

**YONKERS PUBLIC LIBRARY
AGENDA FOR ANNUAL MEETING
RIVERFRONT LIBRARY
January 26, 2017**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting of December 15, 2016.

ELECTION OF OFFICERS FOR YEAR 2017 – Director Falcone presides

[ACTION ITEM] Appointment of committees by the President

“the President shall name standing committees for a term of one year at The Annual Meeting, **or within one week** from the date of the Annual meeting” (YPL by-Laws).

(“Standing” committees are Finance, Budget & Planning; Employee Relations; Buildings & Grounds; Fundraising & Development).

MANAGEMENT REPORT

UNION REPRESENTATIVE’S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEMS]

Ratify the following appointments:

Melissa Torres, P/T Page, \$10.00/hr., effective 1/7/17

Robin Osborne, from Provisional to Permanent P/T Lib. II, eff. 1/21/17

Ratify part-time employee hourly salary increases, from \$9.00 to \$10.00 effective 12/31/16:

Stephanie Bediako

Edgar Correa

Maureen Crowley

Radhamely DeLeon

Chelsea Garabito

Christine Ishak

Christopher Machado
Christian Pichardo
Travis Pierce
Darane Raines
Carlos Rodriguez
Tiana Sigler
Ashley Sojos
Tasfia Tasnim
Yesceli Torres-Valencia
Nicholas Claudio
Jon Figura
Britany Kusi-Gyabaah
Morgan Lee
Alyssa Lopez
Ahmed Murshed

Ratify the following pay increase:

Yesceli Torres-Valencia, P/T Page, \$11.00/hr., effective 1/7/17

Chelsea Garabito, P/T Page, \$11.00/hr., effective 1/7/17

Christine Ishak, P/T Page, \$11.00/hr., effective 1/7/17

Ashley Sojos, P/T Page, \$11.00/hr., effective 1/7/17

COMMITTEE REPORTS

Finance, Budget & Planning

[ACTION ITEMS] The following certificates will expire:

2/1/2017 David s. Kogan Memorial Fund 13 mos. CD Trustco Bank,
\$5,202.24, 1.10%

2/1/2017 Contributions Fund, 13 Mo. CD Trustco Bank, \$60,404.49
1.10%

Employee Relations

Buildings & Grounds

Fundraising & Development

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #775

[ACTION ITEM] In the absence of the Treasurer and the President, designate a Trustee to certify claims for payment, to be ratified by the Board.

UNFINISHED BUSINESS

Discuss the second, and last, monthly review of motion to approve access to Contributions Account by Director Falcone as stated in the October 13, 2016 minutes.

NEW BUSINESS

Staff Development Day closure; topics for staff development day meeting.

[ACTION ITEM] Approve the use of Contributions account to fund accessibility study at Crestwood Branch

NEXT BOARD MEETING DATE: Tuesday, February 28 2017, Grinton I. Will Branch

YONKERS PUBLIC LIBRARY
BOARD MEETING
GRINTON I. WILL BRANCH
December 15, 2016

ATTENDANCE

TRUSTEES:	Nancy Maron Derrick Touba Stephen Jannetti Jim Buckley Anietra Guzman-Santana
GUEST SPEAKERS:	Russell Davidson, KG&D Associates Christian Zabriskie, Branch Administrator, Grinton I. Will Branch
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
INTERIM 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. Touba, seconded and carried, the Board approved the Minutes of the Board Meeting of November 17, 2016

STAFF PRESENTATION

Christian Zabriskie, Branch Administrator, Grinton I. Will Branch briefed the Board members on his background and experience, and outlined some of the projects he is currently working on. One such project is the 'History Incubator', a small recording space on the mezzanine that will be used for oral history recordings. He is looking forward to using other mezzanine-level space to accommodate senior services, veteran services, school tutoring, and hopefully homeless assistance services. Branch Administrator Zabriskie told the Board members that he is very impressed with his staff's enthusiasm and cooperation with regard to changes and any improvements he has implemented to better the Branch and to promote positive interaction with patrons.

DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT

Director Falcone referred Board members to the management report. The language and the design of the YPL strategic plan is now finalized, and we can now begin to distribute and implement it. The State Division of Library Development has been notified about the Plan's completion and the variance has been lifted.

The capital budget has allotted the Library partial funding for books and materials, as well funds to design a new boiler for Grinton I. Will Branch. Additional CIP funds will be made available this summer for other projects.

Director Falcone said that Assemblywoman Shelley Mayer has expressed an interest in obtaining funding for Crestwood Branch's handicapped accessibility. Deputy Director Susan Thaler is working with the COY engineering department to obtain a feasibility study.

The student card library program is in its beginning stages. IT personnel on both sides are working out the exchange of student data, and a Board of Education administrator is drafting a contract for us to sign.

On December 2-4th, the Grinton I. Will and Crestwood branches held a fundraising event at Barnes & Noble, and a portion of book sales on those days will be donated to the Yonkers Public Library as a store credit.

Deputy Director Thaler has been compiling information to obtain museum passes for patron usage. We expect to begin purchasing some passes beginning in January.

Deputy Director Thaler attended a Corning Glass works planning meeting. The Yonkers Public Library has been invited to help with their programming

for the company's 150th anniversary in April 2018. Corning's barge will begin in Brooklyn, stopping in Yonkers, and travel up the Hudson carrying art exhibits and glass-blowing demonstrations.

UNION REPRESENTATIVE'S REPORT – None

WLS REPORT – None

PERSONNEL REPORT

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

Kirsten Grunberg, Librarian I, \$52,392/yr., effective 12/2/16

Abdul Holmes, P/T Page, \$11.00/hr., effective 11/26/16

The Board acknowledged the following resignation:

Melissa Cordero, Clerk I/Typist, \$37,390/yr., effective 12/29/16.

COMMITTEE REPORTS

Finance, Budget & Planning: Maron, Arcaro, Jannetti

In a letter to all COY departments, Budget Director Andrew Lenney stressed the need to keep all requests for new staff and other expenses to a bare minimum, as next year is promising to be a difficult one for the City.

Tr. Guzman-Santana distributed an Outreach list to the Board members to start the process of rolling out the strategic plan to the community. Trustees were asked to choose several agencies that they would focus on.

Employee Relations: Maron, Buckley

Buildings & Grounds: Maron, Touba, Buckley

Fundraising & Development: Maron, Arcaro, Jannetti

Director Falcone told Board members that Cliff Schneider expressed intentions to resign his position as President of the Yonkers Public Library Foundation in January.

FAÇADE PROJECT UPDATE

Russell Davidson, Architect, KG&D distributed to the Board members a price breakdown and renderings pertaining to the Grinton I. Will façade project. He

stated that bidding will take place in January. A discussion ensued among Board members.

PAYMENT OF BILLS

On motion of Tr. Buckley, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #774.

UNFINISHED BUSINESS

The Contributions account was reviewed at this meeting. It had been used recently to fund attendance at the November NYLA Conference. Potential expenses going forward could include the museum program and the handicap access feasibility study for Crestwood.

NEW BUSINESS

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved the revision to the Children’s Room Behavior Policy.

Plans for a Staff Development Day were discussed with the Board members. Authorization was given for a full-day closing, on a date to be determined.

NEXT BOARD MEETING DATE - Thursday, January 26, 2017, 7:00 p.m., Riverfront Library.

The Board meeting was adjourned at 9:10 p.m.

Edward Falcone
Library Director & Secretary

The Yonkers Public Library welcomes children and their caregivers to all of our facilities and programs. Please help us make the library a safe and fun place to visit by following these simple rules:

- Children aged 8 or younger must be supervised by a caregiver who can attend to the child's safety and good behavior.
- If an unattended child is found in the library, the staff will attempt to find the child's parent or guardian. If the staff cannot locate him/her, law enforcement or Child Protective Services officials may be notified. At closing time, these officials will be notified.
- When school is in session, school-aged children will only be permitted in the library if they have written permission from their parent/guardian or from their school.
- The Children's Room is intended for children and their caregivers only. The library reserves the right to ask adults neither using children's materials nor assisting children to move to other areas of the building.
- Please respect the rights of others: keep your voices low, don't play rough, and leave food and drinks outside.

Adopted by the Library Board of Trustees
December 15, 2016

REPLACES:

Section II.A.1. (November 1990)

Section II.A.2. (March 2007)

Yonkers Public Library Bill List December 2016

<u>Vendor Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
CAPITAL FUNDS			
BARNES & NOBLE	MATERIALS	12/21/2016	345.91
CENGAGE/GALE	MATERIALS	12/28/2016	91.17
MIDWEST TAPE	MATERIALS	12/28/2016	46.97
MIDWEST TAPE	MATERIALS	12/21/2016	181.91
MIDWEST TAPE	MATERIALS	12/21/2016	335.81
NAT'L LEARNING CORP.	MATERIALS	12/21/2016	1,022.51
PETERSON'S	MATERIALS	12/21/2016	49.01
TOTAL			2,073.29
CONTRIBUTIONS FUNDS			
AMERICAN LIBRARY ASSOCIATION	ED FALCONE MEMBERSHIP	12/27/2016	275.00
BAIRD, ZAHRA	PENGUIN OPEN BK EVENT EXP	12/2/2016	23.50
BAIRD, ZAHRA	PROGRAM SUPPLIES	12/23/2016	494.31
BELLA VISTA DELI	BOARD MTG 12/15/2016	12/23/2016	200.00
CALVERT, CLAYTON	ART INSTRUCTOR	12/27/2016	381.25
CRUZ, AURORA	PROGRAM SUPPLIES	12/23/2016	13.84
GANTZER, ANA	TEEN HOLIDAY PARTY	12/27/2016	74.64
GOVCONNECTION, INC.	TRAC TONER	12/13/2016	3,531.23
GRECO, AMALIA	COOKING CLASSES	12/27/2016	300.00
ROBISON, MARY	PROGRAM SUPPLIES	12/23/2016	23.87
SCHAVRIEN, JUDITH	PROGRAM SUPPLIES	12/23/2016	13.00
SIEGAL, MARTIN	HOMEWORK HELPER	12/27/2016	562.50
SIEGAL, MARTIN	HOMEWORK HELPER	12/2/2016	812.50
THRIVE REIKI	CRESTWOOD PROGRAM	12/23/2016	60.00
TILSON, ANDREA	HOMEWORK HELPER	12/23/2016	437.50
VARGAS, MARIA	ZUMBA CLASSES	12/27/2016	100.00
TOTAL			7,303.14

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 December 2016

Date	Num	Memo	Amount
Abbey Ice			
12/23/2016	159034	Spring Water	88.50
12/23/2016	159034a	Spring Water	47.25
12/23/2016	29044	Spring Water	124.50
12/29/2016	29046	Spring Water	20.50
12/29/2016	29045	Spring Water	92.00
Total Abbey Ice			372.75
Acevedo, Albert			
12/02/2016	2	Program-Coding Classes	60.00
Total Acevedo, Albert			60.00
Addo-Prempeh, Victoria			
12/13/2016	58.79	Reimbursement-Program	58.79
Total Addo-Prempeh, Victoria			58.79
American Express			
12/02/2016	6-76005nov16	Expenses	277.13
12/02/2016	6-76005nov16	Expenses	487.98
Total American Express			765.11
American Paper Supply (APP)			
12/29/2016	j1125124	Janitorial Products	568.30
Total American Paper Supply (APP)			568.30
Amoils, Roseanne			
12/13/2016	39	Job Search Coach	862.50
12/30/2016	40	Job Search Coach	1,500.00
Total Amoils, Roseanne			2,362.50
Artist & Design			
12/02/2016	112116	Program-Fashion Design & Illustration	175.00
Total Artist & Design			175.00
Barnes & Noble			
12/13/2016	3351131	Materials	310.22
12/13/2016	3355977	Materials	162.96
Total Barnes & Noble			473.18
Bitetti, Christine			
12/23/2016	12616	Reimbursement-Program	11.88
12/23/2016	12616	Reimbursement-Program	73.92
Total Bitetti, Christine			85.80
Brodart			
12/29/2016	456263	Supplies	232.40
Total Brodart			232.40
Browne, Maria D.			
12/13/2016	1	Program-Arts & Crafts in Spanish	50.00
Total Browne, Maria D.			50.00
Cablevision Lightpath			
12/23/2016	20627092	Phones	3,545.64
12/29/2016	20629122	Internet	5,234.75
Total Cablevision Lightpath			8,780.39
Cablevision Optimum			
12/02/2016	07803-550279nov16	Internet & Phones	135.73
12/13/2016	07803-54469dec 16	TV Boxes	14.70
12/29/2016	07803065546dec16	TV Boxes	7.35
12/30/2016	07803550279dec16	Internet & Phones	140.73
Total Cablevision Optimum			298.51
Capirchio, Biagio			
12/30/2016	121916	Reimbursement-Parking	120.00
Total Capirchio, Biagio			120.00

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 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 December 2016

Date	Num	Memo	Amount
Cengage Learning			
12/30/2016	59520335	Subscription	3,420.38
Total Cengage Learning			3,420.38
Cengage/Gale			
12/13/2016	59302501	Materials	25.59
12/13/2016	59330889	Materials	59.98
12/13/2016	59338225	Materials	24.79
12/13/2016	59346597	Materials	25.59
12/13/2016	59370356	Materials	90.37
12/13/2016	59393828	Materials	48.80
12/13/2016	59401374	Materials	26.39
Total Cengage/Gale			301.51
City Of Yonkers			
12/13/2016	December 2016	Rent	62,500.00
Total City Of Yonkers			62,500.00
Con Edison			
12/29/2016	59092142173100dec16	Gas-Will	189.14
Total Con Edison			189.14
Crown Janitorial			
12/23/2016	376523-1	Janitorial Supplies	1,670.06
12/30/2016	376523-2	Janitorial Supplies	42.84
Total Crown Janitorial			1,712.90
DeWaters, Alice			
12/23/2016	12816	Reimbursement-Program	34.57
Total DeWaters, Alice			34.57
DPW Pasny			
12/13/2016	Oct-16	Electric Charges	9,599.88
12/13/2016	Oct-16	Electric Charges	521.93
Total DPW Pasny			10,121.81
Dreamland Security			
12/23/2016	dss16-100	Guard Services	9,418.99
Total Dreamland Security			9,418.99
Ebsco			
12/13/2016	9191278	Subscription	219.74
12/13/2016	9191279	Subscription	9,651.62
12/13/2016	9191280	Subscription	12,801.19
12/13/2016	9191281	Subscription	1,870.71
12/13/2016	9191282	Subscription	6,663.21
Total Ebsco			31,206.47
Evanced Solutions			
12/02/2016	5982917	Software Renewal	1,291.50
Total Evanced Solutions			1,291.50
Foundation Center, The			
12/30/2016	ninv-54799	Subscription	1,995.00
Total Foundation Center, The			1,995.00
GovConnection			
12/02/2016	53963091	Computer Supplies	189.15
12/02/2016	cr54005721	Computer Supplies	-567.45
12/02/2016	cr54296594	Computer Supplies	-126.10
12/02/2016	54316681	Computer Supplies	49.96
12/02/2016	54316682	Computer Supplies	62.66
12/02/2016	54316683	Computer Supplies	10.24
12/02/2016	54316684	Computer Supplies	391.16
12/02/2016	53966952	Computer Supplies	504.40
12/13/2016	54320165	Computer Supplies	24.87
12/13/2016	54324158	Computer Supplies	753.12
12/23/2016	54331690	Computer Supplies	272.61

**YONKERS PUBLIC LIBRARY
 BILL LIST - OPERATING ACCOUNT
 December 2016**

Date	Num	Memo	Amount
12/23/2016	54335707	Computer Supplies	395.49
12/23/2016	54340665	Computer Supplies	95.43
12/23/2016	54345269	Computer Supplies	149.58
12/29/2016	54353417	Computer Supplies	397.85
12/29/2016	54353418	Computer Supplies	59.91
12/29/2016	54357541	Computer Supplies	5.16
12/29/2016	54366099	Computer Supplies	115.74
Total GovConnection			2,783.78
Home Depot Credit Service			
12/02/2016	50246	Motion Light	14.00
Total Home Depot Credit Service			14.00
J & M Heating & Air Conditioning			
12/13/2016	21092	Duck Work	1,940.00
Total J & M Heating & Air Conditioning			1,940.00
Journal News, The			
12/30/2016	12152016	Subscription	1,163.34
Total Journal News, The			1,163.34
Kolb, Deborah			
12/13/2016	1	Program-Bhangra Dance Class	50.00
Total Kolb, Deborah			50.00
Lectorum Publications			
12/13/2016	759582	Materials	102.13
12/13/2016	760538	Materials	67.83
12/13/2016	760841	Materials	28.80
Total Lectorum Publications			198.76
Library Development SolutionsAlan Burger			
12/30/2016	ypl-2016-3	Final Payment -Planning Project	7,667.00
Total Library Development SolutionsAlan Burger			7,667.00
Mason, Sheila			
12/23/2016	004	Program-Gift Wrapping	50.00
Total Mason, Sheila			50.00
Midwest Tape			
12/13/2016	94454213	Materials	91.96
12/13/2016	9445548	Materials	7.99
12/13/2016	94488842	Materials	17.59
12/13/2016	94528292	Materials	429.81
12/13/2016	94528294	Materials	91.96
12/13/2016	94528295	Materials	188.74
12/13/2016	94528296	Materials	39.19
Total Midwest Tape			867.24
Mota, Juan			
12/30/2016	2	Program-Sewing	250.00
Total Mota, Juan			250.00
Norman, Miriam			
12/23/2016	035	Knitting Instruction	100.00
Total Norman, Miriam			100.00
Oriental Trading			
12/13/2016	680829393-01	Supplies	134.91
Total Oriental Trading			134.91
Pitney Bowes rental			
12/13/2016	1002562873	Postage Machine Rental	216.00
Total Pitney Bowes rental			216.00
Safeguard Lock & Key			
12/30/2016	4166	Keys	18.00

