning with Mike Teator (flyers, poster, EBB)  
Mother's Day Celebration (flyers, poster, EBB)  
Crafts for a Cause (flyers, poster, EBB)  
Cinco de Mayo (flyers, poster, EBB)  
Arch for Kids (flyers, poster, EBB)  
Baby Signing Time, (flyers, poster, EBB)  
Color a Bookmark (flyers, poster, EBB)  
Collage Workshop (flyers, poster, EBB)  
International Music Day (flyers, poster, EBB)  
Flag Day (flyers, poster, EBB)  
Mixing in Math (flyers, poster, EBB)  
Father's Day Celebration (flyers, poster, EBB)  
Minecraft Mondays (flyers, poster, EBB)  
Cartooning Workshop (flyers, poster, EBB)  
Summer Reading Program (flyers)  
Summer Reading Program : Pirates - Lost at Sea (flyers, poster, EBB)  
Yoom Kids (flyers, poster, EBB)  
Fun Fridays (flyers, poster, EBB)  
Summer Fun, July (flyers, poster, EBB)  
Summer Fun, August (flyers, poster, EBB)  
Thrilling Thursdays (flyers, poster, EBB)  
Family Art & Fun Day (flyers, poster, EBB)  
Baby Signing Time (flyers, poster, EBB)  
Toddler Time (flyers, poster, EBB)

## Young Adult Department

Teen Fun, May (flyers, poster, EBB)  
Feature Films, May (flyers, poster, EBB)  
Calendar, June (flyers, poster, EBB)  
Dig It! (flyers, poster, EBB)  
Feature Films, June (flyers, poster, EBB)  
Crepe Party (flyers, poster, EBB)  
Summer Reading Program Kickoff Party (bookmarks)  
Summer Reading Program (flyers)  
Talent Show (flyers, poster, EBB)  
Maker Mondays: Painting (flyers, poster, EBB)  
Summer Reading Program: Kick-Off Party (posters, EBB)  
Teen Talent Show (tickets)  
Feature Films, July (flyers, poster, EBB)  
Celebrate Summer Flavors (flyers, poster, EBB)  
Teen Photo Club (flyers, poster, EBB)  
Friday Flicks (flyers, poster, EBB)  
Techie Tuesdays (flyers, poster, EBB)

## Reference/Adult

Mango languages (flyers)  
#5009 Employment Applications (stock forms)  
Small Business Websites (bookmarks)  
National Sports & Fitness Month (display sign)  
Riverfront Book Club, June (flyers, poster, EBB)  
Evening Book Club, June (flyers, poster, EBB)  
Coming Soon (display sign)  
May is National Pet Month (display sign)  
Blood Drive, English & Spanish (flyers, poster, EBB)  
Flores de Papel para Fiestas, May (flyers, poster, EBB)  
Feng Shui (flyers, poster, EBB)  
Tech Central, June (flyers)  
Fitness Classes, July (flyers, posters, EBB)  
Clases de Computacion, June (flyers)  
Sew Amazing (flyers, poster, EBB)  
Celebrate Good Times (flyers, poster, EBB)  
Evening Book Club, August (flyers, poster, EBB)  
Start a Cooking Garden (flyers, poster, EBB)  
Coloring for Adults/Knitting & Crocheting (flyers, poster, EBB)  
Flores de Papel para Fiestas, June (flyers, poster, EBB)  
Riverfront Book Club, July (flyers, poster, EBB)  
Cooking Club (flyers, poster, EBB)  
Power of Self Healing (flyers, poster, EBB)  
Coloring for Adults/Knitting and Crocheting (flyers)  
Beautify your Garden (display sign)  
Alzheimers : The Basics (flyers, poster, EBB)  
Alzheimers: Heathy Living (flyers, poster, EBB)  
Summer Fitness Fun (flyers, posters, EBB)  
Grants Webinar (flyers, poster, EBB)  
Tech Central, July (flyers)  
Clases de Computacion, July (flyers)  
Lynda (bookmarks)  
Riverfront Book Club, August (flyers, poster, EBB)  
Fitness Classes, August (flyers, posters, EBB)

# Yonkers Public Library - Graphics Department Quarterly Report: April-June 2017

## GRINTON I. WILL BRANCH

### Branch Administrator's Office

Part-Time Time sheets #2013 (stockforms)

### Children's Department

Meet the Author : Virginia Giordano (flyers, poster, EBB)  
Dental Storytime (flyers, poster, EBB)  
Celebrate Spring with Honey Bees (flyers, poster, EBB)  
Mother's Day Story & Craft (flyers, poster, EBB)  
Musical Story time with Gigi (flyers, poster, EBB)  
Bilingual Story Time, May (flyers, poster, EBB)  
Playhouse Design (flyers, poster, EBB)  
Storytime Yoga (flyers, poster, EBB)  
Outragehiss...Pets (flyers, poster, EBB)  
Petite Concert (flyers, poster, EBB)  
Father's Day Cards (flyers, poster, EBB)  
Get Started with Chess (flyers, poster, EBB)  
Kids Chess Club (flyers, poster, EBB)  
Lego Club (flyers, poster, EBB)  
Will Storytimes, Summer (flyers, poster, EBB)  
Big Top Fun (flyers, poster, EBB)  
Summer Reading Program (flyers)  
Summer Reading Program : Pirates - Lost at Sea (flyers, poster, EBB)  
Art Cart (flyers, poster, EBB)  
Reading Pals (flyers, poster, EBB)  
Sloppy Science (flyers, poster, EBB)  
Bilingual Story Time, July (flyers, poster, EBB)

### Young Adult Department

Program (flyers, posters, EBB)  
Summer Reading Program Kickoff Party (bookmarks)  
Summer Reading Program (flyers)  
Friday Flicks (flyers, poster, EBB)  
Jewelry Making Fun (flyers, posters EBB)  
Teen Summer Workshops (flyers, posters EBB)  
Teen Summer Weekly Programs (flyers, posters EBB)  
Drones (flyers, posters EBB)  
3D Printing (flyers, posters EBB)

### Adult/Fine Arts Department

Will Movies, May (flyers, poster, EBB)  
Will Movies, June (flyers, posters, EBB)  
Art Film, May (flyers, poster, EBB)  
Movie of the Month, May (flyers, poster, EBB)  
Movie of the Month, June (flyers, poster, EBB)  
Will Movies, July (flyers, poster, EBB)  
Will Movies, August (flyers, posters, EBB)  
African-American Music Appreciation Month (display signs)  
Books to Music (display sign)  
Movie of the Month, July (flyers, poster, EBB)  
Art Film, July (flyers, poster, EBB)  
Will Book Club, July (flyers, posters EBB)  
Summer Reading Program (bookmarks, posters)  
Will Movies, September (flyers, poster, EBB)  
Will Movies, October (flyers, posters, EBB)

### Reference Department

Animal Rights (bookmarks)

## CRESTWOOD BRANCH

Crestwood Computing, April (flyers)  
Crestwood Cinema, April (flyers, poster, EBB)  
Crestwood Computing, May (flyers)  
Crestwood Cinema, May (flyers, poster, EBB)  
Summer Reading Program Kickoff Party (bookmarks)  
Summer Reading Program, Teens & Kids (flyers)  
Sing Memorable Songs (flyers, poster, EBB)  
Coloring for Adults (flyers, poster, EBB)  
A Reader's Taste (flyers, poster, EBB)  
Crestwood Computing, July (flyers)

# Yonkers Public Library - Graphics Department Quarterly Report: April-June 2017

## **FRIENDS OF THE YONKERS PUBLIC LIBRARY**

Giant Book Sale (flyers, poster, EBB)

June Events (flyers, poster, EBB)

## **COMMUNITY NOTICES** (for the EBB)

Cuddy Law Firm: Special Needs Fair

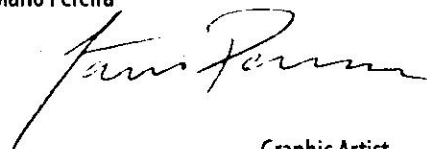
WEOC: Job Fair

New York Academy for Medicine: Annual Health Check-Up for Seniors

No Child Wet Behind: Diaper Drive

National Association of Hispanic Nurses: Health Expo

Mario Pereira



Graphic Artist



TECHNICAL PROCESSING DEPARTMENT  
QUARTERLY REPORT  
APRIL, MAY, JUNE 2017

The Technical Processing Department continues to order, process, and link items for patron use. The emphasis this quarter has been on ordering and processing materials for summer reading lists for the juvenile and YA departments at all the branches. These items are put into circulation as soon as possible after they are received.

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

The book leasing program has been renewed and continues to provide new shelf ready materials for all three adult departments.

The adult and juvenile departments are using the WLS acquisitions module to order most of their materials from Baker & Taylor providing processed and linked books delivered to each department.

The periodicals and continuations list is now being updated so that the departments can make additions and deletions for 2018.

Our department is working on reports to help clean up the data base for Collection HQ by correcting and updating itypes and item categories. We are also removing questionable and outdated entries.

Mary DiChiara  
Technical Processing Dept.

Custodial Department  
Quarterly Report  
April, May, June, 2017

Crestwood

Our outdoor furniture was removed from storage, painted and placed outside including a newly purchased table and umbrella. The new table was placed out front under our flag pole.

In June, with the heavy rainfall we received, during routine inspection I found that the main drain in the boiler room had cracked and was in danger of damaging the boiler. After calling Gruppuso Plumbing to assess the damage it was determined that the pipe had to be replaced. Unfortunately the floor in the adjacent storage room needs to be excavated in order to make that repair. That work is scheduled for early July.

Will

As usual The Elevator Repair Company had to be called numerous times to make repairs on our aging elevator.

In early April McKenzie Automatic Door Repair was called to repair our lower lobby doors and again in June to repair the Central Avenue entrance doors, and that door requires a motor replacement. Those parts are on order and will be repaired when they arrive.

In May our Cooling Tower was tested for legionella. The results came back negative.

This quarter we have been having issues with our air compressors. Crown Boiler repair has been here numerous times trying to make the necessary repairs. My staff and I replaced 15 computer room chairs with new ones.

Riverfront

This quarter my staff shampooed the Community Room carpet, the second floor small people's room and outside all of the public restrooms. We also began (when staff is available) daily bathroom floor scrubbing.

Working with The Reference Department we have been rearranging the third floor stacks and the Local History room. That project should be completed sometime in late July early August.

Staff: Our Part time Custodian Sandra D'Angelo can no longer give us the hours needed at Crestwood due to her hours changing at her full time position. I have been interviewing potential replacements.

Russell Martinez  
Supervisor of Custodians

# Yonkers Public Library

## Annual Report For Public And Association Libraries - 2016

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2016, except for questions related to the current library director/manager (questions 1.37 through 1.45).

1.1	Library ID Number	8800667240
1.2	Library Name	YONKERS PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Yonkers
1.6	Beginning Fiscal Reporting Year	01/01/2016
1.7	Ending Fiscal Reporting Year	12/31/2016
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2016
1.12	Ending <u>Local</u> Fiscal Year	12/31/2016
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	ONE LARKIN CENTER
1.15	City	YONKERS
1.16	Zip Code	10701
1.17	Mailing Address	ONE LARKIN CENTER
1.18	City	YONKERS
1.19	Zip Code	10701
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(914) 337-1500
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(914) 376-3004
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	efalcone@ypl.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.ypl.org
1.24	Population Chartered to Serve (per 2010 Census)	195,976
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	City
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	02/09/1893

1.30	Date the library was last registered	10/17/1907
1.31	Federal Employer Identification Number	133421565
1.32	County	WESTCHESTER
1.33	School District	Yonkers
1.34	Town/City	Yonkers
1.35	Library System	Westchester Library System

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name  
 1.36b President/CEO Phone Number  
 1.36c President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37	Title of Library Director/ Manager (select one):	Mr.
1.38	First Name of Library Director/Manager	Edward
1.39	Last Name of Library Director/Manager	Falcone
1.40	NYS Public Librarian Certification Number	9112
1.41	What is the highest education level of the library manager/director?	Other
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.44	E-mail Address of the Director/Manager	efalcone@ypl.org
1.45	Fax Number of the Director/Manager	(914) 376-3004
1.46	Is the library a member of the New York State and Local Retirement System?	Y
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2016? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A
3.	Date the vote was held (mm/dd/2016)	N/A
4.	Was the vote successful? Y/N	N/A
5.	What type of public vote was it?	N/A
6a.	Most recent prior year approved appropriation from a public vote:	N/A
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A

**This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.49	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2016) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.	N
1.	Name of municipality or district holding the public vote	N/A

