

JOINT MANAGEMENT REPORT
FEBRUARY 2017

We lost one full day of service on Thursday, 2/9, due to a snow storm.

It appears that the City is holding to its decision not to cover YPL for liability insurance any more. Vivian is working with our broker to get quotes. The first quote received was for approximately \$55,000.

The bid opening for the Will façade project was held on 2/7. Three bids were returned, and all of them were higher than our budget could support. However, the architects are negotiating with the two lowest bidders and they will have a recommendation for us in time for our board meeting.

As discussed at the last meeting, we have contracted with Element Architects to do a feasibility study on accessibility at the Crestwood Branch. We are also working with the COY Engineering Department to review proposals for engineering studies from several firms in preparation for the boiler replacement project at Will.

The season finale of the Netflix series 'Gypsy' was filmed at the Will Branch during the week of 2/5. There were some minor disruptions in service, but they were manageable, and the production company was very happy with the location. Another company is checking out Will for a similar production, and we are waiting to hear back from them.

This month, YPL began moving staff from the Exchange email system to a Google product called G Suite. Once the move is completed, staff will be working with a more flexible and robust (and free) platform.

While the YPS Library Card project has hit a snag, it is not dead yet. We have reached out for assistance in resolving the potential FERPA issue.

The Museum Pass program is moving forward. We expect to add passes for nine new museums in coming weeks. We will be using a program called TixKeeper to manage the passes. The program will allow patrons to reserve passes in advance online.

MEETINGS ATTENDED THIS PERIOD

1/27	Susan	Branch Administration, Riverfront
1/30	Susan	Vinnie Bagwell, Riverfront
1/31	Ed	Charities Symposium, Riverfront
2/1	Ed & Susan	Mayor Spano, City Hall

2/2	Ed	Thursday Lunch Club
2/3	Ed	New York State Budget Forum, Greenburgh Public Library
2/4	Susan	Black History Month Motown Concert, Riverfront
	Ed	Black History Book Fair, PC4
2/6	Ed & Susan	Will Kang, phone meeting
2/7	Ed& Susan	Façade Project Bid Opening, Riverfront
	Susan	TixKeeper Web Demo
2/8	Susan	Women in Business, Chamber of Commerce
	Susan	Evan Bishop and Katori Walker, Riverfront
	Susan	Social Media Committee, Riverfront
2/10	Ed & Susan	YPL Foundation, Mt. Olympos Diner
	Susan	Councilman Christopher Johnson's Annual Black History Month Gospel Concert, Riverfront
2/15	Susan	Christian Zabriskie, Will
	Susan	Core Competencies Committee, Will
2/16	Susan	PLDA, Elmsford
	Susan	Thursday Lunch Club
	Susan	CollectionHQ, phone meeting
	Susan	Mayor's Black History Month Celebration, City Hall
2/21	Susan	Yonkers Immigration Coalition, Riverfront
	Susan	New York State Budget Forum, Riverfront
	Susan	ARTY meet-up, Yonkers Brewing Company
2/22	Susan	New York State Budget Forum, Will
2/23	Ed & Susan	Strategic Plan Roll-out for Department Heads, Riverfront
		Thursday Lunch Club
2/24	Susan	Boiler Walk-through, Will
	Susan	CPCY Advocacy Workshop, Riverfront
	Susan	Dominican Flag Raising, City Hall
	Susan	West African Art Festival, PC4
2/27	Susan	Branch Administration, Will
	Susan	Staff Development Planning Committee, Will
2/28	Ed & Susan	Chamber Breakfast, Hampton Inn
	Susan	Coding Training Partnership, Riverfront

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

January 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	28	28		
			<u>Dev.</u>	<u>%</u>
RIVERFRONT LIBRARY				
Adult	14,938	12,950	(1,988)	
Children's	5,678	5,646	(32)	
Total Riverfront Circulation	20,616	18,596	(2,020)	-9.80%
 GRINTON I. WILL BRANCH				
Adult	25,820	23,755	(2,065)	
Children's	12,561	11,412	(1,149)	
Total Will Circulation	38,381	35,167	(3,214)	-8.37%
 CRESTWOOD BRANCH				
Adult	2,728	2,898	170	
Children's	823	1,234	411	
Total Crestwood Circulation	3,551	4,132	581	16.36%
 E Content (All Branches)	7,269	5,951		
TOTAL CIRCULATION				
Total Current Month	69,817	63,846	(5,971)	-8.55%
Total Previous Months	-	-	-	<u>0.00%</u>
Total Year to Date	<u>69,817</u>	<u>63,846</u>	<u>(5,971)</u>	<u>-8.55%</u>

Monthly: January 2017

ELECTRONIC USAGE COUNT

	2016	2017
Riverfront Branch	12,368	12,228
Will Branch	6,213	6,606
Crestwood Branch	179	662
Total	18,760	19,496

TURNSTILE COUNT

	2016	2017
Riverfront Library	33,027	29,684
Will Branch	31,965	35,461
Crestwood Branch	4,050	4,569
Total	69,042	69,714

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,152	34,953	23,992	60,097
Contract	0	107	3	110
Courtesy	1	2	22	25
Guest	0	3	0	3
Internet	0	2	0	2
Juvenile	570	7,764	8,946	17,280
Staff	10	109	77	196
Teen	32	6,574	2,138	8,744
Temp	0	9	1	10
Total	1,765	49,523	35,179	86,467

YONKERS PUBLIC LIBRARY

REFERENCE STATISTICS January 2017

	<u>Last Year</u>	<u>This Year</u>	<u>Dev.</u>	<u>%</u>
RIVERFRONT LIBRARY				
Clerical Services	367	-	(367)	
Reference	1,681	1,589	(92)	
Reader's Advisory	2,708	2,427	(281)	
Total Adult	4,756	4,016	(740)	
Children's	892	518	(374)	
Total	5,648	4,534	(1,114)	-19.72%
GRINTON I. WILL BRANCH				
Adult/YA	-	-	-	*See attached sheet
Reference/J.I.C.	-	-	-	
Fine Arts	-	-	-	
Total Adult	-	-	-	
Children's	-	-	-	
Total	-	-	-	0.00%
CRESTWOOD BRANCH				
Adult	565	1,448	883	
Children's	460	592	132	
Total	1,025	2,040	1,015	99.02%
TOTALS				
Current Month	6,673	6,574	(99)	-1.48%
Previous Months	-	-	-	0.00%
Year to Date	6,673	6,574	(99)	-1.48%

Yonkers Public Library - Grinton I. Will Branch

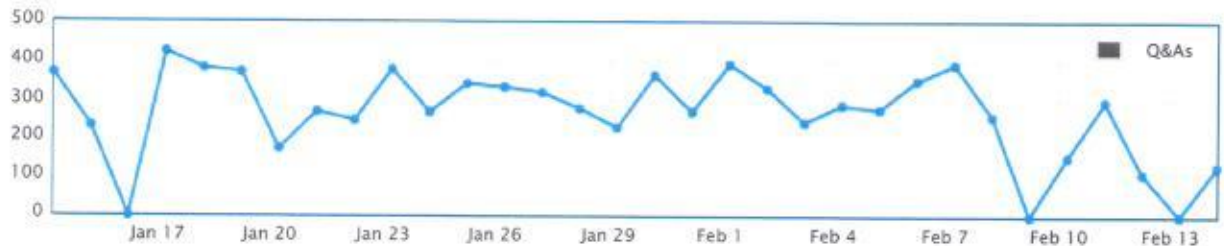
[staff@ypl.org](#) | [Change password](#) | [Sign out](#)

[Add question](#) | [Search](#) | **Reports** | [My account](#)

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Start 2017-01-01 **End** 2017-01-31

Question Count



Duration

1-2 minutes	6637
2-5 minutes	1513
10+ minutes	320

Question Type

Fiction	978
Non-Fiction	646
Reference	619
Readers Advisory	108
Directional	434
Media	122
Programming	346
Graphic Novel	4
Holds	192
Technology	757
Other	700
Issue Library Card	248
Clear Fines	264
Claims Returned	11
Check-Out Materials	3041

Asked by

Patron	8325
Staff	133
Other	12

Format

In Person	7647
Phone	823
Email	0

Location

Cre Circulation	66
Cre Children's	2
Riv Children's	0
Riv Circulation	0
Riv Young Adult	0
Riv Reference	0
Riv Computer Room	0
Riv Info	0
Will Children's	1643
Will Circulation	4038
Will FA/YA	736
Will Reference	1953
Will Computer Room	0

