

YONKERS PUBLIC LIBRARY
BOARD MEETING
CRESTWOOD BRANCH
September 19, 2016

ATTENDANCE

TRUSTEES:	Nancy Maron Derrick Touba Gregory Arcaro Hon. Hal B. Greenwald Anietra Guzman-Santana
GUEST:	Zahra Baird, Librarian III, Crestwood Branch
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Barbara Quis
ADMINISTRATIVE SECRETARY:	Sarah McAllister
YONKERS REPRESENTATIVE ON THE WLS BOARD OF TRUSTEES:	Mary Amato
UNION REPRESENTATIVE:	Vivian Presedo, Clerk IV, Business Office, Riverfront Library

The Board meeting began at 7:04 p.m.

MINUTES

On motion of Tr. Greenwald, seconded and carried, the Board approved the Minutes of the Board Meeting of July 20, 2016.

Crestwood Manager Zahra Baird gave the Board an overview of activities and key accomplishments at the branch since her appointment to the position in January. There has been a significant increase in programming, community outreach, and staff training. Collections have been weeded and made more accessible, and she is making a focused effort to improve service to young adults. Ms. Baird told Board members that on October 13 at 5:00 p.m. Mayor Spano will be attending Crestwood Branch's 90th Birthday Celebration. Ms. Baird concluded her presentation by expressing her great appreciation of the Crestwood staff for the support they have given her.

Deputy Director Susan Thaler and members of the Board joined in thanking Ms. Baird for her good work at Crestwood.

DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT

Director Falcone announced to the Board members that Business Manager Barbara Quis will be retiring in October. Director Falcone said that Barbara Quis has been responsible for many great improvements over the years in the operation of the Business Office and she will be deeply missed. Director Falcone told Board members that Vivian Presedo, Clerk IV, Riverfront Business Office, is currently in training and will become the Interim Business Manager in October.

Director Falcone gave the Board an update on the previous month's competitive bidding for general contracting services at the Will Branch. That bid yielded only one qualified bidder, at a cost that far exceeded the budget for Phase I of the façade replacement project. Architect Russell Davidson attributed the failure of the bid primarily to a misunderstanding between general contractors and a glass sub-contractor regarding the type of windows that were being specified. Director Falcone reported that the architect conducted interviews with several contractors after the bid opening, and that there is a good chance that the project budget can be reached. Tr. Arcaro expressed great disappointment in the architect's handling of the bid, and Director Falcone said he would invite Mr. Davidson to the next Board meeting if the issue was not resolved by then.

Director Falcone, Deputy Director Thaler, Tr. Jannetti, Tr. Maron and some staff members attended a meeting last week to review a new draft of the strategic plan. Based on feedback from that meeting, the consultants were going to produce a revised draft, and Tr. Maron promised to share it with the full Board as soon as it was released. A meeting is scheduled for

Friday, September 30th with the full planning committee to discuss the latest draft.

The Grinton I. Will Branch's cooling tower required another cleaning and disinfection this summer. The system is currently operating normally. Director Falcone informed the Board members that the Grinton I. Will Branch was designated an emergency cooling center during a particularly hot weekend this summer and at the Mayor's request the building stayed open for that weekend.

Director Falcone said that he has some promising candidates for the Community Services Coordinator position, and interviews will be scheduled soon.

A press event with Mayor Spano will be held at the Riverfront Library atrium on September 22 at 10:00 a.m. for the Smarter Cities Mobility Challenge. The Riverfront atrium will receive a large screen monitor which will display mass transit schedules to encourage transportation alternatives.

Director Falcone reminded the Board members that on October 20th there is a Chamber of Commerce Annual Dinner at 6:00 p.m. On October 27, there will be a reception in the Gallery for a display of portraits featuring YPL staff members.

Deputy Director Thaler updated the Board members on programming activities at Riverfront Library's Tech Central. Ms. Thaler distributed a report showing the diverse activities in the room and attendance statistics. Several outside agencies have either used the room for training or are interested in using it. Director Falcone commended Tech Coordinator Christine Bitetti and told Board members that she will be invited to an upcoming Board meeting.

UNION REPRESENTATIVE'S REPORT - Union Representative Vivian Presedo mentioned that the Reading Buddies program was well attended and seemed to be a huge success this summer.

WLS REPORT - WLS Representative Mary Amato said that the WLS move to 570 Taxter Road in Elmsford went smoothly, and that there will be a monthly WLS Board Meeting at the new headquarters on September 27, 2016 at 6:00 p.m.

PERSONNEL REPORT

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

Darane Raines, P/T Page, \$9.00/hr., effective 8/6/16
Nina Colavolpe-Leone, P/T Page, \$11.00/hr., effective 8/6/16
Jeremy McCormick, P/T Page, \$9.00/hr., effective 8/27/16
Tiana Sigler, P/T Page, \$9.00/hr., effective 8/27/16
Tiffany Osei, P/T Page, \$11.00/hourly increase effective 8/26/16
Jesus DelosSantos, P/T Page, \$11.00/hr., effective 9/10/16
Patricia Byrne, Librarian I P/T, \$21.00/hr., effective 9/10/16
Isanel Pimentel, Clerk I/Spanish Speaking, \$36,182, eff. 9/23/16

The Board acknowledged the following terminations:

Elen Thomas, P/T Page, \$9.00/hr., effective 8/13/16
Andrea Miralda, P/T Page, \$9.00/hr., effective 8/27/16
Masuma Syed, P/T Page, \$11.00/hr., effective 9/10/16

The Board acknowledged the following retirement:

Amy Schiffrin, Librarian II, \$67,938, effective 7/29/16

The Board acknowledged the following resignation:

Desiree Nieves, Clerk I, Spanish Speaking, \$37,390, effective 8/11/16

COMMITTEE REPORTS

Finance, Budget & Planning: Maron, Arcaro, Jannetti

Employee Relations: Maron, Buckley

Buildings & Grounds: Maron, Touba, Buckley

Fundraising & Development: Maron, Arcaro, Jannetti

PAYMENT OF BILLS

On motion of Tr. Arcaro, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #771.