- |      |   |     |
|------|---|-----|
| 2.   | Indicate the type of municipality or district holding the public vote   |     |
| 3.   | Date the last successful vote was held (mm/dd/yyyy)   | N/A |
| 4.   | What type of public vote was it?  |     |
| 5.   | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?   | N/A |
| 1.50 | Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.51.  | N   |
| 1.   | Name of contracting municipality or district  | N/A |
| 2.   | Is this a written contractual agreement?  | N/A |
| 3.   | Population of the geographic area served by this contract   | N/A |
| 4.   | Dollar amount of contract   | N/A |
| 5.   | Enter the appropriate code for range of services provided (select one):   | N/A |
| 1.51 | For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection. | N   |

## 2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	72,734
2.2	Adult Non-fiction Books	134,372
2.3	Total Adult Books (Total questions 2.1 & 2.2)	207,106
2.4	Children's Fiction Books	69,885
2.5	Children's Non-fiction Books	29,526
2.6	Total Children's Books (Total questions 2.4 & 2.5)	99,411
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	306,517

#### Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	4,738
2.10	All Other Print Materials	890
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	5,628
		312,145

2.12 Total Print Materials (Total questions 2.7 and 2.11)

**ALL OTHER MATERIALS**

**Electronic Materials**

2.13	Electronic Books	16,981
2.14	Local Electronic Collections	16
2.15	NOVELNY Electronic Collections	10
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	26
2.17	Audio - Downloadable Units	12,324
2.18	Video - Downloadable Units	23
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	637
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	29,991

**Non-Electronic Materials**

2.21	Audio - Physical Units	32,917
2.22	Video - Physical Units	44,116
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	1,117
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	78,150
2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	420,286

**CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	393
------	------------------------------------	-----

**ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.27	Cataloged Books	22,467
2.28	All Other Print Materials	615
2.29	Electronic Materials	6,100
2.30	All Other Materials	9,259
2.31	Total Additions (Total questions 2.27 through 2.30)	38,441

**3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

Report all information on questions 3.1 through 3.27 as of the end of the fiscal year reported in Part 1; report information on questions 3.28 through 3.79 for the 2016 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

**LIBRARY USE**

3.1	Library visits (total annual attendance)	947,657
3.2	Registered resident borrowers	87,570
3.3	Registered non-resident borrowers	470

Please report information on WRITTEN POLICIES as of 12/31/16.

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y

- 3.8 Does the library have a board-approved conflict of interest policy? Y
- 3.9 Does the library have a board-approved whistle blower policy? Y

Please report information on ACCESSIBILITY as of 12/31/16.

**ACCESSIBILITY (Answer Y for Yes, N for No)/b>**

- 3.10 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y
- 3.11 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y
- 3.12 Does the library have large print books? Y
- 3.13 Does the library have assistive technology for the blind and visually impaired? Y
- 3.14 - If so, what do you have?
- |  |     |
|--|-----|
| screen reader, such as JAWS or Windoweyes                  | No  |
| refreshable Braille keyboard                               | No  |
| screen magnification software, such as Zoomtext            | Yes |
| electronic scanning and reading software, such as OpenBook | No  |

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

**LIBRARY SPONSORED PROGRAMS**

- |   |        |
|---|--------|
| 3.15 Adult Program Sessions   | 1,327  |
| 3.16 Young Adult Program Sessions   | 987    |
| 3.17 Children's Program Sessions  | 1,061  |
| 3.18 All Other Program Sessions   | 0      |
| 3.19 Total Number of Program Sessions (Total questions 3.15 through 3.18)   | 3,375  |
| 3.20 One-on-One Program Sessions  | 67     |
| 3.21 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? | Yes    |
| 3.22 Adult Program Attendance   | 22,535 |
| 3.23 Young Adult Program Attendance   | 14,215 |
| 3.24 Children's Program Attendance  | 30,731 |
| 3.25 All Other Program Attendance   | 0      |
| 3.26 Total Program Attendance (Total questions 3.22 through 3.25)   | 67,481 |
| 3.27 One-on-One Program Attendance  | 67     |

Please report information on SUMMER READING PROGRAMS for the 2016 calendar year.

**SUMMER READING PROGRAM**

3.28 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2016 (check all that apply):

- |  |     |
|--|-----|
| a. Program(s) for children   | Yes |
| b. Program(s) for young adults   | Yes |
| c. Program(s) for Adults   | No  |
| d. Summer Reading at New York Libraries name and/or logo used  | Yes |
| e. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) | Yes |

f.	N/A	No
3.29	Library outlets offering a summer reading program	3
3.30	Children registered for the library's summer reading program	1,157
3.31	Young adults registered for the library's summer reading program	305
3.32	Adults registered for the library's summer reading program	0
3.33	Total number registered for the library's summer reading program (total 3.30 + 3.31 + 3.32)	1,462
3.34	Children's program sessions - Summer 2016	334
3.35	Young adult program sessions - Summer 2016	167
3.36	Adult program sessions - Summer 2016	0
3.37	Total program sessions - Summer 2016 (total 3.34 + 3.35 + 3.36)	501
3.38	Children's program attendance - Summer 2016	5,039
3.39	Young adult program attendance - Summer 2016	1,474
3.40	Adult program attendance - Summer 2016	0
3.41	Total program attendance - Summer 2016 (total 3.38 + 3.39 + 3.40)	6,513

**COLLABORATORS**

3.42	Public school district(s) and/or BOCES	5
3.43	Non-public school(s)	3
3.44	Childcare center(s)	1
3.45	Summer camp(s)	1
3.46	Municipality/Municipalities	1
3.47	Literacy provider(s)	1
3.48	Other (describe using the State note)	5
3.49	Total Collaborators (total 3.42 through 3.48)	17

Please report information on EARLY LITERACY PROGRAMS for the 2016 calendar year.

**EARLY LITERACY PROGRAMS**

3.50	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.51	- Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No
3.52	- Number of sessions	
a.	Focus on birth - school entry	310
b.	Focus on parents & caregivers	0
c.	Combined audience	109
d.	N/A	0
3.53	Total Sessions	419
3.54	- Attendance at sessions	
a.	Focus on birth - school entry	9,281
b.	Focus on parents & caregivers	0
c.	Combined audience	5,031
d.	N/A	0
3.55	Total Attendance	14,312
3.56	- Collaborators (check all that apply):	
a.	Childcare center(s)	Yes



b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	Yes
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2016 calendar year.

#### ADULT LITERACY

3.57	Did the library offer adult literacy programs?	No
3.58	Total group program sessions	0
3.59	Total one-on-one program sessions	0
3.60	Total group program attendance	0
3.61	Total one-on-one program attendance	0
3.62	- Collaborators (check all that apply)	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2016 calendar year.

#### PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.63	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.64	Children's program sessions	0
3.65	Young adult program sessions	0
3.66	Adult program sessions	15
3.67	Total program sessions (total 3.64 + 3.65 + 3.66)	15
3.68	One-on-one program sessions	0
3.69	Children's program attendance	0
3.70	Young adult program attendance	0
3.71	Adult program attendance	58
3.72	Total program attendance (total 3.69 + 3.70 + 3.71)	58
3.73	One-on-one program attendance	0
3.74	- Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	Yes
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2016 calendar year.

#### DIGITAL LITERACY

3.75	Did the library offer digital literacy programs?	Y
3.76	Total group program sessions	526
3.77	Total one-on-one program sessions	67
3.78	Total group program attendance	3,300
3.79	Total one-on-one program attendance	67

#### 4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is

not considered part of circulation)

### **CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	114,646
4.2	Adult Non-fiction Books	89,198
4.3	Total Adult Books (Total questions 4.1 & 4.2)	203,844
4.4	Children's Fiction Books	169,125
4.5	Children's Non-fiction Books	30,051
4.6	Total Children's Books (Total questions 4.4 & 4.5)	199,176
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	403,020

### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	211,256
4.9	Circulation of Children's Other Materials	51,026
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	262,282
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	665,302

### **ELECTRONIC USE**

4.12	Use of Electronic Material	26,661
4.13	Successful Retrieval of Electronic Information	60,958
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	87,619
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	691,963
4.16	Total Collection Use (Total questions 4.13 & 4.15)	752,921
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	250,202

### **REFERENCE TRANSACTIONS**

4.18	Total Reference Transactions	268,334
4.19	Does the library offer virtual reference?	Y

### **INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.20	TOTAL MATERIALS RECEIVED	83,374
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### **INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.21	TOTAL MATERIALS PROVIDED	91,842
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## **5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2016.

### **SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	273,053
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Name of the person responsible for the library's Information Technology (IT) services	Carlos Figueroa
5.7	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(914) 329-6088
5.8	IT contact's email address	cfigueroa@ypl.org

## **6. STAFF INFORMATION**

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions

funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 40

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	36
6.5	Vacant Librarian (certified)	6
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	66
6.11	Vacant Other Staff	12
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	103.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	18.00

**SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$52,392
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$154,000
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

Report all information as of December 31, 2016. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y
8.	Maintains a facility to meet community needs, including adequate:	
7.8	8a. space	Y
7.9	8b. lighting	Y

7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8c. restroom (see instructions)	Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:		
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	2
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	<b>3</b>

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	60.00
8.7	Minimum Weekly Total Hours - Branch Libraries	118.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	178.00
8.10	Annual Total Hours - Main Library	3,330.00
8.11	Annual Total Hours - Branch Libraries	6,566.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	9,896.00

## 9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**NOTE:** Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com) and your data will be uploaded into Collect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries

should be in the correct order on the spreadsheet.

1.	Outlet Name	Crestwood Branch
2.	Outlet Name Status	00 (for no change)
3.	Street Address	16 Thompson Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Yonkers
6.	Zip Code	10707
7.	Phone (enter 10 digits only)	(914) 337-1500
8.	Fax Number (enter 10 digits only)	(914) 779-0882
9.	E-mail Address	efalcone@ypl.org
10.	Outlet URL	www.ypl.org
11.	County	Westchester
12.	School District	Yonkers
13.	Library System	Westchester Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	3,023
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	135
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	City
22.	Who owns the land on which this outlet is built?	City
23.	Indicate the year this outlet was initially constructed	1926
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1990
25.	Square footage of the outlet	2,900
26.	Total number of Internet terminals at this outlet used by the general public	6
27.	Number of uses (sessions) of public Internet computers per year	5,099
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
31.	Internet Provider	Cablevision/Optimum
32.	WiFi Access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	1,978
34.	Does the outlet have interactive videoconferencing capability for public use?	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	N
36.	Is every public part of the outlet accessible to a person in a wheelchair?	N
37.	<i>LIBID</i>	8800667240

38.	<i>FSCSID</i>	NY0761
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Grinton I. Will Branch
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1500 Central Park Avenue
4.	Outlet Street Address Status	00 (for no change)
5.	City	Yonkers
6.	Zip Code	10710
7.	Phone (enter 10 digits only)	(914) 337-1500
8.	Fax Number (enter 10 digits only)	(914) 337-9114
9.	E-mail Address	efalcone@ypl.org
10.	Outlet URL	www.ypl.org
11.	County	Westchester
12.	School District	Yonkers
13.	Library System	Westchester Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	3,543
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	843
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	City
22.	Who owns the land on which this outlet is built?	City
23.	Indicate the year this outlet was initially constructed	1962
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2000
25.	Square footage of the outlet	56,980
26.	Total number of Internet terminals at this outlet used by the general public	62
27.	Number of uses (sessions) of public Internet computers per year	77,999
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Cablevision/Optimum
32.	WiFi Access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	71,034
34.	Does the outlet have interactive videoconferencing capability for public use?	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y

36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	<i>LIBID</i>	8800667240
38.	<i>FSCSID</i>	NY0761
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
1.	Outlet Name	Riverfront Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	One Larkin Center
4.	Outlet Street Address Status	00 (for no change)
5.	City	Yonkers
6.	Zip Code	10701
7.	Phone (enter 10 digits only)	(914) 337-1500
8.	Fax Number (enter 10 digits only)	(914) 376-3004
9.	E-mail Address	efalcone@ypl.org
10.	Outlet URL	www.ypl.org
11.	County	Westchester
12.	School District	Yonkers
13.	Library System	Westchester Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,330
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	675
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	City
22.	Who owns the land on which this outlet is built?	City
23.	Indicate the year this outlet was initially constructed	2001
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
25.	Square footage of the outlet	70,410
26.	Total number of Internet terminals at this outlet used by the general public	79
27.	Number of uses (sessions) of public Internet computers per year	164,230
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Cablevision/Optimum
32.	WiFi Access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	47,107
34.	Does the outlet have interactive videoconferencing capability for public use?	N

- |     |   |                                       |
|-----|---|---------------------------------------|
| 35. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y                                     |
| 36. | Is every public part of the outlet accessible to a person in a wheelchair?                          | Y                                     |
| 37. | <i>LIBID</i>  | 8800667240                            |
| 38. | <i>FSCSID</i>   | NY0761                                |
| 39. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i>  | 0                                     |
| 40. | <i>Outlet Structure Status</i>  | 00 (for no change from previous year) |