Will Info

32

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YONKERS PUBLIC LIBRARY

PERSONNEL REPORT

FEBRUARY 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 - JANUARY**

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
January	Literacy Solutions NY: Tutors	A	140
January	Literacy Solutions NY: Learning Center Use	A	55
6 sessions	Literacy Solutions NY: Basic Classes	A	92
January	Read Away Your Fines	A	62
5 sessions	Knitting & Crocheting Workshop	A	76
1/4	Riverfront Book Club: The Little Paris Bookshop by Nina George	A	9
1/4	Job Search Coach	A	8
12 sessions	TASC Connect	A	39
1/8	Películas para la Familia en Espanol: Matilda	A	11
1/9	Books Before Bedtime: A Walk in the Woods by Bill Bryson	A	5
1/9	Coloring for Adults	A	7
1/11	Manualidades Con Velas Para El Año Nuevo (Candles for the New Year)	A	7
1/15	Movie: Central Intelligence	A	53
1/18	Healthy Eating: Diabetes	A	14
1/19	Riverfront Genealogy Club	A	7
1/19	Zumba Class	A	27
1/22	Movie: Finding Nemo & Finding Dory	A	65
1/21	Sew Amazing!	A	13
1/23	Hudson Valley Blood Services Blood Drive	A	54
1/24	Masala Bhangra Dance Class	A	7
1/25	Energy Healing Meditation	A	25
1/31	Introduction to Genealogy	A	14
January	Read Away Your Fines	Y/A	12
4 sessions	Gaming Thursdays	Y/A	52
1/10, 17	Taco Tuesday	Y/A	34
1/24	Teen Makeup	Y/A	10
4 sessions	Toddler Storytime	JUV	90
4 sessions	Babies and Books	JUV	50
1/17, 24	Picture Book Time	JUV	30
1/18	Popcorn Party	JUV	35
1/19	Winter Story & Craft	JUV	50
1/24	Bilingual Story & Craft	JUV	27
1/30	America Reads	JUV	14

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
1/10, 24	Queen's Daughter Day Care	Internal	JUV	60
1/11, 25	Queen's Daughter Day Care	External	JUV	59
1/24	St. Peter's Day Care	External	JUV	45

HOMEWORK HELPER

Date(s)	Type	Attendance
12 sessions	JUV	132

NUMBER OF LIBRARY PROGRAMS:

81

ATTENDANCE AT LIBRARY PROGRAMS:

1,490

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
1/3, 9	Yonkers Paddling & Rowing Club	23	
1/3	Alzheimer's Association Caregiver Support Group	6	
1/5	HobbyQuest Training	6	\$25.00
4 sessions	Andrus Community Services Early Childhood Parent Workshop	106	
4 sessions	Women's Enterprise Development Center Entrepreneurial Training	80	
1/6	Pace University Housing & Residential Life Staff Retreat	12	
1/6	Westchester Disabled On the Move ACCES-VR Orientation	15	
1/7	Dobbs Ferry Public Library Board Retreat	6	
1/9	LGBTQ Advisory Board	6	
1/10	Ability Beyond: Windows without Walls	6	
1/10	Silversons Realty: Downsizing in Today's Market	10	
1/10, 12	Yonkers Partners in Education YPIE Fellows Parent Info Session	69	
1/11	Yonkers On the Move	8	
1/11, 17	Yonkers Arts Meeting	21	
1/11	Yonkers Coalition for Youth	20	
1/12	Project Reach for LYFE	26	
1/12, 19, 26	Project Inspire Meeting	16	
1/13	Relative Caregivers Support Group	12	
1/13	Westchester County Partners for Undoing Racism	12	
4 sessions	Yonkers Day Laborers Association OSHA Training	60	\$100.00
1/14	Image for the College Life Magazine Meeting	9	
1/14	Oromo Diaspora Association Community Meeting	26	
1/15	Westchester Steelers Team Meeting	33	
1/17	United Way Minority Healthcare Access Forum	51	
1/17	Avon District Meeting	28	\$100.00
1/19	Andrus Community Services Healthy Families	26	
1/20	Family Services Society of Yonkers Kinship Support Group (Spanish)	6	
1/21	Carrington Engineering OSHA Information Session	20	\$150.00
1/23	YPS Transportation: Bus Monitor Refresher	175	
1/23	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	11	
1/24	YPS Special Education: Suicide Safety in Schools Workshop	43	
1/24	Community Planning Council Board Meeting	15	
1/24, 26	Community Planning Council Work Program Meeting	12	
1/25	SCORE Small Business Workshop: Using Quickbooks for Your Financials	28	
1/26	Project Reach for LYFE Complete Streets Forum	26	
1/27	City of Yonkers Planning & Development: Exporter's Event	26	
1/27	Local 628 Firefighters Meeting	7	
1/28	Fit Club	20	\$150.00
1/28	Brahma Kumaris: Self-Realization & Meditation Lecture	30	
1/28	NY 16th Congressional District Neighborhood Meeting	100	
1/29	Chi Eta Phi Meeting	13	
1/30	Community Afterschool ESL Tutoring	16	
1/31	NYS Attorney General Charities Symposium: Doing Well While Doing Good	268	
1/31	VOCAL NY Action Meeting	28	

ATTENDANCE AT NON-LIBRARY PROGRAMS:

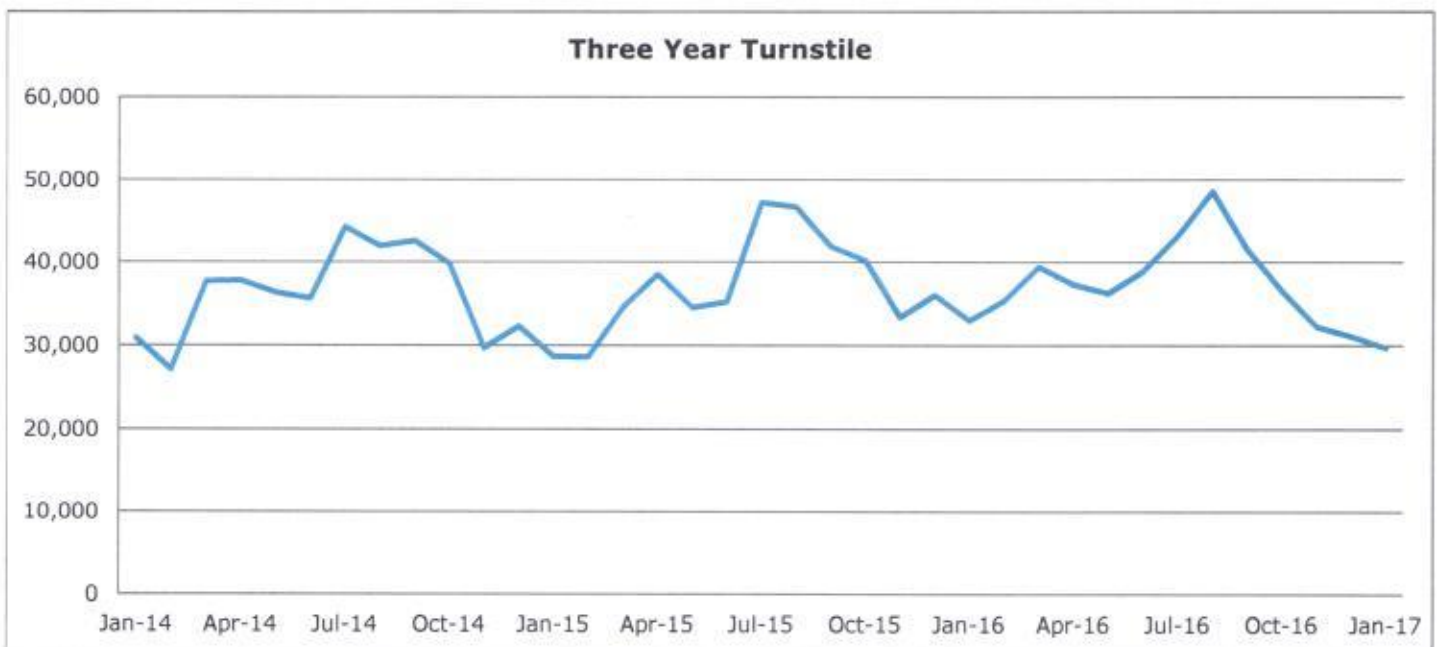
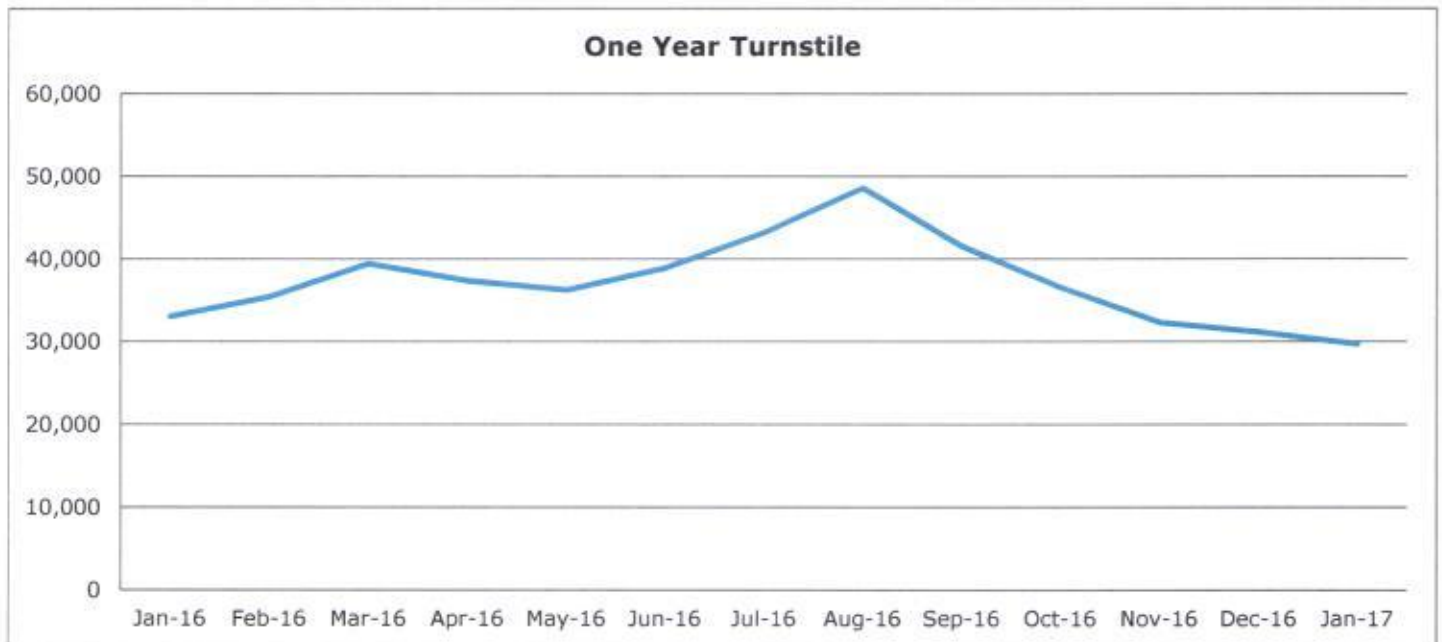
1,537