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 December 2016

Date	Num	Memo	Amount
Total Safeguard Lock & Key			18.00
Schall Hardware			
12/13/2016	14584	Hardware	425.21
Total Schall Hardware			425.21
Spanish Publishers			
12/13/2016	041778	Materials	213.68
Total Spanish Publishers			213.68
Stanley Convergent			
12/13/2016	14081993	Monitoring & Maintenance-Will & Crest	638.21
12/13/2016	14089205	Maint.-Access Control	175.38
Total Stanley Convergent			813.59
TabPilot Learning Systems			
12/13/2016	2130	Licenses	70.75
Total TabPilot Learning Systems			70.75
The Metro Group			
12/02/2016	pl 479979	Cooling Tower Cleaning	1,467.00
12/13/2016	pl-431467	Monthly Service Charge	1,742.75
Total The Metro Group			3,209.75
United Metro Energy			
12/13/2016	255481	#2 Fuel Oil-Will	4,311.96
12/13/2016	255482	#2 Fuel Oil-Crestwood	399.90
12/30/2016	261796	#2 Fuel Oil-Will	5,093.10
12/30/2016	261798	#2 Fuel Oil-Crestwood	608.47
Total United Metro Energy			10,413.43
Verizon			
12/02/2016	9143372191nov16	Phones/Alarms	151.30
12/13/2016	9147931065dec16	Phones/Alarms	55.12
12/23/2016	9144109274dec16	Phones/Alarms	19.84
12/23/2016	9144109274dec16	Phones/Alarms	20.03
12/30/2016	9143372191dec19	Phones/Alarms	143.02
12/30/2016	9143373015dec16	Phones/Alarms	50.28
Total Verizon			439.59
Verizon Wireless			
12/13/2016	9775870495	Cell Phones	327.65
12/29/2016	9776790777	Cell Phones	131.22
Total Verizon Wireless			458.87
Wayne's Electric Service			
12/13/2016	yp-110916	Repairs-Exhaust Fan	1,582.50
Total Wayne's Electric Service			1,582.50
WB Mason			
12/23/2016	I39833154	Supplies	738.64
12/23/2016	I39842574	Supplies	18.59
12/23/2016	I39842574	Supplies	123.36
12/30/2016	I40185113	Supplies	23.16
12/30/2016	I40185113	Supplies	349.90
12/30/2016	I40261667	Supplies	8.44
12/30/2016	I40273844	Supplies	25.36
Total WB Mason			1,287.45
Weaver, Alan			
12/23/2016	1216-12	Program-Photoshop Classes	450.00
Total Weaver, Alan			450.00
Westchester Library System			
12/02/2016	112116	Webs Seminar	500.00
12/02/2016	112116a	Webs Counseling	4,500.00
12/29/2016	dec2017rev	Movie Licensing Renewal	582.00

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YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
December 2016

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Total Westchester Library System			5,582.00
Xerox			
12/13/2016	087240306	Maintenance Copier	95.00
Total Xerox			95.00
Yonkers Auto Center			
12/13/2016	2724	Auto Repairs	549.63
12/13/2016	2730	Auto Repairs	172.41
Total Yonkers Auto Center			722.04
Yonkers Parking Authority			
12/29/2016	16-1767	Quarterly Parking Fee	4,500.00
Total Yonkers Parking Authority			4,500.00
TOTAL			182,311.89

JOINT MANAGEMENT REPORT
JANUARY 2017

Circulation statistics rose consistently last year until the summer, when they started showing an equally-steady decline. We ended the year with an increase of 2% over 2015. Most of the decline can be attributed to reduced spending as we awaited news on the materials budget.

Reference statistics in the Board packets will have a new look soon. The staff at the Will Branch are trying out a new software product called Gimlet, which is enabling them to track patron interactions on a much more detailed level. Based on this trial, we have decided to use the product throughout YPL. A monthly report generated by Gimlet for the Will Branch is included in the January statistics.

The re-bidding of the façade project was announced on January 10th, and thus far eight contractors have picked up plans. There was a pre-bid walk-through at the branch on January 17th for interested bidders, and six firms showed up – a good sign! The bid opening is scheduled for February 7th.

We are moving forward on design work on two other capital projects: the boiler replacement at Will and handicap accessibility at Crestwood. The COY Engineering Department is once again giving us access to their roster of pre-selected architects and engineers, and helping us select a qualified professional for each project. We have already received a proposal for an analysis and design recommendations for Crestwood; we're hoping to have a firm selected for the boiler project by month's end.

The FY18 operating budget package was submitted to Finance on January 20th. The next step in the process is a meeting with the Budget Director to review the submission; this has not been scheduled, but we've typically met in mid-February. The City has not made a request as of yet for a capital projects budget.

Staff Development Day has been tentatively scheduled for Friday, April 21st at the Will Branch. We are planning to make it a full-day event covering several different topics.

Our Student Library Card Project has hit a snag; the B.O.E attorney is not sure if the data sharing agreement with WLS complies with the District's privacy guidelines. Work on the project is suspended until this issue can be resolved or we come up with a work-around.

We had our first snow closing of the season on Saturday, January 7th, when we lost one hour of service.

The YPL Strategic Plan was distributed to the staff this month, and we will be meeting with department heads and the general staff over the next month to discuss the Plan and its implementation in more detail. Mayor Spano was given an advance copy of the Plan, and a press release is going out soon to announce the plan to the greater community.

Location scouts for studios have expressed interest in filming scenes at two of our branches: Netflix at Will Branch, and an independent film studio at Crestwood. The Netflix production is slated to film in the Will auditorium on February 7th and 8th, with prep work on the 5th and 6th and tear-down on the 9th. As of this writing, the donation amount is being negotiated. The branch will remain open for normal business hours. Nothing is confirmed yet regarding dates, donations, and any disruption of public service that might ensue at the Crestwood branch.

Along with Christian and Ruth Rosner, we met with Assemblymember Shelley Mayer, her aide Rachel Estroff, and representatives of Sarah Lawrence College to discuss plans for the Local History Incubator at the Will branch. All parties were enthusiastic about the project and expressed an interest in supporting it in any way possible.

We are moving ahead with the implementation of CollectionHQ, which will allow us to generate data to inform our collection development and maintenance decisions. The implementation process is providing us with lots of interesting information about the current state of our collections and giving us the opportunity to clean up some problem areas.

We expect to begin expanding our museum pass offerings in coming weeks. We are currently evaluating pass management programs that will provide tracking and reporting, and will allow patrons to reserve them in advance.

MEETINGS ATTENDED THIS PERIOD

12/20	Ed & Susan	Hanukkah Celebration, City Hall
12/21	Ed	Will Branch visit
12/22	Ed & Susan	Lunch Club, Khangri
12/29	Susan	Lunch Club, Yonkers Brewery
1/4	Ed	Will Branch visit
	Susan	Web demo: museum pass manager
	Ed & Susan	ALA President-Elect Jim Neal, Will
1/5	Ed	Lunch Club, Dolphin
1/6	Ed & Susan	Oral history project update, Will Branch
	Ed	Three Kings Celebration, City Hall
1/11	Susan	Literacy Solutions board, by phone
1/12	Susan	LYFE
	Susan	Lunch Club, Guapo
1/16	Ed & Susan	Nepperhan Community Center 75 th Anniversary Dinner
1/17	Ed & Susan	Façade pre-bid contractor walk-through, Will Branch
	Susan	Yonkers Thrives
1/19	Ed	PLDA general meeting, WLS
	Ed	Student Library Card project meeting, B.O.E.
	Ed & Susan	Lunch Club, Philipse Manor Hall

1/24	Ed & Susan	Chamber of Commerce Networking Breakfast, Yonkers Brewery
	Susan	Community Planning Council, Yonkers Room
	Susan	Yonkers Thrives/Lincoln Center Education Program
1/25	Susan	WLA Midwinter Conference, Ossining
1/26	Ed & Susan	Lunch Club, Khangri
	Ed	Chamber of Commerce board meeting

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

December 2016

	<u>2015</u>	<u>2016</u>		
Days of Service	30	29		
RIVERFRONT LIBRARY			<u>Dev.</u>	<u>%</u>
Adult	14,701	12,636	(2,065)	
Children's	5,875	6,133	258	
Total Riverfront Circulation	20,576	18,769	(1,807)	-8.78%
 GRINTON I. WILL BRANCH				
Adult	23,857	23,266	(591)	
Children's	12,083	11,162	(921)	
Total Will Circulation	35,940	34,428	(1,512)	-4.21%
 CRESTWOOD BRANCH				
Adult	2,654	2,823	169	
Children's	1,010	1,080	70	
Total Crestwood Circulation	3,664	3,903	239	6.52%
 E-Content (All Branches)	7,592	5,220		
TOTAL CIRCULATION				
Total Current Month	67,771	62,320	(5,451)	-8.04%
Total Previous Months	<u>753,266</u>	<u>776,228</u>	<u>22,962</u>	<u>3.05%</u>
Total Year to Date	821,037	838,548	17,511	2.13%

Monthly: December 2016

ELECTRONIC USAGE COUNT

	2015	2016
Riverfront Branch	14,106	11,743
Will Branch	6,287	6,679
Crestwood Branch	<u>736</u>	<u>357</u>
Total	21,129	18,779

TURNSTILE COUNT

	2015	2016
Riverfront Library	36,039	31,146
Will Branch	33,015	35,657
Crestwood Branch	<u>3,627</u>	<u>5,412</u>
Total	72,681	72,215

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,143	34,700	23,808	59,651
Contract	0	107	3	110
Courtesy	1	2	22	25
Guest	0	3	0	3
Internet	0	2	0	2
Juvenile	567	7,807	8,947	17,321
Staff	10	108	76	194
Teen	32	6,512	2,115	8,659
Temp	0	8	1	9
				0
Total	1,753	49,249	34,972	85,974

YONKERS PUBLIC LIBRARY

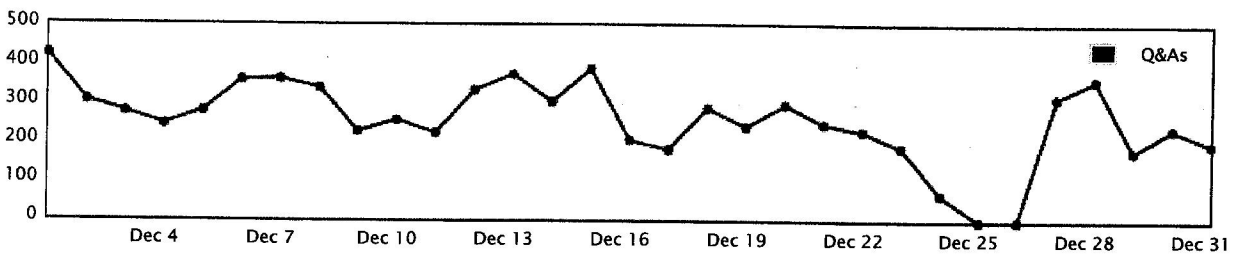
REFERENCE STATISTICS December 2016

	<u>Last</u> <u>Year</u>	<u>This</u> <u>Year</u>	<u>Dev.</u>	<u>%</u>
 RIVERFRONT LIBRARY				
Clerical Services	-	-	-	
Reference	1,711	1,712	1	
Reader's Advisory	2,672	2,485	(187)	
Total Adult	4,383	4,197	(186)	
Children's	787	507	(280)	
Total	5,170	4,704	(466)	-9.01%
 GRINTON I. WILL BRANCH				
Adult/YA	4,332	-	(4,332)	*See attached sheet
Reference/J.I.C.	5,662	1,608	(4,054)	
Fine Arts	476	843	367	
Total Adult	10,470	2,451	(8,019)	
Children's	3,582	1,285	(2,297)	
Total	14,052	3,736	(10,316)	-73.41%
 CRESTWOOD BRANCH				
Adult	482	1,224	742	
Children's	436	731	295	
Total	918	1,955	1,037	112.96%
 TOTALS				
Current Month	20,140	10,395	(9,745)	-48.39%
Previous Months	258,965	257,939	(1,026)	-0.40%
Year to Date	279,105	268,334	(10,771)	-3.86%

[Overview](#) | [Detail](#) | [Download](#)

Start 2016-12-01 End 2016-12-31

Question Count



Duration	Count	Question Type	Count	Asked by	Count
1-2 minutes	6495	Fiction	877	Patron	7777
2-5 minutes	1272	Non-Fiction	318	Staff	157
10+ minutes	181	Reference	515	Other	14
		Readers Advisory	71		
		Directional	526		
		Media	262		
		Programming	217		
		Graphic Novel	4		
		Holds	187		
		Technology	827		
		Other	635		
		Issue Library Card	168		
		Clear Fines	277		
		Claims Returned	8		
		Check-Out Materials	3056		
Format		Location			
In Person	7148	Children's Desk	1283		
Phone	800	Circulation Desk	4196		
Email	0	FA/YA Desk	843		
		Reference Desk	1608		
		Computer Room	0		
		Info Desk	18		



YONKERS PUBLIC LIBRARY

PERSONNEL REPORT JANUARY 1, 2017

<u>Element Number & Category</u>	<u>Total # of Positions</u>	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	10	6	4
<u>7411 Technical Processing</u>	4	3	1
<u>7412/13 Maintenance</u>	16	16	0
<u>7412/13/14 Public Service</u>			
Professional	39	32	7
Clerical	<u>35</u>	<u>29</u>	<u>6</u>
TOTAL	106	88	18



Edward Falcone
Library Director

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
December	Literacy Solutions NY: Tutors	A	76
December	Literacy Solutions NY: Learning Center Use	A	47
5 sessions	Literacy Solutions NY: Basic Classes	A	80
5 sessions	Literacy Solutions NY: Intermediate Classes	A	45
2 sessions	Literacy Solutions NY: Citizenship Classes	A	25
December	Read Away Your Fines	A	85
6 sessions	TASC Connect	A	9
12/1	Consultas Legales de Inmigracion Gratuitas	A	31
12/3	Sound Healing Meditation	A	21
12/3, 10	Sew Amazing!	A	17
12/4	Peliculas para la Familia en Espanol: Home Alone	A	5
12/6	Masala Bhangra Dance Class	A	7
12/6	Energy Healing Meditation	A	19
4 sessions	Knitting & Crocheting Workshop	A	70
12/7, 14	Job Search Coach	A	22
12/7	Riverfront Book Club	A	12
12/7	Cocina Italiana con Chef Amalia Greco	A	14
12/10	Movie: Captain America: Civil War	A	17
12/11	Movie: Independence Day: Resurgence	A	12
12/12	Coloring for Adults	A	11
12/13	Personalize a Holiday Candle	A	12
12/14	Seniors Staying Independent: Dementia Conversations	A	7
12/15	Riverfront Genealogy Club	A	3
12/15	Holiday Cooking with Chef Amalia Greco	A	14
12/29	Introduction to Proposal Writing	A	3
December	Read Away Your Fines	Y/A	6
5 sessions	Gaming Thursdays	Y/A	68
12/6	Make Your Own Holiday Candle	Y/A	16
12/6, 13, 20	Teen Tutoring	Y/A	7
12/13	Driving Permit Test Prep	Y/A	16
12/14	Navigating Student Loans	Y/A	11
12/20	Teen Holiday Party	Y/A	16
12/27	Teen Poetry Club	Y/A	5
December	America Reads	JUV	165
5 sessions	Toddler Storytime	JUV	60
5 sessions	Babies and Books	JUV	34
12/7	Christmas Ornament Craft	JUV	57
12/10	Picture Book Time	JUV	10
12/15	Holiday Picture Bingo	JUV	30
12/17	Double-Feature: Santa Claus is Comin' to Town, Rudolph the Red-Nosed Reindeer	JUV	64
12/27, 28, 29	Holiday Recess Films: Finding Dory, The BFG, Secret Life of Pets	JUV	103
12/31	Kwanzaa Celebration	JUV	30

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
12/1, 2	Martin Luther King Jr. Middle School	Internal	JUV	102
12/8	Vive School	External	JUV	137
4 sessions	Queen's Daughter Day Care	Internal/External	JUV	100

HOMEWORK HELPER

Date(s)	Type	Attendance
9 sessions	JUV	96

NUMBER OF LIBRARY PROGRAMS:

93

ATTENDANCE AT LIBRARY PROGRAMS:

1,797

NON-LIBRARY PROGRAMS

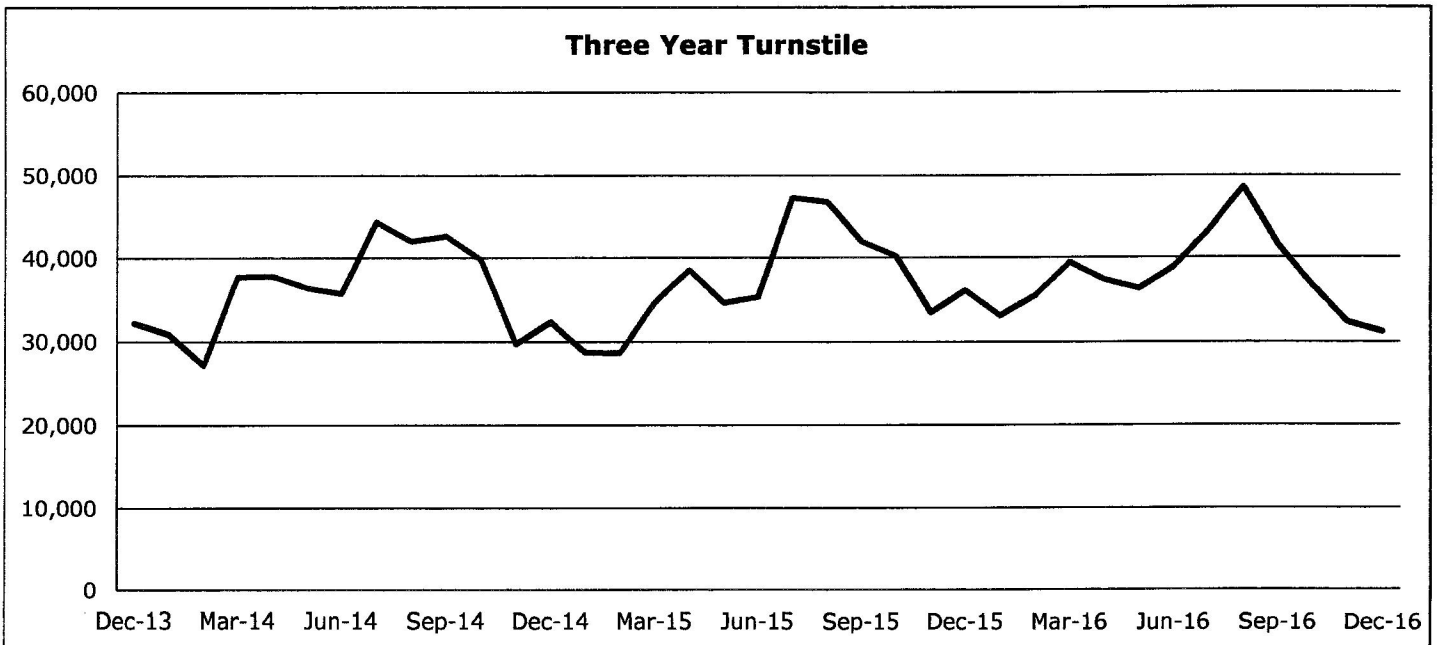
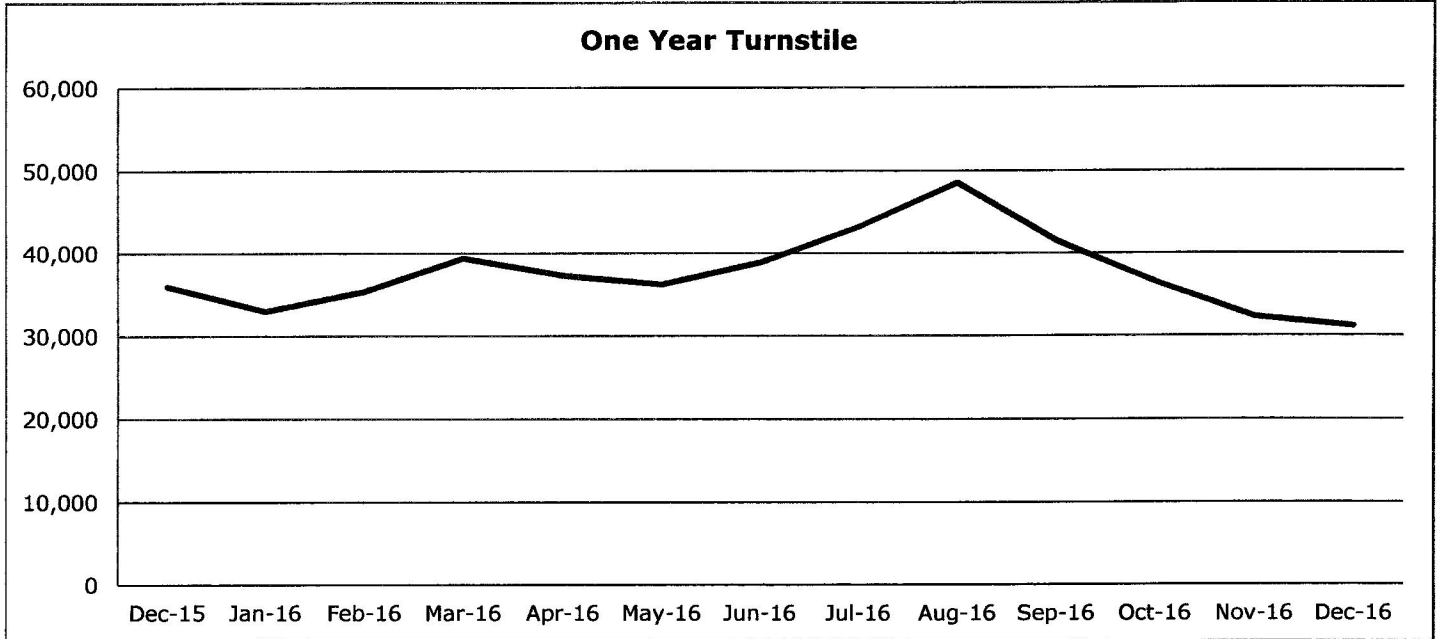
Date(s)	Program	Attendance	Fee
12/1	YPS Language Services: Teachers for Cultural Experiences Travel Group	56	
12/1	Andrus Community Services Film Screening: Resilience	10	
3 sessions	Women's Enterprise Development Center Entrepreneurial Training	45	
12/2, 16	Westchester Disabled On the Move	25	
12/3	Nuestros Manos Creativas: Domestic Violence Awareness	52	
12/3	Park Avenue Investment Club Meeting	9	
12/5	Yonkers Partners in Education: Graduation Coach Training	23	
12/5, 12, 19	Andrus Community Services: Early Childhood Parent Workshop	71	
12/5	Israelite Church of God in Jesus Christ: Revealing the Twelve Tribes of Israel	7	
12/5	Yonkers Paddling & Rowing Club	18	
12/5	CLUSTER Board Meeting	15	
12/6	YPS Early Childhood Education Parent Workshop: Student Social & Emotional Health	26	
12/6	Community Planning Council: Community Conversations: Mental Health	52	
12/6	Alzheimer's Association: Caregiver Support Group	6	
12/7	YPS Special Education: Pupil Support Staff Meeting	48	
12/8	City of Yonkers Office of the Mayor: NYSERDA Roundtable	117	
12/8	WESPAC Foundation: Anti-Prison, Labor and Academic Delegation Meeting	32	
12/8	Yonkers Preserved: Yonkers Landmark Commission Exhibit Reception	43	
12/8	First Ward Meeting	6	
12/9	Westchester County Social Services: Community Partners Against Racism	12	
12/10	Autism Project/FLOS Special Needs Christmas Party	92	
12/11	Fit Club Health & Fitness Program	23	\$150.00
12/11	Westchester Steelers Team Meeting	20	
12/12	Westhab Employment and Education Fair	96	
12/12	LGBTQ Advisory Board Meeting	6	
12/13	Yonkers Public Schools High School Transition Fair	300	
12/15	CLUSTER Mediation Training	13	
12/15	Family Services Society of Yonkers Holiday Luncheon	36	
12/15	Youth Theater Interactions Holiday Sharing	150	
12/16	Family Services Society of Yonkers Kinship Support Program	6	
12/16	City of Yonkers Department of Planning: Real Property Auction	84	
12/16	City of Yonkers Department of Finance Holiday Pot Luck Luncheon	76	
12/17	Dominican Cultural Association of Yonkers Annual Toy Giveaway	120	
12/18	Greyston Community Garden Club Christmas Party	120	
12/19	Yonkers Public Schools Grandparents Holiday Celebration	70	
12/19	After School ESL Community Tutoring	10	
12/19, 22	HobbyQuest Training	16	\$50.00
12/19	Proof of Concept Art Exhibit Opening Reception	25	
12/20	City of Yonkers One Larkin Center Fire Drill Training	86	
12/20	Avon District Meeting	52	\$150.00
12/20	Yonkers Arts Meeting	9	
12/21	Andrus Community Services Healthy Families Holiday Celebration	60	
12/23	VOCAL NY Westchester Action Meeting	64	
12/28	Family Services Society of Yonkers Holiday Party	56	

ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,263

GRAND TOTAL PROGRAM ATTENDANCE 4,060

Electronic Use Count

	<u>Count</u>
PC Sign Up	11,652
19 English-speaking Computer Classes	84
5 Spanish-speaking Computer Classes	7
TOTAL ELECTRONIC USE COUNT:	11,743
RIVERFRONT LIBRARY TURNSTILE COUNT:	31,146



Room	# Events	Hours	Utilization
Arts & Crafts Room	22	41.00	15.83%
Auditorium	4	11.50	4.44%
Auditorium and Event Space	5	19.00	7.34%
Board Room	16	37.00	14.29%
Community Room A	13	35.50	13.71%
Community Room A & B	21	61.00	23.55%
Community Room B	4	12.25	4.73%
Event Space	1	11.00	4.25%
Learning Lab	29	50.00	19.31%
Maker Lab	5	11.00	4.25%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	1	3.00	1.16%
Room 1	9	22.00	8.49%
Room 2B	20	52.25	20.17%
Room 3	2	4.50	1.74%
Room 4A	0	0.00	0.00%
Room 4B	9	17.00	6.56%
Small People's Place	27	50.00	19.31%
Table Space 1	24	97.00	37.45%
Tech Central	12	32.25	12.45%
Third Floor Computer Lab	1	2.00	0.77%
Yonkers Room	12	37.00	14.29%
Young Adult Room	5	15.00	5.79%

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

**Yonkers Public Library
Grinton I. Will Branch
Activities Report - December 2016**

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
12/1,7 & 8	Mother Goose Time	Juv	72
12/1	Nutcracker Story & Craft	Juv	17
12/2 & 9	Baby Time	Juv	32
12/2	Lego Club	Juv	38
12/3	Saturday Story Time	Juv	10
12/5 & 6	Nursery Rhyme Time	Juv	34
12/6	11 am Story Time	Juv	8
12/8	Holiday Picture Bingo	Juv	25
12/13	Clery Charles	Juv	17
12/15	Holiday Sing-a-long	Juv	12
12/29	Secret Life of Pets	Juv	86
12/1,6,8,13,15, 20,22,27 & 29	Senior Benefit Information Center	Adult	35
12/1,8,15,22 & 29	Bridge Club	Adult	70
12/4	An Afternoon with Mozart-Friends of YPL	Adult	175
12/6,13,20 & 27	Crochet Club	Adult	40
12/11	An Afternoon of Beautiful Music-Friends of YPL	Adult	250
12/13	Art Film Series	Adult	26
12/15	Movie of the Month-Star Trek Beyond	Adult	27
12/18	An Afternoon of Harmony-Friends of YPL	Adult	125
12/19	TASC Connect	Adult	5
12/19	Sing Memorable Songs	Adult	30
12/1	Teen Tech	YA	30
12/2,16,23 & 30	Brain Breaker	YA	20
12/5,12 & 19	Board Games Challenge	YA	15
12/6,13,20 & 27	Tuesday Game Challenge	YA	15
12/7,14,21 & 28	Coloring for Teens	YA	17
12/9	Jewelry Making for Fun	YA	25
12/17	Teen Advisory	YA	5
12/17	Young Adult Book Club	YA	3
21 Sessions	Electronic Games	YA	281
21 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	623

CLASS VISITS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
12/1	Montessori 31	Juv	28

OUTREACH

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
12/2,3 & 4	Barnes & Noble Book Fair	Juv	131

HOMEWORK HELPER

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
13 Sessions		Juv	68

NUMBER OF LIBRARY PROGRAMS

118

ATTENDANCE AT LIBRARY PROGRAMS:

2,395

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
12/1 & 6	Chaminade	60	100
12/1	City of Yonkers Program and Development	75	
12/3	Rivertown String Quartet	15	
12/3	Yonkers High School	2	
12/5	Writers' Workshop	10	
12/5 & 16	Daybreak	500	
12/5	Housing Action Council	24	
12/7	UFO Roundtable	18	
12/7	Yonkers Historical Society	10	
12/7	Brandeis	30	
12/10	Empire Driving Program	20	50
12/10	NAMI	10	
12/11	Yonkers Amateur Radio Club	22	
12/12	Berkshire Farm Center & Service for Youth	15	
12/13	ARC of Westchester	26	
12/13	Little Radical Theatrics	35	
12/13	LaLeche League of Yonkers	9	
12/13	Direct Properties	35	
12/14	Daybreak	250	
12/14	Toastmasters	13	
12/14	Yonkers Democratic Club	20	
12/14	Disfranchised Grief Seminar w/ Diane Pratt	8	
12/15	Jewish Council of Yonkers	20	
12/17	Neighbor Assistance Corp. of America	200	
12/18	Poetic Truths	10	
12/19,20 & 21	Empire Real Estate	60	\$105
17 Sessions	Little Lernalers-Parks Dept.	405	
21 Sessions	Senior Center-Yonkers Park Dept	520	

ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,422

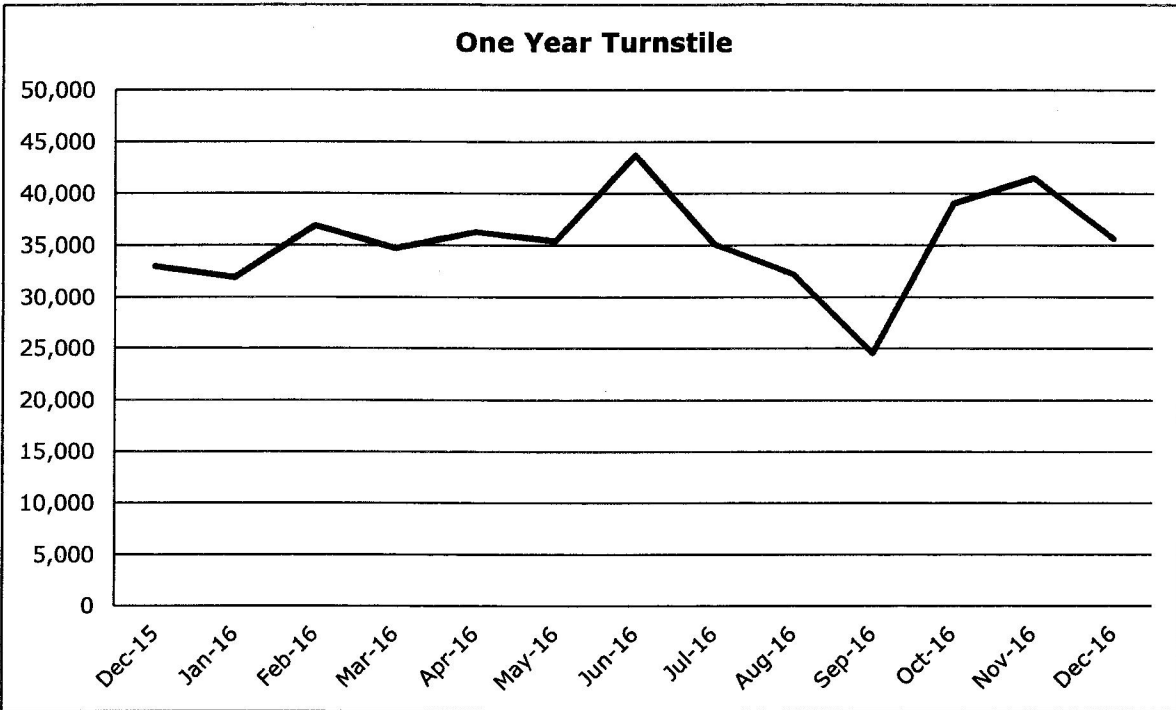
GRAND TOTAL PROGRAM ATTENDANCE 4,817

PC Sign Up 6,594

12 computer classes 85

TOTAL ELECTRONIC USE COUNT: 6,679

Will Library Turnstile Count 35,657



Auditorium	106	34.90%
Meeting Room	17	5.59%
Projection Room	119	39.91%
Sen. Flynn Room	36.75	12.09%
Story Room	39.5	12.99%

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

**Yonkers Public Library
Crestwood Branch
ACTIVITIES REPORT - DECEMBER 2016**

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
6 sessions	Tech Drop-In	A	41
1 session	Sing Memorable Songs	A	12
5 sessions	News & Brews	A	96
5 sessions	PC Cruzin'	A	51
10 sessions	Help Desks	A	16
1 session	Yoga for Yogis	A	4
4 sessions	Color @Crestwood	A	35
2 sessions	Non-pretzel Yoga for Adults	A	34
3 sessions	Bronx Center Visits	A	36
1 session	Crestwood Reiki Experience	A	8
1 session	Email for Beginners	A	2
1 session	Advanced Email Tips & Tricks	A	3
1 session	Downloading Ebooks: Tech Drop-In	A	6
1 session	Fregal Demo	A	43
1 session	Eating Healthy for the Holidays	A	28
1 session	Juana Jar Winter Craft & Hot Cocoa	JUV	26
1 session	Saturday Storytime	JUV	6
1 session	Sadie the Therapy Cat	JUV	19
1 session	Nutcracker Story and Craft	JUV	24
1 session	Holiday Picture Bingo	JUV	8
4 sessions	Music & Merriment (9:30 & 11am)	JUV	212
2 sessions	Dance With Daphne	JUV	52
4 sessions	Crestwood Cinema	JUV	138
1 session	Tune in Thursday: Secret Life of Pets Movie	JUV	11
1 session	Crafternoon	JUV	15
1 session	Fit & Fun Friday	JUV	27
1 session	Teen Readers: Book Group	YA	10
4 sessions	Teen Tuesdays	YA	30
1 session	Book Buzz	YA	55
1 session	VOLUNTEENS	YA	12

HOMEWORK HELPER

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

NUMBER OF LIBRARY PROGRAMS:

68

ATTENDANCE AT LIBRARY PROGRAMS:

1,060

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
7 sessions	Parks Dept. Senior Group #16	N/A	84
12/8	Friends of Crestwood Library Board Meeting	N/A	7
12/6	Westchester Homeschoolers Fitness Meetup	N/A	27
		N/A	

ATTENDANCE AT NON-LIBRARY PROGRAMS:

0

118

GRAND TOTAL PROGRAM ATTENDANCE:

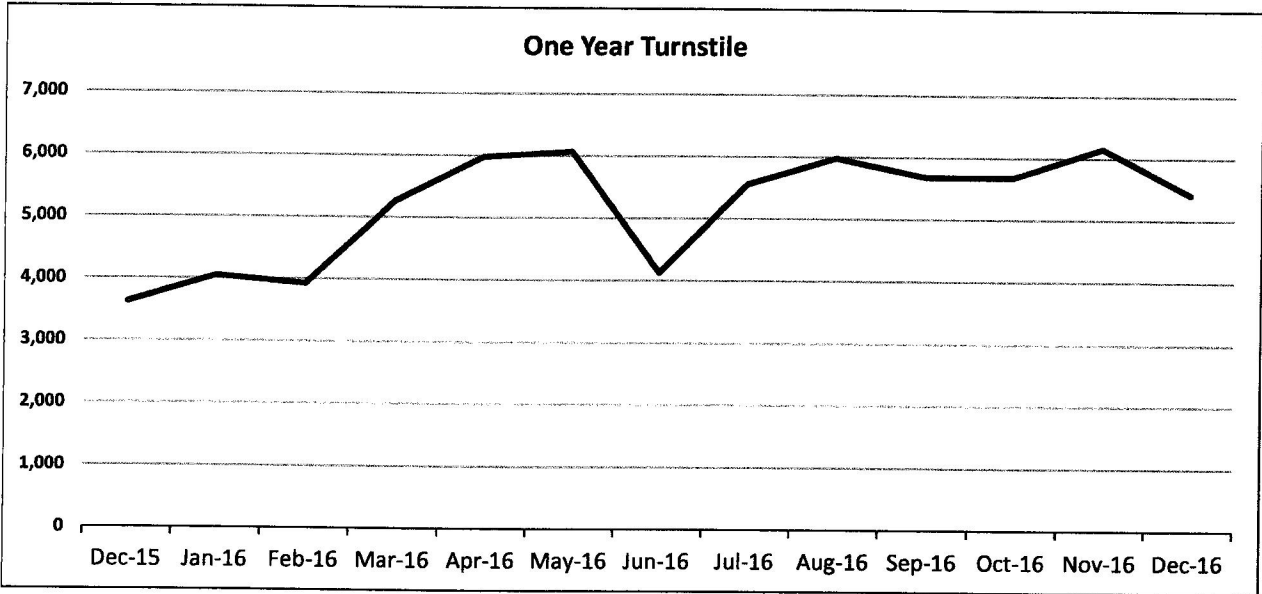
1,178

Electronic Use Count

PC Sign Up	Count
25 Computer Events- Classes/workshops/drop-ins/help desk	195
	162

TOTAL ELECTRONIC USE COUNT: 357

CRESTWOOD LIBRARY TURNSTILE COUNT: 5,412



Room	# Events	Hours	Utilization
Adult Computer Area	25	38	21.78%
Children's Room	31	64	36.68%
Reading Room	15	30	17.19%
Teen Corner	6	24	13.75%
	77	156	

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

QUARTERLY REPORT

OCTOBER, NOVEMBER AND DECEMBER 2016

The Riverfront library continues to fulfill the tradition in the Yonkers Public library system of excellent and efficient library services. The library continued to develop its collection and services to better meet the changing needs of the diverse multicultural Yonkers community.

In collaborating with the community groups, volunteers, and through the work of the library staff, the library offered a solid program schedule across demographic groups in the community. The library's role as an essential cultural and community center continues to grow as more patrons visit the Riverfront library for programs, meetings and exhibitions. The library continues to bring the best of culture, information, recreation and educational programs to Yonkers.

The use of the Riverfront library continues to grow. Stroll through the library on any given day and witness the hustle and bustle of this public facility. From DVD's to magazines, from children's programming to partnership with Queen's Daughter's Day Care or Saint Peter's School, with community involvement and attention to quality, the Riverfront library offered a full menu in the quarter under review.

Programs in the library range from story hours, toddler story and craft, Thanksgiving story and craft, creative writing workshops, movies, general career planning, computer workshops, book discussion groups, developing interview skills and resume writing. All these programs are geared to help the growing population of our patrons.

Sandy Amoyaw, Shauna Porteus, Tara Somersall and Isanel Pimental participated in the Vive Adult Learners Center Open house with a table and free book giveaways. We were able to sign up 137 adult students for library cards. Assemblywoman Shelley Mayer visited our table and was very pleased to see us interacting with the students. We have decided to dedicate a good chunk of our time going out to community events. These visits afford us the opportunity to send flyers home to families, reaching audience who might not be utilizing the library and also reminding them of what we have to offer.

We hosted a group of 13 library managers from New York Public library in November 2016 for a library tour. They also shared some great ideas with fellow YPL librarians.

The third phase of One YPL program, which offered staff the opportunity to work and learn in a different work environment for two months while maintaining his or her regular job responsibilities, ended in December. The program allows staff to gain an understanding of the connections between different Yonkers Public library branches.

The Riverfront library children's department was affected by changes in staff during the quarter. Mrs. Marybeth Kendrick resigned from the Yonkers Public library in October 2016. She will be missed, and we wish her the best of luck.

Two staff vacancies were filled during the quarter. The librarian 1 vacancy in the children's department was filled by Kirsten Grunberg and the clerical position by Isanel Pimental. Congratulations to our two new staff members. I am proud to announce that both staff members speak Spanish fluently. Latinos now comprise the largest minority group in Yonkers but a gap persists in their access to information and technology especially for Latinos who speak primarily Spanish. Their services will greatly help us to reach out to our Spanish speakers in the community. We wish them all the best in their endeavors.

During the quarter the following Riverfront staff members received compliments from our patrons for their commitments to the library core purpose and values in creating a positive and motivating work environment: Aurora Cruz, James Hackett, John Favareau, Phyllis Cole, Mary Robison, Christine Bitetti and the children's department staff.

Professional Development

Tara Somersall attended the WLS Performer's showcase at Ossining Public library.

Roselyn Rabadi, Tara Somersall and Sandy Amoyaw attended the National Disability program for employees with disabilities.

Meetings attended during the quarter:

Management Meeting

Yonkers on the Move Meeting

Salvation Army Board Meeting

Saint Peter's Board Meeting

Department Heads Meeting

Staff Core Competencies Meeting

Healthy Yonkers Initiative

I am grateful to the dedicated staff, the Director, the Deputy Director and the Trustees for their support this past year in helping Riverfront library to remain the "Crown Jewel" of the city of Yonkers. It is my desire that our patrons will always count on us to provide the highest quality library service and cultural enrichment. We can look forward into the year 2017 with confidence, hope and resilience.

Respectfully Submitted

Mr. Sandy E. Amoyaw

Branch Administrator

REFERENCE-YOUNG ADULT DEPARTMENT
QUARTERLY REPORT
FALL 2016

The library staff spread holiday cheer with timely programs about holiday cooking, giftwrapping basics, decorating holiday candles, a String Quartet Halloween Spooktacular and Thanksgiving concert, and a Spanish-language crafting session. The talented Riverfront Knitting Group knitted beautiful scarves and hats that were given to seniors living at a local assisted living facility.

After 12 years, the partnership between Yonkers High School, Sarah Lawrence College and the Riverfront Library continues to thrive. Yonkers High students attended various library orientation workshops that help with the vigorous work required of the International Baccalaureate program. Library Orientation Day at Riverfront Library is an intense experience of historical investigation, helping these young scholars formulate their essay topics and garner their sources.

Our teen patrons were entertained with programs for a wide range of interests: writing Hip-Hop lyrics, creating picture frames, Halloween and other holiday crafts, treats and movies, fashion design and illustration, and book discussions. They also brushed up on their technology skills with Sketchup and coding classes. We are happy to announce that Tutoring for Teens is now being provided by a dedicated intern from Sarah Lawrence College. Every Tuesday, teens receive one-on-one tutoring in writing, social studies, test preparation and more.

Adults are taking better care of themselves with help from our fun Falun Dafa, Zumba, and Masala Bhangra exercise classes. They are destressing in our Energy Healing, Tai Chi, Sound Healing Meditation, and Adult coloring workshops. They are eating better thanks to more workshops: Que Voy a Comer Hoy, Healthy Food that Tastes Great, and Weight Management Tips. Seniors discovered the basics signs of Memory Loss and tested their knowledge with Senior Trivia. We had another popular Hispanic Heritage Month program with Flor Bromley and her puppet show, Fiesta. Patrons learned new skills in the Job Search Boot Camp sessions, Introduction to Proposal Writing Webinar, Introduction to Finding Grants workshop; we even offered sewing lessons. The 2016 Journal News and Yonkers Rising indices were completed and various bookmarks updated.

The Riverfront Library hosted the Westchester Hispanic Coalition as it provided free legal immigration consultations. Our department had wonderful discussions with members of NYPL's professional group. Ideas were exchanged, a tour of the library was provided, and they left with ideas they could implement in their Bronx libraries.

The dedication, hard work, passion for serving patrons, energy and enthusiasm our staff members bring to what they do is what makes the Yonkers Public Library a beloved institution, and the greatest community's public resource. I would like to thank each of them for making 2016 an incredible and successful year.

Aurora Cruz

Department Head

QUARTERLY REPORT

RIVERFRONT CHILDREN'S DEPARTMENT

OCTOBER, NOVEMBER, DECEMBER, 2016

I am pleased to announce that the Riverfront Children's Department has partnered with Queen's Daughters Day Care for weekly library and site visits. In addition, we have seen Lanza Learning Center regularly for our weekly Toddler Story time hour. It is my hope that we continue to move forward collaborating with other community based organizations. The library is the hub of the community and residents should have access to all of our programs.

Christine Bitetti and Tara Somersall collaborated with Boyce Thompson formerly (FoxFire) middle school for a series of library/computer orientation classes between October-December. The group of third-six graders learned how to search for books in the catalog, selected books on Native Americans and navigated through the various electronic databases the library has to offer.

Renee Rabadi, librarian trainee did a series of Mega Blok Mondays through which children ages four and up learned creative play. Michelle Halpern, librarian II organized a six week program on Word Games: Children's Creative Writing Club for ages 8-12. Michelle also planned a four week Toddler Story and Craft for ages 1 ½ -3 ½. The Babies and Books story hour continues to have a nice turn out. Afterwards, parents stay behind and socialize with each other while the babies play and use the Mega Bloks.

Some other programs included Thanksgiving Story and Craft and the Christmas Ornament Making Craft organized by Renee Rabadi. A very special thanks to our Director Ed Falcone for allowing us to purchase a Christmas tree for the department.

Tara Somersall attended the WLS Performer's showcase at the Ossining Library and saw a variety of performers who are available for children's programs. Sandy Amoyaw, Roselyn Rabadi and Tara Somersall attended the National Disability Employment ceremony for employees with disabilities at the Double Tree Hotel in Tarrytown. Congratulations Roselyn!!

Branch Administrator Sandy Amoyaw, Shauna Porteus, Isanel Pimental and Tara Somersall attended the Vive Schools open house. The Vive School is a continuing education program for adults. A table was set for the library and students were able to sign up for library cards. Our goal was met with 137 applicants receiving library cards. Isanel, a clerk in the Circulation Department was on hand to translate to our Spanish speaking students. While Sandy, Shauna and myself discussed the various programs, workshops, and resources available to students and parents. Assemblywoman Shelley Mayer, stopped by the library table and took a photograph with the staff. It is our hope to collaborate on future programs with Vive.

The Children's Department is excited that Kirsten Grünberg, (librarian I Spanish Speaking) has joined our staff. Kirsten will bring her bilingual skills to story times as well as other programs for our Spanish speaking population.

Tara Somersall

Head, Children's Department

RIVERFRONT CIRCULATION CLERICAL DEPARTMENT

QUARTERLY REPORT

OCTOBER-DECEMBER 2016

The last three months of 2016 at the Riverfront library passed by in a blur of activity. With the opening of Tech Central earlier in the year, there has been a lot of participation in the workshops and classes being given there. In addition to the general public, members of the staff have participated in some of the classes. Emily Power in our department took Excel and Photoshop to refresh her computer skills.

Other classes offered, such as Sewing, Yoga, Zumba and Tai Chi have also been attended by members of the clerical department. The staff is very pleased to have such a variety of activities to choose from at their workplace.

Melina Lance, one of the supervisors in our department, was one of the staff that made up the YPL Strategic Planning Committee. After a year of being on the planning committee, Melinda feels that the decisions that the committee agreed on will strengthen library services and community outreach.

On Thursday, December 8, 2016, Isanel Pimentel, our new Spanish speaking clerk, accompanied Sandy Amoyaw and Tara Somersall to the Vive School to sign up students for library cards. They signed up over 100 applicants.

The circulation department staff has been very supportive in covering the computer room when needed. I applaud the circulation clerks for being so flexible. Fortunately, we were able to hire two part-time computer pages. Diane Clark and Abdul Holmes are now covering the hours that the circulation clerks were covering.

One of our clerks, Melissa Cordero, resigned in December to return to Hawaii. Melissa said that she really enjoyed working at the library and sends a big Aloha to everyone at the library.

Department Head: *Norma Taston*

October, November, December 2016
Grinton I Will Administrator's Report
Christian Zabriskie

Digital Archives -

- planning continues with an emphasis on creation of a local history incubator that will provide resources and outlets for community engagement with history and digitization
- Met with grants administrator from Humanities NY to discuss grant opportunities for this project
- Had a very positive meeting with Assembly member Shelly Meyer and staff from Sarah Lawrence to discuss support of the project
- Have begun to develop collection and input images as well as recording oral history interviews
- Have set up standards and procedures for additions developed with our archivist intern
- Very successful intern for one semester

Veterans Services

- Created non-binding MOU to work more closely with Yonkers Department of Veterans Services
- Veterans Services is supporting the Veterans Oral History Project
- Office of Veterans Services will be sending representatives twice a month for our new "Consultation Corner" on the mezzanine

Gimlet

- Have set up Gimlet to count reference stats
- All public service staff trained and using Gimlet at all public service desks
- Now using Gimlet to track all customer services statistics in the branch

Meetings and Communications

- Have continued weekly Heads of Department meetings
- Meet with weeding team monthly
- Started Local History book club for staff in the digital archives

Conferences & Meetings Attended

- Collection HQ Training
- New York Library Association Annual Conference
 - Presented program about training library advocates
 - MC Battledecks
 - Coordinator of NYLA After Dark
 - Current President of the Reference and Adult Services Section of NYLA
 - Member of NYLA Council

QUARTERLY REPORT
WILL CHILDREN'S DEPARTMENT
OCTOBER, NOVEMBER, DECEMBER, 2016

The Homework Helper program started in October with many children and parents eagerly awaiting Martin Siegal's return. Robin Schwarz, math professor, presented a Math Confidence program for parents to help their children with math. Story times began in late September and have been well attended. Yonkers middle school students, under the direction of music teacher Sandy Fisher, resumed their bi-monthly Saturday story time/puppet shows. Aili Whelan's Chess Club has been meeting weekly since October.

Four Montessori 31 classes are coming to the library once a month to borrow books. The Children's Department has started a monthly Lego Club that has been very successful. The children build their creations which are then put on display in the lobby exhibit cases until the next meeting. Parents and children enjoy seeing their projects on display. Aili Whelan organized a fun Plaid Day program with a plaid theme, craft and refreshments. Everyone wore plaid to celebrate the day. Mary Ann Minozzi and I created a Monster Party featuring stories, a craft and a monster brains snack. Ethel Petryczka and Kathleen DiSilvio did a fall story and craft and another program making bird feeders. These two programs were offered at Crestwood. Our annual Ghosts and Goblins on Parade and story time closed out the October programs.

Two Pre-K classes from School 24 visited the library in October for stories, a tour and library cards. MaryAnn Minozzi and I visited classes at Saint John the Baptist School to read Halloween stories and promote the library.

Four special Education classes from Montessori 31 visited the library for stories, a tour and library cards. Four Special Education classes from Roosevelt High School made arrangements to visit the library.

Aili Whelan created a Harry Potter Magical Creatures program to celebrate the new movie. Ethel Petryczka and I did a Native American Story and Craft program. Both programs were repeated at Crestwood. Mary Ann Minozzi shared her bead making hobby and ran a bracelet making workshop. The movie "Finding Dory" was shown on the Friday after Thanksgiving.

December programs included Aili Whelan's Nutcracker Story and Craft and Mary Ann Minozzi's Holiday Picture Bingo. The Nutcracker program was repeated at Crestwood. Author Alessandra Calamari read her book Celery Charles and Pals and did a craft activity with the children. Aili Whelan and Mary Ann Minozzi coordinated a second sing along with a holiday theme for children and adults. The movie "Secret Life of Pets" will be shown during the school vacation.

Aili Whelan and I attended the WLS Performers' showcase at the Ossining Library and saw a variety of performers who are available for children's programs. Kathleen DiSilvio participated in a WLS workshop focusing on STEM activities. Librarians are using Gimlet to track questions and statistics. Aili Whelan and Mary Ann Minozzi continue to participate in the weeding project.

Diane McCrink
Head, Children's Department

October, November, December 2016
Yonkers Public Library – Grinton I. Will Branch
Adult/Young Adult/Fine Arts Department

Customer Service

Since we live in a digital society, the role of the library has changed. Satisfying our patron's needs has been our first priority. Our department tries to help patrons with their technology needs to make their library experience a positive one whenever possible. IT Brandon Neider has come to our aid when needed. Patrons from all over the county have complimented us on the depth of our fine arts collection.

Collection Development

The Material Ordering Committee ordered new popular fiction and non-fiction titles; updated research topics and weeded outdated materials with the help from our Weeding Team. The Baker & Taylor leasing program allowed us to order multiple copies of hot popular titles. In order to see if our collection development procedure was successful, we paid close attention to the Grinton I. Will patron weekly holds list and daily interlibrary loan sheets generated by Westchester Library System. On occasion, some titles slip by our radar but for the most part we have stayed competitive with the other libraries in the county. Librarian Turan McNerney has done a wonderful job finding ways to maintain our large print collection but the holds list indicates the need for more titles. We were happy to see that our interlibrary loan requests included classic movies, TV shows and legendary performers as well as the new artists.

