

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
RIVERFRONT LIBRARY
NOVEMBER 17, 2016**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting of October 13, 2016.

WILL FAÇADE UPDATE

Sarah Dirsa, KG&D Architects

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEMS]

Ratify the following appointments:

Shauna Porteus, Librarian II, \$64,053, effective 10/21/16

Morgan Lee, P/T Page, \$9.00/hr., effective 10/22/16

Edgar Correa, P/T Page, \$9.00/hr., effective 10/22/16

Diane B. Clark, P/T Page, \$11.00/hr., effective 10/29/16

Acknowledge the following terminations:

Jessica Fain, P/T Page, \$11.00/hr., effective 10/15/16

Jennifer Fain, P/T Page, \$11.00/hr., effective 10/15/16

Devon Bolden, P/T Page, \$9.00/hr., effective 11/5/16

Jeremy McCormick, P/T Page, \$9.00/hr., effective 11/12/16

Katherine Espitia, P/T Page, \$9.00/hr., effective 11/12/16

COMMITTEE REPORTS

Finance, Budget & Planning Maron, Arcaro, Jannetti

Employee Relations Maron, Buckley

Buildings & Grounds Maron, Touba, Buckley

Fundraising & Development Maron, Arcaro, Jannetti

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #773

UNFINISHED BUSINESS

[ACTION ITEM]

2017-18 Operating Budget
YPL Strategic Plan

NEW BUSINESS

[ACTION ITEMS]

Vote to close the Library at 1:00 p.m. on December 24, 2016.
Guidelines on using Contributions Account funds.

NEXT BOARD MEETING DATE: Thursday, December 15, 2016, Grinton I. Will Branch.

YONKERS PUBLIC LIBRARY
BOARD MEETING
GRINTON I. WILL BRANCH
October 13, 2016

ATTENDANCE

TRUSTEES:	Nancy Maron Jim Buckley Gregory Arcaro Anietra Guzman-Santana
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
INTERIM BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	None
YONKERS REPRESENTATIVE ON THE WLS BOARD OF TRUSTEES:	None
UNION REPRESENTATIVE:	None

The Board meeting began at 7:06 p.m.

MINUTES

On motion of Tr. Arcaro, seconded and carried, the Board approved the Minutes of the Board Meeting of September 19, 2016.

DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT

Director Falcone updated the Board on the progress of the Strategic Plan, and said that the planning committee was happy with the latest draft. President Maron asked the Board to send any edits or additions to her by 10/19 so that the document could be finalized in time for the next meeting.

Director Falcone will be attending meetings in October with WLS and Board of Education personnel regarding the issuance of library cards to every student in the Yonkers district, and examining the steps that need to take place.

Director Falcone referred Board members to the Joint Management Report citing that competency profiles for each department are being developed and the profiles will be used to assist future staff training.

Director Falcone informed the Board members that Shauna Porteus, Librarian II, has been hired to fill the position that was originally advertised as a Community Services Coordinator. Ms. Porteus has experience with grant writing, public relations, and community outreach. She will begin on October 21, 2016 and administration expects her duties to evolve over time.

On October 7, Russell Davidson, KG&D architect for the Grinton I. Will Branch façade, reviewed the status of the project with Director Falcone. A written update from Mr. Davidson, included with the Board packet, was referred to the Board members. Director Falcone advised Board members that Mr. Davidson is continuing to work with area contractors and value-engineering the project to bring costs in line with our budget. Director Falcone said he will be inviting Mr. Davidson to come to a future Board meeting.

UNION REPRESENTATIVE'S REPORT - None

WLS REPORT – Director Falcone informed Board members that the WLS Board voted to approve our Variance Request at their September 27, 2016 meeting.

PERSONNEL REPORT

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

Ana Delgado, P/T Page, \$11.00/hr., effective 9/17/16

Nicholas Claudio, P/T Page, \$9.00/hr., effective 9/17/16

Pamela Alvarez, P/T Page, \$11.00/hr., effective 10/1/16

Vivian Presedo, Provisional Business Manager, \$95,000, eff. 10/7/16

Tara Somersall, Perm. Librarian III, \$71,808, effective 10/7/16

The Board acknowledged the following termination:

Namrata Panda, P/T Page, \$9.00/hr., effective 9/12/16

The Board acknowledged the following retirement:

Barbara Quis, Business Manager, \$135,000, effective 10/20/16

The Board acknowledged the following resignation:

Mary Beth Kendrick, Librarian II, \$67,938, effective 10/19/16

COMMITTEE REPORTS

Finance, Budget & Planning: Maron, Arcaro, Jannetti

Employee Relations: Maron, Buckley

Buildings & Grounds: Maron, Touba, Buckley

Fundraising & Development: Maron, Arcaro, Jannetti

PAYMENT OF BILLS

On motion of Tr. Buckley, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #772.

UNFINISHED BUSINESS

A revised policy on Harassment was sent to our attorney who recommended that the attached policy be adopted.

On motion of Tr. Arcaro, seconded and unanimously carried, the Board approved the attached revised policy on Harassment, Discrimination and Equal Employment.

NEW BUSINESS

On motion of Tr. Buckley, seconded and unanimously carried, the Board approved the attached 2017 Holiday Schedule.

Director Falcone distributed a list of items for the Board to consider as additions to the FY2017-18 budget. A discussion ensued among Board members.

NEXT BOARD MEETING DATE - Thursday, November 17, 2016, 7:00 p.m.,
Riverfront Library

The Board meeting was adjourned at 9:27 p.m.

Edward Falcone
Library Director & Secretary

Yonkers Public Library

I. Equal Employment Opportunity

The Yonkers Public Library (Library) is an equal opportunity employer that does not discriminate on the basis of race, color, creed, age, national origin, alien or citizenship status, gender (including gender identity), sexual orientation, disability, arrest or conviction record, marital status, military status, partnership status, or status as a victim of domestic violence, stalking and sex offenses, genetic information or any other characteristic protected by federal, state or local law. Our management team is dedicated to ensuring the fulfillment of this policy in hiring, placement, selection for training, promotion, transfer, demotion, layoff, termination, recruitment, advertising, rates of pay or other forms of compensation and general treatment during employment.

Any person who believes that he or she has experienced discrimination in violation of this policy has a right to file a formal complaint with the Director of the Library as well as federal, state, or local agencies. A person does not give up the right to report an infraction to the federal, state, or local agencies when she files a complaint with the Director of the Library.

II. Policy Against Sexual Harassment

Sexual harassment in the work place is illegal. All individuals, including, but not limited to, employees, volunteers, contractors and/or patrons are forbidden from engaging in such activity in the Library. The Library is committed to providing an environment free from all forms of sexual harassment or intimidation.

The Director, Deputy Director, Branch Administrators, all Department Heads, managers and supervisors are responsible for the implementation of this policy and for taking immediate and appropriate corrective action, when necessary, to assure compliance with the policy. All Library personnel will be held responsible and accountable for avoiding or eliminating the prohibited conduct.

The Administration is responsible for the administration of this policy and has the authority to receive and investigate complaints of violations of the policy and to recommend an appropriate disciplinary action relative to the violation.

