

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

ATTENDANCE

TRUSTEES:	Nancy Maron Anietra Guzman-Santana Stephen Jannetti Jim Buckley Derrick Touba Hon. Hal B. Greenwald
GUEST SPEAKER:	Shauna Porteus, Community Services Librarian II
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
INTERIM BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	Sarah McAllister
YONKERS REPRESENTATIVE ON THE WLS BOARD OF TRUSTEES:	Mary Amato
UNION REPRESENTATIVE:	None

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

MINUTES

On motion of Tr. Touba, seconded and carried, the Board approved the Minutes of the Board Meeting of March 16, 2017.

STAFF PRESENTATION

Shauna Porteus, Community Services Librarian II, spoke to Board members about her background and her current duties. She utilizes all social media with the aim to raise public awareness of the Library. In the past few months her strategies have reached a wider audience of teens and adults. Shauna has developed a social media committee with department heads and staff to aid in representing a unified Yonkers Public Library, while individualizing each branch's needs. She is building relationships with different funding agencies and investigating various grants. She mentioned some of her recent projects, including some "Bookface Friday" entries that were featured in a German magazine.

DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT

Director Falcone told Board members that Mayor Spano released his executive budget on April 13th, and it is the leanest operating budget in recent years. The capital budget showed some funding for library projects, but even previously-approved projects will undergo additional review. Unfortunately this will mean another winter without new boilers for Grinton I. Will Branch. City Council budget hearings have not been scheduled yet, but will most likely be in mid-May.

The Board members discussed their upcoming and intended future scheduled meetings with the City Council.

The façade project at the Will Branch is in the pre-construction phase, and Director Falcone presented the Board with an agreement signed by the contractor which required a signature by the Board President.

On motion of Tr. Jannetti, seconded and carried, the Board agreed to authorize Tr. Maron to sign the Milcon Construction contract.

Director Falcone also informed the Trustees that he is awaiting news on the two construction grants he wrote to support the façade project, and that the Will Branch staff are developing plans to keep the public informed about the project on a regular basis.

Deputy Director Thaler distributed to Board members copies of the April 21, 2017 Staff Development Day schedule and she explained to them the events that will take place for the library staff on that day.

UNION REPRESENTATIVE’S REPORT – None

WLS REPORT –WLS Representative, Mary Amato said that there was going to be a vote at their last meeting to authorize an RFP for central library services, but it was instead decided to table the motion and set up a committee to examine the issue in more detail.

PERSONNEL REPORT

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

- Raphael Gibbs, Part time Page, \$11.00/hr., effective 3/18/17
- Arlene Marcano, ClerkI/Spanish Speaking, \$36,182/yr., eff. 3/24/17
- Melissa Glazer, Librarian I, \$52,392/yr., effective 4/21/17
- Vivian Presedo, Permanent Business Manager, \$115,000/yr., eff. 4/21/17

COMMITTEE REPORTS

Finance, Budget & Planning: Maron, Jannetti

Employee Relations: Maron, Greenwald

Buildings & Grounds: Maron, Buckley, Santana, Touba

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

Tr. Maron gave the Board an update on the YPL Foundation’s plans to cease operations and disburse its funds.

PAYMENT OF BILLS

On motion of Tr. Santana, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #778.

UNFINISHED BUSINESS - None

NEW BUSINESS

On motion of Tr. Jannetti, seconded and approved, the Board of Trustees acknowledged Brandon Neider, Personal Computer Tech I at the Grinton I. Will Branch, for his professional, timely, and compassionate actions in aiding a patron in distress during last week's auto accident at the Branch. The Board acknowledges that Brandon's heroic actions were a tribute to the dedication and civility of the Library staff to the public.

Director Falcone reviewed the draft YPL privacy statement with the Board members. The Board suggested some minor changes, and the document will be discussed again at a future meeting.

NEXT BOARD MEETING DATE – Thursday, May 25, 2017

The Board went into executive session at 9:30 p.m. to discuss the job performance of management staff.

The Board meeting resumed and adjourned at 9:50 p.m.

A handwritten signature in cursive script, appearing to read "E. Falcone".

Edward Falcone
Library Director & Secretary

Yonkers Public Library

Bill List April 2017

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
AMAZON	MATERIALS	4/24/2017	50.88
BAKER & TAYLOR	MATERIALS	4/19/2017	19,950.84
BAKER & TAYLOR	BOOK LEASING SERVICE 3/1-5/31/17	4/6/2017	24,960.21
BARNES & NOBLE	MATERIALS	4/19/2017	302.93
GREY HOUSE PUBLISHING	MATERIALS	4/19/2017	495.00
KG + D	PROFESSIONAL FEES	3/31/2017	3,456.66
LECTORUM PUBLICATIONS, INC.	MATERIALS	4/19/2017	29.39
MERGENT	MATERIALS	4/19/2017	998.00
MIDWEST TAPE	MATERIALS	4/19/2017	31.98
MIDWEST TAPE	MATERIALS	4/19/2017	64.15
MIDWEST TAPE	MATERIALS	4/19/2017	155.93
MIDWEST TAPE	MATERIALS	4/19/2017	325.83
MIDWEST TAPE	MATERIALS	4/19/2017	375.32
NATIONAL LEARNING CORP.	CREDIT	4/6/2017	-155.85
NATIONAL LEARNING CORP.	MATERIALS	4/6/2017	1,038.72
RECORDED BOOKS	MATERIALS	4/19/2017	41.60
RECORDED BOOKS	MATERIALS	4/19/2017	41.60
RECORDED BOOKS	MATERIALS	4/19/2017	41.60
TOTAL			52,204.79