GRAND TOTAL PROGRAM ATTENDANCE

3,027

Electronic Use Count

	<u>Count</u>
PC Sign Up	12,084
23 English-speaking Computer Classes	126
5 Spanish-speaking Computer Classes	18
TOTAL ELECTRONIC USE COUNT:	12,228
RIVERFRONT LIBRARY TURNSTILE COUNT:	29,684



Room	# Events	Hours	Utilization
Arts & Crafts Room	24	46.00	17.76%
Auditorium	4	12.50	4.83%
Auditorium and Event Space	2	7.75	2.99%
Board Room	20	61.25	23.65%
Community Room A	9	21.50	8.30%
Community Room A & B	14	47.25	18.24%
Community Room B	2	7.00	2.70%
Event Space	1	5.50	2.12%
Learning Lab	32	59.50	22.97%
Maker Lab	7	15.00	5.79%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	0	0.00	0.00%
Room 1	7	20.00	7.72%
Room 2B	20	56.25	21.72%
Room 3	5	10.50	4.05%
Room 4A	0	0.00	0.00%
Room 4B	17	50.00	19.31%
Small People's Place	17	21.00	8.11%
Table Space 1	26	105.00	40.54%
Tech Central	10	25.50	9.85%
Third Floor Computer Lab	1	2.00	0.77%
Yonkers Room	12	36.50	14.09%
Young Adult Room	7	21.00	8.11%

Events reflects reservations, not actual usage

Hours includes regular library hours and overtime

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
1/11, 18 & 25	Chess Club	Juv	14
1/13	Lego Club	Juv	36
1/14	Saturday Story Time	Juv	28
1/17	Musical Story Time	Juv	47
1/17	Squirrel Appreciation Story & Craft	Juv	9
1/23	Winter Story & Craft	Juv	21
1/25	Story Time Yoga	Juv	18
1/30 & 31	Nursery Rhyme Time	Juv	67
1/3,5,10,12,17, 19, 24,26 & 31	Senior Benefit Information Center	Adult	11
1/5,12,19 & 26	Bridge Club	Adult	64
1/10 & 17	Crochet Club	Adult	30
1/11 & 25	Webs Career Counseling	Adult	10
1/23	Film-Invasion of the Body Snatchers	Adult	11
1/23	TASC Connect	Adult	5
1/24	Art Film Series-My Love, Don't Cross that River	Adult	21
1/30	Sing Memorable Songs	Adult	37
1/31	Book Discussion w/Laurie Antash	Adult	12
1/31	Feature Film- Scully	Adult	64
1/3,10,17 & 24	Tuesday Game Challenge	YA	24
1/4,11,18 & 25	Coloring for Teens	YA	14
1/9 & 23	Board Games Challenge	YA	6
1/12,19 & 26	Teen Tech	YA	18
1/13,20 & 27	Brain-Breaker	YA	20
1/14	Teen Advisory	YA	9
1/14	Teen Book Discussion	YA	9
20 Sessions	Electronic Games	YA	214
20 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	598

CLASS VISITS

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

OUTREACH

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

HOMEWORK HELPER

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
16 Sessions	Homework Helper	Juv	113

NUMBER OF LIBRARY PROGRAMS
ATTENDANCE AT LIBRARY PROGRAMS:

108
1,530

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
1/3,4 & 5	AARP Tax	300	
1/4,5,6,7,8,9,10, 11,12,13,14, 15 & 16	Little Radical Theatrics	500	
1/4	UFO Roundtable	20	
1/4	Hispanic Professionals	20	
1/5 & 26	Jewish Council of Yonkers	45	
1/8	Amateur Radio Club	15	
1/9	Writers' Workshop	10	
1/9 & 10	LaLeche League of Yonkers	6	
1/10	US Postal Carriers	30	
1/10	Refrigeration Engineer	8	
1/11	Toastmasters	10	
1/12	Yonkers Male Glee Club	7	
1/12	Yonkers Philharmonic	7	
1/14	CTS Study Group	15	
1/18	Master Gardeners Cornell Cooperative	45	
1/18	Lower Hudson Valley Progress Action Network	10	
1/18	National Assessment of Educational Progress	10	
1/21	Driver's Safety	35	\$50
1/24	Yonkers Municipal Housing	7	
1/24	Harwich Management	30	\$250
1/25	Housing Action Council	30	
1/26	Special Citizens	15	
1/28	Alpha Phi Alpha Fraternity	50	
1/28	Empire Safety Driving Program	40	\$50
1/29	Ahmadiyya Muslim Community	60	
1/29	American Irish Association	20	
1/30	Bronxville Paranormal Society	8	
20 Sessions	Little Leners-Parks Dept.	405	
20 Sessions	Senior Center-Yonkers Park Dept	520	

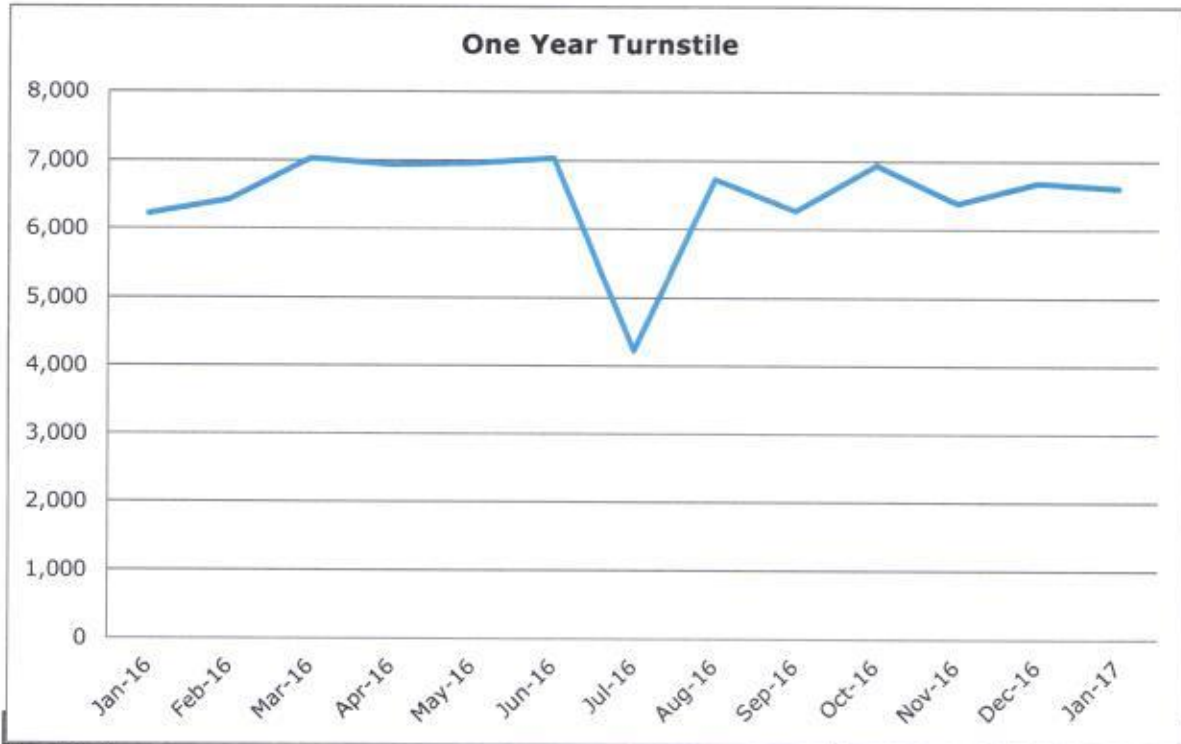
ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,278