UNFINISHED BUSINESS - None

NEW BUSINESS

Director Falcone submitted to the Board members the attached Variance Request Form and requested a motion by the Board to allow signature by President Maron.

On motion of Tr. Greenwald and seconded, the Board approved signing the Variance Request Form. Tr. Arcaro abstained.

Director Falcone submitted to the Board members the attached Board Assurances for Construction Grant for signature.

On motion of Tr. Guzman-Santana and seconded, the Board approved signing the Board Assurances for Construction Grant.

A draft revision of the YPL policy on harassment and appropriate workplace behavior was given to the Board for consideration. Action on this was tabled for a subsequent meeting. In the meantime, Director Falcone would forward it to an attorney for comment, and Tr. Greenwald would review similar policies from other libraries.

Dates were selected for future meetings:

October 13, 2016 at Grinton I. Will

November 17, 2016 at Riverfront

December 15, 2016 at Grinton I. Will

January 26, 2017 at Riverfront

NEXT BOARD MEETING DATE - Thursday, October 13, 2016, 7:00 p.m., Grinton I. Will Branch.

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

Edward Falcone
Library Director & Secretary

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
GRINTON I. WILL BRANCH
OCTOBER 13, 2016**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting of September 19, 2016.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEMS]

Ratify the following appointments:

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

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

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

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

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

Acknowledge the following termination:

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

Acknowledge the following resignation:

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

Acknowledge the following retirement:

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

COMMITTEE REPORTS

Finance, Budget & Planning Maron, Arcaro, Jannetti

Employee Relations Maron, Buckley

Buildings & Grounds Maron, Touba, Buckley
Tr. Guzman-Santana's Riverfront billboard inquiry results.

Fundraising & Development Maron, Arcaro, Jannetti
Discuss future fundraisers

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #772

UNFINISHED BUSINESS

Update on Strategic Plan

[ACTION ITEM] Revised Policy on Harassment

NEW BUSINESS

[ACTION ITEM] Approve the attached 2017 Holiday Schedule

Discussion of FY2018 budget

NEXT BOARD MEETING DATE: Thursday, November 17, 2016, Riverfront Library.

Return to:
 Kimberly Anderson, EPA I
 Division of Library Development
 10B41 CEC
 Albany NY 12230
 (518) 486-5252
 Kimberly.anderson@nysed.gov



Variance Request Form

Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

Instructions: Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 29, 1999). **If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply.** The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

1. **Library Information** (Name of library, contact person, phone number)

Yonkers Public Library
Contact: Edward Falcone (914) 375-7951
- 2a. **Request for Variance from Standard Number:** 2
- b. **What is current status?** A draft of the new Plan of Service has been circulated to staff and trustees for review.
3. **Circumstances Over Which the Library Has No Control That Are Barriers to Compliance:** None foreseen at this time
4. **Plan for Compliance.** Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)**

 Library Director Date Library Board President Date

System Comment and Review: Variance request

_____ may be approvable _____ may not be approvable
 (Please include explanation.)

This variance request was reviewed at the _____ meeting of the Board of Trustees of
 (Month/Day)
 the _____ System.

 System Director Date System Board President Date

FOR SED USE ONLY: ___ Variance request is approvable; Variance granted until: _____
 (Month/Day/Year)

___ Variance request is not approvable because:

Reviewed By: _____

ASSURANCES: Public Library Construction Grant Program

The applicant hereby gives assurances of the following (check all boxes that apply):

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10** years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the Yonkers Public Library at a legal meeting on September 19, 2016.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): Nancy L. Maron

MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c) *Variances. If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.*

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION																
1	Is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;																
2	Has a board-approved, written long-range plan of service;																
3	Presents an annual report to the community on the library's progress in meeting its goals and objectives;																
4	Has board-approved written policies for the operation of the library;																
5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;																
7	<p>Is open the following scheduled hours:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 - 2,499	20	2,500 - 4,999	25	5,000 - 14,999	35	15,000 - 24,999	40	25,000 - 99,999	55	100,000 and above	60
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																
Up to 500	12																
500 - 2,499	20																
2,500 - 4,999	25																
5,000 - 14,999	35																
15,000 - 24,999	40																
25,000 - 99,999	55																
100,000 and above	60																
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;																
9	Provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, tele-facsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;																
10	Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;																
11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.																

Yonkers Public Library

Bill List September 2016

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
BAKER & TAYLOR	BOOK LEASING 9/1-11/30/2016	9/15/2016	24,960.21
BAKER & TAYLOR	MATERIALS	9/22/2016	29,559.42
INFORMATION TODAY	MATERIALS	9/22/2016	334.03
INFORMATION TODAY	MATERIALS	9/22/2016	404.05
KAEYER GARMENT DAVIDSON	BALACE ADD'L SERVICES	9/15/2016	2,112.50
MIDWEST TAPE	MATERIALS	9/22/2016	63.96
MIDWEST TAPE	MATERIALS	9/22/2016	187.88
PETERSON'S	MATERIALS	9/22/2016	7.08
PETERSON'S	MATERIALS	9/22/2016	49.01
TOTAL			57,678.14
CONTRIBUTIONS FUNDS			
AMAZON.COM	WILL CHILDREN'S MINI GRANT	9/19/2016	167.95
BELLA VISTA DELI	BD MTNG DINNER 9/19/2016	9/26/2016	200.00
CALVERT, CLAYTON	ART EXHIBIT	9/19/2016	150.00
CHAN, YAO WAH	COMMUNITIES FOR ALL AGES	9/19/2016	75.00
CHAN, YAO WAH	COMMUNITIES FOR ALL AGES	9/6/2016	75.00
CHAN, YAO WAH	COMMUNITIES FOR ALL AGES	9/12/2016	75.00
NEW ROCHELLE PUBLIC LIBRARY	LOST BOOK	9/12/2016	15.00
TORRES, ARNALDO	HISPANIC HERITAGE REIMB.	9/12/2016	30.00
YONKERS PUBLIC LIBRARY	ART GALLERY PETTY CASH	9/26/2016	239.11
TOTAL			1,027.06
TURSTS FUNDS			
CHASE	SAFE DEPOSIT BOX	9/19/2016	95.00
TOTAL			95.00