Vendor Name	Description	Date	Amount
CONTRIBUTIONS FUNDS			
AMERICAN EXPRESS	TURAN'S WATCH-TWIN JEWELERS	4/28/2017	90.00
BAIRD, ZAHRA	REIMB EXP: STAFF DEV DAY	4/28/2017	173.77
BEAN, SHARON	PROGRAM EXPENSES	4/10/2017	61.93
BELLA VISTA DELI	FOOD FOR BOARD MTG 4/21/17	4/24/2017	125.00
BELLA VISTA DELI	FOOD FOR STAFF DEV DAY	4/24/2017	880.00
CALVERT, CLAYTON	PROGRAM EXPENSE (6 HRS @ \$25)	4/10/2017	150.00
DR. OZ THE GOOD LIFE	MAGAZINE SUBSCRIPTION (1 YR)	4/10/2017	15.00
GARTNER, SHELLY	REIMB EXP: PARKING	4/28/2017	5.00
GOVCONNECTION, INC.	TRAC MACHINES TONER	4/28/2017	528.38
GOVCONNECTION, INC.	TRAC MACHINES TONER	4/24/2017	858.28
GOVCONNECTION, INC.	TRAC MACHINES TONER	4/3/2017	1,665.45
LIBRARY ASSOC OF ROCKALAND CTY	BUILDING BRIDGES EVENT	4/24/2017	70.00
LIBRARY DEVELOPMENT SOLUTIONS	PROFESSIONAL SERVICES	4/28/2017	2,500.00
LIBRARY TRUSTEE ASSOCIATION	ANNUAL MEMBERSHIP	4/3/2017	525.00
LY-MAC TROPHY	REPLACING LOGO ON PAPERWGHT	4/18/2017	160.35
MINOZZI, MARY ANN	REIMB EXP: PARKING	4/28/2017	30.00
MOTA, JUAN	2 HR SEWING CLASS	4/18/2017	125.00
RECRUIT RIGHT	PREV HARASSMENT/WORK PL	4/24/2017	875.00
RONG, JIAN-YANG	TAI CHI CLASS 3/25 WILL BR	4/24/2017	75.00
SCHREIBER, ELYSE	REIMB EXP: STAFF DEV DAY	4/24/2017	54.02
SIEGAL, MARTIN	HOMEWORK HELPER FEB-MAR	4/3/2017	1,300.00
TILSON, ANDREA	HOMEWORK HELPER	4/10/2017	475.00
TORRES, ARNALDO	REIMB EXP:STAFF DEV DAY	4/24/2017	165.50
TRACSYSTEMS, INC.	2000 TRAC CARDS	4/24/2017	1,032.79
UPAC	HALF PAGE AD	4/19/2017	75.00
VARGAS, MARIA J.	ZUMBA CLASS (1 HR)	4/10/2017	50.00
WESTCHESTER LIBRARY SYSTEM	CELEBRATING LIBS BREAKFAST	4/3/2017	200.00
TOTAL			12,265.47

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 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 April 2017

Date	Num	Memo	Amount
Abbey Ice			
04/14/2017	36124	Spring Water	92.00
04/14/2017	36125	Spring Water	79.00
04/26/2017	37226	Spring Water	124.50
04/26/2017	37227	Spring Water	59.50
Total Abbey Ice			355.00
Amazon.com			
04/14/2017	810312096mar17	Materials	94.61
04/26/2017	87810312096apr17	Materials	1,162.52
Total Amazon.com			1,257.13
American Express			
04/14/2017	676005apr17	Software	192.22
Total American Express			192.22
Amoils, Roseanne			
04/14/2017	42	Job Search Coaching	1,050.00
Total Amoils, Roseanne			1,050.00
Bremond, Frederique (Fred)			
04/14/2017	4317	Website Maintenance	390.00
Total Bremond, Frederique (Fred)			390.00
Budget Library Supplies			
04/26/2017	15401	DVD Cases	1,813.00
Total Budget Library Supplies			1,813.00
Cablevision Lightpath			
04/14/2017	21049096	Phones	3,549.11
04/14/2017	21063134	Internet	5,234.75
Total Cablevision Lightpath			8,783.86
Cablevision Optimum			
04/07/2017	07803544469apr17	TV Box	14.70
04/14/2017	07803065546ap17a	TV Box	2.37
04/14/2017	07803065546ap17a	TV Box	4.98
Total Cablevision Optimum			22.05
City Of Yonkers			
04/12/2017	April 2017	Rent	62,500.00
Total City Of Yonkers			62,500.00
Con Edison			
04/14/2017	5909214217mar17	Gas Will	182.26
Total Con Edison			182.26
Crown Janitorial			
04/07/2017	382245-1	Janitorial Supplies	1,764.46
04/07/2017	382245-2	Janitorial Supplies	265.92
04/14/2017	383324-1	Janitorial Supplies	266.33
04/14/2017	382245-3	Janitorial Supplies	49.32
04/25/2017	384374-1	Janitorial Supplies	1,726.13
04/25/2017	384374-2	Janitorial Supplies	42.84
04/25/2017	384374-3	Janitorial Supplies	120.90
Total Crown Janitorial			4,235.90
Demco			
04/07/2017	6095935	Supplies	129.00
04/07/2017	6098359	Supplies	106.59
04/26/2017	6112261	DVD Cases	1,935.00
Total Demco			2,170.59
ESPN Magazine			
04/25/2017	881823132017	Subscription	26.00
Total ESPN Magazine			26.00
Gaylord Bros.			

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 April 2017

Date	Num	Memo	Amount
04/07/2017	2475684	Supplies	78.14
Total Gaylord Bros.			78.14
Global Equipment Co.			
04/25/2017	110838430	Products-Chair Mats	79.90
Total Global Equipment Co.			79.90
GovConnection			
04/07/2017	54649381	Computer Products	6.64
04/07/2017	54649677	Computer Products	36.74
04/07/2017	54649679	Computer Products	453.36
04/14/2017	54685139	Computer Products	313.64
04/14/2017	54675901	Computer Products	825.16
04/14/2017	54675902	Computer Products	348.40
04/14/2017	54680962	Computer Products	134.57
04/14/2017	cm54653413	Computer Products	-6.64
04/25/2017	54700793	Computer Products	504.73
04/26/2017	54708820	Computer Products	314.08
04/26/2017	54720179	Google Chrome License	26.11
04/26/2017	54727734	Computer Products	276.93
04/26/2017	57404791	Computer Products	33.99
Total GovConnection			3,267.71
Greco, Amalia			
04/07/2017	32917	Cooking Class	150.00
Total Greco, Amalia			150.00
Grunberg, Kirsten			
04/07/2017	32817	Reimbursement-Program Supplies	31.91
Total Grunberg, Kirsten			31.91
Gruppuso			
04/25/2017	17-154	Repairs-Men's Room-Will	214.00
04/26/2017	147434s	Plumbing Repairs-Crestwood	325.00
Total Gruppuso			539.00
Howe, James			
04/14/2017	1	Program-Author Talk	200.00
Total Howe, James			200.00
Keane & Beane			
04/25/2017	24789	Legal Fees	1,837.50
Total Keane & Beane			1,837.50
Kitt, Sandra			
04/26/2017	41917	Program-Creative Life	50.00
Total Kitt, Sandra			50.00
LDI Color Toolbox			
04/25/2017	1253604	Ink Cartridges	311.50
Total LDI Color Toolbox			311.50
Live Happy			
04/25/2017	lh707793742017	Subscription	14.95
Total Live Happy			14.95
Lothrop Associates			
04/25/2017	1441014	Professional Fees	2,042.76
04/26/2017	1411016	Professional Fees	11,821.31
04/26/2017	14416r	Professional Fees	10,450.95
Total Lothrop Associates			24,315.02
Maher, Nora			
04/26/2017	41017	Program-Children's	150.00
Total Maher, Nora			150.00
Masterwork Conversation			
04/14/2017	2017-1	Program-Russia Performance	650.00