GRAND TOTAL PROGRAM ATTENDANCE 3,808

PC Sign Up 6,491
13 computer classes 115

TOTAL ELECTRONIC USE COUNT: 6,606

Will Library Turnstile Count 35,461



Auditorium	183	60.16%
Meeting Room	27	8.90%
Projection Room	102	33.44%
Sen. Flynn Room	40.27	13.20%
Story Room	38.58	12.65%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
7 sessions	Tech Drop-In	A	78
2 sessions	Sing Memorable Songs	A	20
4 sessions	News & Brews	A	74
4 sessions	PC Cruzin'	A	12
11 sessions	Help Desks	A	18
3 session	Yoga for Yogis	A	29
5 sessions	Color @Crestwood	A	44
3 sessions	Non-pretzel Yoga for Adults	A	58
2 sessions	Bronx Center Visits	A	16
1 session	ARC Group Visit	A	8
1 session	Crestwood Reiki Experience	A	11
1 session	Email Tips & Tricks	A	4
1 session	TumbleBooks Demo	A	150
1 session	Downloading Ebooks: Tech Drop-In	A	10
1 session	Hoopla Demo	A	120
1 session	Mahjong	A	8
1 session	Food Fun	A	12
1 session	Crestwood Book Club	A	14
1 session	Juana Jar Hot Cocoa	JUV	20
1 session	Saturday Storytime	JUV	29
1 session	Pawsitive Tails	JUV	29
1 session	Chinese New Year Celebration	JUV	43
1 session	Squirrel Story & Craft	JUV	20
8 sessions	Music & Merriment (9:30 & 11am)	JUV	312
1 session	Winter Story & Craft	JUV	40
4 sessions	Crestwood Cinema	JUV	63
4 sessions	Chess	JUV	46
1 session	Teen Readers: Book Group	YA	9
5 sessions	Teen Tuesdays	YA	40
1 session	Book Buzz	YA	50
1 session	VOLUNTEENS	YA	12

HOMEWORK HELPER

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

NUMBER OF LIBRARY PROGRAMS:

80

ATTENDANCE AT LIBRARY PROGRAMS:

1,399

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
8 sessions	Parks Dept. Senior Group #16	N/A	80
1/11	Friends of Crestwood Library Board Meeting	N/A	6
1/11	Westchester Homeschoolers Knitting Meetup	N/A	16

ATTENDANCE AT NON-LIBRARY PROGRAMS:

0

102

GRAND TOTAL PROGRAM ATTENDANCE:

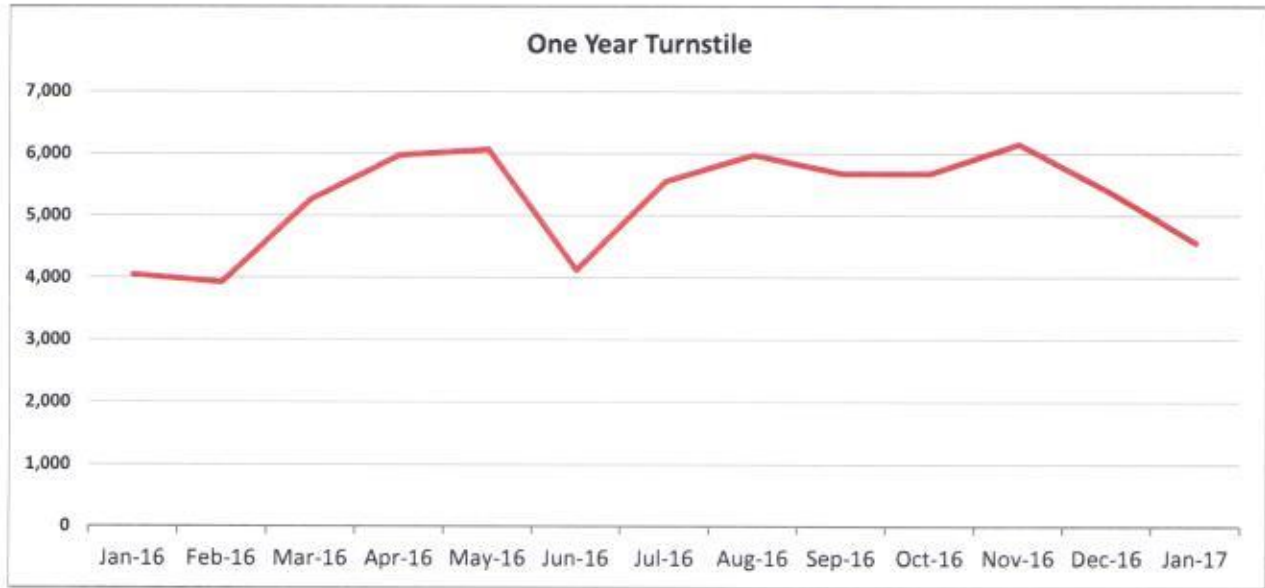
1,501

Electronic Use Count

PC Sign Up	Count
26 Computer Events- Classes/workshops/drop-ins/help desk	279
	383

TOTAL ELECTRONIC USE COUNT: 662

CRESTWOOD LIBRARY TURNSTILE COUNT: 4,569



Room	# Events	Hours	Utilization
Adult Computer Area	26	43.5	24.93%
Children's Room	40	80	45.85%
Reading Room	17	30	17.19%
Teen Corner	7	30	17.19%
	90	183.5	

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

BOOK STOCK

For the Month of JANUARY 2017

RIVERFRONT LIBRARY	2017	2016
Number of volumes at end of previous month	159,858	
Number of volumes added this month	442	
TOTAL	160,300	
Number of volumes lost/withdrawn this month	1,001	
TOTAL VOLUMES RIVERFRONT LIBRARY	159,299	156,823

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	150,801	
Number of volumes added this month	828	
TOTAL	151,629	
Number of volumes lost/withdrawn this month	1,106	
TOTAL VOLUMES GRINTON I. WILL BRANCH	150,523	154,796

CRESTWOOD BRANCH		
Number of volumes at end of previous month	21,270	
Number of volumes added this month	250	
TOTAL	21,520	
Number of volumes lost/withdrawn this month	28	
TOTAL CRESTWOOD BRANCH	21,492	22,833

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	331,314	334,452
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G Y P S Y

Universal Television, LLC

February, 17, 2017

Attn: Edward Falcone
Yonkers Public Library
1 Larkin Center
Yonkers, NY 10701

Dear Edward:

Principal photography of Season One of the Netflix show *Gypsy* has come to an end. On behalf of the Locations Department and the entire cast and crew of *Gypsy* we would like to take this opportunity to express our sincere gratitude for all of your assistance with our project. We greatly appreciate all of your time, care, and hands on approach throughout the entire process. Our work at the Yonkers Public Library was a tremendous success, and we couldn't have done it without your patience, cooperation and efforts throughout the process.

We also extend special thanks to Susan Thaler, Christian Zabriskie and Russell Martinez for providing us with a great deal of assistance in a helpful, professional, and courteous manner. We greatly appreciate all your time, care, and hands on approach throughout the entire process.

By opening your doors to our production, not only did you help us to create a unique aesthetic for the project, but also helped support an industry that employs many of your neighbors, and is an increasingly essential part of the New York economy. We take great care in our work and strive to make each film project a positive experience in hopes that the next project will be welcomed with open arms, just as we were.

We greatly value the relationship we have established with you and we look forward to working with you again in the near future!

Sincerely,


Guy Efrat
Location Manager

Universal Television LLC
355 Kingsland Avenue, 4th Floor
Brooklyn, NY 11222

January 2017

Dear Board President:

As the new year gets under way, on behalf of Westchester Library System (WLS), I would like to thank you for taking on the vital role of being a library trustee and for your leadership as Board President. Trustees help ensure excellent library service for present day and future generations, and WLS is here to help.

WLS empowers trustees through specialized educational opportunities. While we did not offer any sessions in 2016 due to our headquarters move from Tarrytown to Elmsford, we are planning to start up again in 2017. Offered on a quarterly basis, WLS Trustee Institutes are geared toward helping trustees learn more about library issues and trends and best practices on how to deal with them. This year's Institutes will include moderated discussions on particular topics to foster networking and collaboration. The general schedule is below, and formal invitations will go out prior to each session with more details; but we would appreciate your sharing this information with your board members.

DATE	TOPIC	LOCATION
APRIL 27	Financial Statements	WLS Headquarters NEW Location: 570 Taxter Road, Elmsford, NY
JUNE 7	Board Meeting Minutes	Katonah Village Library
OCTOBER 3	Effective Board Meetings	Eastchester Public Library

On a day-to-day basis, WLS empowers the operations of your library by managing the online library system and online catalog; Internet/wireless access; delivery service of library materials; and professional training and consulting in program areas for Youth Services, Outreach Services, Prison Services, Youth Connections, Educational & Career Counseling and Adult Services.

By becoming a trustee, you have already shown a belief in the importance of libraries in our communities; but that message also needs to be shared with our local, County and State officials. WLS coordinates annual advocacy efforts at the County and State levels, and we invite your assistance in contacting your elected officials. A simple phone call or email to your representative or attendance at the annual **Library Advocacy Day** in Albany sponsored by the New York Library Association (NYLA)—which is scheduled this year for **Wednesday, March 1st**—can go a long way in sustaining future funding and supporting the legislative needs of our libraries. Advocacy information can also be found on our website at <http://www.westchesterlibraries.org/library-advocacy/>.

We look forward to working with you throughout the new year.