- a. No individuals, male or female, may engage in sexual harassment by:

- i. making unwelcomed sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's employment or a condition of receiving services from the Library; or
 - ii. making submission to or rejections of such conduct the basis for employment decisions affecting the employee or the basis for receiving services from the Library; or
 - iii. unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment by such conduct.
- b. Sexual harassment refers to behavior that is not welcome; that is, or would be, offensive to a person of reasonable sensitivity and sensibilities; that fails to respect the rights of another; and that, therefore, unreasonably interferes with an individual's work performance and effectiveness, or creates an intimidating, hostile or offensive environment. It makes no difference if the harassment is "just joking" or "teasing" or "playful." Such conduct may be just as offensive as any other type of harassment. Sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conducted directed by women toward men, and conduct directed by women toward women. Sexual harassment may take different forms. Specific forms of behavior that the Library may consider sexual harassment include, but are not limited to, the following:
- i. **VERBAL:** Abusive language related to an individual's sex and/or sexual orientation, including sexual innuendoes, sexual comments, slurs, suggestive, derogatory or insulting comments or sounds, whistling, jokes of a sexual nature, sexual propositions, threats and sexually oriented "kidding" or "teasing." Sexually oriented comments about an individual's body that are unwelcome and/or unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive environment including but not limited to, general conversation of any body part i.e. breasts, buttocks and genitals.
 - ii. **NON-VERBAL:** Abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, leering, or obscene gestures in the work place such that it unreasonably interferes with an individual's work performance or creates an intimidating hostile, or offensive environment. Sexually oriented cartoons, jokes and written materials displayed or posted in the work place, or stored on or in any Library owned property.
 - iii. **PHYSICAL:** Physical contact which is not welcome, including touching, petting pinching, coerced sexual intercourse, assault or persistent brushing up against a person's body.
- c. Reporting Complaints of Sexual Harassment
- i. Any employee who feels that he or she has been subjected to conduct which violates this policy or any employee who witnesses or becomes aware of conduct which violates this policy should immediately report this matter to his or her manager/supervisor. Managers/supervisors who become aware of possible sexual harassment must immediately report such conduct. If for any reason the employee feels uncomfortable reporting to his or her manager/supervisor, or the

conduct involves the manager/supervisor, the employee should report the conduct directly to the Director or the Deputy Director. If for any reason the employee feels uncomfortable reporting to the Director or Deputy Director, or the conduct involves the Director or the Deputy Director, the employee should report the conduct to the Board of Trustees. Any individual who is not an employee of the Library may report conduct which violates this policy directly to the Director, Deputy Director or the Board of Trustees.

- ii. All such reports will be investigated promptly and will be treated as confidential to the extent practicable.
 - iii. The victim of the alleged harassment will be advised of the outcome of the investigation. If the victim of the alleged harassment is not satisfied with the outcome of the investigation or with the actions taken as a result of the investigation, he/she may go to the Board of Trustees who will review the matter and make a final determination.
- d. If the investigation reveals that the complaint is valid, prompt action designed to stop the harassment and to prevent its recurrence will be initiated. Employees who are determined to be in violation of this policy will be subject to disciplinary action which may include, but is not limited to, termination of employment. Disciplinary action shall be consistent with all applicable laws, rules, regulations and collective bargaining agreements, if any.

III. Policy Against Harassment and Discrimination

It is Library policy to prohibit all forms of harassment and discrimination in the Library. This policy is intended to ensure that all individuals, including, but not limited to, Library employees, volunteers, contractors and patrons can enjoy an environment free from harassment and/or discrimination. All individuals, including, but not limited to, Library employees, volunteers, contractors and patrons must be aware that they may not engage in any acts that threaten, intimidate, harass, demean, bully or torment other individuals in the Library, irrespective of whether those other individuals are members of a protected class.

"Harassment" includes a wide range of verbal or physical conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment. This may include, but is not limited to, insults and derogatory statements, slander, sabotage, ostracism, badgering, withholding resources, disruptive treatment and/or conduct that intimidates or is hostile, whether this conduct is of a sexual nature or not. "Discrimination" is a failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored. Examples include, but are not limited to, disparate treatment because of a person's race, gender (including gender identity), sexual orientation, religion, national origin, age, disability or perceived disability.

The Director, Deputy Director, Branch Administrators, all Department Heads, managers and supervisors are responsible for the implementation of this policy and for taking immediate and appropriate corrective action, when necessary, to assure compliance with the policy. All Library personnel will be held responsible and accountable for avoiding or eliminating the prohibited conduct.

The Administration is responsible for the administration of this policy and has the authority to receive and investigate complaints of violations of the policy and to recommend an appropriate disciplinary action relative to the violation.

a. Reporting Complaints of Discrimination or Harassment

- i. Any employee who feels that he or she has been subjected to conduct which violates this policy or any employee who witnesses or becomes aware of conduct which violates this policy should immediately report this matter to his or her manager/supervisor. Managers/supervisors who become aware of possible harassment/discrimination must immediately report such conduct. If for any reason the employee feels uncomfortable reporting to his or her manager/supervisor, or the conduct involves the manager/supervisor, the employee should report the conduct directly to the Director or the Deputy Director. If for any reason the employee feels uncomfortable reporting to the Director or Deputy Director, or the conduct involves the Director or the Deputy Director, the employee should report the conduct to the Board of Trustees. Any individual who is not an employee of the Library may report conduct which violates this policy directly to the Director, Deputy Director or the Board of Trustees.
- ii. All such reports will be investigated promptly and will be treated as confidential to the extent practicable.
- iii. The victim of the alleged harassment and/or discrimination will be advised of the outcome of the investigation. If the victim of the alleged harassment and/or discrimination is not satisfied with the outcome of the investigation or with the actions taken as a result of the investigation, he/she may go to the Board of Trustees who will review the matter and make a final determination.

- b. If the investigation reveals that the complaint is valid, prompt action designed to stop the harassment and/or discrimination and to prevent its recurrence will be initiated. Employees who are determined to be in violation of this policy will be subject to disciplinary action which may include, but is not limited to, termination of employment. Disciplinary action shall be consistent with all applicable laws, rules, regulations and collective bargaining agreements, if any.

IV. Retaliation

The Library will not tolerate unlawful retaliation against anyone, including not limited to Library employees, volunteers, contractors and patrons, who file a sexual harassment/harassment and/or discrimination complaint, supports a co-worker or other individual in a complaint, speaks as a witness in the investigation of a complaint or otherwise cooperates in the investigation of a complaint. Likewise, the Library will not tolerate unlawful retaliation against any employee who files an equal employment opportunity complaint, seeks a reasonable accommodation for a disability or a religious observance, or cooperates in the investigation of an equal employment opportunity complaint. Employees who experience retaliation in the workplace are encouraged to immediately report it to management. All allegations of retaliation will be investigated. When the investigation is completed, anyone found guilty of retaliatory conduct may be subject to discipline, up to and including discharge.

Adopted by the Library Board of
Trustees October 13, 2016



HOLIDAY SCHEDULE – 2017

<u>Holiday</u>	<u>Date</u>
New Year's Day	Sunday, January 1 *Monday, January 2
Dr. Martin Luther King Jr.'s Birthday	Monday, January 16
Lincoln's Birthday	*Monday, February 13
Washington's Birthday	Monday, February 20
Easter Sunday	Sunday, April 16
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Election Day	Tuesday, November 7
Veteran's Day	**Saturday, November 11
Thanksgiving Day	Thursday, November 23
Christmas Day	Monday, December 25

Close at 5 p.m.:

Thanksgiving Eve	Wednesday, November 22
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*Per contract with SEIU 704B: When a holiday falls on Sunday, the Library shall be closed on Monday.

**When a holiday falls on Saturday, schedules shall be arranged so that thirty-five (35) hour-per-week employees work twenty-eight (28) hours Monday through Friday, thirty-seven and one-half (37-1/2) hour per week employees work thirty (30) hours Monday through Friday, and forty (40) hour-per-week employees work thirty-two (32) hours Monday through Friday.

JOINT MANAGEMENT REPORT
NOVEMBER 2016

The latest draft of the YPL Strategic Plan has been circulated to the Committee. In addition to containing the latest edits, the document is in layout form for the first time.

The architects at KG&D are continuing to value-engineer the Will façade project with bidder Milcon Construction Corp. They report progress in bringing the project cost down, but they haven't reached our budget yet. A representative from KG&D has been invited to the next board meeting to report on the project.

We have met three times now with school district personnel to discuss the student library card project; the first two meetings were with IT staff to discuss technical issues, and the third meeting was with a larger group of school administrative staff. The level of enthusiasm and constructive engagement from the school side was encouraging, and we will be scheduling another meeting soon.