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 April 2017

Date	Num	Memo	Amount
Total Masterwork Conversation			650.00
Minozzi, Mary Ann			
04/25/2017	4517	Reimbursement-Parking Riv.	45.00
Total Minozzi, Mary Ann			45.00
Norman, Miriam			
04/07/2017	38	Program-Knitting Instruction	175.00
Total Norman, Miriam			175.00
Office Dynamics			
04/14/2017	36474	Base Rate Charge-Copier	300.00
Total Office Dynamics			300.00
Preferred Business			
04/07/2017	96841	Business Cards-Gantzer	161.70
Total Preferred Business			161.70
Quill Corp.			
04/25/2017	5838688	Supplies	85.01
Total Quill Corp.			85.01
Rabadi, Renee			
04/07/2017	32817	Reimbursement-Program Supplies	71.17
Total Rabadi, Renee			71.17
Schall Hardware			
04/14/2017	14990	Hardware	7.58
04/14/2017	14990	Hardware	185.29
Total Schall Hardware			192.87
Stanley Convergent			
04/14/2017	14429657	Maint. And Monitoring Will & Crestwood	638.21
Total Stanley Convergent			638.21
Sterling Sanitary Supply			
04/07/2017	ae4385	Janitorial Supplies	1,229.70
Total Sterling Sanitary Supply			1,229.70
T & L Home Improvements			
04/07/2017	5834562	Repairs-Floor-Riverfront	2,100.00
Total T & L Home Improvements			2,100.00
Team Viewer			
04/07/2017	1654688225	Upgrade-Business to Corporate Subs	1,777.56
Total Team Viewer			1,777.56
The Metro Group			
04/14/2017	pl 497114	Boiler and Cooling Tower Maintenance	723.83
Total The Metro Group			723.83
Utica National Insurance Group			
04/26/2017	41417a	Auto Insurance-Premium	2,516.00
Total Utica National Insurance Group			2,516.00
Verizon			
04/25/2017	9144109274apr17	Phone/Alarm	39.81
04/26/2017	9143372191apr17	Phones/Alarms	154.87
04/26/2017	9143373015apr17	Phones/Alarms	50.94
Total Verizon			245.62
Verizon Wireless			
04/07/2017	9782693345	Cell Phones	373.71
04/25/2017	9783686265	Cell Phones	131.29
Total Verizon Wireless			505.00
Wayne's Electric Service			
04/07/2017	ypl-030217	Electrical Repairs-Will Fine Arts Dept.	1,975.00

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YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT April 2017

Date	Num	Memo	Amount
Total Wayne's Electric Service			1,975.00
WB Mason			
04/07/2017	I42869016	Supplies	122.05
04/14/2017	I43033546	Supplies	-774.28
04/14/2017	I43041840	Supplies	-176.50
04/25/2017	cr4119536	Supplies	-24.55
04/25/2017	I43143959	Supplies	34.23
04/25/2017	I43288058	Supplies	474.35
04/25/2017	I43188555	Supplies	24.55
04/25/2017	I43311519	Supplies	24.55
04/26/2017	I43518639	Supplies	333.85
04/26/2017	I43519482	Supplies	574.50
Total WB Mason			612.75
Westchester Library System			
04/14/2017	040417-2	Envisionware Installation	150.00
Total Westchester Library System			150.00
Xerox			
04/14/2017	088519628	Meter Usage-Copier	107.88
04/14/2017	088519630	Cost Per Copy Plan-Copier	397.88
04/14/2017	088519631	Maintenance Plan-Copier	78.00
04/14/2017	088519631	Maintenance Plan-Copier	17.00
Total Xerox			600.76
Yonkers Parking Authority			
04/07/2017	17-0069	Parking-Staff	4,680.00
04/07/2017	17-0081	Parking-Staff	60.00
Total Yonkers Parking Authority			4,740.00
Yonkers Wellness Center			
04/07/2017	33017	Program-Chair Yoga	100.00
Total Yonkers Wellness Center			100.00
TOTAL			133,598.82

JOINT MANAGEMENT REPORT
MAY 2017

FY 2018 Budget. Our annual budget review before the City Council was held on May 9th at City Hall. The meeting was brief, cordial, and uneventful. We do not expect the Executive Budget to be modified by the Council.

Will Façade. Preparatory work on the project is now underway with the construction of a temporary wall in the main reading room. Once the wall is finished, the contractor can begin work on the removal of the old sun shades and windows. The work has gone smoothly so far, and service has not been curtailed in that room. Compliments to Christian Zabriskie and his staff for their management of the project.

Staff Development Day. We had a very successful event on April 21st at the Grinton Will Branch, the first all-staff training day since 2001. There was a full schedule of events which included a YPD presentation on emergency planning and response, a review of the YPL harassment policy that was adopted late last year, workplace wellness activities and a recognition ceremony for staff who are celebrating significant work anniversaries. A planning committee of staff members from all three branches worked very hard to produce a day that was content-rich, while also providing some entertaining moments and opportunities for the staff of all three branches to re-connect.

Tech Central. Riverfront's training room celebrated its first birthday on May 4th with an open house and some special events, including a visit from Mayor Spano. Tech Central has been a great success, and we are already planning service enhancements for Year 2. Special thanks to Technology Training Coordinator Christine Bitetti, who has managed the room since opening day.

Museum Passes. This much-anticipated program is finally being rolled out. This week we are having a soft launch to iron out any problems. We're using a program called Tixkeeper to help us keep track of the passes and allow patrons to reserve them from home. We'll be offering passes to a total of 11 museums, and will consider adding to (or revising) the list next year.