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 10/03/16
 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 September 2016

Date	Num	Memo	Amount
Abbey Ice			
09/08/2016	20981	spring water	59.50
09/19/2016	23213	spring water	79.00
09/23/2016	158271	spring water	88.50
09/23/2016	158297	spring water	47.25
09/30/2016	24388	spring water	85.50
09/30/2016	24389	spring water	46.50
Total Abbey Ice			406.25
Addo-Prempeh, Victoria			
09/08/2016	082616	summer reading refreshments	110.02
Total Addo-Prempeh, Victoria			110.02
Amazon.com			
09/19/2016	025055651733	to correct payment amt	546.00
09/23/2016	60458781031209sept16	library materials	1,488.78
Total Amazon.com			2,034.78
American Express			
09/08/2016	6-76005Aug16	library supplies	449.99
09/30/2016	6-76005Sept16	library supplies, ads	1,009.30
Total American Express			1,459.29
American Library Association			
09/08/2016	73653954	library supplies	160.00
09/19/2016	0073656445	program supplies	71.01
09/30/2016	0073656061	library program	78.00
09/30/2016	0073660097	library program	127.20
Total American Library Association			436.21
American Paper Supply (APP)			
09/23/2016	J1116725	janitorial supplies	261.80
09/30/2016	J1117764	janitorial supplies	420.30
Total American Paper Supply (APP)			682.10
Amolls, Roseanne			
09/19/2016	37	Job Search Coach 7/6-8/31/16	1,800.00
Total Amolls, Roseanne			1,800.00
Assured SKCG, Inc			
09/30/2016	397379	insurance renewal	500.00
09/30/2016	397379	insurance renewal	14,075.00
09/30/2016	397379	insurance renewal	7,183.44
Total Assured SKCG, Inc			21,758.44
Brodart			
09/09/2016	446410	library supplies	75.32
09/19/2016	445783	library supplies	189.88
09/19/2016	445790	library supplies	318.24
Total Brodart			583.44
Cablevision Lightpath			
09/19/2016	20311081	phones	3,548.55
09/19/2016	20323113	internet	5,234.75
Total Cablevision Lightpath			8,783.30
Cablevision Optimum			
09/08/2016	07803550279Aug16	phones and internet Crestwood	124.85
09/09/2016	07803544469Sept16	TV boxes	12.18
09/19/2016	07803065546Sept16	TV Boxes	6.09
09/30/2016	07803550279sept16	phones and internet Crestwood	124.85
Total Cablevision Optimum			267.97
Cardinal Publishers Group			
09/19/2016	40640-1	library materials	127.56
Total Cardinal Publishers Group			127.56
Cengage/Gale			

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YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT September 2016

Date	Num	Memo	Amount
09/08/2016	58551669	library materials	415.86
09/08/2016	58564292	library materials	27.19
09/08/2016	58565445	library materials	40.79
09/23/2016	58796959	GVRL hosting fee 9/1/16-8/31/17	300.00
Total Cengage/Gale			783.84
CG Muse			
09/08/2016	2016011	program	125.00
Total CG Muse			125.00
Citadel Pest Control			
09/08/2016	2888	pest control	200.00
09/19/2016	2896	pest control	350.00
09/30/2016	2960	pest control	250.00
Total Citadel Pest Control			800.00
City Of Yonkers			
09/09/2016	09012016	Rent -Riverfront September 2016	62,500.00
Total City Of Yonkers			62,500.00
Con Edison			
09/19/2016	42173100Sep16	gas Sept. 2016	148.88
Total Con Edison			148.88
Corey Glass			
09/23/2016	33664	repair-door	200.00
Total Corey Glass			200.00
Crown Janitorial			
09/23/2016	369776-1	janitorial supplies	1,654.92
09/30/2016	369776-2	janitorial supplies	42.84
09/30/2016	370864-1	janitorial supplies	747.35
Total Crown Janitorial			2,445.11
Cruz, Aurora			
09/08/2016	082216A	summer teen programs	36.32
09/08/2016	082616	summer reading refreshments	76.66
Total Cruz, Aurora			112.98
DeWaters, Alice			
09/09/2016	083116	refreshments- knitting workshop	53.68
Total DeWaters, Alice			53.68
Drain Kleen			
09/19/2016	135465	clear stoppage Will	245.00
Total Drain Kleen			245.00
Falcone, Edward			
09/23/2016	091616	meeting at Will pizza	56.50
Total Falcone, Edward			56.50
GovConnection			
09/08/2016	54022872	computer supplies	13.92
09/08/2016	54048047	computer supplies	125.28
09/08/2016	54048125	computer supplies	129.91
09/09/2016	54065312	computer supplies	108.30
09/09/2016	54065329	cartridges	1,267.80
09/30/2016	54138995	computer supplies	191.33
Total GovConnection			1,836.54
Grey House Publishing			
09/08/2016	926022	library materials	313.50
Total Grey House Publishing			313.50
Home Depot Credit Service			
09/08/2016	1082013-7094257	library supplies	131.81
Total Home Depot Credit Service			131.81