Our joint grant application with the Hudson River Museum for an oral history project was in some jeopardy due to some staff turnover at the Museum, but a six-month extension has been approved and the committee will resume its work soon. Will's own oral history project, "Yonkers Remembers", is currently lining up veterans for interviews.

The COY Planning Department has announced a new round of CDBG grants, and YPL is requesting funding for computer equipment and art gallery support at Riverfront.

Shauna Porteus joined the staff on 10/21, filling the new position of Outreach Services Librarian.

MEETINGS ATTENDED THIS PERIOD

10/17	Ed & Susan	Library Card Project Meeting with Board of Education IT Dept.
10/18	Ed & Susan	Chamber of Commerce Networking Breakfast, St. John's Riverside
	Susan	Competencies Planning Meeting
10/19	Susan	Women In Business Committee
	Susan	Principal Kim Davis, Paideia School 24 (Yonkers Thrives)
10/20	Ed	PLDA General Meeting, WLS
	Susan	Healthy Yonkers Initiative, Chema Community Center
	Ed & Susan	Lunch Club
	Ed & Susan	Library Card Project Meeting with Board of Education Administrators
	Ed	Chamber of Commerce Awards Dinner, Westchester Manor
	Susan	CLUSTER Dinner, X20

10/25	Susan	Branch tours with Shauna Porteus
	Susan	Yonkers Thrives, WCC Cross County
10/26	Susan	Francine Vernon, WLS Outreach Dept.
10/27	Susan	Competencies Planning Meeting
	Ed & Susan	Lunch Club
	Susan	YMCA Clubhouse Opening
	Ed & Susan	Riverfront Gallery Opening Reception
	Ed	Historical Society Awards Dinner
10/28	Susan	Branch tours with Shauna Porteus
	Susan	Grant Planning Meeting with Haifa
10/31	Susan	Software Training, Will
11/2-5	Ed	NYLA Annual Conference, Saratoga Springs
11/3	Susan	Lunch Club
	Susan	CPCY Community Conversation
11/14	Ed	E-content Committee, WLS
11/15	Ed	Chamber of Commerce Networking Breakfast, Costco
	Ed	PLDA Executive Board, WLS
11/17	Ed	WLS Annual Meeting
	Ed	PLDA General Meeting, WLS
	Ed	Chamber of Commerce Executive Board

SAVE THE DATE

12/9 YPL Holiday Party

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

October 2016

	<u>2015</u>	<u>2016</u>			
Days of Service	30	30			
RIVERFRONT LIBRARY				<u>Dev.</u>	<u>%</u>
Adult	14,814	13,990		(824)	
Children's	5,983	7,212		1,229	
Total Riverfront Circulation	20,797	21,202		405	1.95%
 GRINTON I. WILL BRANCH					
Adult	25,139	24,516		(623)	
Children's	14,237	13,070		(1,167)	
Total Will Circulation	39,376	37,586		(1,790)	-4.55%
 CRESTWOOD BRANCH					
Adult	2,817	3,187		370	
Children's	1,112	1,508		396	
Total Crestwood Circulation	3,929	4,695		766	19.50%
 E-content (All Branches)	6,172	6,668			
TOTAL CIRCULATION					
Total Current Month	70,274	70,151		(123)	-0.18%
Total Previous Months	<u>614,760</u>	<u>642,955</u>		<u>28,195</u>	<u>4.59%</u>
Total Year to Date	685,034	713,106		28,072	4.10%

Monthly: October 2016

ELECTRONIC USAGE COUNT

	2015	2016
Riverfront Branch	14,792	14,002
Will Branch	6,689	7,048
Crestwood Branch	<u>793</u>	<u>523</u>
Total	22,274	21,573

TURNSTILE COUNT

	2015	2016
Riverfront Library	40,186	36,568
Will Branch	36,047	39,038
Crestwood Branch	<u>4,288</u>	<u>6,793</u>
Total	80,521	82,399

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,189	35,685	24,826	61,700
Contract	0	108	2	110
Courtesy	1	4	22	27
Guest	0	3	0	3
Internet	0	2	0	2
Juvenile	590	7,801	9,314	17,705
Staff	10	105	76	191
Teen	36	6,743	2,114	8,893
Temp	0	7	1	8
				0
Total	1,826	50,458	36,355	88,639

YONKERS PUBLIC LIBRARY

REFERENCE STATISTICS October 2016

	<u>Last Year</u>	<u>This Year</u>	<u>Dev.</u>	<u>%</u>
RIVERFRONT LIBRARY				
Clerical Services	705	702	(3)	
Reference	2,368	2,272	(96)	
Reader's Advisory	3,114	2,808	(306)	
Total Adult	6,187	5,782	(405)	
Children's	687	778	91	
Total	6,874	6,560	(314)	-4.57%
GRINTON I. WILL BRANCH				
Adult/YA	4,125	4,057	(68)	
Reference/J.I.C.	5,176	5,040	(136)	
Fine Arts	493	640	147	
Total Adult	9,794	9,737	(57)	
Children's	5,219	4,838	(381)	
Total	15,013	14,575	(438)	-2.92%
CRESTWOOD BRANCH				
Adult	540	1,350	810	
Children's	553	698	145	
Total	1,093	2,048	955	87.37%
TOTALS				
Current Month	22,980	23,183	203	0.88%
Previous Months	214,750	218,997	4,247	1.98%
Year to Date	237,730	242,180	4,450	1.87%

YONKERS PUBLIC LIBRARY

PERSONNEL REPORT NOVEMBER 1, 2016

<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>30</u>	<u>5</u>
TOTAL	106	89	17



Susan Thaler
Library Deputy Director

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
October	Literacy Solutions NY: Tutors	A	148
October	Literacy Solutions NY: Learning Center Use	A	50
8 sessions	Literacy Solutions NY: Basic Classes	A	127
8 sessions	Literacy Solutions NY: Intermediate Classes	A	97
2 sessions	Literacy Solutions NY: Citizenship Classes	A	29
October	Read Away Your Fines	A	153
10/1, 15	Tai-Chi for Beginners	A	41
10/1	Movie: Midnight Special	A	7
10/2	Peliculas para la familia en espanol: Encantada	A	11
10/3	Books Before Bedtime: The Warmth of Other Suns, part 2	A	6
4 sessions	Knitting & Crocheting Workshop	A	76
11 sessions	TASC Connect	A	41
10/5, 19, 26	Job Search Coach	A	28
10/5	International Baccalaureate Orientation	A	73
10/5	Riverfront Book Club: Go Set a Watchman	A	12
10/8	Job Search Boot Camp	A	2
10/9	Movie: Angry Birds	A	22
10/11	Seniors Staying Independent: Memory Loss, The Basics	A	10
10/18	Falun Dafa	A	19
10/18	Que voy a comer hoy	A	14
10/20	Riverfront Genealogy Club	A	5
10/21, 28	English Conversation Group	A	4
10/22	Movie: The Jungle Book	A	28
10/21	Introduction to Finding Grants	A	10
10/27	May We Help You? Opening Reception	A	40
10/30	Rivertown String Quartet: Halloween Spooktacular	A	52
October	Read Away Your Fines	Y/A	23
10/4	Make Your Own Picture Frame	Y/A	13
4 sessions	Gaming Thursdays	Y/A	48
10/5	Garden Club	Y/A	7
10/11	Hip Hop Lyrics	Y/A	21
10/25	Halloween Monster Fest	Y/A	27
October	America Reads	JUV	314
4 sessions	Mega Blok Mondays	JUV	55
10/8	YPL Hispanic Heritage Celebration: Fiesta with Flor and Amigos	JUV	275
10/11, 18, 25	Picture Book Time	JUV	38
4 sessions	Toddler Time	JUV	49
10/13, 20, 27	Word Games: Creative Writing Club	JUV	8
4 sessions	Babies and Books	JUV	58
10/24, 31	YoOm: Yoga for Kids	JUV	22
10/28	Kids Halloween Costume Party	JUV	47
10/31	Halloween Story & Craft	JUV	22