Programs for Adults

Movie of the Month: Ghostbusters; Captain Fantastic; Star Trek Beyond

Film Movement Art Films: Wondrous Boccaccio; Glassland; The Automatic Hate

Will Book Club: All the Stars In The Heavens by Adriana Trigiani; The Paris Architect by Charles Belfoure

Librarian Yaw Fia was the instructor for free computer classes in basic and advanced e-mail

The Bridge Club met every Thursday at 1:00 in the Projection Room

Career Counselor and Education Specialist Janice Smith offered free assistance in resume and cover letter critiquing/review; assisting college bound students with admission essays; and assisting patrons re-entering the workforce with their job search.

M&M Performing Arts Company, Inc. presented The Last Romance , a heart-warming drama/comedy about the transformative power of love directed by Maureen Howard

Programs for Young Adults

Teen Advisory Group met in October and November. December meeting was cancelled due to weather

Young Adult Book Club: In the Shadow of Blackbirds by Cat Winters; The Alchemist by Paulo Coelho

Teen Cinema: Hocus Pocus

Jewelry Making for Fun with Victoria class met on December 9

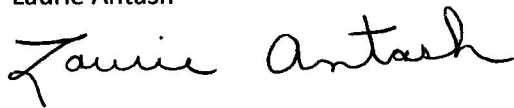
Outreach Activity

"Season's Readings" - Grinton I. Will and Crestwood Branch participated in Barnes & Noble Book Fair the weekend of December 2-4, 2016. Our staff mingled with B&N customers and handed out information about our free library programs and services. We planned a fun-filled weekend of crafts, jewelry, button-making and authors for children and their families. Brandon Neider had a 3D Printing Machine demonstration and distributed free bookmarks.

Professional Development

Biagio Capirachio participated in the One YPL cross-training at the Riverfront Library under the supervision of Aurora Cruz.

Laurie Antash

A handwritten signature in black ink that reads "Laurie Antash". The signature is written in a cursive style with a large initial "L" and a long, sweeping underline.

Head of the A/YA/FA Department

**GRINTON I. WILL LIBRARY – REFERENCE DEPT.
QUARTERLY REPORT - OCT. / NOV. / DEC. 2016**

The last 3 months of 2016 have been exciting ones. New programs are in development or already commenced.

Ralph Cooper has begun a movie program that has been well received. He has chosen an interesting selection of films including Billy Wilder's Double Indemnity, The Thief of Bagdad and Invasion of the Body Snatchers.

Michael Walsh and myself have been working on developing an oral history program. We are the 2 historians on a team that encompasses a joint effort of a skilled intern Melissa Obstfeld who has been especially helpful in the scanning of photos and artifacts as well as Brandon Neider who's leading all aspects of technology of the program.

Our supervisor, Christian Zabriskie has been a great leader and developer of the program which we hope will blossom into a history of Yonkers archive.

The library has introduced a new method of keeping statistics. The program called Gimlet is more accurate and versatile than the outdated written method of keeping reference statistics. This is a great innovation.

The staff helped out at the semi-annual Book Fair this past December most especially James Floyd and Michael Walsh.

James Floyd, Michael Walsh and Ralph Cooper have continued to teach Internet and Word computer classes.

Collection Development was slowed down by a halt in monies. Reordering has now commenced and we are hopeful will continue.

The department has just received its first shipment of tax forms. This is a popular vital service to the public and we hope that it will go smoothly given the IRS cuts in provision of various forms.

We had a wonderful Pearl Harbor display this past December commemorating the 75th anniversary of this tragic attack. Holiday displays by Vivienne Broughton created a cheery, positive atmosphere. Many compliments were received at the desk by various patrons.

Michael Walsh was able to attend the NYLA meeting in Saratoga. Professional development is important and this was a welcome opportunity for our newest librarian.

In the next 3 months, we hope to report on the continuing growth and development of the Reference Department and its innovations.

Until that time,

**Ruth Rosner
Reference Department Head**

QUARTERLY REPORT
GRINTON I. WILL LIBRARY CIRCULATION DEPARTMENT
OCTOBER, NOVEMBER, DECEMBER 2016

Kudos to Branch Administrator Christian Zabriskie for holding weekly Department Head Meetings keeping us up to speed on what's happening with YPL. We get to report on what's happening in our Departments and get his feedback on any questions that arise. His installation of the "Gimlet" Program has proven successful. We are learning what time the desk is busiest, the types of questions we get from patrons, how many library cards are issued, etc. We are very happy with our new Branch Administrator and the new ideas and projects he has been sharing with us and for the great plans he has in store.

Members of the Library Display Committee, Tina Lucchese and myself have been helping Laurie Antash with Library Displays as well as decorating the Library for the holidays. Laurie is recruiting new members to help out and join us on the Display Committee.

The "Weeding Team", which includes two (2) members of the Circulation Department, has been busy deleting books from the fiction and non-fiction collection. The Team has deleted 7,728 books from the collection in its first quarter of operation!

Joan has been working with WLS on Inter-Library Loan Requests...in the last three months 22 books are out in Circulation, 23 books have circulated and have been returned and 10 requests have not been filled yet. If a patron has a new address and no ID with the current address she mails their library cards to them. This quarter she mailed out 17 Library Cards. We also entered 8 temporary library Cards into permanent status.

When new DVD's come down to us from Tech. Processing we have to process them and make up duplicate "Dummy Cases." New DVD's are kept behind the Circulation Desk. Cyndi Chiulli lends a helping hand to Betty and Menaka and has processed 220 new DVD's and cases this quarter. She continues to maintain the Children's Department Collection and has processed 19 replacement books and 5 replacement DVD's. Her spine label project continues with 316 new DVD spine labels added to the existing cases. Donated books were added to the tune of 86 and she entered 101 new library cards to Paideia School, Montessori Special Ed, School 30 and library class visits.

Inter-library loan requests numbered 12,242 and 7,940 were sent out.

Here's hoping 2017 brings us continued success in all of our endeavors!

Respectfully submitted,

Suzanne Johnson,
Department Head, Will Circ. Dept.

CRESTWOOD BRANCH QUARTERLY REPORT – OCTOBER, NOVEMBER, DECEMBER 2016

Crestwood Library had a fabulous end of the year quarter. The Crestwood Crew pulled together and worked hard to create an extravaganza of events to celebrate our 90th Birthday in October. The occasion was marked with five proclamations and four days of activities including Yoga, Dance with Daphne, "Crafts For A Cause", Teen After-Hours Party and Dessert Diaries Party celebrating a new children's book series with Local Author Laura Dower. The kick-off birthday party drew in 275 people, our loyal patrons as well as newcomers visiting the library for the first time. Community support for our branch is strong and we are recognized as a jewel of the community.

Building improvements continue thanks to Russell Martinez and Custodial staff. A new apartment size refrigerator was put into the staff room to accommodate all the programs we are doing. Brighter lighting outside the building lights up the front steps and flag. Carlos Figueroa and Brandon Neider made IT improvements including augmenting our WiFi range and updates to the Video Security System.

Crestwood Library participated in the OneYPL program with an exchange of circulation clerks. Chris Sheerin went to Will Library 2 days a week and MaryAnn Coyle came to Crestwood. It is a valuable experience as it fostered a better understanding of operations at both branches and gave staff members exposure to different programs, services and work duties. Crestwood Staff received computer training from WLS on best practices for circulation.

Friends of Crestwood Library Board is gaining members and continues to work towards obtaining 501c3 status. Fall Book Sale drew in just over \$500 that was spent on yoga blocks, books & materials unavailable via Baker & Taylor for the library collection and candy canes for the December Crestwood Tree Lighting. Chris Sheerin and Z gave them out with Santa Claus at the end of the ceremony. A Hudson River Museum institutional membership was generously donated by Friends members Gloria Fields and Andy Seligson .

Program attendance is strong. The Library stayed open late on Halloween Night and experienced 200 visitors between 3:30-9:30pm for Trick or Treating. Staff members came to work in costumes and got into the spirit of the day. The Crestwood Historical Society held their annual meeting in November and led us on a nostalgic journey with their presentation "Memories of Central Park Avenue." Yoga programs will continue to be taught by local Resident Lois Heitner.

Crestwood had a strong involvement at the Barnes & Noble Book Fair in December. Judy Schavrien read "Polar Express" for the Winter Storytime, Friends of Crestwood Library sponsored a special "Crafts For A Cause" session and author Laura Dower gave a journal workshop at the bookstore. Z and Chris staffed the information table and gave movie and book recommendations.

The Volunteer program remains active. Local Girl Scout projects are well underway; Olivia Reduto's American Doll Project Silver Award project of circulating American Dolls at all 3 Yonkers Branches is in the fundraising stage and Theresa Alarcon is reaching out to community leaders for her Library Marketing project.

Most members of the Crestwood Library staff were in attendance at the December 6 YOM Recognition Ceremony at City Hall where Mayor Spano commended their efforts to make Yonkers a healthier place to live and work.

Highlights of Branch Manager's Professional meetings and activities during this period included:

October:

Oct 6: Creative Aging Senior Program Grant Meeting
Oct 11: Branch Administrators Meeting Riverfront Library
Oct 12: Programming for Older Adults Meeting at Irvington Library
Oct 14: Co-moderating Not Just for YA Book Club in White Plains
Oct 19: Tri-State Book Publishers Event in NYC
Oct 20: Narcan Training at Cheema Center in Yonkers
Oct 20: B&N Book Fair Planning Meeting at Will Library
Oct 26: Yonkers on the Move Teleconference
Oct 27: Competencies Meeting at Will Library
Oct 28: New YPL Librarian Tour of Crestwood
Oct 28: Programmer Meeting

November:

2: Sourcebooks Preview in NYC
10: Crestwood Library Full Staff Meeting
10: Yonkers on the Move Teleconference Meeting
11: Simon & Schuster Book Preview in NYC & Co-moderating Not Just for YA Book Club in White Plains
12: Crestwood Historical Society Annual Meeting
14: LED Bookmark Making Workshop at WLS Headquarters & PTA Meeting Presentation on Library Collaboration
15: Performers' Showcase at Ossining Library
16: Friends of Crestwood Library Board Meeting
18 & 19: Friends of Crestwood Library Book, Bake, DVD & Craft Sale
29: Crestwood Accessibility Meeting w Chris Connor & Susan Thaler

December:

1: Yonkers on the Move Teleconference
1: Penguin Open Book Event in NYC
2 & 3: B&N Book Fair (Fri. 7pm Polar Express Storytime & Crafts for A Cause; Sat. 3pm Laura Dower Author Event)
6: Yonkers on the Move Recognition Ceremony at City Hall
8: Crestwood Outdoor Tree Lighting (Legion Plaza) & Friends of Crestwood Library Board Meeting
9: Crestwood Accessibility Meeting Co-moderating Not Just for YA Book Club in White Plains
13: WLS Youth Services Meeting STEM Programming at WLS Headquarters
15: Branch Administrators Meeting at Will Library

Respectfully submitted, Z. Baird, Crestwood Library Branch Manager

Yonkers Public Library - Graphics Department Quarterly Report: October-December 2016

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

YONKERS PUBLIC LIBRARY

This Month at Your Library Calendars - November 2016
This Month at Your Library Calendars - December 2016
This Month at Your Library Calendars - January 2017
Election & Veterans Day Closings (signs)
Thanksgiving Closings (signs)
Christmas Closings (signs)
Barnes & Noble Bookfair (flyers, poster, EBB)

RIVERFRONT LIBRARY

Circulation Dept.

Part-Time Time sheets #2013 (stock forms)
Revenue Report Sheet , #1001 (stock forms)

Children's Department

Audio Books (display sign)
YoOm Kids (flyers, poster, EBB)
Crafts for a Cause, November (flyers, poster, EBB)
Toddler Story & Craft (flyers, poster, EBB)
Thanksgiving Story & Craft (flyers, poster, EBB)
Christmas Ornament Making (flyers, poster, EBB)
rafts for a Cause, December (flyers, poster, EBB)
Holiday Picture Bingo (flyers, poster, EBB)
Double Feature: Santa & Rudolph (flyers, poster, EBB)
Holiday Recess Films (flyers, poster, EBB)
Popcorn Party (flyers, poster, EBB)
The Snowy Day & Craft (flyers, poster, EBB)
Winter Story & Craft (flyers, poster, EBB)
Bilingual Stories & Craft (flyers, poster, EBB)
Bilingual Storytime (flyers, poster, EBB)

Young Adult Department

Monster Fest; Halloween Film (flyers, posters, EBB)
Feature Films, November (flyers, poster, EBB)
November Calendar (flyers)
Teen Book Club (flyers, EBB)
Fashion Design & Illustration (flyers, EBB)
NY Driving Permit Test (flyers, EBB)
Homework & Test Help (flyers)
Teen Poetry Club (flyers, poster, EBB)
Navigating Student Loans (flyers)
Feature Films, January (flyers, poster, EBB)
January Calendar (flyers)
Taco Tuesdays (flyers, poster, EBB)
Teen Make Up (flyers, poster, EBB)

Reference/Adult

Fall (display sign)
Dance & Fitness; Sumba and Masala Bhangra, November & December (flyers, poster, EBB)
What's Happening at the Riverfront Library (display signs)
Clases de Computacion, December (flyers)
Tech Central (flyers)
Live a Creative Life (flyers, posters, EBB)
Riverfront Book Club, December (flyers, poster, EBB)
Cocina Italiana (flyers, poster, EBB)
Manualidades Creativas (flyers, poster, EBB)
Housing Law (flyers, EBB)
Meditation Workshops (flyers, EBB)
Eat, Drink & Be Merry (display sign)
Civil Service Jobs on the Web (bookmarks)
Holiday Cooking (flyers, poster, EBB)
Evening Book Club, January (flyers, posters, EBB)
Coloring for Adults, English & Spanish, January-June (flyers, posters, EBB)
Gift Wrapping Basics (flyers, poster, EBB)
Genealogy Club, January-May (flyers, posters, EBB)
Blood Drive, January (flyers, posters, EBB)
The Reason for the Season (display sign)
December is AIDS Awareness Month (display sign)
Personalize a Holiday Candle (flyers, poster, EBB)
Proposal Webinar (flyers, poster, EBB)
Riverfront Book Club, January (flyers, poster, EBB)
Healthy Eating: Managing Diabetes (flyers, posters, EBB)
Películas en Español (flyers, EBB)
Dance & Fitness; Sumba and Masala Bhangra, January (flyers, poster, EBB)
Genealogy Workshop (flyers, poster, EBB)
Manualidades Con Velas Para El Año Nuevo (flyers, poster, EBB)
Black History Month: Music of Motown (flyers, posters, EBB)
Clases de Computacion, January (flyers)
Fax & Notary Services (bookmarks)
R & R C \$5 adults (coupons)
Read Away Fines, \$5, Teens (coupons)

Yonkers Public Library - Graphics Department Quarterly Report: October-December 2016

(flyers, poster, EBB)

GRINTON I. WILL BRANCH

Branch Administrator's Office

Part-Time Time sheets #2013 (stockforms)

Children's Department

Lego Club (flyers, poster, EBB)
Native American History Month (flyers, poster, EBB)
Bead Making (flyers, poster, EBB)
Harry Potter's Fantastic Beasts (flyers, poster, EBB)
Thanksgiving Vacation Film (flyers, poster, EBB)
Celery Charles (flyers, poster, EBB)
The Nutcracker Story & Craft (flyers, poster, EBB)
Holiday Picture Bingo (flyers, poster, EBB)
Holiday Sing-Along (flyers, poster, EBB)
Winter Vacation Movie (flyers, poster, EBB)
Kids Chess Club January-June (flyers, posters, EBB)
Squirrel Appreciation Day (flyers, poster, EBB)
Storytimes, winter/spring (flyers, poster, EBB)
Musical Storytime with Gigi (flyers, poster, EBB)
Winter Story & Craft (flyers, poster, EBB)
Storytime Yoga (flyers, poster, EBB)

Young Adult Department

Young Adult Book Club, December (flyers, posters, EBB)
Jewelry Making (flyers, poster, EBB)
Young Adult Book Club, January (flyers, posters, EBB)

Adult/Fine Arts Department

Art Film, November (flyers, poster, EBB)
Will Book Club, November (flyers, poster, EBB)
Will Movies, October (flyers, poster, EBB)
The Last Romance (flyers, poster, EBB)
Will Movies, November (flyers, poster, EBB)
Move of the Month, December (flyers, poster, EBB)
Will Movies, December (flyers, poster, EBB)
Will Movies, January (flyers, poster, EBB)
Art Film, January (flyers, poster, EBB)
Will Book Club, January (flyers, poster, EBB)
Move of the Month, January (flyers, poster, EBB)
Sing Along (flyers, poster, EBB)

Reference Department

Yonkers Veterans (flyers, poster, EBB)
#6003 Large Print Order Cards (stock forms)
Staff Picks (bookmarks)
JIC (bookmarks)
Will Movies, December (flyers, poster, EBB)
Civil War (bookmarks)

CRESTWOOD BRANCH

Holiday Books (display signs)
Bake Sale (flyers, posters, EBB)
Crestwood Computing, November (flyers)
Crestwood Cinema, November (flyers, poster, EBB)
Yoga, November & December (flyers, poster, EBB)
Teen Reader's Book Club (flyers, poster, EBB)
Crestwood Computing, December (flyers)
Crestwood Cinema, December (flyers, poster, EBB)
Yoga, January (flyers, poster, EBB)
Reiki, January-March (flyers, poster, EBB)
Dance with Daphne, December (flyers, poster, EBB)
Sing Along (flyers, poster, EBB)
Coloring (flyers, poster, EBB)
Yoga for Yogis (flyers, poster, EBB)
Crestwood Cinema, January (flyers, poster, EBB)
Pawsitive Tails (flyers, poster, EBB)
Teen Reader's Book Club (EBB)

Yonkers Public Library - Graphics Department Quarterly Report: October-December 2016

FRIENDS OF THE YONKERS PUBLIC LIBRARY

Meet the Candidates (flyers, posters, EBB)

November Events (flyers, poster, EBB)

December Events (flyers, poster, EBB)

COMMUNITY NOTICES (for the EBB)

Andrus: Movie Night

Autism Project: Holiday Party

CHNNYC: Flu Shot

NYC Connects

Silverson Reality: Downsizing

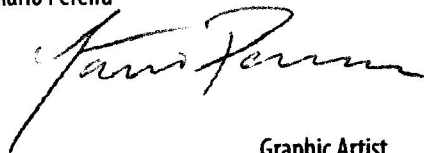
Tomando Salud, English & Spanish

Working Families: Candidate Training

Yonkers on the Move: Sneaker

Yonkers Parks Dept: Winter Programs

Mario Pereira



Graphic Artist

3 of 3

TECHNICAL PROCESSING DEPARTMENT
QUARTERLY REPORT
OCTOBER, NOVEMBER, DECEMBER 2016

Ordering continued in October and early November but then was suspended for the rest of the year. That gave our department time to finish all the processing and linking of materials already ordered and received.