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2016. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

- 10.1 Total number of board meetings held during calendar year (January 1, 2016 to December 31, 2016) 11

### NUMBER OF TRUSTEES AND TERMS

- 10.2 Does your library have a range of trustees stated in the library's charter (incorporation)? Yes
- 10.3 If yes, what is the range? 5-7
- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? 7
- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter (incorporation)?
- 10.6 Does your library's charter (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes
- 10.7 If yes, what is the trustee term length, as stated in your library's charter (incorporation)? 5 years

### BOARD MEMBER SELECTION

- 10.8 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1, 2017. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

- 10.9 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant Mrs.
- 10.10 First Name Nancy
- 10.11 Last Name Maron
- 10.12 Mailing Address 69 Oakland Avenue
- 10.13 City Yonkers
- 10.14 Zip Code (5 digits only) 10710
- 10.15 Phone (enter 10 digits only) (914) 375-7950
- 10.16 E-mail Address nancy.maron@earthlink.net
- 10.17 Term Begins - Month January
- 10.18 Term Begins - Year (yyyy) 2017
- 10.19 Term Expires - Month December
- 10.20 Term Expires - Year (yyyy) 2021



10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	01/12/2017
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/02/2017
10.24	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Gregory
3.	Last Name of Board Member	Arcaro
4.	Mailing Address	62 Stoneleigh Rd.
5.	City	Yonkers
6.	Zip Code (5 digits only)	10683
7.	E-mail address	garcaro@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2018
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/22/14
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/27/14
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Anietra
3.	Last Name of Board Member	Guzman-Santana
4.	Mailing Address	58 Canfield Avenue
5.	City	Yonkers
6.	Zip Code (5 digits only)	10710
7.	E-mail address	Anietra.Guzman@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2016
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2020
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	6/1/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	6/22/2016
16.	Is this a brand new trustee?	Y
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Derrick
3.	Last Name of Board Member	Touba
4.	Mailing Address	P.O. Box 558

5.	City	Yonkers
6.	Zip Code (5 digits only)	10703
7.	E-mail address	dtouba@wlsmail.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	February
10.	Term Begins - Year (year)	2015
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2019
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	4/9/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	6/22/2015
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Stephen
3.	Last Name of Board Member	Jannetti
4.	Mailing Address	21 Glover Avenue
5.	City	Yonkers
6.	Zip Code (5 digits only)	10704
7.	E-mail address	SAJ1218@optonline.net
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	August
10.	Term Begins - Year (year)	2015
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2018
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	8/25/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	9/21/2015
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Jim
3.	Last Name of Board Member	Buckley
4.	Mailing Address	112 Hillcrest Avenue
5.	City	Yonkers
6.	Zip Code (5 digits only)	10705
7.	E-mail address	buckleyjim@msn.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2013
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2017
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	3/1/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	4/2/2013
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Other (enter title)
2.	First Name of Board Member	Hal
3.	Last Name of Board Member	Greenwald
4.	Mailing Address	15 Colonial Parkway North
5.	City	Yonkers
6.	Zip Code (5 digits only)	10710
7.	E-mail address	HalBlaw@msn.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	May
10.	Term Begins - Year (year)	2016
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2017
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/01/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/02/2017
16.	Is this a brand new trustee?	Y

## 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y
1.	Source of Funds	City
2.	Name of funding County, Municipality or District	Yonkers
3.	Amount	\$8,996,160
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$8,996,160

### SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$51,160
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$51,160

### OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
<b>FEDERAL AID FOR LIBRARY OPERATION</b>		
11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
<b>OTHER RECEIPTS</b>		
11.14	Gifts and Endowments	\$0
11.15	Fund Raising	\$0
11.16	Income from Investments	\$0
11.17	Library Charges	\$54,454
11.18	Other	\$30,960
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$85,414
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$9,132,734
11.21	<b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0
11.25	<b>BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2016</b> (Same as Question 12.40 of previous year if fiscal year has not changed)	\$0
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$9,132,734

## 12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$2,731,574
12.2	Other Staff	\$3,788,033
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$6,519,607
12.4	<b>Employee Benefits Expenditures</b>	\$518,004
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$7,037,611
<b>COLLECTION EXPENDITURES</b>		
12.6	Print Materials Expenditures	\$102,818
12.7	Electronic Materials Expenditures	\$106,569
12.8	Other Materials Expenditures	\$35,381
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$244,768

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0

**OPERATION AND MAINTENANCE OF BUILDINGS****Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$83,044
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$83,044
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$1,054,859
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$1,137,903

**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$106,106
12.19	Telecommunications	\$114,252
12.20	Binding Expenses	\$477
12.21	Postage and Freight	\$703
12.22	Professional & Consultant Fees	\$59,039
12.23	Equipment	\$66,105
12.24	Other Miscellaneous	\$38,651
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$385,333

12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$327,119
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**DEBT SERVICE****Capital Purposes Loans (Principal and Interest)**

12.27	From Local Public Funds (73PF)	\$0
12.28	From Other Funds (73OF)	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0
12.30	Budget Loans (Principal and Interest)	\$0
12.31	Short-Term Loans	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$0
12.33	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$9,132,734

**TRANSFERS****Transfers to Capital Fund**

12.34	From Local Public Funds (76PF)	\$0
12.35	From Other Funds (76OF)	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0
12.37	<b>Transfer to Other Funds</b>	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$0
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$9,132,734
12.40	<b>BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2016</b>	\$0

12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) \$9,132,734

**ASSURANCE**

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 07/20/2017

**FISCAL AUDIT**

12.43 Last audit performed (mm/dd/yyyy) 01/04/2017  
12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2015-06/30/2016  
12.45 Indicate type of audit (select one): Private Accounting Firm

**CAPITAL FUND**

12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources \$407,000  
13.2 All Other Revenues from Local Sources \$0  
13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$407,000

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction \$7,495  
13.5 Other State Aid \$0  
13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$7,495

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 **TOTAL FEDERAL AID** \$0

**INTERFUND REVENUE**

13.8 Transfer from Operating Fund (Same as Question 12.36) \$0  
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$414,495  
13.10 **NON-REVENUE RECEIPTS** \$0  
13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$414,495  
13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2016** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$2,969,291  
13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) \$3,383,786

**14. CAPITAL FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

**PROJECT EXPENDITURES**

14.1 Construction \$0  
14.2 Incidental Construction \$12,062

**Other Disbursements**

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$373,953
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$373,953
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$386,015
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$386,015
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2016	\$2,997,771
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$3,383,786

**15. CENTRAL LIBRARIES**

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

**16. FEDERAL TOTALS**

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	43.00
16.2	Total Librarians	43.00
16.3	All Other Paid Staff	78.00
16.4	Total Paid Employees	121.00
16.5	State Government Revenue	\$51,160
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$85,414
16.8	Total Operating Revenue	\$9,132,734
16.9	Other Operating Expenditures	\$1,850,355
16.10	Total Operating Expenditures	\$9,132,734
16.11	Total Capital Expenditures	\$386,015
16.12	Print Materials	311,255
16.13	Total Registered Borrowers	88,040
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the General Public	147

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

17.1	<i>LIB ID</i>	8800667240
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	MO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CII
17.7	<i>FSCS ID</i>	NY0761
17.8	<i>SED CODE</i>	662300700041

# Yonkers Public Library

## Annual Report For Public And Association Libraries - 2016

### 1. GENERAL LIBRARY INFORMATION

1.41 What is the highest education level of the library manager/director?

**Note:** MLS and MPA

### 2. LIBRARY COLLECTION

2.13 Electronic Books

**Note:** NYS change of definition to electronic collections affected how electronic books were counted.

2.14 Local Electronic Collections

**Note:** NYS change of definition to electronic collections affected how this number was calculated from last year.

2.16 Total Electronic Collections (Total questions 2.14 and 2.15)

**Note:** NYS change of definition to electronic collections affected how this number was calculated from last year.

2.18 Video - Downloadable Units

**Note:** No titles added in 2016.

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.48 Other (describe using the State note)

**Note:** 2 homeschool networks, local business(2), Crestwood Historical Society

a. Focus on birth - school entry

**Note:** A significant increase this year due to new personnel and outreach communication regarding programs.

c. Combined audience

**Note:** A significant increase this year due to new personnel and outreach communication regarding programs.

a. Focus on birth - school entry

**Note:** A significant increase this year due to new personnel and outreach communication regarding programs.

c. Combined audience

**Note:** A significant increase this year due to new personnel and outreach communication regarding programs.

### 4. LIBRARY TRANSACTIONS

No Notes

### 5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

### 6. STAFF INFORMATION

No Notes

### 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

### 8. PUBLIC SERVICE INFORMATION

No Notes

### 9. SERVICE OUTLET INFORMATION



Repeating Group 1

32. WiFi Access

**Note:** Users must comply with WLS guidelines for use.

Repeating Group 2

32. WiFi Access

**Note:** Users must comply with WLS guidelines for use.

Repeating Group 3

32. WiFi Access

**Note:** Users must comply with WLS guidelines for use.

### 10. OFFICERS AND TRUSTEES

10.8 Enter Board Member Selection Code (select one):

**Note:** Board members are selected by the Yonkers Board of Education Trustees.

Repeating Group 6

1. Title of Board Member (select one):

**Note:** Hon.

Repeating Group 2

13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

**Note:** Trustee was appointed the remainder of a term of a trustee who resigned their position.

Repeating Group 4

13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

**Note:** Trustee was appointed to complete the remainder of a term of a trustee who resigned their position.

Repeating Group 6

13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

**Note:** trustee was appointed to complete the remainder of a term of a trustee who resigned their position.

### 11. OPERATING FUNDS RECEIPTS

11.5 Additional State Aid received from the System

**Note:** MTA tax offset of \$20525 received by the library was sent to the city. It never went into our operating account.

11.17 Library Charges

**Note:** revenue goes to municipality

11.18 Other

**Note:** revenue goes to municipality

### 12. OPERATING FUND DISBURSEMENTS

12.22 Professional & Consultant Fees

**Note:** No single expense over \$10,000.

12.23 Equipment

**Note:** No single expense over \$10,000.

12.24 Other Miscellaneous

**Note:** No single expense over \$10,000.

### 13. CAPITAL FUND RECEIPTS

13.6 Total State Aid (Add Questions 13.4 and 13.5)

**Note:** In the prior year we received the bulk to the money for a construction project. The \$7495 was the last payment

### 14. CAPITAL FUND DISBURSEMENTS

No Notes

### 15. CENTRAL LIBRARIES

No Notes

### 16. FEDERAL TOTALS

No Notes

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes

## **RESOLUTION**

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



**DASNY**

**ANDREW M. CUOMO**  
Governor

**ALFONSO L. CARNEY, JR.**  
Chair

**GERRARD P. BUSHELL, Ph.D.**  
President & CEO

July 5, 2017

**VIA OVERNIGHT MAIL**

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

Re: *State and Municipal Facilities Program ("SAM")  
Reconstruction and Replacement of the Facade and Renovation of the Main Lobby  
Project ID: # 7694*

Dear Mr. Falcone:

As you are aware, Yonkers Public Library has been selected in accordance with procedures required to receive a State and Municipal Facilities Program ("SAM") grant in the amount of \$250,000. The project for which the Grant will be utilized is the reconstruction and replacement of the facade and renovation of the main lobby.

Our records indicate that you have fulfilled all of the criteria necessary to receive a SAM Grant as set forth in the authorizing legislation for SAM.

Enclosed please find two (2) execution copies of the Grant Disbursement Agreement (the "GDA"). For your convenience a *Grant Disbursement Agreement Checklist* and portions of a sample GDA are being provided to assist you. Please execute and date two (2) original GDAs and return them in their entirety to:

Grants Administration  
DASNY  
515 Broadway  
Albany, New York 12207

Please note that certain exhibits to the GDA must be completed prior to the disbursement of any grant funds, including:

**CORPORATE HEADQUARTERS**  
515 Broadway  
Albany, NY 12207-2964

T 518-257-3000  
F 518-257-3100

**NEW YORK CITY OFFICE**  
One Penn Plaza, 52nd Floor  
New York, NY 10119-0098

T 212-273-5000  
F 212-273-5121

**BUFFALO OFFICE**  
539 Franklin Street  
Buffalo, NY 14202-1109

T 716-884-9780  
F 716-884-9787

**DORMITORY AUTHORITY STATE OF NEW YORK**

**WE FINANCE, BUILD AND  
DELIVER.**

[www.dasny.org](http://www.dasny.org)



**DASNY**

Page 2

**Exhibit A: Project Budget:** Please verify that the purpose and use of the Grant funds as described substantially comply with the description and budget provided by the Yonkers Public Library in its Preliminary Application. Any deviation in purpose or use must be separately indicated and explained. Failure to do so may delay the processing of the GDA. **Please be sure to include anticipated project start and end dates relating to each task.**

**Exhibit B: Opinion of Counsel:** Please be sure that the opinion of counsel returned by the grantee substantially conforms to the template provided in Exhibit B and contains an original signature on the Attorney's letterhead.