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
10/12, 26	Queen's Daughter Day Care	External	JUV	59
10/14	Boyce Thompson	Internal	JUV	54

HOMEWORK HELPER

Date(s)	Type	Attendance
10 sessions	JUV	105

NUMBER OF LIBRARY PROGRAMS:

104

ATTENDANCE AT LIBRARY PROGRAMS:

2,350

NON-LIBRARY PROGRAMS

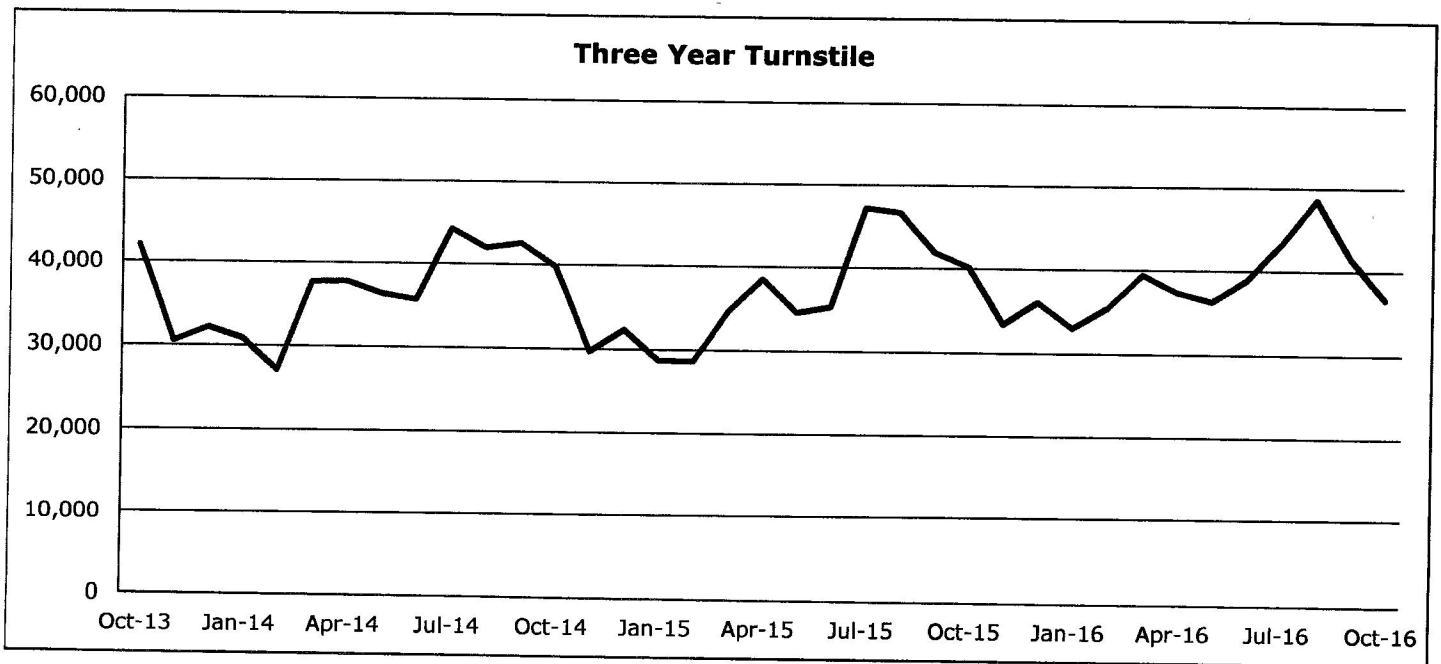
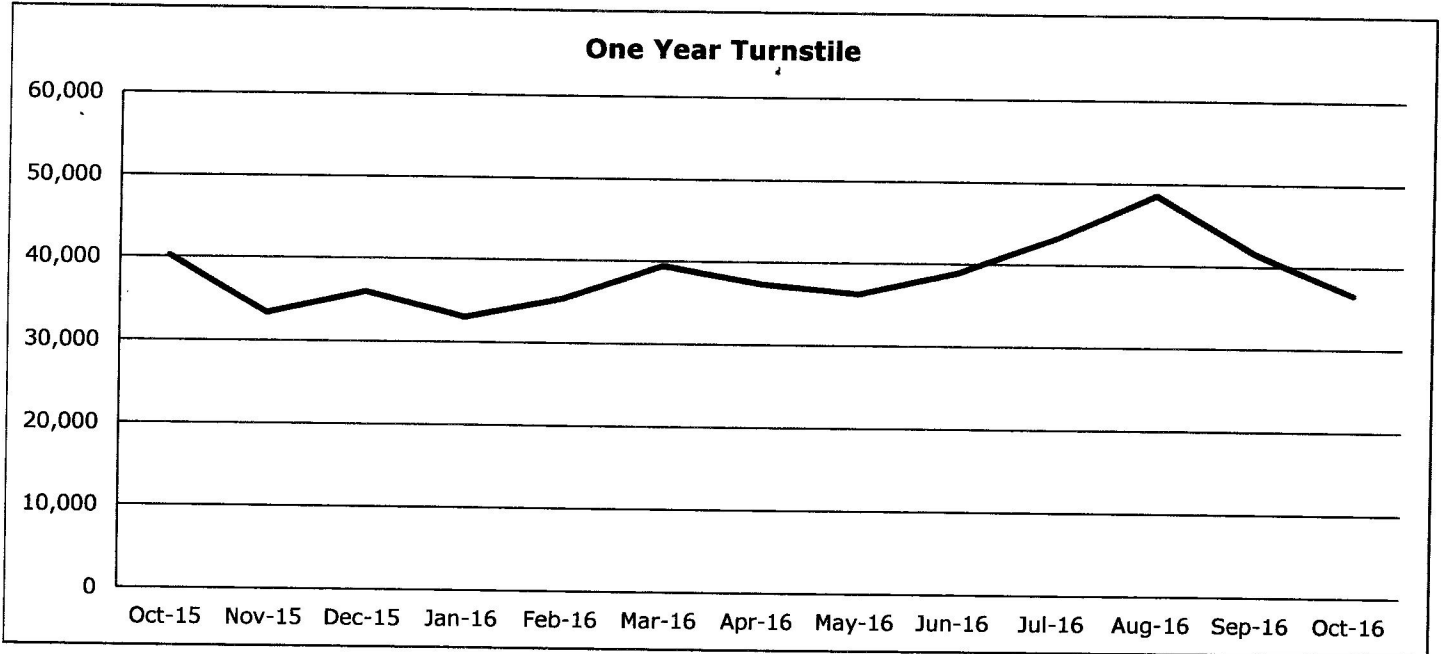
<u>Date(s)</u>	<u>Program</u>	<u>Attendance</u>	<u>Fee</u>
10/1	Darryl L. Graham Defensive Driving Course	12	\$25.00
10/1	Park Ave. Investment Club	9	
10/4, 6, 11	City of Yonkers Department of Planning CDBG RFP Grant Workshop	73	
10/4, 11, 18	SCORE How to Grow Your Business Workshop Series	75	
10/5	Pierpointe on the Hudson Homeowners Meeting	40	\$100.00
10/5	Yonkers Coalition for Youth Meeting	34	
10/6	Westchester Disabled On the Move Spirit of Independence Awards	58	
10/6, 13, 20	Women's Enterprise Development Center Entrepreneurial Training	45	
10/7	Westchester Disabled On the Move	9	
10/8	Gamma Phi Delta Planning	6	
10/12, 16	Nuestros Manos Creativas: Taino Art Exhibit Opening & Closing Reception	96	
10/13, 20	Ability Beyond Windows Without Walls	18	
10/14	Community Partners for Undoing Racism Meeting	12	
10/15	Fit Club Health & Fitness Program	40	\$150.00
10/16, 30	HHC Publications: Diary of a Mother	100	\$1,607.22
10/17	Israelite Church of God in Jesus Christ	6	
10/18	Sister to Sister International: Girls Empowerment Chat Session	362	
10/19	Yonkers Partners in Education Volunteer Information Session	16	
10/19	Westchester End of Life Coalition: Being Mortal Film & Discussion	26	
10/19	Yonkers Thrives	6	
10/20	WESPAC Foundation Prosecutorial Misconduct Presentation	45	
10/21	Family Services Society of Yonkers Kinship Support Program	12	
10/23	Yonkers Marathon Packet Distribution and Bag Check	250	
10/23	The Adventures of Chelsea B. by Danita Matthews Book Signing	40	\$100.00
10/24	VOCAL NY Action Meeting	12	
10/24	CLUSTER Board Meeting	12	
10/25-10/30	Mexican Consulate on Wheels	750	
10/25, 27	YPS-YFT Meeting	59	
10/26	Andrus Community Services Healthy Families	23	
10/27	Avon District Meeting	20	\$100.00
10/29	CSEA Local 100A Daycare Provider Meeting	20	
10/29	Oromo Diaspora Community Meeting	13	
10/30	Neuroticos Anonimos Meeting	100	

ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,399

GRAND TOTAL PROGRAM ATTENDANCE 4,749

Electronic Use Count

	<u>Count</u>
PC Sign Up	13,850
22 English-speaking Computer Classes	145
3 Spanish-speaking Computer Classes	7
TOTAL ELECTRONIC USE COUNT:	14,002
RIVERFRONT LIBRARY TURNSTILE COUNT:	36,568



Room	# Events	Hours	Utilization
Arts & Crafts Room	14	25.00	9.16%
Auditorium	7	18.75	6.87%
Auditorium and Event Space	8	73.50	26.92%
Board Room	24	56.50	20.70%
Community Room A	5	14.00	5.13%
Community Room A & B	15	41.50	15.20%
Community Room B	10	55.25	20.24%
Event Space	4	19.00	6.96%
Learning Lab	28	50.50	18.50%
Maker Lab	2	3.75	1.37%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	2	15.00	5.49%
Room 1	8	20.00	7.33%
Room 2B	30	78.50	28.75%
Room 3	0	0.00	0.00%
Room 4A	0	0.00	0.00%
Room 4B	13	30.50	11.17%
Small People's Place	38	81.00	29.67%
Table Space 1	26	112.00	41.03%
Tech Central	5	17.00	6.23%
Third Floor Computer Lab	8	20.00	7.33%
Yonkers Room	22	88.25	32.33%
Young Adult Room	8	24.00	8.79%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
10/1	Math Confidence	Juv	4
10/3,4,11,17,18,24 & 25	Nursery Rhyme Time	Juv	205
10/5,6,12,13,19 & 27	Mother Goose Time	Juv	253
10/5	Plaid Day	Juv	16
10/7,14,21 & 28	Baby Time	Juv	49
10/11	Fall Story & Craft	Juv	26
10/12,19 & 26	Chess	Juv	75
10/14	Lego Club	Juv	28
10/15 & 29	Saturday Story Time	Juv	20
10/17	Monster Party	Juv	29
10/26	Story & Craft-Birdfeeders	Juv	24
10/4,6,11,13,20,22,27 & 29	Senior Benefit Information Center	Adult	31
10/4,11,18 & 25	Crochet Club	Adult	32
10/6,13,20 & 27	Bridge Club	Adult	48
10/7 & 21	Color My World	Adult	8
10/12, 13, 19 & 27	WEBS Career Counseling	Adult	40
10/14 & 28	Let's Get Together for the Fun of It	Adult	9
10/16	An Afternoon with the Big Bands-Friends of YPL	Adult	230
10/17 & 31	Sing Memorable Songs	Adult	55
10/19	Art Film Series	Adult	37
10/25	Book Discussion w/Laurie Antash	Adult	16
10/27	Feature Film-Ghostbusters	Adult	26
10/30	Brazilian Romance-Friends of YPL	Adult	100
10/3,24 & 31	Board Game Challenge	YA	15
10/5,12,19 & 26	Coloring for Teens	YA	16
10/6 & 20	Teen Tech	YA	9
10/7,14,21 & 28	Brain Breaker	YA	18
10/15	Teen Advisory Group	YA	9
10/15	YA Book Club	YA	9
10/15	Teen Cinema	YA	21
20 Sessions	Electronic Games	YA	167
20 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	753

CLASS VISITS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
10/7, 14 & 26	Montessori 31	Juv	63
10/18	PS 24	Juv	24

OUTREACH

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
10/26	St. John the Baptist School	Juv	100

HOMEWORK HELPER

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
14 Sessions		Juv	123

NUMBER OF LIBRARY PROGRAMS

134

ATTENDANCE AT LIBRARY PROGRAMS:

2,688

NON-LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Attendance Fee</u>	
10/1	Zafir Zaidi Memorial	150	250
10/1	TAIW Driving Program	20	\$35
10/3,5,12,17,18, 20,24 & 25	Board of Elections	435	
10/3	Yonkers High School	7	
10/3	My One Sister	8	
10/5	Hispanic Professionals	10	
10/5	UFO Roundtable	20	
10/5	Book Discussion w/Lindsay Baker	5	
10/6 & 26	POP's Band	60	
10/7	Writers' Workshop	10	
10/8	CTS Study Group with Father Reid	8	
10/9	Amateur Radio Club	15	
10/11	La Leche League of Yonkers	10	
10/12	Toastmaster's	15	
10/13	Yonkers Philharmonic Orchestra	13	
10/15 & 29	TACHS Study Program	20	
10/15	Driver's Safety Program	24	\$50
10/17	UFT Retired Teachers	45	\$100
10/17	Aquehung Democratic Club	15	
10/16	Yonkers Historical Society	7	
10/19	Brandeis	26	\$35
10/25	2035 Central Park-Annual Meeting	15	\$50
10/26	Grief & the Holidays	4	
10/29	Empire Safety Program	25	\$50
10/30	P.S. 17	8	
10/31	AARP Driving Program	20	
20 Sessions	Little Leners	475	
20 Sessions	Senior Center-Yonkers Park Dept	480	

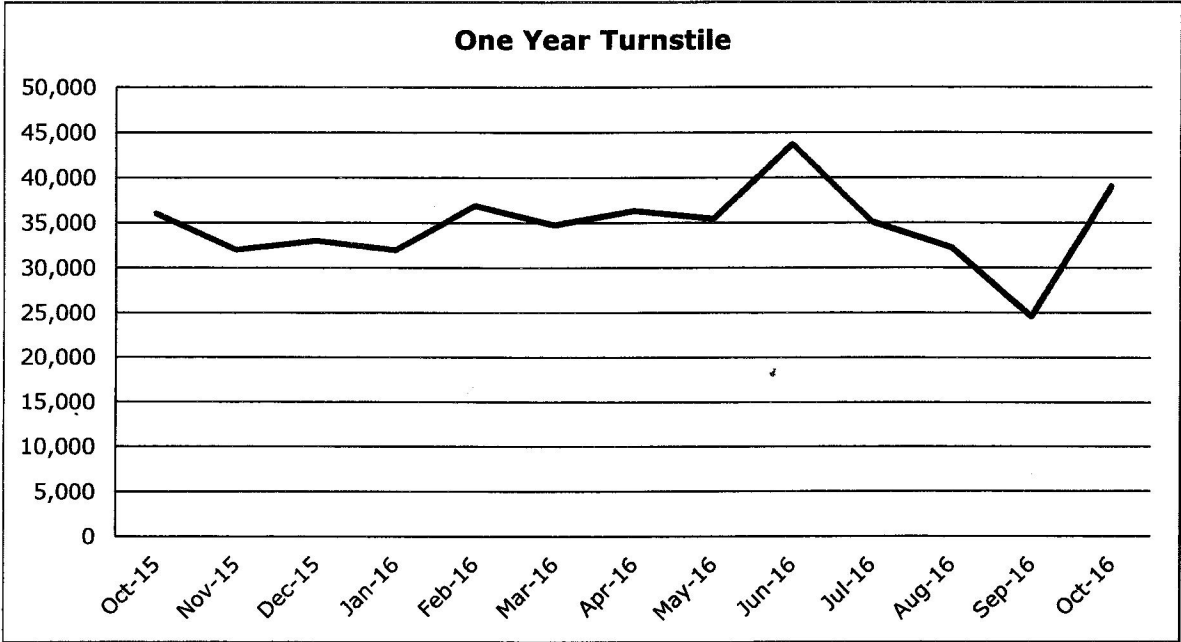
ATTENDANCE AT NON-LIBRARY PROGRAMS: 1,950