Sincerely,



Terry L. Kirchner
Executive Director

2/23/17

VIA E-mail & mail

Yonkers Public Library
One Larkin Center
Yonkers, NY 10701



Att: Edward Falcone, Director

Re: Exterior Envelope Restoration - Grinton I. Will Library
Recommendation for Award of Bids

Greetings:

We are writing to provide our recommendations on the award of bids for the above referenced project. The most recent solicitation of bids yielded three qualified proposals. The two lowest bidders, Milcon and Piazza, are extremely close in pricing. The determination of the low bidder changes based on the alternates that are selected. We met with both of the low bidders to try and ascertain if they had bid the project correctly and understood the scope and quality of the proposed work. Both bidders seem to understand the project well and we explored some potential additional savings items with them.

The biggest challenge is that the base bids still exceed the funds available for the project at this time so that alternates need to be selected that reduce the base bid and additional savings needs to be pursued through the credit change order process to arrive at a contract price that is affordable within the available budget. We shared this information with both low bidders and have summarized the results of these discussions below.

	Milcon	Piazza	Difference	Low Bidder
Base Bid	\$ 2,344,000	\$ 2,329,000	\$ 15,000	Piazza
Alternate #5 Deduct - South Wall/Windows	\$ (219,000)	\$ (250,000)		
	\$ 2,125,000	\$ 2,079,000	\$ 46,000	Piazza
Alternate #2 - Stainless Steel Handrails	\$ (20,000)	\$ 175,000		
	\$ 2,105,000	\$ 2,254,000	\$ 49,000	Milcon
Credit Change Orders*	\$ (117,005)	\$ (88,000)		
	\$ 1,987,995	\$ 2,166,000	\$ 178,005	Milcon
Additional Proposed Savings**	\$ (106,145)	\$ -		
	\$ 1,881,850	\$ 2,166,000	\$ 284,150	Milcon
Add Back Alt. #2	\$ 20,000	\$ (175,000)		
	\$ 1,901,850	\$ 1,991,000	\$ 89,150	Milcon

*This is for reducing the number of vertical solar shades on the front of the building.

**This eliminates allowances for additional work that were included in the base bid and may not be needed.

Kaeyer, Garment + Davidson Architects, PC

785 Main Street, Mount Kisco, New York 10549

914.666.5906 kgdarchitects.com

Based on the information received and efforts to reduce the initial cost of the contract we see no reason to not proceed with award of the contract to Milcon Construction for a revised contract amount of \$1,881,850. Once alternates #2 & 5 are selected they are the low bidder and their proposals for further price reductions are also the most favorable.

The pricing for Alternate #2 is critical in tipping the bid in favor of Milcon. This alternate is for the exterior handrails which were to be galvanized steel in the base bid and stainless steel (much higher quality) in the alternate. Milcon seems to have priced this in an unusual manner with the higher quality material actually resulting in a credit but they insist that they will provide the stainless steel handrails for a reduced price of \$20,000.

During the course of the most recent discussions it seems that Milcon is most interested in performing this project for the Library. The proposed contract amount is also affordable within the available funding as summarized below:

PROJECT SUMMARY	
Contract Award Amount	\$ 1,881,850
Remaining Architectural Fees	\$ 32,000
Air Monitoring Allowance (estimated)	\$ 25,000
Construction Contingency Amount	\$ 51,150
Current Project Budget	\$ 1,990,000

The summary above includes a small construction contingency for unforeseen conditions, if they arise, that will require additional work. This will have to be monitored carefully and may require deferring some of this additional work. We will also request that the pricing on Alternate #5 be held so that if the Library's grant funding is approved later this spring the north elevation can be added back to the contract.

As you are aware the project budget was first developed with bids to be received in 2013. The low bid that was obtained initially was \$1,870,000. Since that time, there has been some added scope due to the intervention of SHPO and construction costs, according to industry reference standards, have increased approximately 15%.

We believe that the most recent set of bids has produced the best results that can be obtained and we recommend that the Library move forward with the portion of the work that is affordable as outlined above. With some of the work completed, this will hopefully provide confidence in the outcome and lead to the approval of the remaining funding to complete the exterior restoration of the building.

Please contact me if you have any questions or concerns about how best to go forward at this point or if you would like to review this with your attorney or Board.

Sincerely:
KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC



Russell A. Davidson, FAIA – President
Enc.

YONKERS PUBLIC LIBRARY - PRICE BREAKDOWN # 5

TEMPORARY FACILITIES	\$	22,075.00
GENERAL REQUIREMENTS (ENGINEERING, EQUIPMENT, TEMPORARY PROTECTION	\$	100,515.00
SIDEWALK BRIDGES AND SCAFFOLDING	\$	154,322.00
TEMPORARY PARTITIONS	\$	124,577.00
ASBESTOS REMOVAL	\$	81,099.00
DEMOLITION (WINDOWS, SHADING, WALL PANELS, RAILINGS)	\$	177,328.00
CMU WALL PREPARATION	\$	30,618.00
WALL WATERPROOFING AND INSULATION	\$	43,774.00
WALL PANELS & LOUVERS	\$	308,501.00
STOREFRONT SYSTEM WITH STANDARD GLAZING (MIDDLE OF FRAME), UPPER OPERABLE WINDOWS ELIMINATED, LOWER OPERABLE WINDOWS TO BE MANUALLY OPERATED	\$	601,550.00
ALUMINUM COLUMN ENCLOSURE	\$	47,858.00
FIN TUBE ENCLOSURE	\$	31,602.00
CONCRETE CURB AND EXPANSION JOINT AT MAIN ENTRANCE	\$	16,392.00
MINOR FINISHING WORK	\$	8,452.00
SIGNAGE	\$	8,398.00
SOLAR FIN MESH AS PER REVISED QUOTE, INSTALLATION BY MANUFACTURER'S APPROVED CONTRACTOR	\$	207,375.00
SOFFIT ANCHORS FOR MAINTENANCE EQUIPMENT	\$	24,815.00
HSS COLUMNS AND BEAM BRACING EXISTING WIND COLUMNS	\$	63,200.00
STEEL SUPPORTS FOR SOLAR FIN	\$	13,800.00
RAILINGS	\$	69,414.00
UNIT PRICE - TAR ABATEMENT - ADDITIONAL 100 SF	\$	3,286.00
UNIT PRICE - CAULK ABATEMENT - ADDITIONAL 100 LF	\$	2,294.00
UNIT PRICE - EXPOSED REINFORCING STEEL - 100 LOCATIONS	\$	14,374.00
UNIT PRICE - SPALLED CONCRETE REPAIRS - 50 LOCATIONS, SHALLOW	\$	1,794.00
UNIT PRICE - SPALLED CONCRETE REPAIRS - 50 LOCATIONS, DEEP	\$	14,258.00
UNIT PRICE - OVERHEAD SPALLED AREAS REPAIRS - 300 SF	\$	20,904.00
UNIT PRICE - BRICK REPOINTING - 50 SF	\$	1,022.00
UNIT PRICE - STONE REPOINTING - 100 SF	\$	4,004.00
UNIT PRICE - STEEL COLUMN CONNECTION REPLACEMENT/ REINFORCEMENT	\$	19,394.00
FINAL CLEANUP & DEMOBILIZATION	\$	10,000.00
	\$	2,226,995.00
Base Bid	\$	2,344,000.00
Alternate # 2 Deduct	\$	(20,000.00)
Alternate # 5 Deduct	\$	(219,000.00)
	\$	2,105,000.00
Additional Contract Deductions	\$	(117,005.00)
Subtotal	\$	1,987,995.00
Potential Additional Savings - Soffit Anchors & Unit Prices	\$	(106,145.00)
Total Bid Price	\$	1,881,850.00



February 22, 2017

Ms. Teresa May, AIA
Kaeyer, Garment + Davidson Architects
285 Main Street
Mount Kisco, NY 10549

Re: Yonkers Public Library – Grinton I. Will Branch

Dear Ms. May,

Thank you for considering Milcon for the Yonkers Public Library - Grinton I. Will Branch. As you know we were the low bidder on the earlier bid and spent a substantial amount of time working through the details of the project. We feel we have the most in-depth knowledge of the project and will be the most valuable to making the project flow smoothly.

As you will see from the breakdown below we are also the most competitive option as well. Our current revised price for the scope detailed below is \$1,881,850.00.
We would like to offer the following discounts:

As you know, taking Alternate 2 gives the Library the Stainless Railings instead of Galvanized and makes us the low bidder – even lower than the Base Bid without touching the deduct. It would not make any sense to not do that in the first place.

Then taking Alternate 5 – deduct of \$219,000.00 brings our bid price down to \$2,105,000.00.

Value Engineering Discount - \$117,005.00 comes from taking out the solar mesh on the outer portions of the windows and the associated steel as well as a couple of other minor adjustments.

Potential additional savings \$106,145.00 (Soffit anchors and unit prices).

Base Bid	\$ 2,344,000.00
Alternate # 2 Deduct	\$ (20,000.00)
Alternate # 5 Deduct	\$ (219,000.00)
	\$ 2,105,000.00
Value Engineering Discount	\$ (117,005.00)
Subtotal	\$ 1,987,995.00
Potential Additional Savings – (Soffit Anchors & Unit Prices – highlighted on attachment)	\$ (106,145.00)
Total Bid Price	\$ 1,881,850.00

Please review and feel free to call if you have any questions regarding the scope of work or any aspect of the project.

Thank you for your time.