Boiler Project Update. We received OLA's engineering report outlining the options for replacing the boilers at the Will branch. Their estimates for completing the job are higher than the amount of capital funding that has been appropriated. We're working with the City Engineer's office to determine the best way forward.

Staff News. On May 16th, Riverfront Adult Services Librarian Eugene Howell was honored with the 1st Annual Gisele Melnick Community Champion Award at the Westchester County Department of Community Mental Health's Myra Alfred's Roundtable. Eugene was recognized for his many years of service to the Yonkers Community Network and for "providing creative programs and services to youth, adults and families need."

MEETINGS ATTENDED THIS PERIOD

4/21	Ed & Susan	Staff Development Day, Will
4/27	Ed & Susan	Lunch Club
4/29	Ed	Science Barge opening day
5/1	Susan	TixKeeper Training
5/2	Ed	Update on new cooling tower regulations, Board of Ed
5/3	Ed & Susan	Strategic Plan implementation meeting
	Susan	Social Media Committee
5/4	Ed & Susan	Lunch Club
	Ed & Susan	Tech Central Open House
5/5	Susan	Westchester Library Association Annual Conference, Rockland County
5/8	Ed	Will visit
5/9	Ed & Susan	City Council budget hearing
5/10	Ed	BoE Yonkers Basics program
	Ed	Children's Services meeting, Will
5/11	Ed	Chamber of Commerce breakfast, Untermeyer
	Ed	E-Content Committee, WLS
	Ed	Vendor presentation, Will
5/15	Susan	Gimlet meeting
5/16	Susan	Myra Alfreds awards ceremony, County Center
5/17	Ed	Will visit
	Susan	YPS Career and Technical Education Awards Breakfast, Castle Royale
5/18	Ed	PLDA monthly meeting, WLS
	Ed & Susan	Lunch Club, Tech Central
	Susan	Will visit
5/19	Ed, Susan, & Vivian	CPCY Annual Meeting, X20
5/22	Ed	Will visit
5/23	Ed & Susan	Gallery Committee
5/24	Ed	Gibabit Westchester initiative, BoE
5/25	Susan	Yonkers On The Move
	Susan	CLUSTER Committee Meeting
	Ed	Chamber of Commerce board meeting

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

April 2017

	<u>2016</u>	<u>2017</u>		
Days of Service	30	28		
			<u>Dev.</u>	<u>%</u>
RIVERFRONT LIBRARY				
Adult	13,878	12,027	(1,851)	
Children's	5,289	6,421	1,132	
Total Riverfront Circulation	19,167	18,448	(719)	-3.75%
 GRINTON I. WILL BRANCH				
Adult	25,495	22,568	(2,927)	
Children's	11,958	11,765	(193)	
Total Will Circulation	37,453	34,333	(3,120)	-8.33%
 CRESTWOOD BRANCH				
Adult	2,906	2,925	19	
Children's	1,394	1,371	(23)	
Total Crestwood Circulation	4,300	4,296	(4)	-0.09%
 E-Content (All Branches)	6,889	6,087		
TOTAL CIRCULATION				
Total Current Month	67,809	63,164	(4,645)	-6.85%
Total Previous Months	211,962	191,708	(20,254)	-9.56%
Total Year to Date	279,771	254,872	(24,899)	-8.90%

Monthly: April 2017

ELECTRONIC USAGE COUNT

	2016	2017
Riverfront Branch	13,910	11,126
Will Branch	6,933	6,652
Crestwood Branch	<u>406</u>	<u>582</u>
Total	21,249	18,360

TURNSTILE COUNT

	2016	2017
Riverfront Library	37,357	31,146
Will Branch	36,326	30,700
Crestwood Branch	<u>5,984</u>	<u>5,303</u>
Total	79,667	67,149

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,156	34,816	23,814	59,786
Contract	0	101	3	104
Courtesy	0	2	16	18
Guest	0	3	0	3
Internet	0	2	0	2
Juvenile	569	7,417	8,709	16,695
Staff	11	112	77	200
Teen	14	5,778	1,526	7,318
Temp	1	9	1	11
Total	1,751	48,240	34,146	84,137

Yonkers Public Library

STATISTICS - PATRON TRANSACTIONS
April 2017

This
Year

RIVERFRONT LIBRARY

Circulation	4,229
Directional/Other	4,382
Reference	2,504
Total	11,115

GRINTON I. WILL BRANCH

Circulation	6,613
Directional/Other	2,114
Reference	2,626
Total	11,353

CRESTWOOD BRANCH

Circulation	2,256
Directional/Other	564
Reference	2,532
Total	5,352

TOTALS

Current Month	27,820
Previous Months	-
Year to Date	27,820

YONKERS PUBLIC LIBRARY

PERSONNEL REPORT MAY 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	7	3
<u>7411 Technical Processing</u>			
	4	2	2
<u>7412/13 Maintenance</u>			
	16	16	0
<u>7412/13/14 Public Service</u>			
Professional	39	35	3
Clerical	<u>35</u>	<u>29</u>	<u>8</u>
TOTAL	107	91	16