The book leasing program provided new shelf ready materials for the Will and Riverfront adult departments who used their lease quotas to fill in the ordering gaps. These accounts provided our patrons with new materials until budget money becomes available.

Test carts for the Juvenile accounts in the Sirsi acquisition module were sent and used to refine and correct any problems with these accounts. As soon as money becomes available we will try some additional orders placed in this way.

Marie Youshock volunteered at the Barnes & Noble Book Fair on December 9th and promoted YPL with her usual knowledge and enthusiasm.

Mary DiChiara
Technical Processing Dept.

Custodial Department
Quarterly Report
October, November, December, 2016

Crestwood

In November while doing early morning daily inspection I found the boiler had shut down. After trying to restart and trouble shoot it I had to call Crown Boiler Repair who determined that the heating reset switch needed to be replaced.

In early December my staff stored the outdoor furniture for the winter.

Will

In early October Automated Elevator Repair was called to repair our elevator which was not recognizing what floor it was on and therefore needed to be reset. Also, in mid December, the faulty hydraulic fluid pump sprung a leak again and this time they believe they have repaired this issue. In October North State Mechanical Corp. performed the winterization of our air conditioning system.

As per state regulations in October our final Legionella test was done. Test results were negative. Also per regulations our cooling tower was cleaned.

In early November one of my staff, while policing the perimeter, found oil leaking into the creek adjacent to the library. After several attempts at getting help from The City of Yonkers, Director Falcone who happened to be on the property, suggested we contact the EPA. John McPartland called the EPA who sent the Yonkers Fire Department and then a clean up crew. Mr. McPartland then provided the Fire Dept. with our oil delivery and usage records to establish that the spill/leak was not ours. It was then determined that the leak was from a nearby apartment building.

In November we had some issues with our fire alarm; repeater 151 was sending trouble signals to Open Systems which is the monitoring company. They had trouble pinpointing the issue but it was resolved after a couple of visits by two technicians.

United Overhead Door needed to be called to repair garage door number 2.

Also in November the lower lobby public restrooms had to be shut down for three days due to lighting issues. Wayne Electric found a faulty fan motor causing circuit breakers to fail.

In December McKenzie Sliding door repair was called twice to repair the Central Avenue entrance door. The overhead sensor needed to be replaced

and the motor cleaned. The repair technician indicated that the motor may need to be replaced as well.

During routine morning inspection we found the parking lot entrance glass door shattered. Cory Glass Repair was called to make that repair and a police report was filed.

Riverfront

Steven Travers and my staff have been busy shampooing various rooms throughout the building including third floor Study rooms, Community room, Yonkers room and halls outside the restrooms. In this past quarter we have had several complaints of bed bugs. In all instances we have responded to these calls as per procedure. The affected chairs were immediately isolated, cleaned with alcohol and treated with a bed bug killer and inhibitor. The affected carpeted areas were also treated as per our procedure. In all cases no bed bugs have been found. In a proactive attempt my staff has been treating public sitting areas with bed bug inhibitor on a weekly basis.

In early December while doing early morning inspection Steven Travers found water leaking in the Reference office teen storage room. After further inspection he found the leak coming from a broken water hose in a slop sink on the fourth floor and immediately shut down the water supply. Mr. Travers, myself and my staff with the help of the building maintenance staff then began water remediation in the affected area by extracting water from the carpets, applying antimicrobial & mildew inhibitors, and bagging water damaged ceiling tiles and debris. We then used air movers for two days to further prevent mold and mildew.

This quarter seven chairs have been repaired.

Staff: Paul Emond on November 30th had shoulder surgery. He is expected to return to work January 17th.

Russell Martinez
Supervisor of Custodians

BOOK STOCK

For the Month of DECEMBER 2016

RIVERFRONT LIBRARY	2016	2015
Number of volumes at end of previous month	159,673	
Number of volumes added this month	237	
TOTAL	159,910	
Number of volumes lost/withdrawn this month	52	
TOTAL VOLUMES RIVERFRONT LIBRARY	159,858	156,493

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	151,322	
Number of volumes added this month	361	
TOTAL	151,683	
Number of volumes lost/withdrawn this month	882	
TOTAL VOLUMES GRINTON I. WILL BRANCH	150,801	154,607

CRESTWOOD BRANCH		
Number of volumes at end of previous month	21,117	
Number of volumes added this month	165	
TOTAL	21,282	
Number of volumes lost/withdrawn this month	12	
TOTAL CRESTWOOD BRANCH	21,270	23,528

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	331,929	334,628
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**YONKERS PUBLIC LIBRARY
 QUARTERLY BUDGET REPORT
 JULY 1, 2016-DECEMBER 31, 2016
 REVENUE**

Revenue Category	Budgeted Revenue 2016-2017	Revenue Realized 7/1/2016-12/31/2016
Fees & Fines	\$65,300	\$26,942
Rental of Property	11,160	6,855
Miscellaneous (Includes E-Rate)	41,050	28,590
Total Library Generated Revenues	<u>\$117,510</u>	<u>\$62,388</u>
State Funding	47,560	51,160
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<u>\$10,474,674</u>	<u>\$10,423,152</u>

**BANK ACCOUNT INFORMATION
DECEMBER 2016**

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>12/31/2016</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>						
KEY BANK	0.01%	JOHN JUTKOWITZ THEATER FUND	323533002446	----	SAV. ACCT.	1,443.37
TRUSTCO BANK	1.10%	JOHN JUTKOWITZ THEATER FUND	5226302	3/6/2017	13 MO. CD	10,550.20
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
TRUSTCO BANK	1.10%	DAVID S. KOGAN MEM FUND	5226287	2/1/2017	13 MO. CD	5,202.24
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
TRUSTCO BANK	0.95%	RITA G. MURPHY MEM FUND	5226257	3/7/2017	10 MO. CD	5,463.75
<u>CHECKING ACCOUNT</u>						
KEY BANK	N/A	YPL TRUST ACCOUNT	323531001663	----	CHECKING	3,755.00
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.10%	CONTRIBUTIONS ACCOUNT	1083469	12/16/2017	15 MO. CD	26,572.85
TRUSTCO BANK	1.10%	CONTRIBUTIONS ACCOUNT	5226288	2/1/2017	13 MO. CD	60,404.49
TRUSTCO BANK	0.95%	CONTRIBUTIONS ACCOUNT	5226260	6/25/2017	13 MO. CD	25,760.24
<u>CHECKING ACCOUNT</u>						
KEY BANK	N/A	CONTRIBUTIONS ACCOUNT	323531001341	----	CHECKING	95,491.59

Element ■
Architectural Group

December 13, 2016

Mr. Chris Connor, Sr. PDM
City of Yonkers Engineering Dept
40 S. Broadway, City Hall Room 315
Yonkers, New York 10701

ARCHITECTURAL PROPOSAL

HANDICAP ACCESSIBILITY STUDY
FOR THE CRESTWOOD BRANCH

Thank you very much for reaching out to us for this particular assignment. We understand that the City of Yonkers needs an Architect to measure and study the existing Crestwood Branch Library. The Crestwood Branch is not currently handicap accessible and yet there is a significant amount of residents, with accessibility needs, who desire to use the building for a variety of functions. With this in mind, the general scope of our services will be to survey the existing building to better understand where it falls short on accessibility, and to then present options to the City of Yonkers to make the building more accessible for all users in the most cost effective manner. The concept layouts we present, within our final report, will take into consideration any structural, mechanical and electrical components which may be affected. "Greenman Pedersen Inc." is included as part of our team for this study to advise, comment and estimate any of the engineering aspects. A more detailed scope of our services is as follows:

Scope of Work to include:

- conduct a walk through of both floors of the building to measure, and identify every space
- draw existing floor plans on office CAD system
- research NY State Handicap Codes and standards as it relates to the building and it's use
- prepare concept floor plans which incorporate the necessary handicap components
- prepare written report to include Architectural and Engineering narratives, concept plans, existing photos, and preliminary cost estimate
- meet with Crestwood Branch and Yonkers City officials to review report findings

Fee Quote:

To provide the above we would propose a fee of \$6,400
Above fee includes all costs for travel, tolls, and printing. Fee will be invoiced to the City upon completion and delivery of the Final Report. Please let me know if you have any questions. We look forward to working with you on this important project.
Thank you.

Regards,



Brian Altman AIA RA
Member USGBC

Crestwood Branch HC Study - Proposal

January 20, 2017

John Liszewski, Commissioner of Finance
Andrew Lenney, Budget Director
City Hall
Yonkers, NY 10701

Gentlemen:

Attached to this letter is the Library's budget request for FY2018. This document reflects the costs of ongoing operations, plus some modest increases for enhancing existing services. While formulating this request, we were guided by the findings of our recently-completed strategic plan; this document was both a comprehensive review of current services, and a path forward based on substantial input from our elected officials, community-based agencies, and the general public. The requested changes to our budget are summarized below:

Adding a second Technology Instruction Coordinator position. The addition of our first tech instructor last year at Riverfront, in conjunction with the opening of Tech Central, made a substantial and lasting impact on service. A second instructor will enable us to not only expand programming to fill demand at Riverfront, but also to begin offering technology instruction at the Will Branch. [Line 101/Riverfront]

Opening Sundays in July. We suspend Sunday hours in the summer, even though there is a substantial demand for library service during that time (especially from students and from parents of young children). We propose to open on each Sunday in July/2017 to satisfy some of this demand. [Lines 103 & 198/all branches]

Validating Parking at Riverfront. YPL used to offer patrons up to three hours of parking at the municipal garage, but that was lost in 2008. That, plus the loss of the nearby parking lot to the daylighting project, has had a significant negative impact on service at Riverfront. In fact, our community survey showed parking to be the number one concern of patrons at Riverfront. [Line 419/Riverfront]

Supporting the Riverfront Art Gallery. In its seven years of operation, the Riverfront Art Gallery has been consistently growing its exhibits, its attendance, and its outreach to the greater Yonkers

arts community. In all this time, the Gallery has not had a dedicated budget for supplies, furniture, exhibit openings, or the cost of traveling exhibits. [Line 301/Administration]

Supporting Workforce Development. Our popular career counseling programs at Riverfront and Will are offered throughout the year and they fill up quickly. These programs would benefit from a dedicated funding source. [Line 496/Riverfront & Will]

Supporting Students. The JCY Summer Reading Buddies program is a popular and growing service at Riverfront. A homework help program at Will and Riverfront employ certified teachers who give children one-on-one assistance after school (this service was subsidized by the YPL Foundation until 2016). Tutor.com is an online homework assistance program that can be accessed within the library or from home; it is currently funded at a basic level, but the vendor's enhanced service plan would be a better fit to meet current demand. These three student services should have dedicated funding. [Line 431/Administration and Line 496/all branches]

Supporting Professional Development. The YPL Strategic Plan places great emphasis on ongoing professional growth, and this budget will support a continuous program of in-house and off-site training opportunities, and memberships in our various professional associations. [Line 436]

I'm looking forward to meeting with you next month to discuss our budget in more detail, and to review our long-range goals for library service in Yonkers.

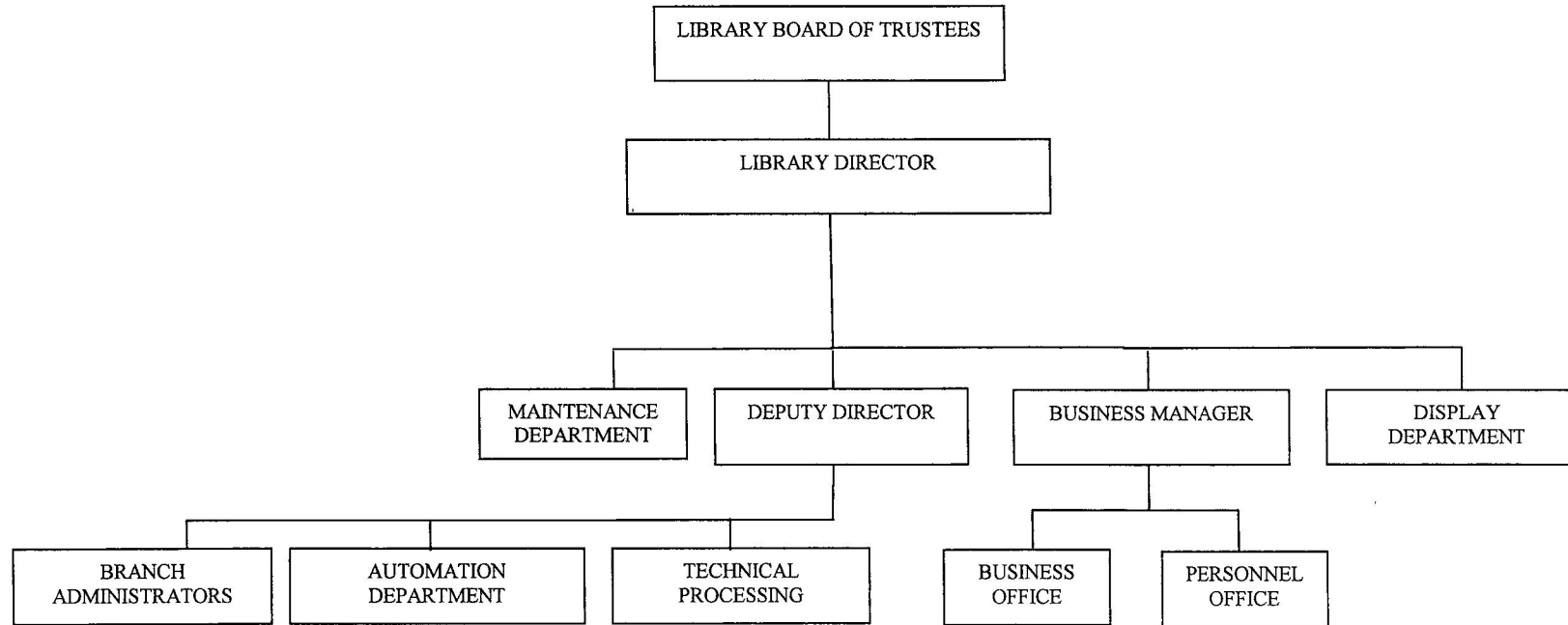
Sincerely,

A handwritten signature in black ink, appearing to read 'Edward Falcone', with a long horizontal flourish extending to the right.

Edward Falcone

Library

Organizational Chart



**The City of Yonkers
FY 2018 Budget Request
Personnel Change Form**

Department:	Riverfront Public Service
Department #:	030-2004-2010

Title of the position requested to be added to your FY 2018 budget: Technology Coordinator

Annual Salary of Position: \$57,227 *Number of positions requested:* 1

If this is a change what is the position it will be replacing? Currently Vacant

What is the salary of the position being replaced? _____

Explain why this position addition or change is being requested
The Riverfront Library currently has one person in this position. Since she was hired in February, Technology Programming at the branch has more than doubled. She is working at maximum capacity and demand for instruction is still growing. We request one additional Technology Coordinator to expand this popular service at Riverfront and to begin offering a similar program of services at our Will Branch.

What program or activity will this position be utilized for most?
Technology Instruction

Title of position(s) to be eliminated:

Annualized Savings- \$ _____

Reason for position(s) to be eliminated, and impact on departmental programs?