GRAND TOTAL PROGRAM ATTENDANCE 4,638

PC Sign Up 6,936
17 computer classes 112

TOTAL ELECTRONIC USE COUNT: 7,048

Will Library Turnstile Count 39,038



Room	Hours	Utilization
Auditorium	110.5	36.71%
Children's Room	1.25	42.00%
Meeting Room	38	12.62%
Projection Room	132	43.85%
Sen. Flynn Room	56.75	18.85%
Story Room	91	30.26%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
5 sessions	Tech Drop-In	A	53
2 sessions	Memorable Songs	A	22
4 sessions	News & Brews	A	84
4 sessions	PC Cruzin'	A	22
13 sessions	Help Desks	A	23
1 session	Flipster Drop-In Demo	A	69
4 sessions	Color @Crestwood	A	38
2 sessions	Non-pretzel Yoga for Adults	A	30
3 sessions	Bronx Center Visits	A	28
1 session	90th Birthday Party	A	275
1 session	Email for Beginners	A	4
1 session	Advanced Email	A	4
4 sessions	Mahjong for Seniors	A	32
1 session	Downloading Ebooks: Tech Drop-In	A	18
1 session	Crestwood Book Club	A	14
1 session	Yoga 90th Birthday Party Edition	A	6
2 sessions	Art with Michael	A	16
1 session	Crafts for A Cause	A	40
2 sessions	Senior Crafts with Johanna	A	27
1 session	Trick or Treating	JUV	200
1 session	Dance With Daphne	JUV	49
1 session	Bird Feeders	JUV	53
1 session	Fall Story & Craft	JUV	28
1 session	Halloween Hoopla	JUV	69
8 sessions	Music & Merriment (9:30 & 11am)	JUV	395
4 sessions	Crestwood Cinema	JUV	71
1 session	Teen Gaming Through the Decades	YA	10
1 session	Teen Readers: Book Group	YA	8
4 sessions	Teen Tuesdays	YA	36
1 session	Book Buzz	YA	38
1 session	VOLUNTEENS	YA	10

HOMework HELPER

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

NUMBER OF LIBRARY PROGRAMS:

78

ATTENDANCE AT LIBRARY PROGRAMS:

1,772

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
8 sessions	Parks Dept. Senior Group #16	N/A	99
10/19	Friends of Crestwood Library Board Meeting	N/A	6
2 sessions	WEBS 50 +	N/A	6
10/21	Westchester Homeschoolers Science Meetup	N/A	12

ATTENDANCE AT NON-LIBRARY PROGRAMS:

0

123

GRAND TOTAL PROGRAM ATTENDANCE:

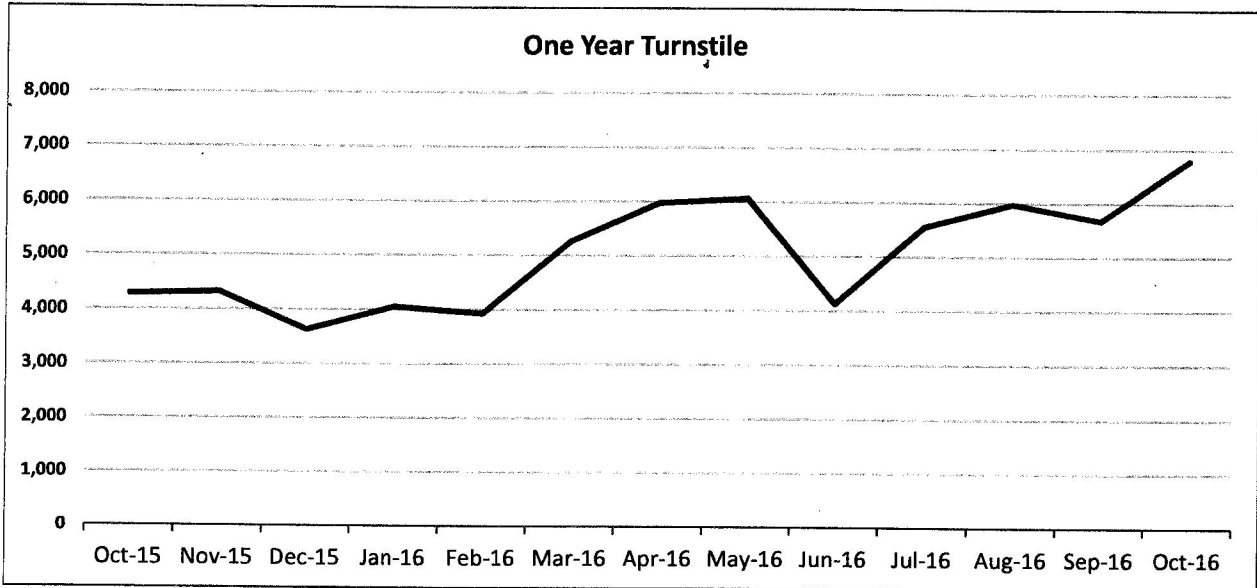
1,895

Electronic Use Count

PC Sign Up	Count
26 Computer Events- Classes/workshops/drop-ins/help desk	256
	267

TOTAL ELECTRONIC USE COUNT: 523

CRESTWOOD LIBRARY TURNSTILE COUNT: 6,793



Room	# Events	Hours	Utilization
Adult Computer Area	25	25.5	14.61%
Children's Room	43	75	42.98%
Reading Room	15	39	22.35%
Teen Corner	7	19	10.89%
	90	158.5	

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

BOOK STOCK

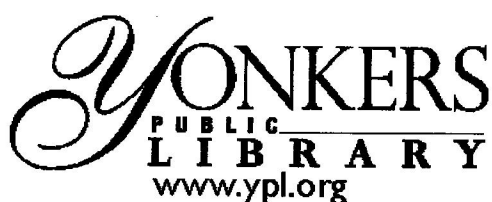
For the Month of **OCTOBER 2016**

RIVERFRONT LIBRARY	2016	2015
Number of volumes at end of previous month	159,232	
Number of volumes added this month	719	
TOTAL	159,951	
Number of volumes lost/withdrawn this month	650	
TOTAL VOLUMES RIVERFRONT LIBRARY	159,301	156,116

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	152,779	
Number of volumes added this month	758	
TOTAL	153,537	
Number of volumes lost/withdrawn this month	1,719	
TOTAL VOLUMES GRINTON I. WILL BRANCH	151,818	155,005

CRESTWOOD BRANCH		
Number of volumes at end of previous month	20,954	
Number of volumes added this month	665	
TOTAL	21,619	
Number of volumes lost/withdrawn this month	589	
TOTAL CRESTWOOD BRANCH	21,030	24,469

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	332,149	335,590
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Yonkers Public Library
Bill List October 2016