Once the execution copies and the completed exhibits are returned to the Dormitory Authority of the State of New York ("DASNY"), we will ensure that they are completed properly and continue to satisfy the requirements of the SAM program. Upon DASNY's satisfactory review, a fully executed GDA will be returned to you. It is at that time you may begin the requisition process.

Should you or your attorney have any questions concerning the enclosed document, please call (518) 257-3177.

Thank you.

Sincerely,

Sarah D. Antonacci  
Senior Grant Administrator

This **GRANT DISBURSEMENT AGREEMENT** includes all exhibits and attachments hereto and is made on the terms and by the parties listed below and relates to the Project described below:

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**DORMITORY AUTHORITY OF THE STATE OF NEW YORK ("DASNY"):**

515 Broadway  
Albany, New York 12207  
Contact: Sara Richards, Esq.  
Phone: (518) 257-3177  
Fax: (518) 257-3475  
E-mail: grants@dasny.org

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**THE GRANTEE:**

Yonkers Public Library  
One Larkin Center  
Yonkers, NY 10701  
Contact: Mr. Edward Falcone

Phone: (914) 375-7951  
Fax: (914) 376-3004

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**THE PROJECT:**

Reconstruction and Replacement of the Facade and Renovation of the Main Lobby

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**PROJECT LOCATION:**

Grinton I. Will Branch Library

**GRANT AMOUNT:**

\$250,000

**FUNDING SOURCE:**

State and Municipal Facilities Program ("SAM")

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For Office Use Only:

**PRELIMINARY APPLICATION OR PROJECT INFORMATION SHEET DATE:**

7/19/2016

**DATE GDA SENT TO GRANTEE:**

7/5/17

**DATE AGREEMENT SIGNED BY GRANTEE:**

**DATE AGREEMENT SIGNED BY DASNY:**

**EXPIRATION DATE OF THIS AGREEMENT:**

**PROJECT ID #:** 7694  
**FMS#:** 158916  
**GranteeID:** 3227  
**GrantID:** 8807

## TERMS AND CONDITIONS

### 1. The Project

The Project description, including tasks and a timeline with respect thereto, is set forth in Exhibit A. The Grantee will perform the tasks on the schedule and as described in Exhibit A to this Agreement.

### 2. Project Budget and Use of Funds

- a) The Grantee will undertake the Project in accordance with the overall Project budget, which includes the Grant funds, as set forth in Exhibit A to this Agreement. The Grant will be applied only to Eligible Expenses, which are separately identified, as described in the Preliminary Application or Project Information Sheet and in Exhibit A hereto.
- b) Grantee agrees and covenants to apply the Grant proceeds only to capital works or purposes, which shall consist of the following:
  - (i) the acquisition, construction, demolition, or replacement of a fixed asset or assets;
  - (ii) the major repair or renovation of a fixed asset, or assets, which materially extends its useful life or materially improves or increases its capacity; or
  - (iii) the planning or design of the acquisition, construction, demolition, replacement, major repair or renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services, field surveys and sub-surface investigations incidental thereto.
- c) Grantee agrees and covenants that the Grant proceeds shall not be used for costs that are not capital in nature, which include, but shall not be limited to working capital, rent, utilities, salaries, supplies, administrative expenses, or to pay down debt incurred to undertake the Project.

### 3. Books and Records

The Grantee will maintain accurate books and records concerning the Project for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during Grantee's business hours upon reasonable request. In the event of earlier termination of this Agreement, such documentation shall be made available to DASNY, its agents, officers and employees for six (6) years following the date of such early termination.

### 4. Conditions Precedent to Disbursement of the Grant

No Grant funds shall be disbursed until the following conditions have been satisfied:

- (a) DASNY has received a description of the Project, budget and timeline in the form of Exhibit A, and an opinion of Grantee's counsel, in substantially the form appended to this Agreement as Exhibit B; and
- (b) The requirements of the SAM Program have been met; and
- (c) The monies required to fund the Grant have been received by DASNY; and
- (d) In the event of disbursement pursuant to paragraph 5(b) below, the Grantee has provided DASNY with documentation evidencing that a segregated account has been established by the Grantee into which Grant funds will be deposited (the "Segregated Account"). Eligible Expenses incurred in connection with the Project to be financed with Grant proceeds that are to be paid on invoice shall be paid out of the Segregated Account. The funds in such account shall not be used for any other purpose.
- (e) The Grantee certifies that it is in compliance with the provisions of the SAM and this Agreement and that the Grant will only be used for the Project set forth in the Preliminary Application or Project Information Sheet and in Exhibit A hereto.
- (f) Not-for-profit organizations are required to register and prequalify on the New York State Grants Gateway ([www.grantsreform.ny.gov](http://www.grantsreform.ny.gov)) in order to receive Grant funds. The Grantee's Document Vault must be in prequalification status prior to any disbursements of the grant funds.

5. Disbursement

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee, in the manner set forth in Exhibit D, as follows:

- (a) Reimbursement: DASNY shall make payment directly to the Grantee in the amount of Eligible Expenses actually incurred and paid for by the Grantee, upon presentation to DASNY of (i) the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments; (ii) copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor and proof of payment from the Grantee to the contractor and/or vendor in a form acceptable to DASNY; and (iii) such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred and paid by the Grantee in connection with the Project described herein; or
- (b) Payment on Invoice:
  - (1) DASNY may make payment directly to the Grantee in the amount of Eligible Expenses actually incurred by the Grantee, upon presentation to DASNY of (i) the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments; (ii) copies of invoices for Eligible Expenses from the Grantee's contractor and/or vendor in a form acceptable to DASNY evidencing the completion of work; and (iii) such additional supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were incurred by the Grantee in connection with the Project described herein.



(2) The Grantee must deposit all Grant proceeds paid on invoice pursuant to this paragraph (b) into the Segregated Account established pursuant to Paragraph 4(d). All Eligible Expenses incurred in connection with the Project to be financed with Grant funds that are to be paid on invoice must be paid out of this account. The account shall not be used for any other purpose.

(3) The Grantee must provide proof of disbursement of Grant funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from Grant funds until such time as proof of payment is provided.

(4) Utilizing the Grant funds paid to the Grantee pursuant to this section for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition shall constitute a default under this Agreement and shall, at a minimum, result in the denial of payment on invoice for subsequent requisitions.

(5) DASNY may deny payment on invoice at its sole and absolute discretion, thereby restricting the method of payment pursuant to this contract to reimbursement subject to the terms of Section 5(a).

(c) Electronic Payments Program: DASNY reserves the right to implement an electronic payment program ("Electronic Payment Program") for all payments to be made to the Grantee thereunder. Prior to implementing an Electronic Payment Program, DASNY shall provide the Grantee written notice one hundred twenty days prior to the effective date of such Electronic Payment Program ("Electronic Payment Effective Date"). Commencing on or after the Electronic Payment Effective Date, all payments due hereunder by the Grantee shall only be rendered electronically, unless payment by paper check is expressly authorized by DASNY. Commencing on or after the Electronic Payment Effective Date the Grantee further acknowledges and agrees that DASNY may withhold any request for payment hereunder, if the Grantee has not complied with DASNY's Policies and Procedures relating to its Electronic Payment Program in effect at such time, unless payment by paper check is expressly authorized by DASNY.

(d) In no event will DASNY make any payment which would cause DASNY's aggregate disbursements to exceed the Grant amount.

(e) The Grant, or a portion thereof, may be subject to recapture by DASNY as provided in Section 9(c) hereof.

#### 6. Non Discrimination and Affirmative Action

The Grantee shall make its best effort to comply with DASNY's Non-Discrimination and Affirmative Action policies set forth in Exhibit F to this Agreement.

7. No Liability of DASNY or the State

DASNY shall not in any event whatsoever be liable for any injury or damage, cost or expense of any nature whatsoever that occurs as a result of or in any way in connection with the Project and the Grantee hereby agrees to indemnify and hold harmless DASNY, the State and their respective agents, officers, employees and directors (collectively, the "Indemnitees") from and against any and all such liability and any other liability for injury or damage, cost or expense resulting from the payment of the Grant by DASNY to the Grantee or use of the Project in any manner, including in a manner which, if the bonds are issued on a tax-exempt basis, (i) results in the interest on the bonds issued by DASNY the proceeds of which were used to fund the Grant (the "Bonds") to be includable in gross income for federal income tax purposes or (ii) gives rise to an allegation against DASNY by a governmental agency or authority, which DASNY defends that the interest on the Bonds is includable in gross income for federal income tax purposes, other than that caused by the gross negligence or the willful misconduct of the Indemnitees.

8. Warranties and Covenants

The Grantee warrants and covenants that:

- (a) The Grant shall be used solely for Eligible Expenses in accordance with the terms and conditions of this Agreement.
- (b) No materials, if any, purchased with the Grant will be used for any purpose other than the eligible Project costs as identified in Exhibit A.
- (c) The Grantee agrees to utilize all funds disbursed in accordance with this Agreement in accordance with the terms of the SAM Program.
- (d) The Grantee is solely responsible for all Project costs in excess of the Grant. The Grantee will incur and pay Project costs and submit requisitions for reimbursement in connection with such costs.
- (e) The Grantee has sufficient, secured funding for all Project costs in excess of the Grant, and will complete the Project as described in the Preliminary Application or Project Information Sheet and in this Agreement.
- (f) The Grantee agrees to use its best efforts to utilize the Project for substantially the same purpose set forth in this Agreement until such time as the Grantee determines that the Project is no longer reasonably necessary or useful in furthering the public purpose for which the grant was made.
- (g) There has been no material adverse change in the financial condition of the Grantee since the date of submission of the Preliminary Application or Project Information Sheet to DASNY.
- (h) No part of the Grant will be applied to any expenses paid or payable from any other external funding source, including State or Federal grants, or grants from any other public or private source.

- (i) The Grantee owns, leases, or otherwise has control over the site where the Project will be located. If the Project includes removable equipment or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, office furniture and telephone systems, Grantee will develop, implement and maintain an inventory system for tracking such removable equipment and furnishings.
- (j) The Project to be funded by the Grant will be located in the State of New York. If the Grant will fund all or a portion of the purchase of any type of vehicle, such vehicle will be registered in the State of New York and a copy of the New York State Vehicle Registration documents will be provided to DASNY's Accounts Payable Department at the time of requisition.
- (k) Grantee is in compliance with, and shall continue to comply in all material respects, with all applicable laws, rules, regulations and orders affecting the Grantee and the Project including but not limited to maintaining the Grantee's document vault on the New York State Grants Reform Gateway ([www.grantsreform.ny.gov](http://www.grantsreform.ny.gov)).
- (l) The Grantee has obtained all necessary consents and approvals from the property owner in connection with any work to be undertaken in connection with the Project.
- (m) All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- (n) Neither the Grantee nor any of the members of its Board of Directors or other governing body or its employees have given or will give anything of value to anyone to procure the Grant or to influence any official act or the judgment of any person in the performance of any of the terms of this Agreement.
- (o) The Grant shall not be used in any manner for any of the following purposes:
  - (i) political activities of any kind or nature, including, but not limited to, furthering the election or defeat of any candidate for public, political or party office, or for providing a forum for such candidate activity to promote the passage, defeat, or repeal of any proposed or enacted legislation;
  - (ii) religious worship, instruction or proselytizing as part of, or in connection with, the performance of this Agreement;
  - (iii) payments to any firm, company, association, corporation or organization in which a member of the Grantee's Board of Directors or other governing body, or any officer or employee of the Grantee, or a member of the immediate family of any member of the Grantee's Board of Directors or other governing body, officer, or employee of the Grantee has any ownership, control or financial interest, including but not limited to an officer or employee directly or indirectly responsible for the preparation or

the determination of the terms of the contract or other arrangement pursuant to which the proceeds of the Grant are to be disbursed. For purposes of this paragraph, "ownership" means ownership, directly or indirectly, of more than five percent (5%) of the assets, stock, bonds or other dividend or interest bearing securities; and "control" means serving as a member of the board of directors or other governing body, or as an officer in any of the above; and

- (iv) payment to any member of Grantee's Board of Directors or other governing body of any fee, salary or stipend for employment or services, except as may be expressly provided for in this Agreement.
- (p) The relationship of the Grantee (including, for purposes of this paragraph, its officers, employees, agents and representatives) to DASNY arising out of this Agreement shall be that of an independent contractor. The Grantee covenants and agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an officer, employee, agent or representative of DASNY or the State by reason hereof, and that it will not by reason thereof, make any claim, demand or application for any right or privilege applicable to an officer, employee, agent or representative of DASNY or the State, including without limitation, worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.
- (q) The information contained in the Preliminary Application or Project Information Sheet submitted by the Grantee in connection with the Project and the Grant, as such may have been amended or supplemented and any supplemental documentation requested by the State or DASNY in connection with the Grant, is incorporated herein by reference in its entirety. In the event of an inconsistency between the descriptions, conditions, and terms of this Agreement and those contained in the Preliminary Application or Project Information Sheet, the provisions of this Agreement shall govern. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the Preliminary Application or Project Information Sheet and any supplemental information in making the Grant. The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Preliminary Application or Project Information Sheet, supplemental information, or otherwise in connection with the Grant and that the information contained in the Preliminary Application or Project Information Sheet and supplemental information continues on the date hereof to be materially correct and complete.
- (r) The Grantee hereby represents and warrants that it has made no material misstatement or omission of fact in the Grantee Questionnaire ("GQ"), attached hereto as Exhibit C, or the Grantee's document vault in the New York State's Grants Reform Gateway completed by the Grantee in connection with the Project and the Grant, and that the responses in the GQ and the document vault continue on the date hereof to be materially correct and complete. The Grantee hereby acknowledges that DASNY has relied on the statements and representations made by the Grantee in the GQ in making the Grant, and that the

Grantee will be required to reaffirm the information therein each time a requisition for grant funds is presented to DASNY.