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2001 - Library Administration					
Grants/Bonds 000000 - COY - No Project					
Activity 0000 - No Activity					
<i>C0100 Personnel Services</i>					
C0101	Salaries	846,464.05	937,137.00	937,137.00	942,196.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
	Transaction				<i>Cost Per Unit</i>
	10 full time positions				942,196.00
					<i>Total Amount</i>
					942,196.00
					Department Requested Totals
					\$942,196.00
C0103	Temp Special Services	136.50	.00	.00	.00
C0119	Contractual Settlements	.00	175,948.00	175,948.00	145,537.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
	Transaction				<i>Cost Per Unit</i>
	retro active and anticipated retirees				145,537.00
					<i>Total Amount</i>
					145,537.00
					Department Requested Totals
					\$145,537.00
C0150	Termination Payments	18,959.44	125,000.00	125,000.00	125,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
	Transaction				<i>Cost Per Unit</i>
	Anticipated retirement or termination of employees				125,000.00
					<i>Total Amount</i>
					125,000.00
					Department Requested Totals
					\$125,000.00
<i>C0100 Personnel Services Totals</i>		\$865,559.99	\$1,238,085.00	\$1,238,085.00	\$1,212,733.00
<i>C0300 Materials and Supplies</i>					
C0301	Office Supplies	10,340.09	10,341.00	10,341.00	27,800.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
	Transaction				<i>Cost Per Unit</i>
	Art Gallery Expenses				12,500.00
	Department Requested				1.00
	Office Supplies				15,300.00
					<i>Total Amount</i>
					15,300.00
					Department Requested Totals
					\$27,800.00
<i>C0300 Materials and Supplies Totals</i>		\$10,340.09	\$10,341.00	\$10,341.00	\$27,800.00
<i>C0400 Contractual Services</i>					
C0402	Telephone	10,998.44	11,000.00	11,000.00	11,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
	Transaction				<i>Cost Per Unit</i>
	Telephone				11,000.00
					<i>Total Amount</i>
					11,000.00
					Department Requested Totals
					\$11,000.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested			
Fund	030 - Library							
Department	2001 - Library Administration							
Grants/Bonds	000000 - COY - No Project							
Activity	0000 - No Activity							
	<i>CO400 Contractual Services</i>							
C0403	Printing	5,999.59	6,000.00	6,000.00	6,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	6,000.00	6,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$6,000.00
C0405	Postage	1,382.00	6,000.00	6,000.00	2,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	2,000.00	2,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$2,000.00
C0408	Rental of Equipment	717.33	720.00	720.00	1,614.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	1,614.00	1,614.00
	Transaction							
	Department Requested					Department Requested Totals		\$1,614.00
C0410	Mileage Allowance	525.00	525.00	525.00	525.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	525.00	525.00
	Transaction							
	Department Requested					Department Requested Totals		\$525.00
C0413	Professional Fees	15,712.66	22,500.00	22,500.00	22,500.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	22,500.00	22,500.00
	Transaction							
	Department Requested					Department Requested Totals		\$22,500.00
C0419	Miscellaneous Expenses	8,106.47	15,000.00	15,000.00	15,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	15,000.00	15,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$15,000.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2001 - Library Administration					
Grants/Bonds 000000 - COY - No Project					
Activity 0000 - No Activity					
<i>CO400 Contractual Services</i>					
C0421	Rental Of Space	800,000.00	750,000.00	750,000.00	750,000.00
	Budget Transactions				
	Level				Number of Units
	Transaction				Cost Per Unit
	Department Requested				Total Amount
	Riverfront Library rent				1.00
					750,000.00
					750,000.00
					Department Requested Totals
					\$750,000.00
C0424	Maintenance Office Equipment	480,998.16	.00	.00	.00
C0430	IT Hardware Maintenance	.00	22,000.00	22,000.00	23,000.00
	Budget Transactions				
	Level				Number of Units
	Transaction				Cost Per Unit
	Department Requested				Total Amount
	Tech Center and hardware maintenance				1.00
					23,000.00
					23,000.00
					Department Requested Totals
					\$23,000.00
C0431	IT Software Licensing and Maintenance	.00	472,132.00	472,132.00	478,132.00
	Budget Transactions				
	Level				Number of Units
	Transaction				Cost Per Unit
	Department Requested				Total Amount
	Tutor.com enhanced tier- unlimited sessions				1.00
					6,000.00
	Department Requested				1.00
	West.Lib.Sys.fee for wireless,115 terminals etc.,Tutor.com etc				472,132.00
					472,132.00
					Department Requested Totals
					\$478,132.00
C0481	Binding of Books	149.00	150.00	150.00	150.00
	Budget Transactions				
	Level				Number of Units
	Transaction				Cost Per Unit
	Department Requested				Total Amount
	Binding of Board Minutes				1.00
					150.00
					150.00
					Department Requested Totals
					\$150.00
<i>CO400 Contractual Services Totals</i>		\$1,324,588.65	\$1,306,027.00	\$1,306,027.00	\$1,309,921.00
Activity 0000 - No Activity Totals		\$2,200,488.73	\$2,554,453.00	\$2,554,453.00	\$2,550,454.00
Grants/Bonds 000000 - COY - No Project Totals		\$2,200,488.73	\$2,554,453.00	\$2,554,453.00	\$2,550,454.00
Department 2001 - Library Administration Totals		\$2,200,488.73	\$2,554,453.00	\$2,554,453.00	\$2,550,454.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2002 - Technical Processing					
Grants/Bonds 000000 - COY - No Project					
Activity 0000 - No Activity					
<i>C0100 Personnel Services</i>					
C0101	Salaries	167,012.84	169,276.00	169,276.00	179,239.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
					<i>Cost Per Unit</i>
					179,239.00
					<i>Total Amount</i>
					179,239.00
					Department Requested Totals
					\$179,239.00
C0103	Temp Special Services	24,577.79	37,000.00	37,000.00	37,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
					<i>Cost Per Unit</i>
					37,000.00
					<i>Total Amount</i>
					37,000.00
					Department Requested Totals
					\$37,000.00
<i>C0100 Personnel Services Totals</i>		\$191,590.63	\$206,276.00	\$206,276.00	\$216,239.00
<i>C0300 Materials and Supplies</i>					
C0301	Office Supplies	21,883.95	21,910.00	21,910.00	23,310.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
					<i>Cost Per Unit</i>
					23,310.00
					<i>Total Amount</i>
					23,310.00
					Department Requested Totals
					\$23,310.00
<i>C0300 Materials and Supplies Totals</i>		\$21,883.95	\$21,910.00	\$21,910.00	\$23,310.00
<i>C0400 Contractual Services</i>					
C0402	Telephone	1,998.29	2,000.00	2,000.00	2,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
					<i>Cost Per Unit</i>
					2,000.00
					<i>Total Amount</i>
					2,000.00
					Department Requested Totals
					\$2,000.00
C0403	Printing	1,998.32	2,000.00	2,000.00	2,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				1.00
					<i>Cost Per Unit</i>
					2,000.00
					<i>Total Amount</i>
					2,000.00
					Department Requested Totals
					\$2,000.00

Expense Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2002 - Technical Processing					
Grants/Bonds 000000 - COY - No Project					
Activity 0000 - No Activity					
C0400 Contractual Services					
C0405	Postage	715.97	750.00	750.00	500.00
	Budget Transactions				
	Level			Number of Units	Cost Per Unit
	Transaction			1.00	500.00
	Department Requested			Department Requested Totals	
	Postage				500.00
					\$500.00
C0413	Professional Fees	2,400.00	2,750.00	2,750.00	2,750.00
	Budget Transactions				
	Level			Number of Units	Cost Per Unit
	Transaction			1.00	2,750.00
	Department Requested			Department Requested Totals	
	Support fee forserials control software package				2,750.00
					\$2,750.00
C0424	Maintenance Office Equipment	3,191.96	3,200.00	3,200.00	3,200.00
	Budget Transactions				
	Level			Number of Units	Cost Per Unit
	Transaction			1.00	3,200.00
	Department Requested			Department Requested Totals	
	Service /repairs printers,calculators, projectors				3,200.00
					\$3,200.00
C0436	Tuition/Bd/Trave Exp.Reimbursement	1,975.48	2,000.00	2,000.00	8,425.00
	Budget Transactions				
	Level			Number of Units	Cost Per Unit
	Transaction			1.00	8,425.00
	Department Requested			Department Requested Totals	
	Continuing education workshops and seminars				8,425.00
					\$8,425.00
C0400 Contractual Services Totals		\$12,280.02	\$12,700.00	\$12,700.00	\$18,875.00
Activity 0000 - No Activity Totals		\$225,754.60	\$240,886.00	\$240,886.00	\$258,424.00
Grants/Bonds 000000 - COY - No Project Totals		\$225,754.60	\$240,886.00	\$240,886.00	\$258,424.00
Department 2002 - Technical Processing Totals		\$225,754.60	\$240,886.00	\$240,886.00	\$258,424.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested			
Fund 030 - Library								
Department 2003 - Will Library								
Grants/Bonds 000000 - COY - No Project								
Activity 0010 - Public Service								
<i>C0100 Personnel Services</i>								
C0101	Salaries	2,076,971.48	2,122,836.00	2,122,836.00	2,195,538.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	2,195,538.00	2,195,538.00
	Transaction							
	Department Requested					Department Requested Totals		\$2,195,538.00
C0103	Temp Special Services	203,811.35	200,000.00	200,000.00	206,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	206,000.00	206,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$206,000.00
C0198	Overtime	321.39	.00	.00	.00			
	<i>C0100 Personnel Services Totals</i>	\$2,281,104.22	\$2,322,836.00	\$2,322,836.00	\$2,401,538.00			
	<i>C0200 Equipment</i>							
C0280	Reference Materials	50,000.00	50,000.00	50,000.00	50,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	50,000.00	50,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$50,000.00
	<i>C0200 Equipment Totals</i>	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00			
	<i>C0300 Materials and Supplies</i>							
C0301	Office Supplies	19,498.10	24,294.00	24,294.00	25,294.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	25,294.00	25,294.00
	Transaction							
	Department Requested					Department Requested Totals		\$25,294.00
	<i>C0300 Materials and Supplies Totals</i>	\$19,498.10	\$24,294.00	\$24,294.00	\$25,294.00			
	<i>C0400 Contractual Services</i>							
C0402	Telephone	19,510.59	39,200.00	39,200.00	39,200.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	39,200.00	39,200.00
	Transaction							
	Department Requested					Department Requested Totals		\$39,200.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested			
Fund 030 - Library								
Department 2003 - Will Library								
Grants/Bonds 000000 - COY - No Project								
Activity 0010 - Public Service								
C0400 Contractual Services								
C0403	Printing	2,233.13	3,000.00	3,000.00	3,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	3,000.00	3,000.00
	Transaction							
	Department Requested	Forms, library cards, printing supplies				Department Requested Totals		\$3,000.00
<hr/>								
C0405	Postage	2,875.00	3,000.00	3,000.00	2,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	2,000.00	2,000.00
	Transaction							
	Department Requested	Mailing of homebound materials, overdue notices				Department Requested Totals		\$2,000.00
<hr/>								
C0407	Maint. & Repair Equipment	4,999.98	5,000.00	5,000.00	5,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	5,000.00	5,000.00
	Transaction							
	Department Requested	Repair of microfilm readers, printers, projectors, etc.				Department Requested Totals		\$5,000.00
<hr/>								
C0408	Rental of Equipment	.00	500.00	500.00	1,394.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	1,394.00	1,394.00
	Transaction							
	Department Requested	Postage meter, water coolers, copier				Department Requested Totals		\$1,394.00
<hr/>								
C0419	Miscellaneous Expenses	950.00	1,000.00	1,000.00	1,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	1,000.00	1,000.00
	Transaction							
	Department Requested	Miscellaneous items				Department Requested Totals		\$1,000.00
<hr/>								
C0424	Maintenance Office Equipment	4,740.23	4,750.00	4,750.00	4,750.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	4,750.00	4,750.00
	Transaction							
	Department Requested	repairs to printers, projectors, cash registers etc.				Department Requested Totals		\$4,750.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested			
Fund	030 - Library							
	Department 2003 - Will Library							
	Grants/Bonds 000000 - COY - No Project							
	Activity 0010 - Public Service							
	<i>C0400 Contractual Services</i>							
C0425	Subscriptions & Publications	88,000.00	88,000.00	88,000.00	104,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	104,000.00	104,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$104,000.00
C0481	Binding of Books	450.00	650.00	650.00	650.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	650.00	650.00
	Transaction							
	Department Requested					Department Requested Totals		\$650.00
C0496	Special Projects	.00	.00	.00	15,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	6,000.00	6,000.00
	Transaction							
	Department Requested					1.00	9,000.00	9,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$15,000.00
	<i>C0400 Contractual Services Totals</i>	<u>\$123,758.93</u>	<u>\$145,100.00</u>	<u>\$145,100.00</u>	<u>\$175,994.00</u>			
	Activity 0010 - Public Service Totals	<u>\$2,474,361.25</u>	<u>\$2,542,230.00</u>	<u>\$2,542,230.00</u>	<u>\$2,652,826.00</u>			
	Activity 0011 - Public Service - Sunday							
	<i>C0100 Personnel Services</i>							
C0101	Salaries	377.24	.00	.00	.00			
C0103	Temp Special Services	13,061.21	20,000.00	20,000.00	23,375.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	3,375.00	3,375.00
	Transaction							
	Department Requested					1.00	20,000.00	20,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$23,375.00
C0198	Overtime	88,240.07	80,000.00	80,000.00	94,200.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	85,000.00	85,000.00
	Transaction							
	Department Requested					Department Requested Totals		85,000.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2003 - Will Library					
Grants/Bonds 000000 - COY - No Project					
Activity 0011 - Public Service - Sunday					
<i>CO100 Personnel Services</i>					
	Department Requested				1.00 9,200.00 9,200.00
	Time and one half for full time staff open in July				Department Requested Totals \$94,200.00
<i>CO100 Personnel Services Totals</i>		\$101,678.52	\$100,000.00	\$100,000.00	\$117,575.00
Activity 0011 - Public Service - Sunday Totals		\$101,678.52	\$100,000.00	\$100,000.00	\$117,575.00
Activity 0020 - Maintenance					
<i>CO100 Personnel Services</i>					
C0101	Salaries	468,196.40	477,959.00	477,959.00	495,746.00
	Budget Transactions				
	Level				Number of Units Cost Per Unit Total Amount
	Department Requested				1.00 495,746.00 495,746.00
	9 full time positions				Department Requested Totals \$495,746.00
C0103	Temp Special Services	5,727.75	17,000.00	17,000.00	17,000.00
	Budget Transactions				
	Level				Number of Units Cost Per Unit Total Amount
	Department Requested				1.00 17,000.00 17,000.00
	1 part-time position				Department Requested Totals \$17,000.00
C0198	Overtime	12,809.14	6,450.00	6,450.00	13,000.00
	Budget Transactions				
	Level				Number of Units Cost Per Unit Total Amount
	Department Requested				1.00 13,000.00 13,000.00
	Emergencies, snow removal, interior painting				Department Requested Totals \$13,000.00
<i>CO100 Personnel Services Totals</i>		\$486,733.29	\$501,409.00	\$501,409.00	\$525,746.00
<i>CO300 Materials and Supplies</i>					
C0306	Janitorial Supplies	15,000.00	15,000.00	15,000.00	15,500.00
	Budget Transactions				
	Level				Number of Units Cost Per Unit Total Amount
	Department Requested				1.00 15,500.00 15,500.00
	Basic janitorial supplies				Department Requested Totals \$15,500.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested			
Fund 030 - Library								
Department 2003 - Will Library								
Grants/Bonds 000000 - COY - No Project								
Activity 0020 - Maintenance								
CO300 Materials and Supplies								
C0308	Wearing Apparel	2,971.00	2,971.00	2,971.00	2,971.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	2,971.00	2,971.00
	Department Requested					Department Requested Totals		\$2,971.00
	Transaction							
	Uniforms for custodial employees							
C0309	Fuel For Heating	64,454.49	80,000.00	80,000.00	82,500.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	82,500.00	82,500.00
	Department Requested					Department Requested Totals		\$82,500.00
	Transaction							
	#2 fuel oil							
C0312	Hardware	3,783.97	3,858.00	3,858.00	4,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	4,000.00	4,000.00
	Department Requested					Department Requested Totals		\$4,000.00
	Transaction							
	Materials for in-house repairs							
C0313	Miscellaneous Supplies	921.46	1,000.00	1,000.00	1,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	1,000.00	1,000.00
	Department Requested					Department Requested Totals		\$1,000.00
	Transaction							
	Tools, small appliances, etc							
C0314	Electrical Supplies	500.00	500.00	500.00	500.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	500.00	500.00
	Department Requested					Department Requested Totals		\$500.00
	Transaction							
	Basic electrical operating items							
C0327	Nursery Supplies	.00	.00	.00	100.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	100.00	100.00
	Department Requested					Department Requested Totals		\$100.00
	Transaction							
	Seed, fertilizer, etc. for use by in-house staff							

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested			
Fund 030 - Library								
Department 2003 - Will Library								
Grants/Bonds 000000 - COY - No Project								
Activity 0020 - Maintenance								
C0300 Materials and Supplies								
C0361	Fuel Gasoline	1,755.83	1,763.00	1,763.00	1,763.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	1,763.00	1,763.00
	Department Requested					Department Requested Totals		\$1,763.00
	Transaction							
	fuel for four vehicles, tractor, snow removal equipment							
<i>C0300 Materials and Supplies Totals</i>		\$89,386.75	\$105,092.00	\$105,092.00	\$108,334.00			
<i>C0400 Contractual Services</i>								
C0401	Insurance	8,123.62	8,125.00	8,125.00	8,125.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	8,125.00	8,125.00
	Department Requested					Department Requested Totals		\$8,125.00
	Transaction							
	Building contents							
C0404	Lights & Power	112,209.90	187,268.00	187,268.00	187,268.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	187,268.00	187,268.00
	Department Requested					Department Requested Totals		\$187,268.00
	Transaction							
	Electric							
C0406	Freight & Express	596.16	750.00	750.00	750.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	750.00	750.00
	Department Requested					Department Requested Totals		\$750.00
	Transaction							
	UPS, Fex Ex charges							
C0407	Maint. & Repair Equipment	21,093.10	24,100.00	24,100.00	24,100.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	24,100.00	24,100.00
	Department Requested					Department Requested Totals		\$24,100.00
	Transaction							
	operating items, alarms, cooling tower maintenance							
C0408	Rental of Equipment	5,832.00	5,832.00	5,832.00	5,832.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	5,832.00	5,832.00
	Department Requested					Department Requested Totals		\$5,832.00
	Transaction							
	alarms, water coolers							