Edward Falcone
Library Director

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
April	Literacy Solutions NY: Tutors	A	116
April	Literacy Solutions NY: Learning Center Use	A	62
6 sessions	Literacy Solutions NY: Basic Classes	A	83
6 sessions	Literacy Solutions NY: Intermediate Classes	A	88
3 sessions	Literacy Solutions NY: Citizenship Classes	A	34
April	Read Away Your Fines	A	81
4/1	Rivertown String Quartet: Music & Poetry	A	18
4/2	Películas para la Familia en Español: Los Gnomos (Trolls)	A	27
4/2	Movie: Florence Foster Jenkins	A	15
4/3	Books Before Bedtime: Davita's Harp by Chaim Potek	A	4
4 sessions	Knitting & Crocheting Workshop	A	51
4/4, 6	Healthy Eating: Diabetes	A	18
4/4, 11	Free Tax Preparation	A	26
7 sessions	TASC Connect	A	27
4/5	Knitting & Crocheting Workshop	A	41
4/5	Riverfront Book Club: All the Single Ladies by Dorothea Benton Frank	A	34
4/6	EOC Tour	A	13
4/6, 20	Zumba Class	A	46
4/10	Coloring for Adults	A	5
4/12	eBook Drop-In	A	5
4 sessions	Job Search Coach	A	33
4/14	Hoopla Drop-In	A	4
4/15	Movie: Inferno	A	5
4/15	Sew Amazing!	A	6
4/19	Creative Writing Workshop	A	11
4/19	Riverfront Genealogy Club	A	5
4/22	Summer Camp Fair	A	324
4/25	Healthy Eating on a Budget	A	7
4/30	Movie: Kubo and the Two Strings	A	30
April	Read Away Your Fines	Y/A	13
4 sessions	Gaming Thursdays	Y/A	50
4/4	Introduction to 3D Printing	Y/A	7
4/8, 22	Sight & Sound Digital Media Club	Y/A	11
4/11	Cooking with Teens: Pasta Party	Y/A	13
4/18, 19	Teens Go Green: Earth Day Activities	Y/A	10
4/17	Hour of Code for Teens	Y/A	2
4/24	Poetry Out Loud!	Y/A	4
April	America Reads	JUV	95
4 sessions	Bilingual Storytime	JUV	54
4 sessions	Picture Book Time	JUV	63
4/4	Author Visit: James Howe	JUV	17
4 sessions	Toddler Time	JUV	93
4/7, 14, 28	Babies & Books	JUV	46
4/7	Fun Friday @ Tech Central	JUV	9
4/10, 13	Family Films: Moana & The Great Gilly Hopkins	JUV	68
4/11	Spring Story & Craft	JUV	30
4/12, 19	Bilingual Stories & Crafts	JUV	16
4/12	Colonial History Day	JUV	200
4/13	YOom for Kids	JUV	22
4/14	Board Games	JUV	36
4/20	Earth Day Crafts	JUV	23
4/25	Ella Fitzgerald's 100th Birthday	JUV	110
4/27	Happy Henna	JUV	24
4/29	Children's Day	JUV	45

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
4 sessions	Queen's Daughter Day Care	External	JUV	75
4/4, 18, 25	Homeschool Visit	Internal	JUV	27

HOMEWORK HELPER

Date(s)	Type	Attendance
11 sessions	JUV	127

NUMBER OF LIBRARY PROGRAMS:

117

ATTENDANCE AT LIBRARY PROGRAMS:

2,509

NON-LIBRARY PROGRAMS

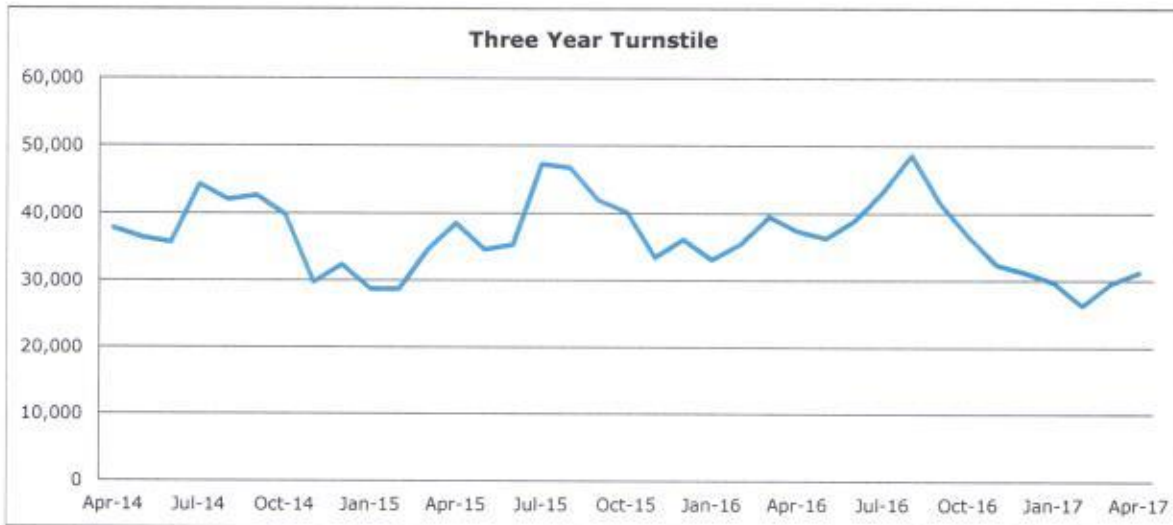
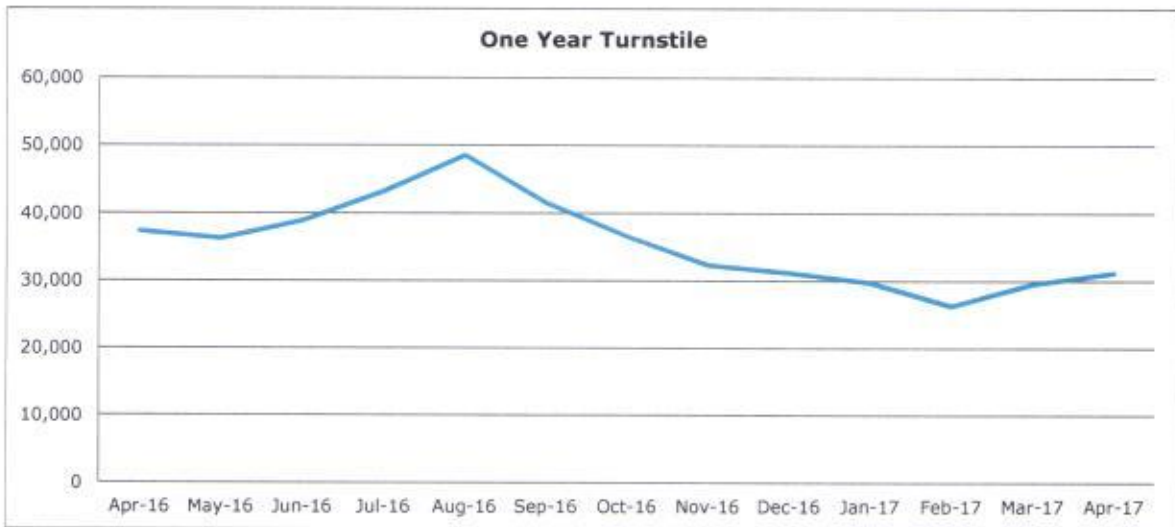
Date(s)	Program	Attendance	Fee
4/1	Gamma Phi Delta Meeting	6	
4/1	Mature Women Spilling Tea Networking Meeting	12	\$25.00
4/2	CLUSTER Custody/Visitation Training	10	
4/3	YPS NYSESLAT Training	16	
4/3	District Council 1707 Union Meeting	46	
4/3	Yonkers Paddling & Rowing Club Board Meeting	9	
4/4	YPS In District Consultation	26	
4/4, 11	City of Yonkers Workforce Development: ACS HomeCare Orientation	38	
4/4	YPS Autism Art Show Reception	175	
4/4	Alzheimer's Association Caregiver Support Group Meeting	6	
4/5	North Yonkers Knights League Registration	13	
4/5	Liga de Yonkers Soccer League Meeting	10	
4/6	JCY Westchester Community Partners Parent Workshop	13	
4/6	Hudson Valley Community Services HIV/AIDS Intervention	26	
4/8	Westchester Young Democrats Candidate Forum	58	\$75.00
4/8	CSEA Local 9200 Executive Board Meeting	36	
4/10	LGBTQ Advisory Board Meeting	6	
4/11, 18	Small Business Administration: Emerging Leaders 2017	39	
4/12	Emblem Health: New York History Hour Discussion Series	13	
4/13	How to Make a Vision Board	16	
4/13	Project Inspire Meeting	6	
4/13	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel		
4/15	Fit Club	26	\$150.00
4/17	Association of Hispanic Professionals Scholarship Meeting	11	
4/17	CLUSTER Board Meeting	9	
4/17	City of Yonkers Earth Day Film: The Anthropologist	52	
4/18	YPS ELA Exam Verification	147	
4/18	YPS ELA Training	87	
4/18	Avon District Meeting	27	\$100.00
4/19	Yonkers Coalition for Youth	13	
4/19	Greyston WORD START	75	
4/19	Westchester for Change: Organizing 101	47	
4/19	Hope and Love Book Club	11	
4/22	Darryl Graham Agency: Defensive Driving Class	5	\$25.00
4/22	Sister to Sister International STEAM Camp Open House	17	
4/22	National Council of Negro Women Healthcare Symposium	35	
4/23	Lipilekha Bangla Association: Naman Dance Recital	300	\$425.00
4/23	NYCD16 Indivisible	150	
4/23	Sister District Meeting	9	
4/24	YPL Autism Art Show Culminating Art Project	70	
4/24	Community After School ESL Tutoring	12	
4/24	American Cancer Society Relay for Life	32	
4/26	YPS Scoring Site Manager and Tech Coordinator Training	95	
4/26	SCORE Small Business Workshop	21	
4/27	Yonkers Thrives Leadership Council Meeting		
4/27	Academy for Jewish Religion Ordination Ceremony	300	\$687.50
4/27	YPS TEACCH Methodology Parent Workshop	4	
4/27	Alzheimer's Association Millennial Caregiver Meet-Up	11	
4/27	Brahma Kumaris Stress and Positive Thinking Seminar	22	
4/29	Natya Anu Bhava Indian Dance School Recital	90	\$387.50
4/29	Greyston Community Garden Club: Seeds of the Future Expo	110	
4/29	"Vulnerable" Book Signing, Paula Montgomery	30	\$25.00
4/29	Yonkers Arts Meeting	9	
4/30	Sarah Lawrence College Contemporary Dance Practice	19	

ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,426

GRAND TOTAL PROGRAM ATTENDANCE 4,935

Electronic Use Count

	<u>Count</u>
PC Sign Up	10,922
20 English-speaking Computer Classes	156
11 Spanish-speaking Computer Classes	48
TOTAL ELECTRONIC USE COUNT:	11,126
RIVERFRONT LIBRARY TURNSTILE COUNT:	31,146



Room	# Events	Hours	Utilization
Arts & Crafts Room	23	46.00	17.69%
Auditorium	9	19.25	7.40%
Auditorium and Event Space	7	23.00	8.85%
Board Room	20	50.75	19.52%
Community Room A	7	19.50	7.50%
Community Room A & B	19	64.75	24.90%
Community Room B	10	32.00	12.31%
Event Space	1	5.00	1.92%
Learning Lab	35	71.50	27.50%
Maker Lab	8	16.50	6.35%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	2	8.00	3.08%
Room 1	3	6.50	2.50%
Room 2B	28	77.00	29.62%
Room 3	4	10.00	3.85%
Room 4B	20	33.00	12.69%
Small People's Place	31	60.50	23.27%
Table Space 1	23	84.50	32.50%
Tech Central	17	39.50	15.19%
Third Floor Computer Lab	1	3.00	1.15%
Yonkers Room	24	75.75	29.13%
Young Adult Room	7	21.00	8.08%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
4/3,4,10,11,17,18,24 & 25	Nursery Rhyme Time	Juv	179
4/4,11,18 & 25	11 am Story Time	Juv	44
4/4	Ridiculous Rhymes	Juv	13
4/5,6,12,13,19,20,26 & 27	Mother Goose Time	Juv	160
4/5,12 & 26	Chess Club	Juv	14
4/7	Lego Club	Juv	38
4/8 & 29	Saturday Story Time	Juv	24
4/10	Telling Tales with Nora Maher	Juv	13
4/11	Spring Picture Bingo	Juv	27
4/12 & 19	Feature Film- <i>Moana</i>	Juv	140
4/12	Books Bingo	Juv	16
4/17	Read About Rabbits Story and Craft	Juv	11
4/24	Dragon Story and Craft	Juv	16
4/30	Collage Workshop with Michael Albert	Juv	25
4/2	It's Polka Time-Friends of YPL	Adult	60
4/3	String Instrument Meet Up	Adult	4
4/4,11 & 18	Crochet Club	Adult	40
4/5 & 19	WEBS Career Counseling	Adult	14
4/6,13,20 & 27	Bridge Club	Adult	64
4/10 & 24	Sing Memorable Songs	Adult	37
4/12	Feature Film- <i>Sleeper</i>	Adult	12
4/16	Book Discussion w/Laurie Antash	Adult	16
4/18	Fine Arts Film Series	Adult	15
4/20	Feature Film-Moonlight	Adult	38
4/23	Swing Sinatra-Friends of YPL	Adult	80
4/24	TASC Connect	Adult	2
4/3	Teen Game Challenge	YA	6
4/6	Teen Tech	YA	3
4/7	Brain Breaker	YA	4
4/11	Teen Game Challenge	YA	6
19 Sessions	Electronic Games	YA	115
19 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	747

CLASS VISITS

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

OUTREACH

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

HOMEWORK HELPER

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
12 Sessions	Homework Helper	Juv	61

NUMBER OF LIBRARY PROGRAMS

108

ATTENDANCE AT LIBRARY PROGRAMS:

2,044

NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
4/1	American Irish Association	3	
4/1	National Council of Negro Women	20	
4/3,6,7,	UFT Retired Teachers	55	
4/3,27 & 28	Housing Action Center	90	
4/3	Writers' Workshop	10	
4/4,5,11,12 & 18	AARP Tax Preparation	420	
4/6	Yonkers Democratic Club	25	
4/8	NAMI	10	
4/9	Yonkers Amateur Radio Club	12	
4/11	La Leche League of Yonkers	7	
4/11	Yonkers Middle School	35	
4/11	National Letter Carriers	17	
4/12	Yonkers Historical Society	6	
4/12 & 19	Toastmaster's	40	
4/15	Driver's Safety	42	\$50
4/17	Yonkers Meditation Support Group	10	
4/18	AARP	25	
4/20	Know Your Worth	15	50
4/22	NACA	325	
4/22	TAIW Driving Program	5	35
4/22	Star Hindi	14	50
4/23	Alpha Kappa Alpha	13	
4/24	Drama Discovery	75	250
4/24	Bronxville Paranormal Society	2	
4/24	United Health Care	35	
4/25	Takara Association	20	35
4/29	Empire Driving Program	30	50
4/30	Yonkers Historical Society	25	
14 Sessions	Little Learners-Parks Dept.	325	
19 Sessions	Senior Center-Yonkers Park Dept	475	

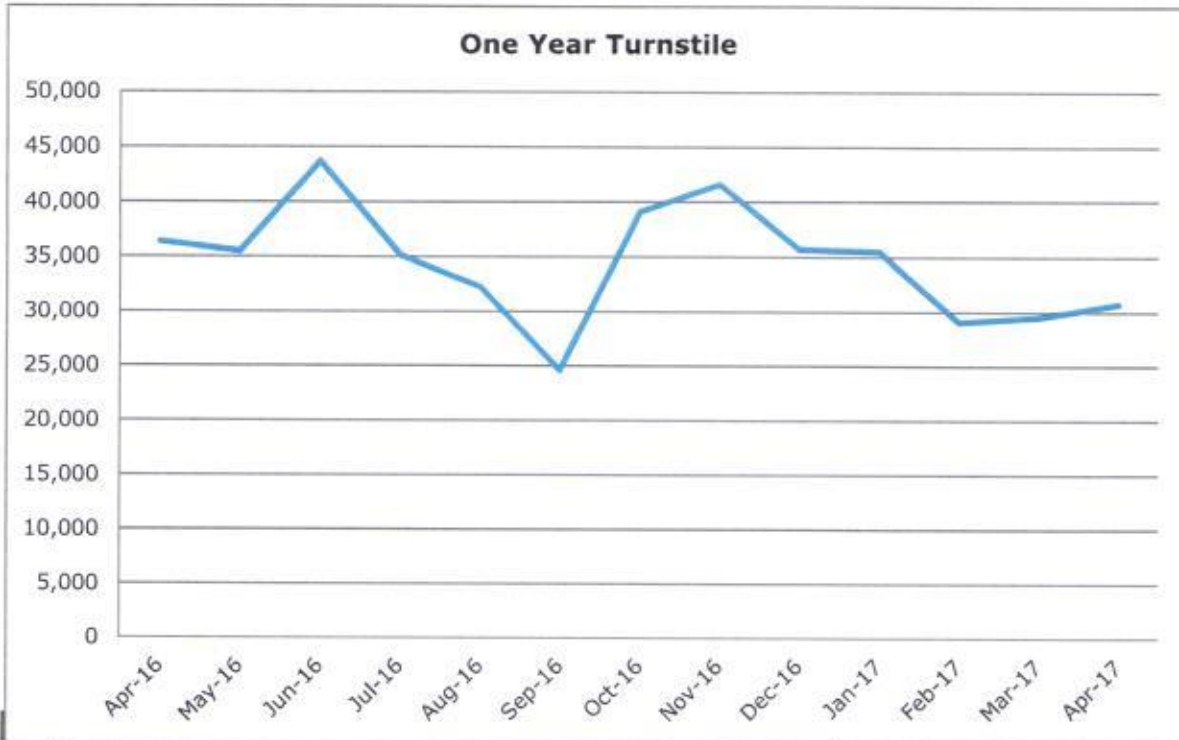
ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,186

GRAND TOTAL PROGRAM ATTENDANCE 4,230

PC Sign Up 6,610
11 Computer Classes 42

TOTAL ELECTRONIC USE COUNT: 6,652

Will Library Turnstile Count 30,700



Auditorium	86	30.05%
Meeting Room	38.5	13.32%
Projection Room	153	52.94%
Sen. Flynn Room	69	23.88%
Story Room	73	25.37%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
4 sessions	Tech Drop-In	A	30
1 session	Sing Memorable Songs	A	15
3 sessions	News & Brews	A	56
1 session	3-D Printing Demo	A	56
3 sessions	PC Cruzin'	A	34
10 sessions	Help Desks	A	10
2 session	Yoga for Yogis	A	19
4 sessions	Color @Crestwood	A	36
2 sessions	Non-pretzel Yoga for Adults	A	26
1 session	Bronx Center Visits	A	9
1 session	Color Your World	A	5
1 session	Crestwood Reiki Experience	A	18
1 session	Online Learning Resources for Kids	A	12
1 session	Press Reader Demo	A	36
1 session	Hoopla Demo	A	45
1 session	Homeschool to Highschool: it IS Possible	A	16
1 session	Downloadable E-Books	A	10
1 session	Crestwood Library Rocks and Minerals	A	8
5 sessions	Mahjong	A	31
1 session	Sound Bath	A	21
1 session	Crestwood Book Club	A	14
1 session	Art with Michael	A	5
2 sessions	Meditation Monday	A	14
1 session	Ridiculous Rhymes	JUV	5
1 session	Saturday Storytime	JUV	20
1 session	Feline Fun	JUV	26
1 session	Dragon Story and Craft	JUV	18
4 sessions	Science with Sharon	JUV	55
8 sessions	Music & Merriment (9:30 & 11am)	JUV	404
2 sessions	Lego Club	JUV	35
5 sessions	Crestwood Cinema	JUV	60
1 session	Crestwood Reiki Experience for Kids	JUV	11
1 session	Netflix Sneak Preview Spirit Riding Free	JUV	30
3 sessions	Arts & Crafts with Madison	JUV	62
4 sessions	Chess	JUV	53
1 session	Teen Readers: Book Group	YA	6
4 sessions	Teen Tuesdays	YA	32
1 session	Book Buzz	YA	24
1 session	VOLUNTEENS	YA	8