- (s) The Grantee is duly organized, validly existing and in good standing under the laws of the State of New York, or is duly organized and validly existing under the laws of another jurisdiction and is authorized to do business and is in good standing in the State of New York and shall maintain its corporate existence in good standing in each such jurisdiction for the term of this Agreement, and has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder;
- (t) The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.
- (u) The Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

9. Default and Remedies

- (a) Each of the following shall constitute a default by the Grantee under this Agreement:
  - (i) Failure to perform or observe any obligation, warranty or covenant of the Grantee contained herein, or the failure by the Grantee to perform the requirements herein to the reasonable satisfaction of DASNY and within the time frames established therefor under this Agreement.
  - (ii) Failure to comply with any request for information reasonably made by DASNY to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant.
  - (iii) The making by the Grantee of any false statement or the omission by the Grantee to state any material fact in or in connection with this Agreement or the Grant, including information provided in the Preliminary Application or Project Information Sheet or in any supplemental information that may be requested by the State or DASNY.
  - (iv) The Grantee shall (A) be generally not paying its debts as they become due, (B) file, or consent by answer or otherwise to the filing against it of, a petition under the United States Bankruptcy Code or under any other bankruptcy or insolvency law of any jurisdiction, (C) make a general assignment for the benefit of its general creditors, (D) consent to the appointment of a custodian, receiver, trustee or other officer with similar powers of itself or of any substantial part of its property, (E) be

adjudicated insolvent or be liquidated or (F) take corporate action for the purpose of any of the foregoing.

- (v) An order of a court having jurisdiction shall be made directing the sale, disposition or distribution of all or substantially all of the property belonging to the Grantee, which order shall remain undismissed or unstayed for an aggregate of thirty (30) days.
  - (vi) The Grantee abandons the Project prior to its completion.
  - (vii) The Grantee is found to have falsified or modified any documents submitted in connection with this grant, including but not limited to invoice, contract or payment documents submitted in connection with a Grantee's request for payment/reimbursement.
  - (viii) Utilizing the Grant funds paid to the Grantee pursuant to Section 5(b) for any purpose other than paying the contractors and/or vendors identified in the requisition documentation in the amounts set forth in the requisition.
- (b) Upon the occurrence of a default by the Grantee and written notice by DASNY indicating the nature of the default, DASNY shall have the right to terminate this Agreement.
  - (c) Upon any such termination, DASNY may withhold any Grant proceeds not yet disbursed and may require repayment of Grant proceeds already disbursed. If DASNY determines that any Grant proceeds had previously been released based upon fraudulent representations or other willful misconduct, DASNY may require repayment of those funds and may refer the matter to the appropriate authorities for prosecution. DASNY shall be entitled to exercise any other rights and seek any other remedies provided by law.

10. Term of Agreement

Notwithstanding the provisions of Section 9 hereof, this Agreement shall terminate three (3) years after the latest date set forth on the front page hereof without any further notice to the Grantee. DASNY, in its sole discretion, may extend the term of this Agreement upon a showing by the Grantee that the Project is under construction and is expected to be completed within the succeeding twelve (12) months. All requisitions must be submitted to DASNY in proper form prior to the termination date in order to be reimbursed.

11. Project Audit

DASNY shall, upon reasonable notice, have the right to conduct, or cause to be conducted, one or more audits, including field inspections, of the Grantee to assure that the Grantee is in compliance with this Agreement. This right to audit shall continue for six (6) years following the completion of the Project or earlier termination of this Agreement.

12. Survival of Provisions

The provisions of Sections 3, 7, 8(n), 8(o) and 11 shall survive the expiration or earlier termination of this Agreement.

13. Notices

Each notice, demand, request or other communication required or otherwise permitted hereunder shall be in writing and shall be effective upon receipt if personally delivered or sent by any overnight service or three (3) days after dispatch by certified mail, return receipt requested, to the addresses set forth on this document's cover page.

14. Assignment

The Grantee may not assign or transfer this Agreement or any of its rights hereunder.

15. Modification

This Agreement may be modified only by a written instrument executed by the party against whom enforcement of such modification is sought.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. This Agreement shall be construed without the aid of any presumption or other rule of law regarding construction against the party drafting this Agreement or any part of it. In case any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such provision(s) had never been contained herein.

17. Confidentiality of Information

Any information contained in reports made to DASNY or obtained by DASNY as a result of any audit or examination of Grantee's documents or relating to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, provided that such information is clearly marked "confidential" by the Grantee that concerns or relates to trade secrets, operations and commercial or financial information, including but not limited to the nature, amount or source of income, profits, losses or expenditures, financial condition, marketing plans, manufacturing processes, production costs, productivity rates, or customer lists, which is determined by DASNY to be exempt from public disclosure under the Freedom of Information Law, shall be considered business confidential and is not to be released to anyone, except DASNY and staff directly involved in assisting the Grantee, without prior written authorization from the Grantee, as applicable. Notwithstanding the foregoing, DASNY will not be liable for any information disclosed, in DASNY's sole discretion, pursuant to the Freedom of Information Law, or which DASNY is required to disclose pursuant to legal process.

18. Executory Clause

This Agreement shall be deemed executory to the extent of monies available for the SAM Program to DASNY.

**Yonkers Public Library  
Reconstruction and Replacement of the Façade and Renovation of the Main Lobby  
Project ID 7694**

This agreement is entered into as of the latest date written below:

**DORMITORY AUTHORITY OF THE STATE OF NEW YORK**

\_\_\_\_\_  
Authorized Officer

\_\_\_\_\_  
(Printed Name)

Date:

**GRANTEE: YONKERS PUBLIC LIBRARY**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)

Date:



# **GRANT DISBURSEMENT AGREEMENT**

## **EXHIBITS**

<b>EXHIBIT A</b>	<b>Project Budget</b>
<b>EXHIBIT B</b>	<b>Opinion of Counsel</b>
<b>EXHIBIT C</b>	<b>Grantee Questionnaire</b>
<b>EXHIBIT D</b>	<b>Disbursement Terms</b>
<b>EXHIBIT E</b>	<b>Payment Requisition Form and Dual Certification</b>
<b>EXHIBIT E-1</b>	<b>Payment Requisition Cover Letter</b>
<b>EXHIBIT E-2</b>	<b>Payment Requisition Back-up Summary</b>
<b>EXHIBIT F</b>	<b>Non-Discrimination and Affirmative Action Policy</b>



**EXHIBIT B: Opinion of Counsel**

[Letterhead of Counsel to the Grantee]

[Date]

DASNY  
515 Broadway  
Albany, New York 12207

Attn: Michael E. Cusack, General Counsel

Re: *State and Municipal Facilities Program ("SAM") Grant  
Reconstruction and Replacement of the Facade and Renovation of the Main Lobby  
Project ID 7694*

Ladies and Gentlemen:

I have acted as counsel to Yonkers Public Library (the "Grantee") in connection with the Project referenced above. In so acting, I have reviewed a certain Grant Disbursement Agreement between you and the Grantee, executed by the Grantee on ***[insert date Agreement executed by Grantee]*** (the "Agreement") and such other documents as I consider necessary to render the opinion expressed hereby.

Based on the foregoing, I am of the opinion that:

1. the Grantee is duly organized, validly existing and in good standing under the laws of the State of New York [or, is duly organized and validly existing under the laws of another jurisdiction and is authorized to do business and is in good standing in the State of New York] and has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder; and
2. the Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

Very truly yours,

## **EXHIBIT C: Grantee Questionnaire**



DASNy

Grant Programs  
Grantee Questionnaire

THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL BEFORE DASNy WILL PROCESS YOUR GRANT APPLICATION

If you have previously submitted a Grantee Questionnaire in the past six (6) months and there are no changes since your last submission, please attach a signed and notarized Affidavit of No Change Form along with your most recent copy of the previously submitted Grantee Questionnaire. The Form is attached to the back of this document.

SECTION I: GENERAL INFORMATION

- 1. GRANTEE (LEGALLY INC. NAME): Yonkers Public Library
- 2. FEDERAL EMPLOYER ID NO. (FEIN): 13-3421565
- 3. D/B/A - DOING BUSINESS AS (IF APPLICABLE): \_\_\_\_\_  
COUNTY FILED: \_\_\_\_\_
- 4. WEBSITE ADDRESS (IF APPLICABLE): WWW.YPL.ORG
- 5. BUSINESS E-MAIL ADDRESS: EFALCONE@YPL.ORG
- 6. PRINCIPAL PLACE OF BUSINESS ADDRESS: 1 Larkin Center, Yonkers 10701
- 7. TELEPHONE NUMBER: 914-375-7951 7. FAX NUMBER: 914-376-3004
- 8. DOES THE GRANTEE USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, OR D/B/A OTHER THAN WHAT IS LISTED IN QUESTIONS 1-4 ABOVE?  
 YES  NO

If yes, provide the name(s), FEIN(s) and d/b/a(s) and the address for each such entity on a separate piece of paper and attach to this questionnaire.

- 9. AUTHORIZED CONTACT:  
NAME: Edward Falcone  
TITLE: Director  
TELEPHONE NUMBER: 914 375 7951 FAX NUMBER: 914 376-3004  
E-MAIL: efalcone@ypl.org
- 10. HOW MANY YEARS HAS THIS GRANTEE BEEN IN BUSINESS? 112

Grantee FEIN: \_\_\_\_\_

11. TYPE OF BUSINESS (PLEASE CHECK APPROPRIATE BOX):

- a)  BUSINESS CORPORATION
- b)  PUBLIC RESEARCH INSTITUTION
- c)  ACADEMIC RESEARCH INSTITUTION
- d)  NOT-FOR-PROFIT RESEARCH INSTITUTION
- e)  NOT-FOR-PROFIT CORPORATION CREATED ON BEHALF OF  
A PUBLIC, NOT-FOR-PROFIT PRIVATE OR ACADEMIC RESEARCH INSTITUTION
- f)  NOT-FOR-PROFIT CORPORATION CHARITIES REGISTRATION NUMBER: \_\_\_\_\_
- g)  LOCAL DEVELOPMENT CORPORATION OR INDUSTRIAL DEVELOPMENT AGENCY
- h)  MUNICIPALITY
- i)  UNIVERSITY/EDUCATIONAL ORGANIZATION
- j)  OTHER -- SPECIFY

12. PLEASE INDICATE WHETHER YOU BELIEVE THAT ANY OF THE INFORMATION SUPPLIED HEREIN IS  
CONFIDENTIAL AND SHOULD BE EXEMPT FROM DISCLOSURE UNDER THE FREEDOM OF INFORMATION LAW:  
 Yes  No

IF YOU CHECKED "YES" YOU MUST IDENTIFY THE INFORMATION YOU FEEL IS CONFIDENTIAL BY  
PLACING AN ASTERISK IN FRONT OF THE APPROPRIATE QUESTION NUMBER(S) AND YOU ARE  
REQUESTED TO ATTACH AN ADDITIONAL SHEET(S) UPON WHICH THE BASIS FOR SUCH CLAIM(S) IS  
EXPLAINED.

YOU MAY ALSO REQUEST THAT THE CONFIDENTIAL DOCUMENTATION BE REVIEWED AND RETURNED  
TO YOU AND NOT RETAINED BY THE AUTHORITY. PLEASE BE ADVISED, HOWEVER, THAT THE  
AUTHORITY MUST COMPLY IN ALL RESPECTS WITH THE FREEDOM OF INFORMATION LAW.