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YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT September 2016

Date	Num	Memo	Amount
ITG Larson, Inc			
09/30/2016	1664	security camera maintenance	12,265.74
Total ITG Larson, Inc			12,265.74
Journal News, The			
09/19/2016	3093385	employment ad	499.79
Total Journal News, The			499.79
Kirkus Reviews			
09/08/2016	101599A	subscription	597.00
Total Kirkus Reviews			597.00
Lexis-Nexis -B			
09/19/2016	PP0000032141	April 2016-March 2017	3,000.00
Total Lexis-Nexis -B			3,000.00
Lexis-Nexis /Matt Bender			
09/23/2016	85856495	renewal	1,747.00
Total Lexis-Nexis /Matt Bender			1,747.00
Midwest Tape			
09/09/2016	94265910	library materials	493.75
Total Midwest Tape			493.75
Nat'l Learning Corp.			
09/09/2016	0050220	library materials	50.95
Total Nat'l Learning Corp.			50.95
New Readers Press			
09/08/2016	8098128	library materials	129.21
09/09/2016	8101077	library materials	168.49
Total New Readers Press			297.70
Peterson's			
09/09/2016	4860153	library materials	49.23
09/09/2016	4860154	library materials	49.23
Total Peterson's			98.46
Pitney Bowes rental			
09/23/2016	1001828106	meter rental Riverfront	216.00
Total Pitney Bowes rental			216.00
Postivie Promotions			
09/08/2016	05562278	library supplies	78.64
Total Postivie Promotions			78.64
Recorded Books			
09/09/2016	75390276	library materials	41.60
Total Recorded Books			41.60
Safeguard Lock & Key			
09/30/2016	2858	replace cylinder	225.00
09/30/2016	3848	lock repair	15.00
Total Safeguard Lock & Key			240.00
Schall Hardware			
09/09/2016	14289	paint and tools	520.25
Total Schall Hardware			520.25
Stanley Convergent			
09/23/2016	13859643	alarm monitoring Oct	167.04
09/23/2016	13862455	alarm monitoring Oct.	638.21
Total Stanley Convergent			805.25
The Metro Group			
09/08/2016	PI 465834	2nd sample	375.00
Total The Metro Group			375.00

10:10 AM
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YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 September 2016

Date	Num	Memo	Amount
Torres, Arnaldo			
09/08/2016	082316	summer program supplies	30.00
Total Torres, Arnaldo			30.00
USA Buttons Inc.			
09/23/2016	124451	button sets	785.00
Total USA Buttons Inc.			785.00
Vagias, James (Jim)			
09/08/2016	082316A	performance -Riverfront	450.00
09/08/2016	082316B	performance Will	450.00
Total Vagias, James (Jim)			900.00
Verizon			
09/08/2016	9147931065Aug16	phones/alarms	49.91
09/19/2016	9144109274Sep16	phones/alarms	39.80
09/30/2016	9143372191sept16	phones/alarms	140.44
09/30/2016	9143373015sept16	phones/alarms	49.44
09/30/2016	9147931065sept16	phones/alarms	46.75
Total Verizon			326.34
Verizon Wireless			
09/09/2016	9770872899	cell phones	324.33
09/23/2016	9771784248	cell phones	131.35
Total Verizon Wireless			455.68
WB Mason			
09/08/2016	I37081914	library supplies	7.32
09/08/2016	I37086707	library supplies	385.12
09/09/2016	I37206853	library supplies	58.68
09/19/2016	I37323567	library supplies	188.87
09/23/2016	I37560789	library supplies	190.84
09/23/2016	I37615339	library supplies	101.61
09/30/2016	I37887170	library supplies	10.70
Total WB Mason			943.14
Westchester Library System			
09/30/2016	091416-8	title source	2,810.00
09/30/2016	091316-32	Capria mobile app	250.00
Total Westchester Library System			3,060.00
Xerox			
09/19/2016	085885971	MYP-202212 August	95.00
09/30/2016	086186895	TFN672893 August 2016	77.49
Total Xerox			172.49
Yonkers Parking Authority			
09/23/2016	16-1626	employee parking Oct-Dec 16	4,680.00
Total Yonkers Parking Authority			4,680.00
TOTAL			140,881.98

**YONKERS PUBLIC LIBRARY
QUARTERLY BUDGET REPORT
JULY 1, 2016-SEPTEMBER 30, 2016
OPERATING FUNDS**

<u>FUND</u>	<u>ORIGINAL BUDGET AMOUNT</u>	<u>EXPENDITURES JULY-SEPTEMBER</u>	<u>BALANCE</u>
PAYROLL	\$6,887,738	\$1,428,682	\$5,459,056
NON-PAYROLL	<u>\$2,265,679</u>	<u>\$617,200</u>	<u>\$1,648,479</u>
TOTAL	\$9,153,417	\$2,045,882	\$7,107,535

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

		ORIGINAL AMOUNT	AMOUNT AVAILABLE 9/30/2016
<u>C2099CP</u>			
510445	Panel Replacement	300,000	196,331
510448	Closed Circuit TV System	80,000	0
510645	Library Books Materials	400,000	131,955
510646	Will Ext. Construction	1,800,000	1,800,000
510647	Will Auditorium Improv.	55,000	51,739

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

Revenue Category	Budgeted Revenue 2016-2017	Revenue Realized 7/1/2016-9/30/2016
Fees & Fines	\$65,300	\$15,072
Rental of Property	11,160	3,630
Miscellaneous (Includes E-Rate)	41,050	3,115
Total Library Generated Revenues	<u>\$117,510</u>	<u>\$21,817</u>
State Funding	47,560	51,160
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<u>\$10,474,674</u>	<u>\$10,382,581</u>