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
BAKER & TAYLOR	MATERIALS	10/19/2016	27,414.45
TOTAL			27,414.45
CONTRIBUTIONS FUNDS			
BELLA VISTA DELI	BOARD MTG DINNER 10/13	10/17/2016	200.00
CHAN, YAO WAH	COMM. FOR ALL AGES	10/11/2016	75.00
CLAYTON, CALVERT	ART GALLERY EXHIBITION	10/26/2016	150.00
GOVCONNECTION	TONER	10/17/2016	2,010.06
JOHN, MARCUS C.(SOULBOX ENT.)	ART GALLERY OPENING	10/11/2016	100.00
MELLADO, FLOR BRONLEY	HISPANIC HERITAGE PROG.	10/11/2016	450.00
SCHOLASTIC INC.	HISPANIC HERITAGE PROG.	10/11/2016	400.00
TILSON, ANDREA	HOMEWORK HELPER	10/28/2016	600.00
TORRES, ARNALDO	REIMBURSEMENT EXPENSE	10/17/2016	70.00
TORRES, ARNALDO	HISPANIC HERITAGE REIMB.	10/11/2016	189.77
TORRES, ARNALDO	HISPANIC HERITAGE REIMB.	10/11/2016	225.00
TOTAL			4,469.83

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

Date	Num	Memo	Amount
Abbey Ice			
10/14/2016	25831	Spring Water	79.00
10/14/2016	25833	Spring Water	72.50
10/25/2016	23211	Spring Water	111.50
10/25/2016	26913	Spring Water	59.50
10/28/2016	26915	Spring Water	33.50
10/28/2016	2700	Spring Water	53.00
Total Abbey Ice			409.00
Amazon.com			
10/28/2016	8103120960oct16	Supplies	585.87
Total Amazon.com			585.87
American Paper Supply (APP)			
10/03/2016	J1119348	janitorial supplies	440.00
Total American Paper Supply (APP)			440.00
Amoils, Roseanne			
10/14/2016	38	Job Search Coach	825.00
Total Amoils, Roseanne			825.00
Amoyaw, Sandy			
10/28/2016	101816	Reimbursement-Tablecloth Cleaning	29.95
Total Amoyaw, Sandy			29.95
Barnes & Noble			
10/11/2016	3328784	library materials	111.90
Total Barnes & Noble			111.90
Bitetti, Christine			
10/28/2016	092716	Reimbursement-Train Fare	26.75
Total Bitetti, Christine			26.75
Book Page			
10/25/2016	s27417	Subscription-Book Page	1,680.00
Total Book Page			1,680.00
Bremond, Frederique (Fred)			
10/14/2016	092916	Website Maintenance July/Aug/Sept	390.00
Total Bremond, Frederique (Fred)			390.00
Bridgeall Libraries			
10/11/2016	SIN002390	subscription	21,750.00
Total Bridgeall Libraries			21,750.00
Cablevision Lightpath			
10/25/2016	20410083	Phones	3,546.98
10/25/2016	20410117	Internet	5,234.75
Total Cablevision Lightpath			8,781.73
Cablevision Optimum			
10/14/2016	07803544469oct16	tv boxes	12.18
10/25/2016	07803065546oct16	TV Boxes	6.09
10/28/2016	07803-550279oct16	TV Boxes	139.36
Total Cablevision Optimum			157.63
Cengage/Gale			
10/25/2016	59148443	Subscription (Chilton)	3,675.78
10/25/2016	59170540	Materials	391.08
10/25/2016	59178138	Materials	27.19
Total Cengage/Gale			4,094.05
Citadel Pest Control			
10/14/2016	2962	Pest Control	200.00
Total Citadel Pest Control			200.00
City Of Yonkers			
10/06/2016	102016	Rent Riverfront October 2016	62,500.00

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 October 2016

Date	Num	Memo	Amount
Total City Of Yonkers			62,500.00
Con Edison			
10/14/2016	59092142173100oct16	gas-Will aug30-sept 29, 2016	146.70
Total Con Edison			146.70
Crown HVAC			
10/14/2016	7249	Boiler Service-Crestwood	439.20
10/14/2016	7250	Boiler Service-Will	439.20
Total Crown HVAC			878.40
Crown Janitorial			
10/11/2016	360166-2	janitorial supplies	42.84
10/14/2016	371949-1	Janitorial Supplies-Will	1,082.03
10/25/2016	371949-2	Janitorial Supplies	19.36
10/25/2016	371949-2	Janitorial Supplies	45.62
Total Crown Janitorial			1,189.85
Demco			
10/11/2016	5971158	library supplies	1,246.50
10/25/2016	5973695	Supplies	2,450.15
10/28/2016	5953809	Supplies	7,028.59
10/28/2016	5957285	Supplies	145.42
Total Demco			10,870.66
DeWaters, Alice			
10/14/2016	100316	Reimbursement-knitting/Crocheting Ref...	40.39
Total DeWaters, Alice			40.39
Discount Electronics			
10/28/2016	B976	Motherboard	103.59
Total Discount Electronics			103.59
DPW Pasny			
10/17/2016	082016	AUG-16	12,471.96
10/17/2016	082016	AUG-16	717.54
Total DPW Pasny			13,189.50
Dreamland Security			
10/14/2016	dss1698	Guard Service 7/3-9/25/2016	11,686.77
10/14/2016	dss1699	Guard Services-Adjustment	72.28
Total Dreamland Security			11,759.05
EdgeWave			
10/14/2016	149431	Renewal thru 9/27/2019	9,840.00
Total EdgeWave			9,840.00
Gantzer, Ana			
10/28/2016	91316	Reimbursement-Program Supplies	33.87
10/28/2016	082216B	Reimbursement-Summer Teen Program	40.20
Total Gantzer, Ana			74.07
Global Equipment Co.			
10/28/2016	110159500	Changing Table-Crestwood	146.00
Total Global Equipment Co.			146.00
GovConnection			
10/11/2016	54147349	computer supplies	317.52
10/25/2016	54156374	Computer Supplies	75.00
10/25/2016	54182641	Computer Supplies	362.52
10/25/2016	54182642	Computer Supplies	42.03
10/25/2016	54186783	Computer Supplies	170.61
10/28/2016	54221467	Cartridges	354.04
Total GovConnection			1,321.72
Grand, Neil			
10/11/2016	1	7 sesions Tech Central July and August	140.00

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 October 2016

Date	Num	Memo	Amount
Total Grand, Neil			140.00
Gruppuso			
10/25/2016	16-372	Repairs-Women's Room-Will	480.00
Total Gruppuso			480.00
Keane & Beane			
10/25/2016	19236	Legal Fees	1,365.00
Total Keane & Beane			1,365.00
Language Sucess Press			
10/11/2016	15126	library materials	226.60
Total Language Sucess Press			226.60
LJD Concrete Corp			
10/14/2016	957	Concrete Steps-Crestwood	1,700.00
Total LJD Concrete Corp			1,700.00
Metalcraft			
10/28/2016	208375	Barcode Labels	353.06
Total Metalcraft			353.06
Midwest Tape			
10/11/2016	94332291	library materials	300.59
10/11/2016	94332293	library materials	127.91
10/11/2016	94345700	library materials	99.10
10/11/2016	94345702	library materials	123.08
10/25/2016	94375725	Materials	45.98
10/25/2016	94375726	Materials	237.87
10/25/2016	94375727	Materials	91.91
10/25/2016	94390409	Materials	199.98
10/25/2016	94390430	Materials	135.10
Total Midwest Tape			1,361.52
National Business Furniture			
10/28/2016	ZJ938829-TDQ	Chair	423.00
Total National Business Furniture			423.00
Norman, Miriam			
10/28/2016	33	Knitting Instruction	175.00
Total Norman, Miriam			175.00
Office Dynamics			
10/14/2016	35609	copier Will Admin Oct-Dec 2016	300.00
Total Office Dynamics			300.00
Powells.com			
10/11/2016	100012243943	library materials	74.60
Total Powells.com			74.60
Preferred Business			
10/25/2016	95434	Supplies	227.50
10/25/2016	95436	Supplies	170.70
Total Preferred Business			398.20
Quill Corp.			
10/11/2016	9331669	library supplies	17.79
10/11/2016	9364997	library supplies	54.87
Total Quill Corp.			72.66
Research Foundation for SUNY			
10/25/2016	14459	Materials	47.94
Total Research Foundation for SUNY			47.94
Rossney, Kendra			
10/11/2016	252	yoga class 9-17-16	100.00
Total Rossney, Kendra			100.00