**SECTION II: GRANTEE CERTIFICATION AS TO PUBLIC PURPOSE**

**A. DEFINITIONS**

AS USED HEREIN IN THIS GRANT PROGRAMS GRANTEE QUESTIONNAIRE:

1. "AFFILIATE" MEANS ANY PERSON OR ENTITY THAT DIRECTLY OR INDIRECTLY CONTROLS OR IS CONTROLLED BY OR IS UNDER COMMON CONTROL OR OWNERSHIP WITH THE GRANTEE.
2. "GRANTEE" MEANS THE PARTY OR PARTIES RECEIVING FUNDS PURSUANT TO THE TERMS OF A GRANT DISBURSEMENT AGREEMENT ("GDA") TO BE ENTERED INTO BETWEEN THE GRANTEE AND DASNY OR THEIR EMPLOYEES AND AFFILIATES.
3. "GRANT-FUNDED PROJECT" MEANS THE WORK THAT WILL BE FULLY OR PARTIALLY PAID FOR WITH THE PROCEEDS OF THE GRANT, AS DESCRIBED IN THE PRELIMINARY APPLICATION, PROJECT INFORMATION SHEET AND THE GDA, AND INCLUDES, BUT IS NOT LIMITED TO, ARCHITECTURAL, ENGINEERING AND OTHER PRELIMINARY PLANNING COSTS, CONSTRUCTION, FURNISHINGS AND EQUIPMENT.
4. "RELATED PARTY" MEANS: (I) THE PARTY'S SPOUSE, (II) NATURAL OR ADOPTED DESCENDANTS OR STEP-CHILDREN OF THE PARTY OR OF THE SPOUSE, (III) ANY NATURAL OR ADOPTED PARENT OR STEP-PARENT OR ANY NATURAL, ADOPTED, OR STEP-SIBLING OF THE PARTY OR OF THE SPOUSE, (IV) THE SON-IN-LAW, DAUGHTER-IN-LAW, BROTHER-IN-LAW, SISTER-IN-LAW, FATHER-IN-LAW OR MOTHER-IN-LAW OF THE PARTY OR OF THE SPOUSE, (V) ANY PERSON SHARING THE HOME OF ANY OF THE PARTY OR OF THE SPOUSE, (VI) ANY PERSON WHO HAS BEEN A STAFF MEMBER, EMPLOYEE, DIRECTOR, OFFICER OR AGENT OF THE PARTY WITHIN TWO (2) YEARS OF THE DATE OF THIS GRANTEE QUESTIONNAIRE, AND (VII) AFFILIATES OR SUBCONTRACTORS OF THE PARTY.
5. "SPONSORING MEMBER(S)" MEANS THE ASSEMBLY MEMBER OR STATE SENATOR WHO SPONSORED, ARRANGED FOR AND/OR PROCURED THE GRANT. IN ADDITION, "SPONSORING MEMBER(S)" SHALL INCLUDE THE GOVERNOR WHEN APPROPRIATE AS LISTED HEREIN.

**B. GRANT AWARD**

1. HAS THE GRANTEE OR ANY OF THE GRANTEE'S RELATED PARTIES PAID ANY THIRD PARTY OR AGENT, EITHER DIRECTLY OR INDIRECTLY, TO AID IN THE SECURING OF THIS GRANT?  YES  NO  
IF ANSWER IS "YES", PLEASE EXPLAIN:
2. HAS THE GRANTEE OR ANY OF THE GRANTEE'S RELATED PARTIES AGREED TO SELECT SPECIFIC CONSULTANTS, CONTRACTORS, SUPPLIERS OR VENDORS TO PROVIDE GOODS OR SERVICES IN CONNECTION WITH THE GRANT-FUNDED PROJECT AS A CONDITION OF RECEIVING THE GRANT?  YES  NO  
IF ANSWER IS "YES", PLEASE EXPLAIN:
3. WILL ALL CONSULTANTS, CONTRACTORS, SUPPLIERS AND VENDORS SELECTED TO PROVIDE GOODS OR SERVICES IN CONNECTION WITH THE GRANT FUNDED PROJECT BE CHOSEN IN ACCORDANCE WITH THE GRANTEE'S CONFLICT OF INTERESTS POLICY, OR IF CONSULTANTS, SUPPLIERS AND VENDORS RETAINED IN CONNECTION WITH THE GRANT FUNDED PROJECT HAVE ALREADY BEEN SELECTED, WAS THE SELECTION UNDERTAKEN IN ACCORDANCE WITH THE GRANTEE'S CONFLICT OF INTEREST POLICY?  YES  NO

IF GRANTEE'S GOVERNING BOARD HAS NOT ADOPTED A CONFLICT OF INTERESTS POLICY, PLEASE STATE NONE. \_\_\_\_\_

IF ANSWER IS "NO", PLEASE EXPLAIN:

4. DOES THE SPONSORING MEMBER(S) OR ANY RELATED PARTIES TO SPONSORING MEMBER(S) HAVE ANY FINANCIAL INTEREST, DIRECT OR INDIRECT, IN THE GRANTEE OR IN ANY OF THE GRANTEE'S EQUITY OWNERS, OR WILL THE SPONSORING MEMBERS OR ANY RELATED PARTIES TO SPONSORING MEMBERS RECEIVE ANY FINANCIAL BENEFIT, EITHER DIRECTLY OR INDIRECTLY, FROM THE PROJECT FUNDED IN WHOLE OR IN PART WITH GRANT PROCEEDS?  YES  NO

IF THE ANSWER IS "YES", PLEASE PROVIDE DETAILS IN SEPARATE APPENDIX ATTACHED TO THIS CERTIFICATION.

### SECTION III: DUE DILIGENCE QUESTIONS

1. DOES THE GRANTEE POSSESS ALL CERTIFICATIONS, LICENSES, PERMITS, APPROVALS, OR OTHER AUTHORIZATIONS ISSUED BY ANY LOCAL, STATE, OR FEDERAL GOVERNMENTAL ENTITY IN CONNECTION WITH THE PROJECT, GRANTEE'S SERVICES, OPERATIONS, BUSINESS, OR ABILITY TO CONDUCT ITS ACTIVITIES? PLEASE NOTE THIS DOES NOT INCLUDE CONSTRUCTION RELATED ACTIVITIES SUCH AS BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY.

YES  NO

IF THE ANSWER IS "NO", PLEASE SET FORTH ON A SEPARATE DOCUMENT ATTACHED HERETO THE CERTIFICATIONS, LICENSES, PERMITS, APPROVALS, OR OTHER AUTHORIZATIONS THAT ARE REQUIRED, AND THE DATE(S) THAT SUCH CERTIFICATIONS, LICENSES, PERMITS, APPROVALS, OR OTHER AUTHORIZATION IS EXPECTED.

2. ON A SEPARATE DOCUMENT ATTACHED HERETO, LIST ALL CONTRACTS THE GRANTEE HAS ENTERED INTO WITH ANY NEW YORK STATE AGENCY, PUBLIC AUTHORITY, OR OTHER QUASI-STATE ENTITY, IN THE PAST FIVE (5) YEARS. PLEASE LIST THE NAME, ADDRESS AND CONTACT PERSON FOR THE CONTRACTING ENTITY, AS WELL AS THE CONTRACT EFFECTIVE DATES. ALSO PROVIDE STATE CONTRACT IDENTIFICATION NUMBER, IF KNOWN.  N/A

3. ON A SEPARATE DOCUMENT ATTACHED HERETO, LIST ALL GRANTS RECEIVED FROM FEDERAL, STATE, AND LOCAL ENTITIES TO FUND ALL OR A PORTION OF ANY COMPONENT OF THE PROJECT WITHIN THE PAST 5 YEARS.  N/A

4. WITHIN THE PAST FIVE (5) YEARS, HAS THE GRANTEE, ANY PRINCIPAL, OWNER, DIRECTOR, OFFICER, MAJOR STOCKHOLDER (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), RELATED COMPANY OR AFFILIATE BEEN THE SUBJECT OF ANY OF THE FOLLOWING:

(a) A JUDGMENT OR CONVICTION FOR ANY BUSINESS RELATED CONDUCT CONSTITUTING A CRIME UNDER FEDERAL, STATE OR LOCAL GOVERNMENT LAW?  YES  NO

(b) BEEN SUSPENDED, DEBARRED OR TERMINATED BY A LOCAL, STATE OR FEDERAL AUTHORITY IN CONNECTION WITH A CONTRACT OR CONTRACTING PROCESS?  YES  NO

(c) BEEN DENIED AN AWARD OF A LOCAL, STATE OR FEDERAL GOVERNMENT CONTRACT, HAD A CONTRACT SUSPENDED OR HAD A CONTRACT TERMINATED FOR NON-RESPONSIBILITY?  YES  NO

(d) HAD A LOCAL, STATE, OR FEDERAL GOVERNMENT CONTRACT SUSPENDED OR TERMINATED FOR CAUSE PRIOR TO THE COMPLETION OF THE TERM OF THE CONTRACT?  YES  NO

(e) A CRIMINAL INVESTIGATION OR INDICTMENT FOR ANY BUSINESS RELATED CONDUCT CONSTITUTING A CRIME UNDER FEDERAL, STATE OR LOCAL GOVERNMENT?  YES  NO

(f) AN INVESTIGATION FOR A CIVIL VIOLATION FOR ANY BUSINESS RELATED CONDUCT BY ANY FEDERAL, STATE OR LOCAL AGENCY?  YES  NO



- (g) AN UNSATISFIED JUDGMENT, INJUNCTION OR LIEN FOR ANY BUSINESS RELATED CONDUCT OBTAINED BY ANY FEDERAL STATE OR LOCAL GOVERNMENT AGENCY INCLUDING, BUT NOT LIMITED TO, JUDGMENTS BASED ON TAXES OWED AND FINES AND PENALTIES ASSESSED BY ANY FEDERAL, STATE OR LOCAL GOVERNMENT AGENCY?  YES  NO
- (h) A GRANT OF IMMUNITY FOR ANY BUSINESS-RELATED CONDUCT CONSTITUTING A CRIME UNDER FEDERAL, STATE OR LOCAL LAW INCLUDING, BUT NOT LIMITED TO ANY CRIME RELATED TO TRUTHFULNESS AND/OR BUSINESS CONDUCT?  YES  NO
- (i) AN ADMINISTRATIVE PROCEEDING OR CIVIL ACTION SEEKING SPECIFIC PERFORMANCE OR RESTITUTION IN CONNECTION WITH ANY FEDERAL, STATE OR LOCAL CONTRACT OR LEASE?  YES  NO
- (j) THE WITHDRAWAL, TERMINATION OR SUSPENSION OF ANY GRANT OR OTHER FINANCIAL SUPPORT BY ANY FEDERAL, STATE, OR LOCAL AGENCY, ORGANIZATION OR FOUNDATION?  YES  NO
- (k) A SUSPENSION OR REVOCATION OF ANY BUSINESS OR PROFESSIONAL LICENSE HELD BY THE GRANTEE, A CURRENT OR FORMER PRINCIPAL, DIRECTOR, OR OFFICER OF THE GRANTEE, OR ANY MEMBER OF THE ANY CURRENT OR FORMER STAFF OF THE GRANTEE?  YES  NO
- (l) A SANCTION IMPOSED AS A RESULT OF JUDICIAL OR ADMINISTRATIVE PROCEEDINGS RELATIVE TO ANY BUSINESS OR PROFESSIONAL LICENSE?  YES  NO
- (m) A CONSENT ORDER WITH THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION, OR A FEDERAL, STATE OR LOCAL GOVERNMENT ENFORCEMENT DETERMINATION INVOLVING A VIOLATION OF FEDERAL, STATE OR LOCAL LAWS?  YES  NO
- 
- (n) A CITATION, NOTICE, VIOLATION ORDER, PENDING ADMINISTRATIVE HEARING OR PROCEEDING OR DETERMINATION FOR VIOLATIONS OF:
- FEDERAL, STATE OR LOCAL HEALTH LAWS, RULES OR REGULATIONS  YES  NO
  - UNEMPLOYMENT INSURANCE OR WORKERS' COMPENSATION  YES  NO
  - COVERAGE OR CLAIM REQUIREMENTS  YES  NO
  - ERISA (EMPLOYEE RETIREMENT INCOME SECURITY ACT)  YES  NO
  - FEDERAL, STATE OR LOCAL HUMAN RIGHTS LAWS  YES  NO
  - FEDERAL INS (IMMIGRATION AND NATURALIZATION SERVICE) AND ALIENAGE LAWS, SHERMAN ACT OR OTHER FEDERAL ANTI-TRUST LAWS  YES  NO
  - A FEDERAL, STATE, OR LOCAL DETERMINATION OF A WILLFUL VIOLATION OF ANY PUBLIC WORKS OR LABOR LAW OR REGULATION?  YES  NO
  - AN OCCUPATIONAL SAFETY AND HEALTH ACT CITATION AND NOTIFICATION OF PENALTY CONTAINING A VIOLATION CLASSIFIED AS SERIOUS OR WILLFUL?  YES  NO

FOR EACH YES ANSWER TO QUESTIONS 4 A-N, PROVIDE DETAILS ON ADDITIONAL SHEETS REGARDING THE FINDING, INCLUDING BUT NOT LIMITED TO CAUSE, CURRENT STATUS, RESOLUTION, ETC.