BANK ACCOUNT INFORMATION
SEPTEMBER 2016

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>9/30/2016</u>
ENDOWMENTS AND TRUSTS						
<u>SAUNDERS ENDOWMENT GOAL \$65,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.10%	SAUNDERS BOOK FUND	1083451	12/16/2017	15 MO. CD	75,074.78
<u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u>						
KEY BANK	0.01%	JOHN JUTKOWITZ THEATER FUND	323533002446	----	SAV. ACCT.	1,443.37
TRUSTCO BANK	1.10%	JOHN JUTKOWITZ THEATER FUND	5226302	3/6/2017	13 MO. CD	10,550.20
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
TRUSTCO BANK	1.10%	DAVID S. KOGAN MEM FUND	5226287	2/1/2017	13 MO. CD	5,202.24
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
TRUSTCO BANK	0.95%	RITA G. MURPHY MEM FUND	5226257	2/7/2017	10 MO. CD	5,463.75
<u>CHECKING ACCOUNT</u>						
KEY BANK	N/A	YPL TRUST ACCOUNT	323531001663	----	CHECKING	3,868.00 (As of 8/31/16)
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
<u>SUNNYSIDE FEDERAL SAVINGS & LOANS</u>						
TRUSTCO BANK	1.10%	CONTRIBUTIONS ACCOUNT	1083469	12/16/2017	15 MO. CD	26,572.85
TRUSTCO BANK	1.10%	CONTRIBUTIONS ACCOUNT	5226288	2/1/2017	13 MO. CD	60,404.49
TRUSTCO BANK	0.95%	CONTRIBUTIONS ACCOUNT	5226260	6/25/2017	13 MO. CD	25,760.24
<u>CHECKING ACCOUNT</u>						
KEY BANK	N/A	CONTRIBUTIONS ACCOUNT	323531001341	----	CHECKING	88,619.53 (As of 8/31/16)

MEETINGS ATTENDED THIS PERIOD

9/20	Ed & Susan	Chamber of Commerce Networking Breakfast, Regency
9/21	Susan	Yonkers On The Move, Yonkers Room
	Susan	Branch visit – Will
	Susan	YMCA interviews with Executive Director candidates, Zuppa
9/22	Ed	Mobility Challenge press event, Atrium
	Susan	Creating Healthy Schools and Communities meeting, Will
	Ed	Thursday Lunch Club
	Susan	Yonkers On The Move, Crestwood
	Ed & Susan	School Library Council, Riverside HS
9/26	Susan	Competencies planning meeting, Will
9/27	Susan	Community Planning Council board meeting, Riverfront
	Susan	Yonkers Thrives Kindergarten Readiness
	Ed	Mayor’s Reception, City Hall
9/28	Ed & Susan	Time Management training, Riverfront Auditorium
9/29	Ed & Susan	JCY Kickoff Brunch, Eastchester
	Ed & Susan	Salvation Army Dinner, Dunwoodie
9/30	Ed & Susan	Strategic Planning Committee, Riverfront
10/4	Susan	Haifa Bint-Kadi and Pam Alvarez (new gallery assistant),
Riverfront		
10/6	Susan	CDBG workshop, Yonkers Room
10/8	Susan	Hispanic Heritage Celebration
10/11	Susan	Branch Administrators meeting, Riverfront
	Ed & Susan	Student registration meeting, Riverfront
10/12	Susan	LYFE conference call
10/13	Ed & Susan	Thursday Lunch Club
	Ed & Susan	Crestwood 90 th Birthday

SAVE THE DATE

10/27	Gallery Reception: Peter Malone - May We Help You: Portraits of the Yonkers Public Library Staff 5:30-8 pm
11/17	WLS Annual Meeting 9 am at WLS

YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

September 2016

	<u>2015</u>	<u>2016</u>		
Days of Service	28	28		
			<u>Dev.</u>	<u>%</u>
RIVERFRONT LIBRARY				
Adult	14,485	13,862	(623)	
Children's	5,723	6,563	840	
Total Riverfront Circulation	20,208	20,425	217	1.07%
 GRINTON I. WILL BRANCH				
Adult	24,561	24,856	295	
Children's	13,346	11,585	(1,761)	
Total Will Circulation	37,907	36,441	(1,466)	-3.87%
 CRESTWOOD BRANCH				
Adult	2,899	3,121	222	
Children's	1,195	1,262	67	
Total Crestwood Circulation	4,094	4,383	289	7.06%
 E-Content (All Branches)	6,170	7,087		
TOTAL CIRCULATION				
Total Current Month	68,379	68,336	(43)	-0.06%
Total Previous Months	<u>546,381</u>	<u>574,619</u>	<u>28,238</u>	<u>5.17%</u>
Total Year to Date	614,760	642,955	28,195	4.59%

Monthly: September 2016

ELECTRONIC USAGE COUNT

	2015	2016
Riverfront Branch	14,788	13,600
Will Branch	7,411	6,266
Crestwood Branch	<u>823</u>	<u>433</u>
Total	23,022	20,299

TURNSTILE COUNT

	2015	2016
Riverfront Library	41,932	41,534
Will Branch	38,392	26,208
Crestwood Branch	<u>4,061</u>	<u>5,681</u>
Total	84,385	73,423

LIBRARY CARD COUNT

User Profile	Crestwood	Riverfront	Will	Total
Adult	1,177	35,444	24,628	61,249
Contract	0	108	6	114
Courtesy	1	4	26	31
Guest	0	3	0	3
Internet	0	2	0	2
Juvenile	582	7,659	9,226	17,467
Staff	9	101	89	199
Teen	35	6,630	2,072	8,737
Temp	0	7	2	9
				0
Total	1,804	49,958	36,049	87,811