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 October 2016

Date	Num	Memo	Amount
S & S Worldwide			
10/25/2016	9324175	Supplies	53.07
10/28/2016	9338468	Supplies	138.90
Total S & S Worldwide			191.97
Safeguard Lock & Key			
10/14/2016	2857	Lock Repair-Will	175.00
10/28/2016	3949	Keys	26.00
Total Safeguard Lock & Key			201.00
Schall Hardware			
10/11/2016	14387	supplies and parts	191.07
Total Schall Hardware			191.07
Schreiber, Elyse			
10/14/2016	100416	Reimbursement-Comic Con Ticket	45.55
Total Schreiber, Elyse			45.55
Stanley Convergent			
10/25/2016	13941018	Alarm Monitoring & Maint.-Nov	638.21
Total Stanley Convergent			638.21
Sterling Sanitary Supply			
10/25/2016	a96601	Janitorial Supplies	1,635.80
Total Sterling Sanitary Supply			1,635.80
TabPilot Learning Systems			
10/11/2016	2063	computer supplies	83.20
Total TabPilot Learning Systems			83.20
Todays Business Solutions			
10/14/2016	4272	Branded Printspot Renewal	890.00
Total Todays Business Solutions			890.00
Torres, Arnaldo			
10/14/2016	100416	Reimbursement-Comic Con Ticket	45.55
Total Torres, Arnaldo			45.55
Verizon			
10/25/2016	9144109274oct16	Phone/Alarms	39.80
Total Verizon			39.80
Verizon Wireless			
10/14/2016	9772534969	Cell Phones	327.44
10/28/2016	9773450289	Cell Phones	131.22
Total Verizon Wireless			458.66
Wayne's Electric Service			
10/14/2016	yp1090716	Repairs 9/23 & 9/27/ 2016	467.50
Total Wayne's Electric Service			467.50
WB Mason			
10/14/2016	I38139925	Library Supplies	33.87
10/14/2016	I38150575	Library Supplies	85.08
10/14/2016	I37968040	Library Supplies	571.13
10/14/2016	I38014943	Library Supplies	35.56
10/14/2016	I38091040	Library Supplies	137.32
10/25/2016	cr3553202	Supplies	-3.66
10/25/2016	I38132145	Supplies	15.84
10/25/2016	I38221733	Supplies	256.55
10/25/2016	I38301549	Supplies	517.72
10/25/2016	I38342263	Supplies	177.34
10/28/2016	I38663179	office supplies	92.93
10/28/2016	I38513156	Supplies	79.44
10/28/2016	I38526329	Supplies	89.06
10/28/2016	I38663008	Self Inking Stamps	73.36
Total WB Mason			2,161.54

2:24 PM
 11/04/16
 Accrual Basis

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

Date	Num	Memo	Amount
Westchester Retail Systems			
10/25/2016	67347	Supplies	49.00
Total Westchester Retail Systems			49.00
Xerox			
10/14/2016	086278141	July-Sept TFW 078519	107.88
10/14/2016	08278142	TFN672893 June-Sept./2016	387.22
10/14/2016	086278143	MYP-202212 Sept/2016	95.00
Total Xerox			590.10
Yonkers Auto Center			
10/14/2016	2575	Oil Change 1997 Chevy 4x4	33.70
10/14/2016	2576	New Tires 2011 Dodge Pickup	299.00
Total Yonkers Auto Center			332.70
Yonkers Chamber Of Commerce			
10/14/2016	12777	2 Tickets Annual Dinner	390.00
Total Yonkers Chamber Of Commerce			390.00
TOTAL			167,171.04

CONTRIBUTIONS ACCOUNT Q & A

In preparation for a discussion on the use of Contributions funds, I thought that some background information in advance might be helpful.

What is the Contributions Account?

This is a bank account held in the name of the Yonkers Public Library. We found records going back to 1945, but we believe the account has been in existence for much longer. This account is unrestricted and is separate from our other accounts that are set up for endowed book funds. When CDs mature, we shop for the best rates and open/close accounts when warranted.

How much is in it?

The current balance is nearly \$210,000. The funds are split between one or more CDs and a checking account. Right now, there is \$97,130 in checking, \$26,543 in one CD, \$60,405 in a second CD, and \$25,760 in a third.

Where does the money come from? Is the account growing?

Originally, as the name suggests, the account was used to accept donations. However, the main source of revenue today comes from the public printing system, which nets approximately \$2,000 per month.

What types of expenses are paid from the account?

Currently, the main recurring expense is the maintenance of the public print system (licenses, consumables, occasional equipment repairs/replacements). Other expenses include petty cash and installations in the art gallery, and monthly board dinners. Contributions also serves as a pass-through for Foundation contributions, WLS mini-grants, and donations to the annual Teen Talent Show. This past May, the account provided the seed money for the Gala; that event netted approximately \$7,500 and that money is currently in the checking account.

YONKERS PUBLIC LIBRARY

GENERAL FUND

1945

INCOME

1. Balance on hand January 1, 1945	\$ 2,532.92
2. Fines, reserve fees, waste paper, etc.	2,714.35
3. Gifts	115.00
4. Payments for lost or damaged books, lost borrower's cards	126.06
5. State Grant - State Education Department Allotment	300.00
6. Refund from Baker & Taylor \$ 4.60	19.62
Miss Leuzzi 15.02	
7. Transfer from Saunders Fund Amortization a/c to General Fund to be used toward purchase of Series G. U.S. Savings Bond	493.59
8. Sale of Book Discards	41.75
9. Payments from Charles Schappach on broken victrola records	5.61
10. Bookmobile Accident Insurance	36.20
	\$ 6,385.10

DISBURSEMENTS

Main Library

11. Purchased Series G. U.S. Bond D1788132G	\$ 500.00
12. Appropriation to add to \$ 300 from Amortization Account of the Saunders Fund to purchase \$ 500 Series G. U.S. Bond	200.00
13. Purchase and printing of reserve postcards	127.00
14. Purchase of Books - National Council of Jewish Women	16.61
15. Special Programs: Postage, Printing, Speakers, Films, Records, Chair Rent, etc., Russia Night, Negro History Brotherhood Program, Music Week, Religious Book Week, India Program, Art Tea, East West Registration Fee, Flowers, etc.	358.18
16. Petty cash to various Library Departments	60.00
17. Christmas Decorations	25.00
18. Union Catalog Annual Fee	135.00
19. Typewriter Table	11.00
20. Institutional Memberships (Annual)	
American Library Association	20.00
American Library Association (5 Trustees)	15.00
New York Library Association	3.00
New York Library Association (5 Trustees)	5.00
Westchester County Historical Association	2.50
New York State Historical Association	4.75
Westchester Library Association (5 Trustees)	5.00
Westchester Library Association Newsletter (5 Trustees)	1.25
21. Exhibit Insurance	10.00
22. Staff Room Equipment: Waste Baskets, cabinet	16.45
23. Painting of Children's Room, Second Floor Hall & Stairway Hall	1,640.00
	\$ 3,155.74

DISBURSEMENTS

Carried Forward \$ 3,155.74

Main Library (Cont'd.)

24. Entertaining Columbia Library School Students, and Mr. Ed Wight	22.92
25. Radio Committee Dinner Meeting, and L.P.R.C. Meeting	7.36
26. Round Trip Albany to New York (Mrs. Lucas interview)	6.21

Crestwood Branch Library

27. Repairs to stucco, painting exterior woodwork and casement windows	240.00
28. Story Teller for Children during Book Week	5.00
29. Christmas Decorations	5.00

Armour Villa Park Branch Library

30. Christmas Decorations	5.00
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\$ 3,447.23

Balance on hand December 31, 1945

2,937.87

\$ 6,385.10