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested			
Fund 030 - Library								
Department 2003 - Will Library								
Grants/Bonds 000000 - COY - No Project								
Activity 0020 - Maintenance								
<i>CO400 Contractual Services</i>								
C0409	Maint. & Repair Bldg.	67,260.96	68,000.00	68,000.00	84,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	84,000.00	84,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$84,000.00
C0413	Professional Fees	49,979.80	50,000.00	50,000.00	52,500.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	52,500.00	52,500.00
	Transaction							
	Department Requested					Department Requested Totals		\$52,500.00
C0415	Outside Labor & Related Charge	13,286.84	13,800.00	13,800.00	13,800.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	13,800.00	13,800.00
	Transaction							
	Department Requested					Department Requested Totals		\$13,800.00
C0419	Miscellaneous Expenses	100.00	100.00	100.00	100.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	100.00	100.00
	Transaction							
	Department Requested					Department Requested Totals		\$100.00
C0422	Janitorial Service	2,100.00	2,100.00	2,100.00	2,100.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	2,100.00	2,100.00
	Transaction							
	Department Requested					Department Requested Totals		\$2,100.00
C0446	Automobile Repair	5,000.00	5,000.00	5,000.00	6,000.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Level					1.00	6,000.00	6,000.00
	Transaction							
	Department Requested					Department Requested Totals		\$6,000.00
<i>CO400 Contractual Services Totals</i>		\$285,582.38	\$365,075.00	\$365,075.00	\$384,575.00			
Activity 0020 - Maintenance Totals		\$861,702.42	\$971,576.00	\$971,576.00	\$1,018,655.00			

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2003 - Will Library					
Grants/Bonds 000000 - COY - No Project					
Activity 0021 - Maintenance - Sunday					
<i>CO100 Personnel Services</i>					
CO198	Overtime	14,179.33	20,000.00	20,000.00	21,650.00
	Budget Transactions				
	Level				
	Transaction				
	Department Requested				Number of Units
	Department Requested				Cost Per Unit
					Total Amount
					1.00
					20,000.00
					20,000.00
					1.00
					1,650.00
					1,650.00
					Department Requested Totals
					\$21,650.00
	<i>CO100 Personnel Services Totals</i>	\$14,179.33	\$20,000.00	\$20,000.00	\$21,650.00
	Activity 0021 - Maintenance - Sunday Totals	\$14,179.33	\$20,000.00	\$20,000.00	\$21,650.00
	Grants/Bonds 000000 - COY - No Project Totals	\$3,451,921.52	\$3,633,806.00	\$3,633,806.00	\$3,810,706.00
	Department 2003 - Will Library Totals	\$3,451,921.52	\$3,633,806.00	\$3,633,806.00	\$3,810,706.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2004 - Riverfront Library					
Grants/Bonds 000000 - COY - No Project					
Activity 0010 - Public Service					
CO100 Personnel Services					
CO101 Salaries		1,508,306.16	1,694,543.00	1,694,543.00	1,779,427.00
Budget Transactions					
Level	Transaction				
Department Requested	28 full time positions				
					Number of Units 1.00
					Cost Per Unit 1,779,427.00
					Total Amount 1,779,427.00
					Department Requested Totals \$1,779,427.00
CO103 Temp Special Services		143,895.11	167,000.00	167,000.00	168,000.00
Budget Transactions					
Level	Transaction				
Department Requested	part time employees				
					Number of Units 1.00
					Cost Per Unit 168,000.00
					Total Amount 168,000.00
					Department Requested Totals \$168,000.00
<i>CO100 Personnel Services Totals</i>		<u>\$1,652,201.27</u>	<u>\$1,861,543.00</u>	<u>\$1,861,543.00</u>	<u>\$1,947,427.00</u>
CO200 Equipment					
CO280 Reference Materials		20,208.24	20,212.00	20,212.00	39,245.00
Budget Transactions					
Level	Transaction				
Department Requested	New and replacement items for reference and circulation				
					Number of Units 1.00
					Cost Per Unit 39,245.00
					Total Amount 39,245.00
					Department Requested Totals \$39,245.00
<i>CO200 Equipment Totals</i>		<u>\$20,208.24</u>	<u>\$20,212.00</u>	<u>\$20,212.00</u>	<u>\$39,245.00</u>
CO300 Materials and Supplies					
CO301 Office Supplies		19,997.24	20,000.00	20,000.00	21,000.00
Budget Transactions					
Level	Transaction				
Department Requested	Office and library supplies				
					Number of Units 1.00
					Cost Per Unit 21,000.00
					Total Amount 21,000.00
					Department Requested Totals \$21,000.00
<i>CO300 Materials and Supplies Totals</i>		<u>\$19,997.24</u>	<u>\$20,000.00</u>	<u>\$20,000.00</u>	<u>\$21,000.00</u>
CO400 Contractual Services					
CO402 Telephone		19,879.00	20,000.00	20,000.00	20,000.00
Budget Transactions					
Level	Transaction				
Department Requested	Telephones				
					Number of Units 1.00
					Cost Per Unit 20,000.00
					Total Amount 20,000.00
					Department Requested Totals \$20,000.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2004 - Riverfront Library					
Grants/Bonds 000000 - COY - No Project					
Activity 0010 - Public Service					
<i>CO400 Contractual Services</i>					
C0419	Miscellaneous Expenses	330.00	600.00	600.00	30,600.00
	Budget Transactions				
	Level			<i>Number of Units</i>	<i>Cost Per Unit</i>
	Department Requested			1.00	600.00
	Transaction				<i>Total Amount</i>
	Department Requested			1.00	30,000.00
	Department Requested				30,000.00
	Department Requested			Department Requested Totals	
					\$30,600.00
C0424	Maintenance Office Equipment	1,999.40	2,000.00	2,000.00	2,000.00
	Budget Transactions				
	Level			<i>Number of Units</i>	<i>Cost Per Unit</i>
	Department Requested			1.00	2,000.00
	Transaction				<i>Total Amount</i>
	Department Requested				2,000.00
	Department Requested			Department Requested Totals	
					\$2,000.00
C0425	Subscriptions & Publications	60,721.00	60,721.00	60,721.00	60,721.00
	Budget Transactions				
	Level			<i>Number of Units</i>	<i>Cost Per Unit</i>
	Department Requested			1.00	60,721.00
	Transaction				<i>Total Amount</i>
	Department Requested				60,721.00
	Department Requested			Department Requested Totals	
					\$60,721.00
C0481	Binding of Books	477.24	650.00	650.00	650.00
	Budget Transactions				
	Level			<i>Number of Units</i>	<i>Cost Per Unit</i>
	Department Requested			1.00	650.00
	Transaction				<i>Total Amount</i>
	Department Requested				650.00
	Department Requested			Department Requested Totals	
					\$650.00
C0496	Special Projects	.00	.00	.00	27,000.00
	Budget Transactions				
	Level			<i>Number of Units</i>	<i>Cost Per Unit</i>
	Department Requested			1.00	6,000.00
	Transaction				<i>Total Amount</i>
	Department Requested			1.00	9,000.00
	Department Requested			1.00	12,000.00
	Department Requested			Department Requested Totals	
					\$27,000.00
<i>CO400 Contractual Services Totals</i>		\$93,228.02	\$109,106.00	\$109,106.00	\$166,000.00
Activity 0010 - Public Service Totals		\$1,785,634.77	\$2,010,861.00	\$2,010,861.00	\$2,173,672.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2004 - Riverfront Library					
Grants/Bonds 000000 - COY - No Project					
Activity 0011 - Public Service - Sunday					
<i>CO100 Personnel Services</i>					
C0103	Temp Special Services	12,868.45	14,000.00	14,000.00	24,117.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Transaction				<i>Cost Per Unit</i>
	Department Requested				<i>Total Amount</i>
	Department Requested				
					1.00
					21,000.00
					1.00
					3,117.00
					Department Requested Totals
					\$24,117.00
<hr/>					
C0198	Overtime	72,248.69	100,000.00	100,000.00	114,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Transaction				<i>Cost Per Unit</i>
	Department Requested				<i>Total Amount</i>
	Department Requested				
					1.00
					9,000.00
					1.00
					105,000.00
					Department Requested Totals
					\$114,000.00
<hr/>					
	<i>CO100 Personnel Services Totals</i>	\$85,117.14	\$114,000.00	\$114,000.00	\$138,117.00
	Activity 0011 - Public Service - Sunday Totals	\$85,117.14	\$114,000.00	\$114,000.00	\$138,117.00
<hr/>					
Activity 0020 - Maintenance					
<i>CO100 Personnel Services</i>					
C0101	Salaries	304,896.06	329,616.00	329,616.00	336,200.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Transaction				<i>Cost Per Unit</i>
	Department Requested				<i>Total Amount</i>
					1.00
					336,200.00
					Department Requested Totals
					\$336,200.00
<hr/>					
C0198	Overtime	7,650.12	6,000.00	6,000.00	8,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Transaction				<i>Cost Per Unit</i>
	Department Requested				<i>Total Amount</i>
					1.00
					8,000.00
					Department Requested Totals
					\$8,000.00
<hr/>					
	<i>CO100 Personnel Services Totals</i>	\$312,546.18	\$335,616.00	\$335,616.00	\$344,200.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested			
Fund	030 - Library							
Department	2004 - Riverfront Library							
Grants/Bonds	000000 - COY - No Project							
Activity	0020 - Maintenance							
	<i>C0300 Materials and Supplies</i>							
C0306	Janitorial Supplies	3,999.34	4,000.00	4,000.00	4,500.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	<i>Level</i>					1.00	4,500.00	4,500.00
	Department Requested					Department Requested Totals		\$4,500.00
	<i>Transaction</i>							
	Basic janitorial supplies							
C0312	Hardware	2,200.00	2,200.00	2,200.00	2,200.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	<i>Level</i>					1.00	2,200.00	2,200.00
	Department Requested					Department Requested Totals		\$2,200.00
	<i>Transaction</i>							
	Materials for in-house repairs							
<i>C0300 Materials and Supplies Totals</i>		\$6,199.34	\$6,200.00	\$6,200.00	\$6,700.00			
	<i>C0400 Contractual Services</i>							
C0401	Insurance	14,075.00	14,075.00	14,075.00	14,075.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	<i>Level</i>					1.00	14,075.00	14,075.00
	Department Requested					Department Requested Totals		\$14,075.00
	<i>Transaction</i>							
	Building contents							
C0406	Freight & Express	.00	7.00	7.00	7.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	<i>Level</i>					1.00	7.00	7.00
	Department Requested					Department Requested Totals		\$7.00
	<i>Transaction</i>							
	UPS and Fex Ex charges							
C0407	Maint. & Repair Equipment	95.07	100.00	100.00	100.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	<i>Level</i>					1.00	100.00	100.00
	Department Requested					Department Requested Totals		\$100.00
	<i>Transaction</i>							
	Basic repair and operating items							
C0408	Rental of Equipment	3,840.18	3,844.00	3,844.00	3,844.00			
	Budget Transactions					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	<i>Level</i>					1.00	3,844.00	3,844.00
	Department Requested					Department Requested Totals		\$3,844.00
	<i>Transaction</i>							
	Alarms, water coolers							

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2004 - Riverfront Library					
Grants/Bonds 000000 - COY - No Project					
Activity 0020 - Maintenance					
CO400 Contractual Services					
C0415	Outside Labor & Related Charge	5,318.13	5,360.00	5,360.00	5,360.00
	Budget Transactions				
	Level				Number of Units
	Department Requested				Cost Per Unit
	Transaction				Total Amount
	Securit System maintenance and repairs				1.00
					5,360.00
					5,360.00
					Department Requested Totals
					\$5,360.00
	CO400 Contractual Services Totals	\$23,328.38	\$23,386.00	\$23,386.00	\$23,386.00
	Activity 0020 - Maintenance Totals	\$342,073.90	\$365,202.00	\$365,202.00	\$374,286.00
	Activity 0021 - Maintenance - Sunday				
CO100 Personnel Services					
C0198	Overtime	15,229.61	15,000.00	15,000.00	17,700.00
	Budget Transactions				
	Level				Number of Units
	Department Requested				Cost Per Unit
	Transaction				Total Amount
	Time and one half for full time staff				1.00
	Department Requested				16,000.00
	Time and one half for full time staff open July				1.00
					1,700.00
					Department Requested Totals
					\$17,700.00
	CO100 Personnel Services Totals	\$15,229.61	\$15,000.00	\$15,000.00	\$17,700.00
	Activity 0021 - Maintenance - Sunday Totals	\$15,229.61	\$15,000.00	\$15,000.00	\$17,700.00
	Grants/Bonds 000000 - COY - No Project Totals	\$2,228,055.42	\$2,505,063.00	\$2,505,063.00	\$2,703,775.00
	Department 2004 - Riverfront Library Totals	\$2,228,055.42	\$2,505,063.00	\$2,505,063.00	\$2,703,775.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2005 - Crestwood Library					
Grants/Bonds 000000 - COY - No Project					
Activity 0010 - Public Service					
C0400 Contractual Services					
C0436	Tuition/Bd/Trave Exp.Reimbursement	132.00	150.00	150.00	6,575.00
	Budget Transactions				
	Level				Number of Units
	Transaction				Cost Per Unit
	Department Requested				Total Amount
					1.00
					6,575.00
					6,575.00
					Department Requested Totals
					\$6,575.00
C0481	Binding of Books	62.50	100.00	100.00	100.00
	Budget Transactions				
	Level				Number of Units
	Transaction				Cost Per Unit
	Department Requested				Total Amount
					1.00
					100.00
					100.00
					Department Requested Totals
					\$100.00
	C0400 Contractual Services Totals	\$7,895.15	\$8,027.00	\$8,027.00	\$14,397.00
	Activity 0010 - Public Service Totals	\$187,951.58	\$180,961.00	\$180,961.00	\$212,200.00
	Activity 0011 - Public Service - Sunday				
C0100 Personnel Services					
C0103	Temp Special Services	4,678.15	4,616.00	4,616.00	8,157.00
	Budget Transactions				
	Level				Number of Units
	Transaction				Cost Per Unit
	Department Requested				Total Amount
					1.00
					7,000.00
					7,000.00
					1.00
					1,157.00
					1,157.00
					Department Requested Totals
					\$8,157.00
C0198	Overtime	5,074.14	7,500.00	7,500.00	8,300.00
	Budget Transactions				
	Level				Number of Units
	Transaction				Cost Per Unit
	Department Requested				Total Amount
					1.00
					7,500.00
					7,500.00
					1.00
					800.00
					800.00
					Department Requested Totals
					\$8,300.00
	C0100 Personnel Services Totals	\$9,752.29	\$12,116.00	\$12,116.00	\$16,457.00
	Activity 0011 - Public Service - Sunday Totals	\$9,752.29	\$12,116.00	\$12,116.00	\$16,457.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested
Fund 030 - Library					
Department 2005 - Crestwood Library					
Grants/Bonds 000000 - COY - No Project					
Activity 0020 - Maintenance					
CO400 Contractual Services					
C0401	Insurance	500.00	500.00	500.00	500.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				<i>Cost Per Unit</i>
	Transaction				<i>Total Amount</i>
	Building contents				1.00
					500.00
					<u>500.00</u>
					Department Requested Totals
					<u>\$500.00</u>
C0404	Lights & Power	6,343.86	7,000.00	7,000.00	7,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				<i>Cost Per Unit</i>
	Transaction				<i>Total Amount</i>
	Electric charges				1.00
					7,000.00
					<u>7,000.00</u>
					Department Requested Totals
					<u>\$7,000.00</u>
C0407	Maint. & Repair Equipment	199.28	200.00	200.00	200.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				<i>Cost Per Unit</i>
	Transaction				<i>Total Amount</i>
	Basic operating items				1.00
					200.00
					<u>200.00</u>
					Department Requested Totals
					<u>\$200.00</u>
C0408	Rental of Equipment	1,804.00	1,804.00	1,804.00	1,804.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				<i>Cost Per Unit</i>
	Transaction				<i>Total Amount</i>
	Alarms, water cooler				1.00
					1,804.00
					<u>1,804.00</u>
					Department Requested Totals
					<u>\$1,804.00</u>
C0409	Maint. & Repair Bldg.	2,996.87	3,000.00	3,000.00	3,000.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				<i>Cost Per Unit</i>
	Transaction				<i>Total Amount</i>
	Necessary building repairs				1.00
					3,000.00
					<u>3,000.00</u>
					Department Requested Totals
					<u>\$3,000.00</u>
C0415	Outside Labor & Related Charge	7,778.00	7,778.00	7,778.00	7,778.00
	Budget Transactions				
	Level				<i>Number of Units</i>
	Department Requested				<i>Cost Per Unit</i>
	Transaction				<i>Total Amount</i>
	Maintenance and minor improvements to building				1.00
					7,778.00
					<u>7,778.00</u>
					Department Requested Totals
					<u>\$7,778.00</u>

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Department Requested	
Fund 030 - Library						
Department 2005 - Crestwood Library						
Grants/Bonds 000000 - COY - No Project						
Activity 0020 - Maintenance						
<i>CO400 Contractual Services</i>						
C0422	Janitorial Service	500.00	500.00	500.00	500.00	
Budget Transactions						
	<i>Level</i>			<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Department Requested			1.00	500.00	500.00
				Department Requested Totals		\$500.00
	<i>Transaction</i>					
	Department Requested					
	sprinklers, window cleaning					
<i>CO400 Contractual Services Totals</i>		\$20,122.01	\$20,782.00	\$20,782.00	\$20,782.00	
Activity 0020 - Maintenance Totals		\$24,117.67	\$26,132.00	\$26,132.00	\$26,132.00	
Grants/Bonds 000000 - COY - No Project Totals		\$221,821.54	\$219,209.00	\$219,209.00	\$254,789.00	
Department 2005 - Crestwood Library Totals		\$221,821.54	\$219,209.00	\$219,209.00	\$254,789.00	
Fund 030 - Library Totals		\$8,328,041.81	\$9,153,417.00	\$9,153,417.00	\$9,578,148.00	
Net Grand Totals		\$8,328,041.81	\$9,153,417.00	\$9,153,417.00	\$9,578,148.00	