YONKERS PUBLIC LIBRARY

REFERENCE STATISTICS September 2016

	<u>Last Year</u>	<u>This Year</u>	<u>Dev.</u>	<u>%</u>
RIVERFRONT LIBRARY				
Clerical Services	858	847	(11)	
Reference	2,257	2,196	(61)	
Reader's Advisory	3,349	2,845	(504)	
Total Adult	6,464	5,888	(576)	
Children's	877	773	(104)	
Total	7,341	6,661	(680)	-9.26%
GRINTON I. WILL BRANCH				
Adult/YA	4,385	4,160	(225)	
Reference/J.I.C.	5,942	5,426	(516)	
Fine Arts	525	584	59	
Total Adult	10,852	10,170	(682)	
Children's	3,198	2,883	(315)	
Total	14,050	13,053	(997)	-7.10%
CRESTWOOD BRANCH				
Adult	502	1,278	776	
Children's	552	644	92	
Total	1,054	1,922	868	82.35%
TOTALS				
Current Month	22,445	21,636	(809)	-3.60%
Previous Months	192,305	197,361	5,056	2.63%
Year to Date	214,750	218,997	4,247	1.98%

YONKERS PUBLIC LIBRARY

PERSONNEL REPORT OCTOBER 1, 2016

<u>Element Number & Category</u>	<u>Total # of Positions</u>	<u>Positions Filled</u>	<u>Positions Vacant</u>
<u>7410 Administration</u>			
Professional	2	2	0
Clerical	10	7	3
<u>7411 Technical Processing</u>	4	3	1
<u>7412/13 Maintenance</u>	16	16	0
<u>7412/13/14 Public Service</u>			
Professional	39	32	7
Clerical	<u>35</u>	<u>30</u>	<u>5</u>
TOTAL	106	90	16



Edward Falcone
Library Director



HOLIDAY SCHEDULE – 2017

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

Close at 5 p.m.:

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

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

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
September	Literacy Solutions NY: Tutors	A	156
September	Literacy Solutions NY: Learning Center Use	A	83
6 sessions	Literacy Solutions NY: Basic Classes	A	108
4 sessions	Literacy Solutions NY: Intermediate Classes	A	49
4 sessions	Literacy Solutions NY: Citizenship Classes	A	54
September	Read Away Your Fines	A	99
9/1, 2	Yonkers Public Schools Teacher Technology Training	A	49
9/3	Movie: Batman v Superman	A	20
11 sessions	TASC Connect	A	37
4 sessions	Knitting & Crocheting Workshop	A	105
9/7	Riverfront Book Club: Some Luck by Jane Smiley	A	16
4 sessions	Job Search Coach	A	39
9/8	Hudson Valley Blood Services Community Blood Drive	A	30
9/10, 24	Tai Chi for Beginners	A	49
9/12	Coloring for Adults	A	10
9/12	Books Before Bedtime: The Warmth of Other Suns by Isabel Wilkerson	A	4
9/15	Riverfront Genealogy Club Field Trip: New York Public Library	A	12
9/17	Job Search Boot Camp (for the tech-savvy)	A	2
9/17	Take Better Pictures with your Smartphone	A	8
9/24	Movie: Miracle from Heaven	A	22
9/25	Movie: Barber Shop 3: The Next Cut	A	29
9/27	Falun Dafa	A	18
9/28	Eating Right for a Healthy Heart	A	15
9/20	English Conversation Group	A	5
September	Read Away Your Fines	Y/A	12
5 sessions	Gaming Thursdays	Y/A	81
9/6	Pokemon Madness	Y/A	9
9/13	Back to School Keeping Your Cool	Y/A	4
9/20	24/7 Online Homework Resources	Y/A	100
9/27	Volunteer Fall Meeting	Y/A	9
9/28	Gardening Club	Y/A	5
9/6, 13, 20	Picture Book Time	JUV	22
5 sessions	Toddler Time	JUV	135
5 sessions	Babies and Books	JUV	112
9/22	Welcome Fall with a Story and a Craft	JUV	9
9/17	Fall into Fitness: Yoga for Kids	JUV	25
4 sessions	America Reads	JUV	54

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
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HOMEWORK HELPER

Date(s)	Type	Attendance
4 sessions	JUV	49

NUMBER OF LIBRARY PROGRAMS:

87

ATTENDANCE AT LIBRARY PROGRAMS:

1,645

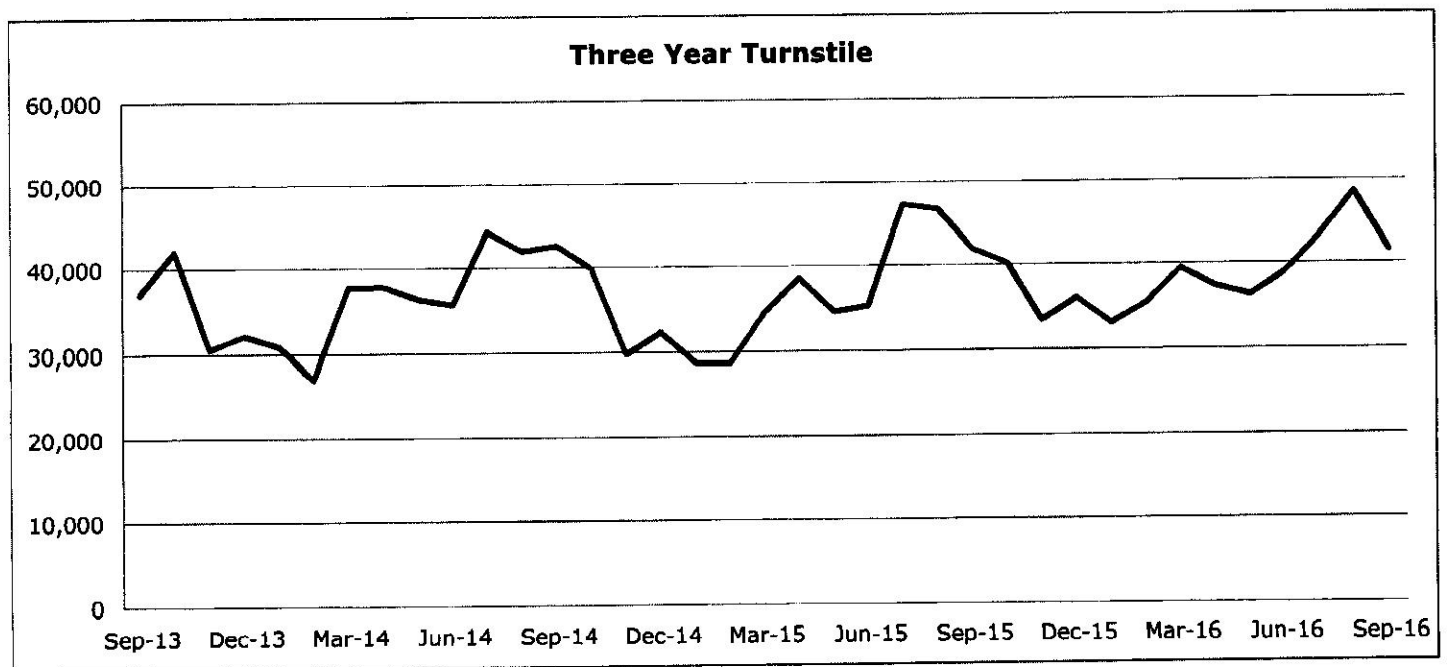
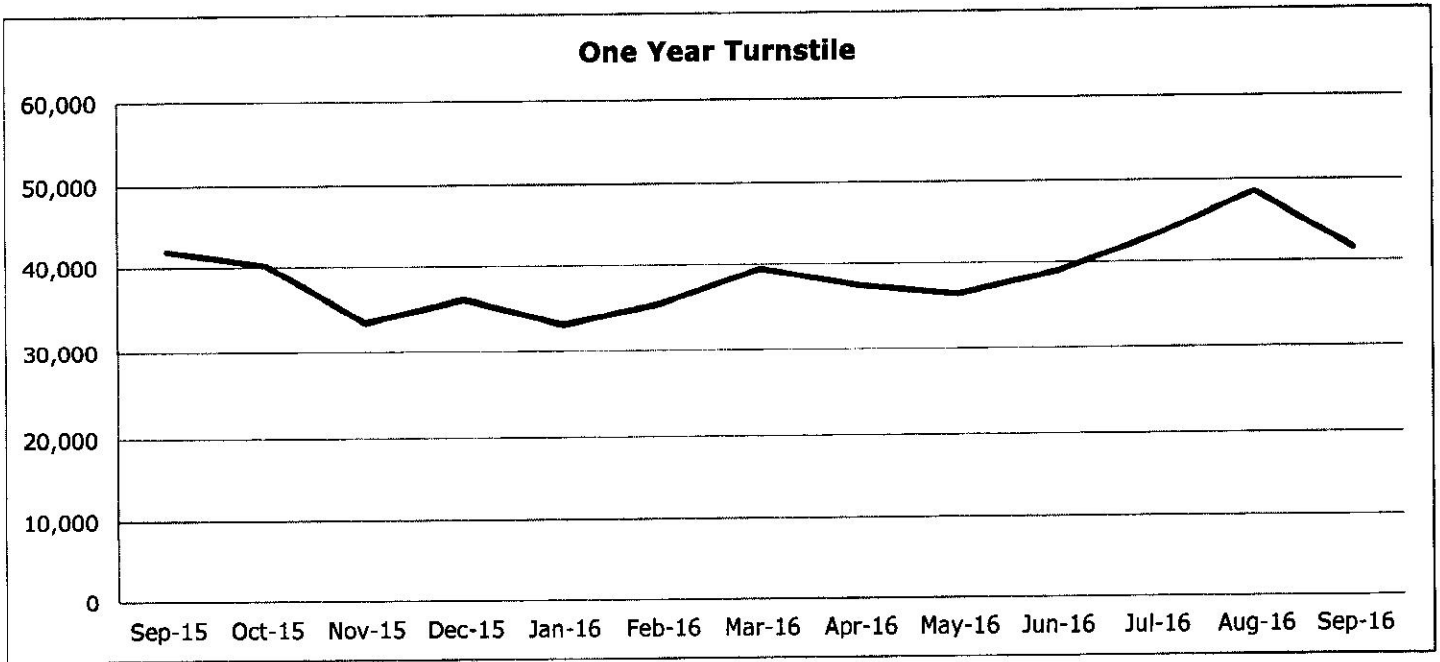
NON-LIBRARY PROGRAMS