Sincerely,

Scott J. Miller, President

Scott Miller
President



3 W. Stevens Ave. Hawthorne NY 10532 • 914.741.4435 fax.741.2087 piazzaincconstruction.com

February 22, 2017

RE: Yonkers Public Library Grinton I. Will Branch – Replacement of Exterior Façade Systems

Dear Teresa,

As per your discussion with John Piazza and as requested in the event Piazza Inc. is awarded the Project for the Yonkers Public Library Grinton I. Will Branch Piazza will execute the following credits:

- 1) \$2,329,000: BASE BID
- 2) - \$73,000: DEDUCT FOR REDUCED SUNSHADE QUANTITY
- 3) - \$10,000: Reduced components for TEMPORARY WALL
- 4) - \$5,000: CHANGE GLASS SOLARBAN , 70 X I LOW E FILM TO SOLARBAN 60 LOW E FILM (have only received this from Glass Solutions)
- 5) - \$250,000: DEDUCT ALTERNATE # 5
- 6) TOTAL : \$1,991,000

This gets you closer to the approximate budget you provided of \$1,885,000.

Please feel free to contact us with any questions.

Thanks

Tony Monaco/Project Manager

PROPOSED REVISION OF THE YPL SELECTION POLICIES

We are continuing a review of the YPL policy manual, and occasionally we will be recommending revisions, deletions or additions to it. This month, we took a look at Section 8 of the manual, which is labeled Selection Policy. We are proposing a drastic revision of this section, including the elimination of most of the policies. Since there is a lot for you to consider in this document, we're sending this out well in advance of the next meeting. Please take a look at our notes and recommendations, and send any questions to us for clarification. If you have trouble opening the two attachments, let me know.

A.1 – The actual selection policy. The current policy is serviceable but pretty bare-bones. The proposed policy is more comprehensive, and the language is based on policies in place in other libraries or library systems. You will be happy to know that YPL has rarely dealt with challenges to items in our collection.

A.2 and A.3 – The Library Bill of Rights and the ALA Freedom To Read statement. These two documents are referred to in the revised Selection Policy, and we can add links to the ALA site in the online version of the policy. The ALA documents have been revised several times over the years and they will probably be revised again; why include a static copy in our policy book?

B.1 – Handling Complaints. Common-sense advice, but doesn't need to be in a policy book. The first paragraph refers to the Selection Policy, and the third paragraph refers to the Request for Reconsideration form. Also, this is not a Board-approved policy. Eliminate B.1, and replace it with the current Request For Reconsideration form.

C.1 – Business and Financial Services. This seems unnecessary, just a recapitulation of basic reference service. It is also not Board-approved. Eliminate.

D.1 – Reference Services. Same as above, unnecessary and contains odd language. Not Board-approved. Eliminate.

E.1 – Special Collections. Correct, for the most part, although the funds aren't generating much interest lately. We could find a home for this, but it is more of an informational document than a Board-approved policy.

F.1 – Video Selection. This was from a different time, when videos were a novelty. Selection criteria is covered by the general policy A.1. Eliminate.

G.1 – Government Documents. We are actually in the process of eliminating our designation as a depository library; staff report that most of the in-demand sets are online, and the staff time required to comply with the regulations is not worth the effort. Eliminate.

H.1 – Audio Visual Selection. Obsolete, as in F.1. Eliminate.

I.1 – Young Adult Selection. It refers to the main selection policy, why was it called out as a separate policy? Eliminate.

J.1 – College Catalogs. We don't do this anymore, eliminate.

K.1 – Periodicals Selection. This is covered under the general selection policy, eliminate.

L.1 – Paperbacks. Inaccurate and also covered under the general selection policy, eliminate.

Based on your feedback, and depending on what is left of Section 8, we will probably be recommending that the proposed Selection Policy be added to Section 2 of the policy book, where most of the current policies are.

MATERIALS SELECTION POLICY

As a community resource for information, culture, and recreation, the Yonkers Public Library acquires and maintains a collection of print and non-print media which educate, enrich, entertain, and inform its patrons. Materials selection is under the supervision of the Library Director and is performed by members of the professional staff, who operate within the framework of policies, goals and objectives determined by the Trustees of the Library.

In selecting material for the collection, the staff is guided by the American Library Association's Library Bill of Rights and Freedom to Read statements, and the following general principles are used:

- Yonkers is a large and diverse city, and the Library will endeavor, within the constraints of financial ability and space, to build a comprehensive collection covering a wide field of interests and ideas.
- Material will be selected based on such criteria as reviews, timeliness of subject matter, author's reputation, price, format, popular demand, and inclusion in lists of standard works. Selection of materials does not constitute or imply agreement with or approval of the content or viewpoint of the materials.
- Gifts, unsolicited materials, and patron suggestions for purchases are all evaluated under the same policies, principles, and selection criteria as regularly-purchased materials. The Library has a separate policy dealing specifically with gifts.
- Esoteric or very technical works are generally excluded from the collection. Items of this nature are often available through inter-library loan, or may be viewed on-site at neighboring academic or special libraries. Library staff are skilled in assessing the availability of such material.
- The library staff does not serve *in loco parentis*, and the ultimate responsibility for the reading and viewing selections of children rests with their parents or legal guardians. Selection shall not be inhibited by the possibility that books or other material may inadvertently come into the possession of children.

The same criteria will be used in *withdrawing* materials from the collection as are used in their acquisition. Library materials are continuously assessed for their condition, accuracy, currency and performance within the context of the total library collection, as well as for their continuing relevance to library users. Materials no longer useful to the Library may be given to other libraries or sold for the benefit of the Library.

If a member of the community wishes to question the appropriateness of a particular item in the collection, a Request For Reconsideration Of Library Material form is available at any service desk or on the YPL web page.

By official action, the Board of Trustees of the Yonkers Public Library subscribes to the principles expressed in the Library Bill of Rights of the American Library Association and the Freedom to Read Statement (appended).

The following policy reflects the goals and objectives of the Yonkers Public Library Long Range Planning Committee which mandates an emphasis on popular materials and information services. Public Library staff selects materials for general use by the public. The collection should be an updated, viable one reflecting the needs and interests of the community. A public library is not an archive. There is no need to maintain a collection including all areas of human knowledge.

Selecting librarians strive to be as objective as possible making choices based on a thorough knowledge of the existing collection. When choosing materials on controversial issues, all sides of the question will be considered. Works in all media will be judged as a whole rather than on isolated sections. The Library has the responsibility to defend selection criteria against censorship. We provide a **Request for Re-Evaluation of Library Material** form for customers who wish to question the choice of specific materials.

The library materials budget should be expended in such a way that various demands made upon it are proportionately served. The collection should be updated on a continuing basis within the monetary resources available and in conformity with the guidelines of the Long Range Planning Committee.

Adopted by the Library Board of Trustees
February 13, 1991

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Member Services

Public Programs

Public Policy

Government Relations

The Library Bill of Rights/American Library Association

New Orleans

ALA Annual Conference June 25-30, 1998

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Originally adopted by the Library Board
of Trustees February 10, 1981

Spanish Language Version of the Library Bill of Rights

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.**

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. **It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.**

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers

Subsequently Endorsed by:

American Booksellers Association
 American Booksellers Foundation for
 Free Expression
 American Civil Liberties Union
 American Federation of Teachers AFL-CIO
 Anti-Defamation League of B'nai B'rith
 Association of American University Presses
 Children's Book Council
 Freedom to Read Foundation
 International Reading Association
 Thomas Jefferson Center for the Protection
 of Free Expression

National Association of College Stores
 National Council of Teachers of English
 P.E.N. - American Center
 People for the American Way
 Periodical and Book Association of America
 Sex Information and Education Council of the
 U.S.
 Society of Professional Journalists
 Women's National Book Association
 YWCA of the U.S.A.

Customers objecting to the selection of a particular book, video or other item owned by the Library should be referred to a librarian. The customer should be given a courteous hearing. The librarian should attempt to explain relevant aspects of the YPL Materials Selection Policy.

Every effort must be made to avoid contentiousness. The librarian should note the heterogeneous makeup of the Yonkers community as well as the Library's mandate to have materials representing all sides of a controversial issue.

Customers wishing to have the Library revisit a purchasing decision should be asked to complete a Request for Re-Evaluation of Library Material form. This form should be brought to the Branch Administrator who will assign the complaint to the proper department for review.

The Library Administration should be kept informed.



REQUEST FOR RECONSIDERATION OF YONKERS PUBLIC LIBRARY MATERIALS

Public libraries strive to build collections that serve the needs and interests of their entire community. In a city as large and diverse as Yonkers, that covers a very wide spectrum. However, we understand that there may be items in the collection that warrant a second look. Please fill out this form and mail it back to the Library. Our staff will review your concerns and send you a written reply.

Please respond to the following:

1. Description of item (check one)

Book Magazine DVD CD Other (describe) _____

Author/Artist: _____

Title: _____

2. Have you read/viewed/listened to the item in its entirety? Yes No

3. Please tell us what you would like done with this item:

Remove it from the collection Shelf it elsewhere

Why? _____

4. What do you feel might be the result of reading/viewing/listening to this item? _____

5. Contact information Your Name _____

Address: _____

Email: _____

Phone: _____

6. Signature _____ Date: _____

Please return the completed form to:

Deputy Director, Yonkers Public Library,
One Larkin Center, Yonkers, NY 10701.