5. DURING THE PAST THREE (3) YEARS, HAS THE GRANTEE FAILED TO:

(a-1) FILE ANY RETURNS, INCLUDING, IF APPLICABLE, FEDERAL FORM 990, WITH ANY FEDERAL, STATE OR LOCAL GOVERNMENT ENTITY?  YES  NO

IF YES, IDENTIFY THE RETURN THAT WAS NOT FILED, THE TYPE OF FORM, THE YEAR(S) IN WHICH THE REQUIRED RETURN WAS NOT FILED, AND THE REASON WHY THE RETURN WAS NOT FILED: \_\_\_\_\_

(a-2) PAY ANY APPLICABLE FEDERAL, STATE, OR LOCAL GOVERNMENT TAXES?  YES  NO

IF YES, IDENTIFY THE TAXING JURISDICTION, TYPE OF TAX, LIABILITY YEAR(S) AND TAX LIABILITY AMOUNT THE GRANTEE FAILED TO PAY AND THE CURRENT STATUS OF THE LIABILITY: \_\_\_\_\_

(b) FILE RETURNS OR PAY NEW YORK STATE UNEMPLOYMENT INSURANCE?  YES  NO

IF YES, INDICATE THE YEARS THE GRANTEE FAILED TO FILE/PAY THE INSURANCE AND THE CURRENT STATUS OF THE LIABILITY: \_\_\_\_\_

(c) FILE DOCUMENTATION REQUESTED BY ANY REGULATING ENTITY SET FORTH IN SECTION III, QUESTION 1 ABOVE, WITH THE ATTORNEY GENERAL OF THE STATE OF NEW YORK, OR WITH ANY OTHER LOCAL, STATE, OR FEDERAL ENTITY THAT HAS MADE A FORMAL REQUEST FOR INFORMATION?  YES  NO

IF YES, INDICATE THE YEARS THE GRANTEE FAILED TO FILE THE REQUESTED INFORMATION AND THE CURRENT STATUS OF THE MATTER: \_\_\_\_\_

6. HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE GRANTEE, RELATED ORGANIZATIONS, ENTITIES OR ITS AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE GRANTEE, RELATED ORGANIZATIONS, ENTITIES OR ITS AFFILIATES, REGARDLESS OF THE DATE OF FILING?  YES  NO

IF YES, INDICATE IF THIS IS APPLICABLE TO THE SUBMITTING GRANTEE OR ONE OF ITS AFFILIATES:

IF IT IS AN AFFILIATE, RELATED ORGANIZATION OR ENTITY, INCLUDE THE AFFILIATE'S NAME AND FEIN: \_\_\_\_\_

PROVIDE THE COURT NAME, ADDRESS AND DOCKET NUMBER: \_\_\_\_\_

INDICATE IF THE PROCEEDINGS HAVE BEEN INITIATED, REMAIN PENDING OR HAVE BEEN CLOSED: \_\_\_\_\_

IF CLOSED, PROVIDE THE DATE CLOSED: \_\_\_\_\_

7. DOES GRANTEE HAVE THE FINANCIAL RESOURCES (IN EXCESS OF THE GRANT) TO FULFILL THE REQUIREMENTS OF THE PROJECT DESCRIBED IN THE PRELIMINARY APPLICATION OR PROJECT INFORMATION SHEET?  YES  NO  N/A, PROJECT IS FULLY FUNDED BY GRANT.

IF YES, PLEASE SET FORTH ON A SEPARATE DOCUMENT ATTACHED HERETO THE SOURCE(S) OF THE ADDITIONAL FUNDS NECESSARY TO COMPLETE THE PROJECT, THE TIMING OF THE AVAILABILITY OF THE FUNDING, AND A CONTACT PERSON FOR EACH SOURCE. PLEASE BE ADVISED THAT DASNY MAY CONTACT ONE OR MORE OF THE LISTED SOURCES TO VERIFY FUNDING AVAILABILITY.

IF NO, INDICATE HOW THE GRANTEE WILL FULFILL THE REQUIREMENTS OF THE PROJECT DESCRIBED IN THE PRELIMINARY APPLICATION OR PROJECT INFORMATION SHEET AND THE TERMS OF THE GRANT DISBURSEMENT AGREEMENT.

**CERTIFICATION**

THE GRANTEE CERTIFIES THAT ALL FUNDS THAT WILL BE EXPENDED PURSUANT TO THE TERMS OF THE GDA TO BE ENTERED INTO BETWEEN DASNY AND THE GRANTEE ARE TO BE USED SOLELY AND DIRECTLY FOR THE PUBLIC PURPOSE OR PUBLIC PURPOSES DESCRIBED IN THE PRELIMINARY APPLICATION, PROJECT INFORMATION SHEET AND GDA. THE GRANTEE FURTHER CERTIFIES THAT ALL SUCH FUNDS WILL BE USED SOLELY IN THE MANNER DESCRIBED IN THE PRELIMINARY APPLICATION, PROJECT INFORMATION SHEET, AND GDA. THE GRANTEE FURTHER CERTIFIES THAT IT WILL UTILIZE THE REAL PROPERTY, EQUIPMENT, FURNISHINGS, AND OTHER CAPITAL COSTS PAID FOR WITH GRANT PROCEEDS UNTIL SUCH TIME AS THE GRANTEE REASONABLY DETERMINES THAT SUCH REAL PROPERTY, EQUIPMENT, FURNISHINGS AND OTHER CAPITAL COSTS ARE NO LONGER REASONABLY NECESSARY OR USEFUL TO FURTHER THE PUBLIC PURPOSE FOR WHICH THE GRANT WAS MADE.

THE UNDERSIGNED RECOGNIZES THAT THIS QUESTIONNAIRE IS SUBMITTED FOR THE EXPRESS PURPOSE OF INDUCING DASNY TO MAKE PAYMENT TO THE GRANTEE FOR SERVICES RENDERED BY THE UNDERSIGNED AND THAT DASNY MAY IN ITS DISCRETION, BY MEANS WHICH IT MAY CHOOSE, DETERMINE THE TRUTH AND ACCURACY OF ALL STATEMENTS MADE HEREIN. THE UNDERSIGNED FURTHER ACKNOWLEDGES THAT INTENTIONAL SUBMISSION OF FALSE OR MISLEADING INFORMATION MAY CONSTITUTE A FELONY UNDER PENAL LAW SECTION 210.40 OR A MISDEMEANOR UNDER PENAL LAW SECTION 210.35 OR SECTION 210.45, AND MAY ALSO BE PUNISHABLE BY A FINE OF UP TO \$10,000 OR IMPRISONMENT OF UP TO FIVE YEARS UNDER 18 U.S.C. SECTION 1001; AND STATES THAT THE INFORMATION SUBMITTED IN THIS QUESTIONNAIRE AND ANY ATTACHED PAGES IS TRUE, ACCURATE AND COMPLETE.

THE UNDERSIGNED ALSO CERTIFIES THAT S/HE HAS NOT ALTERED THE CONTENT OF THE QUESTIONS IN THE QUESTIONNAIRE IN ANY MANNER; HAS READ AND UNDERSTANDS ALL OF THE ITEMS CONTAINED IN THE QUESTIONNAIRE AND ANY ATTACHED PAGES; HAS SUPPLIED FULL AND COMPLETE RESPONSES TO EACH ITEM THEREIN TO THE BEST OF HIS/HER KNOWLEDGE, INFORMATION AND BELIEF; IS KNOWLEDGEABLE ABOUT THE SUBMITTING GRANTEE'S BUSINESS AND OPERATIONS; UNDERSTANDS THAT DASNY WILL RELY ON THE INFORMATION SUPPLIED IN THIS QUESTIONNAIRE WHEN ENTERING INTO A CONTRACT WITH THE GRANTEE; AND IS UNDER DUTY TO NOTIFY DASNY OF ANY MATERIAL CHANGES TO THE GRANTEE'S RESPONSES HEREIN UNTIL SUCH TIME AS THE GRANT PROCEEDS HAVE BEEN FULLY PAID OUT TO GRANTEE.

Edward Falcone  
Signature of Authorized Officer

Edward Falcone  
Printed Name of Authorized Officer

Director  
Title of Authorized Officer

Nancy Maron  
Signature of Chair of the Board of Grantee  
(or other Authorized Officer)

Nancy Maron  
Print Name of Chair of the Board of Grantee  
(or other Authorized Officer)

Sworn to before me this 7<sup>th</sup> day  
of September, 2016  
[Signature]  
Notary Public

Sworn to before me this 7<sup>th</sup> day  
of September, 2016  
[Signature]  
Notary Public

IVETTE CARDONA  
Notary Public, State of New York  
No. 01CA6131142  
Qualified in Westchester County  
Commission Expires August 01, 2017

12/4/2012

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Print Form

**AFFIDAVIT OF NO CHANGE**

Note: If you have previously submitted a Grantee Questionnaire in the past six (6) months and there are no changes since your last submission, please sign and notarize this Affidavit of No Change Form and submit it along with your most recent copy of the previously submitted Grantee Questionnaire.

If you have never filled out a Grantee Questionnaire you do not have to complete this form.

**DASNY**

**GRANTEE:**

\_\_\_\_\_

The undersigned, being duly sworn, deposes and says:

1. I am an officer of \_\_\_\_\_

\_\_\_\_\_ (hereinafter the "Grantee"),  
which is currently entering in a Grant Disbursement Agreement with DASNY.

2. Grantee previously submitted a DASNY Grantee Questionnaire within the past six months notarized by the Grantee on \_\_\_\_\_ in connection with the \_\_\_\_\_ (Grant Program) for \_\_\_\_\_ (Project).

3. Attached is an accurate and true copy of such previously submitted DASNY Grantee Questionnaire.

4. I hereby certify that there has been no material change in the information pertaining to the Grantee Questionnaire:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

Sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## EXHIBIT D: Disbursement Terms

### Yonkers Public Library Reconstruction and Replacement of the Facade and Renovation of the Main Lobby Project ID 7694

Subject to the terms and conditions contained in this Agreement, DASNY shall disburse the Grant to the Grantee as follows:

#### Standard Reimbursement

DASNY shall make payment to the Grantee, no more frequently than monthly, based upon Eligible Expenses (as set forth and in accordance with the budget in Exhibit A) actually incurred by the Grantee, in compliance with Exhibit A and upon presentation to DASNY of the Payment Requisition Forms attached to this Agreement as Exhibit E and its attachments, together with such supporting documentation as DASNY may require in order to clearly demonstrate that Eligible Expenses were actually incurred by the Grantee in connection with the Project described herein. Payment shall be made by reimbursement, subject to the terms and conditions of Sections 4 and 5(a) of this Agreement or by payment on invoice subject to the terms and conditions of Sections 4 and 5(b) of this Agreement.

Supporting documentation acceptable to DASNY must be provided prior to payment, including invoices and proof of payment in a form acceptable to DASNY. If the fronts and backs of canceled checks cannot be obtained from the Grantee's financial institution, a copy of the front of the check must be provided, along with a copy of a bank statement clearly showing that payment was made by the Grantee to the contractor. DASNY reserves the right to request additional supporting documentation in connection with requests for payment, including the backs of canceled checks, certifications from contractors or vendors, or other documentation to verify that grant funds are properly expended. *Please note that quotes, proposals, estimates, purchase orders, and other such documentation do NOT qualify as invoices.*

The Grantee agrees to provide such documentation to DASNY as may be requested by DASNY in its sole and absolute discretion to support a requisition for payment, to determine compliance by the Grantee with the terms of this Agreement or otherwise reasonably requested by DASNY in connection with the Grant, and further acknowledges that if documentation requested in connection with a requisition for payment does not, in the sole and absolute discretion of DASNY, provide adequate support for the costs requested, that such requisition request shall be denied and payment shall not be made to the Grantee.

All expenses submitted for reimbursement or payment on invoice must be for work completed at the approved project location(s) and/or items received at the approved project location(s) prior to the date of the request for reimbursement/payment. In addition, if funds are requisitioned for the purchase of a vehicle, the New York State Vehicle Registration Documents and title must be submitted along with the requisition forms.