HOMEWORK HELPER

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

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

**88
1,375**

NON-LIBRARY PROGRAMS:

Date(s)	Program	Fee	Attendance
8 sessions	Parks Dept. Senior Group #16	N/A	75
4/19	Friends of Crestwood Library Board Meeting	N/A	7

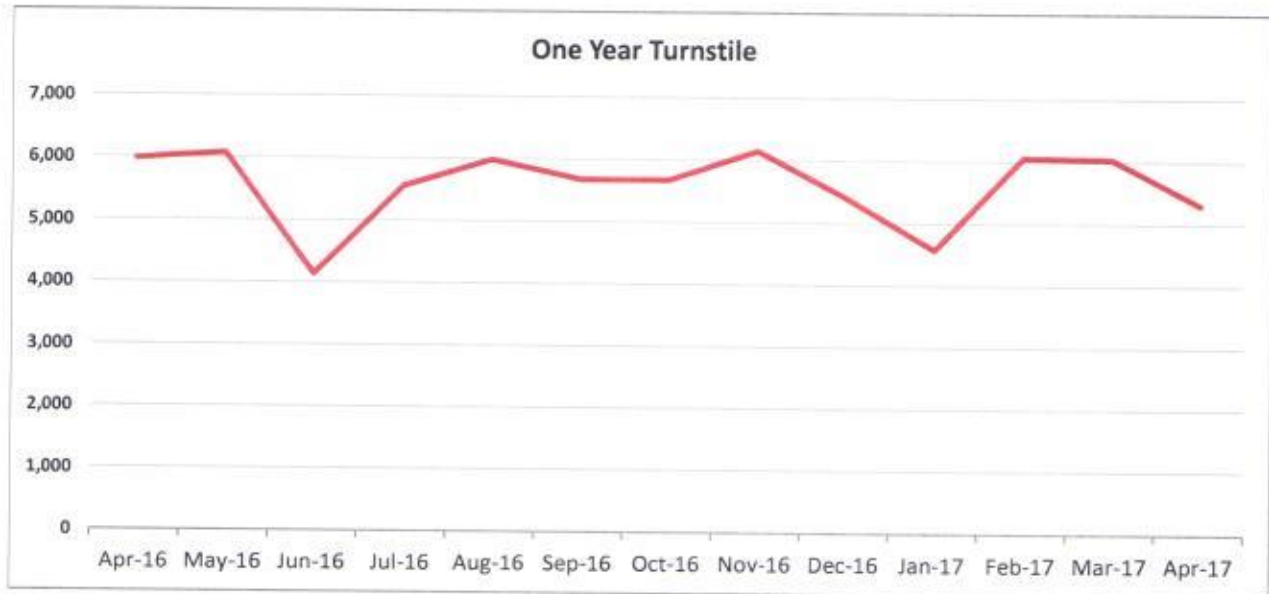
ATTENDANCE AT NON-LIBRARY PROGRAMS: **0**
GRAND TOTAL PROGRAM ATTENDANCE: **82**
1,457

Electronic Use Count

	Count
PC Sign Up	349
27 Computer Events- Classes/workshops/drop-ins/help desk	233

TOTAL ELECTRONIC USE COUNT: **582**

CRESTWOOD LIBRARY TURNSTILE COUNT: **5,303**



Room	# Events	Hours	Utilization
Adult Computer Area	17	16	9.17%
Children's Room	58	103	59.03%
Reading Room	14	37	21.20%
Teen Corner	6	24	13.75%
Outside	2	4	2.29%
	97	184	

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

BOOK STOCK

For the Month of APRIL 2017

RIVERFRONT LIBRARY	2017	2016
Number of volumes at end of previous month	159,668	
Number of volumes added this month	612	
TOTAL	160,280	
Number of volumes lost/withdrawn this month	409	
TOTAL VOLUMES RIVERFRONT LIBRARY	159,871	157,240

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	149,427	
Number of volumes added this month	707	
TOTAL	150,134	
Number of volumes lost/withdrawn this month	1,245	
TOTAL VOLUMES GRINTON I. WILL BRANCH	148,889	154,040

CRESTWOOD BRANCH		
Number of volumes at end of previous month	21,875	
Number of volumes added this month	173	
TOTAL	22,048	
Number of volumes lost/withdrawn this month	8	
TOTAL CRESTWOOD BRANCH	22,040	21,199

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	330,800	332,479
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PROPOSED NEW POLICY ON PHOTOGRAPHY IN THE LIBRARY

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 propose to fill a gap in the manual by adding a new policy on photography. With our increasing use of social media to promote YPL's programs and services (sometimes in real time), we find it impractical to obtain photo releases from our patrons. Many libraries are now claiming a blanket release from all people who enter the building, and our attorney has confirmed that this is a legitimate alternative.

In reviewing the photography policies of other libraries, we also found many examples of language prohibiting or regulating photography by others. This draft incorporates similar language.

The following language has been reviewed by attorney William Kang of Keane & Beane.

PHOTOGRAPHY POLICY

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

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

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

wish to the Library to utilize a photograph or video of themselves or their children should inform Library staff prior to, or at the time, such photograph is taken or video is recorded. [NOTE TO BOARD: Language to this effect would also be posted at each entrance to the branches]

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

Photography by the News Media - Print and cable reporters who are doing stories related to the library and its programs are permitted to take photos, provided that they first identify themselves to the Director's office or the head of the branch. Using library facilities as interview venues for unrelated stories, as well as photographing patrons for opinion polls or "man on the street" interviews, is not permitted without prior approval from the Director.

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

TO THE BOARD:

This is an updated draft of the document that was reviewed at the April meeting. Based on the discussion at that meeting, a few additions have been made – you will find them underlined and bold-faced on the third (last) page.

This document pulls together several policies and practices of the Yonkers Public Library concerning privacy and data collection. Once it has been reviewed and approved, we will post it on the YPL home page and also make it available in-house to patrons who may have concerns on this topic. We believe it is comprehensive, but please let us know if you think we've left anything out or if something isn't clear. WLS has seen this and has reviewed those sections pertaining to the services they provide.

What follows is only the text of the document, and is not yet formatted for public view.

YOUR RIGHT TO PRIVACY AT THE YONKERS PUBLIC LIBRARY

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

Visiting the Library

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

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

Getting a Library Card

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

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