As the center for business information for both the Yonkers Public Library and the Westchester Library System, the Riverfront Library maintains an extensive set of financial services. These include stock and bond reports, weekly bulletins, charts, industrial surveys, and corporation records. They are supplemented by directories of executive officers, manufacturers, banks, utilities, transportation companies, and government financial institutions. The Saunders Book Fund pays for some of these services, while others are purchased with regular book budgets. The Will Branch maintains a more selective collection.

These services are available for reference use to the general public, students, and businessmen throughout the county.

Requests via the telephone are welcome, but, of necessity, time spent on them must be limited. Customers wishing to do extensive research must come to the department in person.

Reference service is available in all branches of the Yonkers Public Library. Reference service for children is available in the Children's Departments. Children may also use the Adult Reference collections. The Fine Arts Department provides reference service in the areas of art, music and the performing arts.

Reference services offered:

- An adequate collection of reference materials including books, pamphlets and magazines;
- Quiet study areas;
- Guidance to other sources of information when such is not available in Yonkers Public Library;
- Job Information Centers;
- Access to data base searches through the Westchester Library System.

Service to customers

How much?

Ideally every question should be answered. In reality, this is not possible. Reference services staff should be ready and willing at all times to help the readers help themselves by suggesting sources and tools and showing how to use them.

At times, staff members should do the actual work. This is true if the customer is incapable of doing it himself through lack of education, physical disabilities or if the inquiry is such that it requires the knowledge and skills of a trained person. The staff member must exercise judgment in the amount of time spent on a specific reference inquiry. This time should depend on the nature of the inquiry, reader's specific needs, and conditions in the department at the time the request is made.

Telephone Reference

Although telephone service is an important phase of reference work, it is limited by its very nature. The telephone should not be kept open for considerable periods. Therefore, extensive searching or reading of long answers cannot be done. Reading of information over the phone should be limited to five minutes. If the request requires a longer time than a quick search (3 or more sources to consult), the customer's name and telephone number should be taken and called back when the information has been found.

FAX

Reference material may be faxed between branches to meet customer requests.

Service to non-residents/main requests

Non-residents are given the same service as residents. However, when requests are made by mail, extensive searching cannot be undertaken. Staff should exercise sound judgment on the time spent searching the request. If not found within a reasonable amount of time, the customer is referred to other sources.

Homework Assignments

The following services are offered students of any age level: the student is helped to find material for homework assignments and projects; is taught the use of research tools; is assisted in the selection of materials for supplementary reading; and is given vocational guidance and information. The Library also employs "Homework Helpers" to aid elementary school children with their homework assignments.

Loan Policies

Generally, reference materials do not circulate. However, special materials which are "reference" in one department may circulate in other departments.

Vertical file (pamphlet) reference materials may be designated as "not for circulation" if they should be kept available at all times. A special collection of materials may be set aside "not for circulation" for short-term loan during a period of special demand.

A limit may be placed on the number of vertical file items that can circulate at one time or on one subject, at the discretion of the Department Head.

JOHN G. JUTKOWITZ THEATRE ARTS MEMORIAL FUND

The John G. Jutkowitz Theatre Arts Memorial Fund was established in 1975 as a Trust Agreement. Interest from the Fund is used to purchase book and non-book materials in the field of theatrical or performing arts. The collection is housed in Will Fine Arts Department. Bookplates identify the collection.

DAVID S. KOGAN MEMORIAL COLLECTION

The David S. Kogan Memorial Collection was established in 1954 by Mr. and Mrs. Aaron Kogan in memory of their son, David. The gift was to establish a collection of books of "Judaic character, ancient as well as modern." In December 1977, a formal Trust Agreement was signed with the interest earned to be spent on Library materials of Jewish content. David S. Kogan books are housed in both Riverfront Library and Will Branch. Books are shelved in the general collection—each with a bookplate identifying the material as a memorial to David S. Kogan.

RITA G. MURPHY MEMORIAL FUND

The Rita G. Murphy Memorial Fund was established in 1971. Interest from the Fund buys books for either YA or children's services. Books are housed in Will Branch.

SAUNDERS TRUST FUND

The Erwin Saunders Trust Fund was established in 1910 as a permanent endowment from Yonkers resident Erwin Saunders. Interest earned must be used to buy non-fiction materials inclusively. Books are shelved in the general collection at Riverfront Library and Will Branch.

Objectives

The Library's goal, in accordance with its general selection policy, is to provide videos for patrons which meet their recreational, educational and cultural needs through the collection and circulation of video cassettes and their presentation in programs, when appropriate.

Selection Criteria

The video selection staff selects materials for inclusion in the collection. Criteria for selection includes:

- Present and potential relevance to community needs and interests;
- Relation to existing collection and amount of similar material in the collection;
- Reputation and/or significance of the author, artist, director or performance;
- Representation of a variety of viewpoints in the collection;
- Recognition of the views of critics in the professional and popular press;
- Technical qualities of the material

Works will be judged as a whole rather than on isolated sections. Works will not necessarily be excluded because of frankness of expression.

Suggestions and Gifts

Requests for purchase and gifts from Library patrons will be welcomed and evaluated for inclusion in the collection on the basis of this selection policy and budgetary considerations.

Adopted by the Library Board of Trustees
May 10, 1995

Old Policy

YONKERS PUBLIC LIBRARY

Section VIII.G.1.
GOVERNMENT DOCUMENTS SELECTION POLICY
May 1995

The Yonkers Public Library was designated a selective Federal depository in 1910 and operates according to the rules set forth in Title 44 of the U.S. Code. Yonkers Public Library is also a designated New York State Documents Reference Center, having been granted this authority in 1989. The Materials Selection Policy of the Yonkers Public Library mandates that the collection should be updated and viable, reflecting the needs and interests of the community.

The goal of the Yonkers Public Library Reference Department's Depository Library Section is to provide free and unimpeded access to government information for the entire community, and particularly for the 17th Congressional District the Library is designated to serve. All government publications are accessible for public use in the Library. Assistance is available at the Reference Desk.

Selection of government documents and supporting materials is made by the Government Documents Librarian and members of the Reference Department. Commercially-published materials to support the collection are also purchased. A zero-based collection review is done annually, and weeding is done according to a monthly schedule.

The subject areas to be collected are based on the information needs of the community. The Library collects with special emphasis on materials from the following departments: Commerce, Health & Human Services, Housing & Urban Development, Education, Labor, Presidential Documents, Small Business Administration, Interior, Justice, State, Treasury and Transportation. Spanish language materials are a specific collection development goal.

Collection arrangement is a combination of Dewey Decimal and Superintendent of Documents classification; wherever practical, documents are integrated into the main collection, with the remainder being housed in the SuDoc order. Access is through an on-line catalog, CD-ROM, and card file. The formats chosen may be paper, fiche or electronic. It is the Document Librarian's responsibility to determine which format is most appropriate.

The Yonkers Public Library maintains a relationship with the New York State Regional Depository Library for wide access to government documents and is committed to resource sharing with local area selective depositories. Through the usage of interlibrary loan and fax machines, we will make every effort to obtain documents for our patrons that are not available at the Yonkers Public Library. Item selection lists are exchanged with these depository libraries. The Government Documents Librarian participates in METRO-GODIG and attends Federal Depository meetings when practical.

This Selection Development Policy has been adapted from the Federal Depository Library Manual Supplement: collection Development Guidelines for Selective Federal Depository

Section VIII.G.2.

Libraries, dated September 1994, and the Selection Policy Statement of the Yonkers Public Library, dated February 1991.

Adopted by the Library Board of Trustees
May 10, 1995

YONKERS PUBLIC LIBRARY

Section VIII.H.1
AUDIO VISUAL SELECTION POLICY
July 1996
Revised 1999 & 2001

The Yonkers Public Library purchases and maintains audio cassettes, DVD's, books on tape, compact disks and video cassettes at the Grinton I. Will, Riverfront and Crestwood branches. LP's are no longer purchased, but selected LP's will still be available at the Will Library.

The same guidelines apply for the selection of Young Adult books as for adult books.

Young Adult librarians submit orders from all of the sources used by adult librarians, as well as periodic YA lists from WLS and VOYA, but with the special needs and tastes of Young Adults in mind. In addition, they attend meetings for Young Adult librarians sponsored by WLS. From time to time, it is necessary for Young Adult librarians to order books which they have seen reviewed in other sources and which fill a special need.

The Riverfront Library and Will Branch Young Adult sections have a collection of catalogs from two and four-year colleges, universities, vocational schools, and graduate schools. These catalogs circulate for 21 days. The Will Branch Young Adult Department also has a collection of college admissions videos. These videos circulate for seven days.

The Riverfront Library Reference Department and Will Branch Reference Department have the College Catalog Collection—microfiche of over 3,600 catalogs from 2,900 institutions of higher learning. Microfiche is for in-library use only.

Each department and/or branch determines which periodical titles and newspapers, and in what format(s), are needed to best serve its users. In the case of printed periodicals, each department and/or branch will also determine if copies of a title will circulate.

While it is preferable to have the title available through the library system's terminals for maximum access, there are a number of factors to consider in selecting a title and format. Factors to consider include:

- quality and accuracy;
- demand;
- timeliness;
- importance of photographs or other graphical content which may not be available or printable in non-print formats;
- quality and availability of indexing for the title;
- extent of retrospective and archival needs;
- need to circulate;
- cost;
- availability elsewhere.