**EXHIBIT E: Payment Requisition Form and Dual Certification**

Yonkers Public Library  
 Reconstruction and Replacement of the Facade and Renovation of the Main Lobby  
 Project ID 7694

<b>For Office Use Only:</b>		
FMS#: 158916	GranteeID: 3227	GrantID: 8807

Payment Request #         

For work completed between      /      /      and      /      /     

**THIS REQUEST:**

A: TASK #*	B: DASNY SHARE*	C: THIS REQUEST	D: TOTAL REQUESTED PRIOR TO THIS REQUEST	E: B-C-D BALANCE
<b>TOTAL:</b>				

\* Please note that the task numbers and DASNY Share amounts set forth in columns A and B respectively must correspond to the tasks and DASNY Share amounts set forth in Exhibit A. When submitting a requisition for payment, please remember that DASNY can reimburse you for capital expenditures made by and invoiced to the Grantee set forth on the cover page of this Agreement only. Capital expenditures include the costs of acquisition, design, construction, reconstruction, rehabilitation, preservation, development, improvement, modernization and equipping of a State and Municipal Facilities Program facility.

DASNY may not reimburse Grantees or make payments on invoice for costs including, but not limited to, the following: working capital, rent, utilities, salaries, supplies and other administrative expenses.

## EXHIBIT E: Payment Requisition Form and Dual Certification

### DUAL CERTIFICATION

This certification must be signed by two Authorized Officers of the Yonkers Public Library, for Project # 7694.

We hereby warrant and represent to DASNY that:

1. To the best of our knowledge, information and belief, the expenditures described in Payment Requisition Request # \_\_\_\_\_ attached hereto in the amount of \$ \_\_\_\_\_ for which Yonkers Public Library, is seeking payment and/or reimbursement comply with the requirements of the Agreement between DASNY and Yonkers Public Library (the "Agreement"), are Eligible Expenses, and that the payment and/or reimbursement of expenditures for which it is seeking payment and/or reimbursement from DASNY does not duplicate reimbursement or disbursement of costs and/or expenses from any other source.
2. The warranties and covenants contained in Section 8 of the Agreement are true and correct as if made on the date hereof.
3. The Eligible Expenses for which reimbursement is sought in connection with this requisition were actually incurred by the Grantee named on the cover page of this Agreement, and/or will be paid by the Grantee solely from the Segregated Account established pursuant to paragraph 4(d) of the Grant Disbursement Agreement to the contractor named on the invoices submitted in connection with this requisition and shall not be used for any other purpose.
4. All Project costs described in any contractor/vendor invoice submitted pursuant the payment requisition form have been completely and fully performed prior to the date hereof.
5. Proof of disposition of funds from the Segregated Account to the contractor and/or vendors that are being paid on invoice, if any, will be provided to DASNY within sixty (60) days of the date that Grant funds are disbursed to the Grantee to pay for such costs. We understand that in the event that acceptable proof of payment is not provided, DASNY will not make any additional disbursements from Grant funds until such time as such proof of payment is provided.
6. We have the authority to submit this requisition on behalf of Yonkers Public Library. The tasks have been completed in the manner outlined in the Agreement.
7. The following documents are hereby attached for DASNY approval, in support of this requisition, and are accurate images of the original documents (**Please check off all that apply**):
  - Readable copies of both front and back of canceled checks.
  - Readable copies of the front of the checks and copies of bank statements showing that the checks have cleared.
  - Copy of New York State Vehicle Registration and Title documents for all vehicles purchased with Grant funds.
  - Invoices/receipts for eligible goods/services that have been received/performed at the approved project location(s) and a completed Exhibit E-2: Payment Requisition Back-up Summary.
  - Other:

Authorized Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT E-I: Payment Requisition Cover Letter**  
**ON GRANTEE'S LETTERHEAD**

Date \_\_\_\_\_

Attention: Accounts Payable - Grants  
DASNY  
515 Broadway  
Albany, New York 12207

*Re: State and Municipal Facilities Program ("SAM") Grant  
Reconstruction and Replacement of the Facade and Renovation of the Main Lobby  
Project No. 7694*

To Whom it May Concern:

Enclosed please find our request for payment/reimbursement. The package includes completed Exhibits E and E-2, including a Dual Certification with original signatures from two authorized officers. I have also included supporting documentation and invoices, as summarized in Exhibit E-2.

Below I have checked off the relevant payment option and completed the required payment information. This information is complete and accurate as of the date of this letter:

1)	<input type="checkbox"/>	We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by check.
<b>OR</b>		
2)	<input type="checkbox"/>	We would like to be paid by reimbursement pursuant to section 5(a) of the grant disbursement agreement. Proof of payment is enclosed for all invoices submitted in this request. Please remit payment by wire. The wire instructions for our account are as follows: BANK NAME: _____ ACCOUNT #: _____ ACCOUNT NAME: _____ ABA #: _____
<b>OR</b>		
3)	<input type="checkbox"/>	We would like to be paid on invoice pursuant to Section 5(b) of the grant disbursement agreement. We have not paid the invoice(s) included in this request. We have established a <b>segregated account to be used solely for accepting and disbursing funds from DASNY for this grant and for no other purpose.</b> The wire instructions for this account are as follows: BANK NAME: _____ ACCOUNT #: _____ ACCOUNT NAME: _____ ABA #: _____

If any further information is needed, please contact me at ( ) \_\_\_\_\_.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_





## EXHIBIT F

### NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY FOR THE PROJECT

It is the policy of the State of New York and DASNY, to comply with all federal, State and local law, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action to ensure that Minority and Women-owned Business Enterprises (M/WBEs), Minorities Group Members and women share in the economic opportunities generated by DASNY's participation in projects or initiatives, and/or the use of DASNY funds.

- 1 ) The recipient of State funds represents that its equal employment opportunity policy statement incorporates, at a minimum, the policies and practices set forth below:
  - a) Grantee shall (i) not unlawfully discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, (ii) undertake or continue existing programs of affirmative action to ensure that Minority Group Members and women are afforded equal employment opportunities, and (iii) make and document its conscientious and active efforts to employ and utilize M/WBEs, Minority Group Members and women in its workforce on contracts. Such action shall be taken with reference to, but not limited to, solicitations or advertisements for employment, recruitment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
  - b) At the request of the AAO, the Grantee shall request each employment agency, labor union, or authorized representative of workers with whom it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative does not unlawfully discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Grantee's obligations herein.
- 2) The Grantee is encouraged to include minorities and women in any job opportunities created by the Project; and to solicit and utilize M/WBE firms for any contractual opportunities generated in connection with the Project.
- 3) Grantee represents and warrants that, for the duration of the Agreement, it shall furnish all information and reports required by the AAO and shall permit access to its books and records by DASNY, or its designee, for the purpose of ascertaining compliance with provisions hereof.
- 4) Grantee shall include or cause to be included, paragraphs (1) through (3) herein, in every contract, subcontract or purchase order with a Contracting Party executed in connection with the Project, in such a manner that said provisions shall be binding upon each Contracting Party as to its obligations incurred in connection with the Project.

### NON-DISCRIMINATION AND AFFIRMATIVE ACTION DEFINITIONS

#### **Affirmative Action**

Shall mean the actions to be undertaken by the Borrower, Grantee and any Contracting Party in connection with any project or initiative to ensure non-discrimination and Minority/Women-owned Business Enterprise and minority/female workforce participation, as set forth in paragraph 2) herein, and developed by DASNY.

**Affirmative Action Officer ("AAO")**

Shall mean DASNY's Affirmative Action Officer or his/her designee, managing the affirmative action program for DASNY.

**Contracting Party**

Shall mean (i) any contractor, subcontractor, consultant, subconsultant or vendor supplying goods or services, pursuant to a contract or purchase order in excess of \$1,500, in connection with any projects or initiatives funded in whole or in part by DASNY and (ii) **any borrower or Grantee** receiving funds from DASNY pursuant to a loan or Grant document.

**Minority Business Enterprise ("MBE")**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is (i) a least fifty-one percent (51%) owned by one or more Minority Group Members; (ii) an enterprise in which such minority ownership is real, substantial and continuing, (iii) an enterprise in which such minority ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as a minority business.

**Minority Group Member**

Shall mean a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (i) Black persons having origins in any of the Black African racial groups; (ii) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race; (iii) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands; and (iv) Native American or Alaskan native persons having origins in any of the original peoples of North America.

**Minority and Women-Owned Business Enterprise Participation**

Minority and Women-owned Business Enterprise participation efforts are not limited to the efforts suggested herein, and the role of M/WBE firms should not be restricted to that of a subcontractor/subconsultant. Where applicable, M/WBE firms should be considered for roles as prime contractors. Such efforts may include but not be limited to:

- (a) Dividing the contract work into smaller portions in such a manner as to permit subcontracting to the extent that it is economically and technically feasible to do so;
- (b) Actively and affirmatively soliciting bids from qualified M/WBEs, including circulation of solicitations to Minority and Women's trade associations;
- (c) Making plans and specifications for prospective work available to M/WBEs in sufficient time for review;
- (d) Utilizing the services and cooperating with those organizations providing technical assistance to the Contracting Party in connection with potential M/WBE participation on DASNY contract;
- (e) Utilizing the resources of DASNY Affirmative Action Unit to identify New York State certified M/WBE firms for the purpose of soliciting bids and subcontracts;
- (f) Encouraging the formation of joint ventures, associations, partnerships, or other similar entities with M/WBE firms, where appropriate, and
- (g) The Contracting Party shall remit payment in a timely fashion.

**Women-owned Business Enterprise ("WBE")**

Shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (i) at least fifty-one percent (51%) owned by one or more citizens or permanent resident aliens who are women; (ii) an enterprise in which the ownership interest of such women is real, substantial and continuing, (iii) an enterprise in which such women ownership has and exercises DASNY to control and operate, independently, the day-to-day business decisions of the enterprise; (iv) an enterprise authorized to do business in the State of New York and is independently owned and operated; and (v) an enterprise certified by New York State as woman-owned.

# MEETING MINUTES



**DATE:** June 27, 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 27, 2017 at 10:00 AM.

## Present:

Ed Falcone – Director of Yonkers Public Library  
Susan Thaler – Deputy Director Yonkers Public Library  
Russel Martinez – Supervisor of Custodians  
Scott Miller - 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 project has entered the anticipated lull between the bulk of the demolition work and the arrival of the glass and terra cotta panels.
2. The overall schedule is on target.
3. Orders for materials are in process and shop drawings will be arriving in the next couple of weeks.

## **Submittals**

1. KG+D has reviewed all the submittals and approved all submitted data.
2. Only remaining data to be reviewed by KG+D is the frit glass pattern.
3. Shop drawings are underway and will be reviewed by KG+D upon receipt. Milcon anticipates they will start arriving in the next 2 weeks or so.

### **RFI's**

1. There are no open RFI's.

### **Potential Change Orders**

No items this category.

### **Change Orders**

1. Milcon to provide appropriate backup for Change Order #1 so KG+D can process it.
2. Change Order #2 Roof Repair. Milcon to review the change order before a final decision can be made.

Action Required:

1. KG+D and Milcon to discuss the Change order # 2 for the roof repair on Friday July 14<sup>th</sup>, time TBD.

### **Logistics / Safety**

1. YPL needs assistance from Milcon in accessing the removed shades. Milcon to assist in moving the demolished steel that is to be discarded. This is to be resolved immediately as the area around the discarded steel needs to be mowed and maintained, it will become problematic if not addressed this week.
2. YPL wants to reinforce that anyone working on the site should have appropriate proof of their association with Milcon, either company uniform or ID badge.
3. YPL would appreciate Milcon's assistance in moving the old concrete panels to the dumpster. Milcon and YPL to coordinate.
4. Current dumpster location is satisfactory and accessible for maintenance.

### **Review Completed Work**

1. Concrete panels have been removed from the street facing façade, the masonry backup wall has been patched and repaired, waterproofing has been applied. A protective tarp has been installed and the area of work is currently water tight.
2. The existing sun shades and supports have been removed and are in the process of being disposed of. Some of the shades will be saved by the YPL.
3. The existing windows are still in place but the caulking has been fully abated. The windows will be removed in conjunction with the installation of the new window system. This area also sufficient to protect from the weather.
4. The concrete panels at the roof have not been removed. Milcon held off on removing those panels until a final decision is made on the roof repair change order.

**General Items**

1. Milcon to provide documentation of labor and material costs for grant application to YPL by the end of the week. (Friday July 14, 2017)

**Actions Required:**

1. Following discussion of the Roof Repair Change order #2 with Milcon, KG+D to discuss with YPL how we would like to proceed.

**Next Meeting**

The next meeting will be Tuesday, August 8, 2017 at 10:00AM.

Respectfully submitted,

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC

cc: All Attendees