Paperbacks that are needed as a cataloged part of the Library's collection should be ordered in the same manner as hardcover materials.

Paperbacks that are of ephemeral value, or used as extra copies to supplement the titles in the Library's regular collection, are not cataloged.

Each department is given a separate paperback budget.

Certain titles on school reading lists, or other assignment material, may be listed in the online catalog.



REQUEST FOR RECONSIDERATION OF YONKERS PUBLIC LIBRARY MATERIALS

Public libraries strive to build collections that serve the needs and interests of their entire community. In a city as large and diverse as Yonkers, that covers a very wide spectrum. However, we understand that there may be items in the collection that warrant a second look. Please fill out this form and mail it back to the Library. Our staff will review your concerns and send you a written reply.

Please respond to the following:

1. Description of item (check one)

Book Magazine DVD CD Other (describe): _____

Author/Artist: _____

Title: _____

2. Have you read/viewed/listened to the item in its entirety? Yes No

3. Please tell us what you would like done with this item:

Remove it from the collection Shelve it elsewhere

Why? _____

4. What do you feel might be the result of reading/viewing/listening to this item?

5. Contact Information Your Name: _____

Address: _____

Email: _____

Phone: _____

6. Signature: _____ Date: _____

Please return the completed form to:

Deputy Director, Yonkers Public Library,
One Larkin Center, Yonkers, NY 10701.

Annual Report

Yonkers Public Library

2016

Letter from the President and Director

Dear Friends and Neighbors,

Libraries are special places. They encourage deep learning, enjoyable reading, quiet reflection, and fact-finding. They encourage debate while being non-partisan and welcome people from all backgrounds and opinions into a space that is protected, supportive, and safe.



of

The Yonkers Public Library has been serving residents Yonkers and surrounding towns in Westchester County since 1893. Since then, the YPL has greatly diversified its services. Our community continues to want popular and informative books and accurate information, and in addition to reading, patrons of all ages want to engage with each other to meet, discuss, learn, and even create things. The library continues to evolve to meet these needs.

expanded and
of

This report outlines our accomplishments in 2016, a year of many exciting initiatives. Among other things, we finalized a new Long-Range Plan, which we encourage you all to read. We look forward to your feedback.

As we continue to grow, we encourage you to join us! Come read, meet, create, or go a step further: become one of our hundreds of volunteers, offer to teach a class, or become a Reading Buddy. Our monthly Board meetings are open to the public. In short, we welcome you to be an even bigger part of this important institution in the years ahead.

With warm wishes,

Nancy Maron, President, Board of Trustees, Yonkers Public Library
Ed Falcone, Director, Yonkers Public Library

Highlights of 2016

Supporting Early Readers



Reading Buddies

For over ten years, YPL has partnered with JCY-Westchester Community Partners to run the Summer Reading Buddies program. This collaborative effort pairs volunteers 14 and up with young readers each summer, and has grown larger each year. In 2016, we had 913 young readers participate as well as 339 volunteer readers.

School Partnerships

We continue to work closely with the Yonkers Public School system as a strategic partner in providing materials for school reports, summer reading, and academic projects. In 2016, YPL collaborated with local schools through direct classroom visits and by hosting students at the library. Over 50 school trips supported an estimated 1,100 students with library orientation and information literacy education.

Early Literacy Programs

YPL continues to offer a diverse range of early literacy and storytime programs for children 18-months to 6 years old. Developing early readers prepares each child for formal education and helps encourage a lifelong love of reading. In 2016, YPL held over 1,100 storytimes and early literacy programs, reaching over 12,556 participants.

Investing in a Digital Future



Tech Central Launches

In May 2016, with support from Mayor Spano, Assemblymember Shelley Mayer and Senator Andrea Stewart-Cousins, we opened the doors to Tech Central at the Riverfront Library, a 2,000-square-foot space featuring cutting-edge technology, including two 3D printers, a sound-proof recording studio, video equipment, large-format printer and a computer training room outfitted with 30 laptops and 25 iPads. We hired a full-time technology training coordinator, a new position for our library dedicated to bringing innovative programs to our community. In just the first 7 months of service we have offered 48 technology classes for over 1,236 participants.

Expanded Digital Offerings

YPL expanded its online offerings to include movies, television shows, music, audiobooks, digital magazines, eBooks and comic books using a variety of simple platforms, including hoopla digital, Overdrive, and Press Reader. All services allow patrons to check out materials at any time, from any location and on any device with a valid library card.

Bringing Local History to Life

The Grinton I. Will Branch established the Yonkers Public Library Digital Archives, a multi-year initiative that will preserve and increase access to a diverse range of sources on and about the history of Yonkers. The initial project focuses on digitizing old historic photos and documents and recording oral histories of Yonkers' veterans.

Planning for Growth



Strategic Planning

The library undertook a strategic planning process designed to reexamine its vision, mission, values, and strategic goals. Over 3,000 Yonkers residents and library stakeholders participated alongside library staff and the Board of Trustees to develop a plan for the next five years. The resulting report, [Improving Lives, Engaging Community, Leading Change](#), outlines a focus on engaging with the community and making the library and its materials even more accessible to those who want and need them. To read the Strategic Plan, visit www.ypl.org or request a print copy at any branch.

Fundraising kick-off

In May, the library hosted “A Starry Night,” a fundraiser to celebrate the grand opening of Tech Central. The event included a stirring speech by guest of honor ISS Astronaut and Yonkers-native Colonel Ron Garan, a ribbon-cutting ceremony, and tours and demonstrations of the space and new equipment. As the evening progressed, party-goers enjoyed live music and stunning views of the Hudson at night. The evening fundraiser drew 110 people and raised funds for programming at Tech Central.

Building for the Future

While we love the history of our library and its buildings, they are in need of some updating. In 2016, we initiated the first phase of the long-awaited Will Branch modernization plan, discussing the plans with those in the community, and working with the State Historic Preservation Office to make sure our new façade will honor the history of the original building. We reinvested in the Crestwood branch collection and appointed a librarian as the new manager; at the urging of devoted branch patrons, we are actively seeking ways to upgrade the building, to permit easier access.

Who We Are

Library Staff

Executive Staff

Edward Falcone, Library Director

Susan Thaler, Deputy Director

Vivian Presedo, Business Manager

Sandy Amoyaw, Branch Administrator, Riverfront Library

Zahra Baird, Branch Manager, Crestwood Library

Christian Zabriskie, Branch Administrator, Grinton I. Will Library

Department Heads

Laurie Antash, Head of Adult Services, Grinton I. Will Library

Aurora Cruz, Head of Adult Services, Riverfront Library

Diane McCrink, Head of Children's Department, Grinton I. Will Library

Tara Somersall, Head of Children's Department, Riverfront Library

Suzanne Johnson, Circulation Manager, Grinton I. Will Library

Norma Talton, Circulation Manager, Riverfront Library

Ruth Rosner, Head of Reference, Grinton I. Will Library

Carlos Figueroa, IT Manager/Network Administrator

Mary DiChiara, Head of Technical Services

Russell Martinez, Supervisor of Custodians

Board of Trustees

Nancy Maron, President

Anietra Guzmán-Santana, Vice President

Stephen Jannetti, Treasurer

Gregory Arcaro

Jim Buckley

Hon. Hal B. Greenwald

Derrick Touba

2016 By the Numbers

Number of Cardholders: 89,303
Total Circulation: 838,548
Collection Holdings: 420,205
Library Visits: 947,657
Website Visits: 273,053
Electronic/Database Usage: 247,168
Total Number of Programs: 5,046
Program Attendance: 128,142
Total Hours Open: 9,896

Financials

Income

City of Yonkers	\$8,988,347
Room Rentals	\$ 11,160
Fines & Fees	\$ 65,300
State Aid	\$ 47,560
Misc. Income	\$ 41,050
Total	\$9,153,417

Expenses

Personnel	\$6,887,738
Utilities	\$ 279,031
Technology	\$ 494,132
Materials & Supplies	\$ 275,476
Rent	\$ 750,000
Other Expenses	\$ 467,040
Total	\$9,153,417

For more detail of the YPL budget, visit: <http://www.yonkersny.gov/home/showdocument?id=13432>

Stay in Touch!



Riverfront Library

1 Larkin Center
Yonkers, NY 10701

Hours of operation:

Monday-Thursday: 9:00 a.m. – 8:00 p.m.

Friday and Saturday: 9:00 a.m. – 5:00 p.m.

Sundays (closed July and August): 12:00 p.m. – 5:00 p.m.



Grinton I. Will Library

1500 Central Park Avenue
Yonkers, NY 10710

Hours of operation:

Monday-Thursday: 9:00 a.m. – 9:00 p.m.

Friday and Saturday: 9:00 a.m. – 5:00 p.m.

Sundays (closed July and August): 12:00 p.m. – 5:00 p.m.



Crestwood Branch

16 Thompson Street
Yonkers, NY 10707

Hours of operation:

Monday, Wednesday, Friday and Saturday: 9:00 a.m. – 5:00 p.m.

Tuesday and Thursday: 10:00 a.m. – 9:00 p.m.

Sundays (closed July and August): 12:00 p.m. – 5:00 p.m.

Telephone for all branches:

(914) 337-1500

www.ypl.org