Date(s)	Program	Attendance	Fee
9/1, 2	YPS Teacher Training	47	
9/1	YPS Early Childhood Pre-K Teacher Meeting	54	
9/1, 22	YMCA Board Meeting	19	
9/1, 8, 15	Ability Beyond: Windows Without Walls	28	
9/1	Super Trans Bus Company Safety Meeting	126	\$150.00
9/1	Yonkers Thrives Partnership Meeting	9	
9/2	Westchester Disabled On the Move	11	
13 sessions	YPS Registration & Enrollment	1,500	
9/6	Liga de Yonkers Soccer League Meeting	9	
9/7, 8, 9	My Sister's Place Staff Retreat	18	
9/8	YMCA Project Reach For LYFE	14	
4 sessions	HobbyQuest Interviewing	24	\$100.00
9/9	Westchester DSS Community Partners for Undoing Racism	13	
9/10	Messiah Baptist Church New Member Welcome	39	
9/10	Park Ave. Investment Club	14	
9/10	Riverfest Performer Holding Areas	72	
9/11	Diamonds in the Rough Social Club	9	
9/11	India Center of Westchester Ganeshotsav Celebration	129	
9/12	LGBTQ Advisory Board Meeting	6	
9/13, 28, 29	Yonkers Partners in Education Volunteer Information Session	25	
9/13	ArtsWestchester Arts Alive Grant Workshop	9	
9/14	CLUSTER Eviction Prevention Workshop	12	
9/14	Yonkers Coalition for Youth Meeting	30	
9/14	Third Ward Meeting	25	
9/14, 21	Yonkers Partners in Education Scholars Information Session	122	
9/14	Gamma Phi Delta Meeting	6	
9/15	Yonkers Democratic Party Meeting	19	
9/15	Youth Theater Interactions Meeting	12	
9/15	Hispanic Advisory Board Hispanic Heritage Art Exhibit Reception	56	
9/15	Fidelis Care Meeting	10	
9/16	Family Services Society of Yonkers Kinship Care Support Group (Spanish)	11	
9/17	Darryl L. Graham Agency Defensive Driving Course	11	\$25.00
9/17	Dominican Cultural Association Drawing Contest & Hispanic Heritage Celebration	336	
9/19	Israelite Church of God in Jesus Christ: Revealing the Twelve Tribes of Israel	7	
9/19	CLUSTER Board Meeting	18	
9/20	Yonkers Democratic Party Meeting	6	
9/20	YPS State of Schools Community Forum	360	
9/20	SCORE How to Grow Your Business Workshop Series	32	
9/21, 23	Family Services of Westchester Trauma Treatment Workshop	165	
9/21	MVP Healthcare Medicare Presentation	11	
9/21	Yonkers On the Move: A Moving Experience	27	
9/21	Yonkers Partners in Education Graduation Coach Info Session	40	
9/22	NYSERDA TransitScreen Unveiling Press Conference	60	
9/23	Relative Caregivers Support Group	11	
9/24	Fit Club Health & Fitness Program	30	\$150.00
9/26	VOCAL NY Social Justice Power Hour Luncheon	26	
9/26	After-School ESL Community Tutoring	15	
9/27	Yonkers Community Action Program Volunteer Training	34	
9/27	Yonkers Thrives Kindergarten Readiness CAN	15	
9/28	Community Planning Council Community Conversation: Immigration	27	
9/28	City of Yonkers Organization & Time Management Seminar	140	
9/28	NYS Office of Children & Family Services Know Your Rights Training	10	
9/29, 30	Yonkers Coalition for Youth: Mental Health Training	65	
9/29	Avon Representative Conference	50	\$150.00
9/29	Women's Enterprise Development Center Entrepreneurial Training	12	
9/30	Yonkers Thrives Leadership Council	49	

ATTENDANCE AT NON-LIBRARY PROGRAMS:	4,035
GRAND TOTAL PROGRAM ATTENDANCE	5,680

Electronic Use Count

	<u>Count</u>
PC Sign Up	13,483
19 English-speaking Computer Classes	110
3 Spanish-speaking Computer Classes	7
TOTAL ELECTRONIC USE COUNT:	13,600
RIVERFRONT LIBRARY TURNSTILE COUNT:	41,534



Yonkers Public Library
Riverfront Branch
ACTIVITIES REPORT

Room	# Events	Hours	Utilization
Arts & Crafts Room	0	0.00	0.00%
Auditorium	5	15.25	5.59%
Auditorium and Event Space	3	16.75	6.14%
Board Room	22	64.25	23.53%
Community Room A	9	24.50	8.97%
Community Room A & B	16	68.25	25.00%
Community Room B	5	11.50	4.21%
Event Space	16	124.50	45.60%
Learning Lab	28	61.00	22.34%
Maker Lab	3	6.50	2.38%
Media Lab	1	1.75	0.64%
Riverfront Art Gallery	1	2.50	0.92%
Room 1	10	32.00	11.72%
Room 2B	25	70.25	25.73%
Room 3	2	6.00	2.20%
Room 4A	0	0.00	0.00%
Room 4B	16	70.25	25.73%
Small People's Place	21	31.50	11.54%
Table Space 1	24	102.00	37.36%
Tech Central	7	21.75	7.97%
Third Floor Computer Lab	3	5.00	1.83%
Yonkers Room	18	58.25	21.34%
Young Adult Room	8	24.00	8.79%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
9/7	Grandparents Day	Juv	18
9/13	Roald Dahl's 100th Birthday Party	Juv	22
9/19	Talk Like a Pirate Day	Juv	28
9/22	Hobbit Day	Juv	11
9/26 & 27	Nursery Rhyme Time	Juv	63
9/28 & 29	Mother Goose Time	Juv	81
9/30	Baby Time	Juv	22
9/1,6,8,13,15,20,22 & 27	Senior Benefit Information Center	Adult	15
9/1,8,15,22 & 29	Bridge Club	Adult	72
9/2 & 16	Let's Get Together Just For the Fun of it!	Adult	5
9/6,13,20 & 27	Crochet Club	Adult	40
9/9 & 23	Color My World	Adult	5
9/12 & 26	Sing Memorable Songs	Adult	60
9/13	Art Film Series	Adult	25
9/14 & 28	WEBS Career Counseling	Adult	5
9/20	Inside-Out Health-Dr. Silverman	Adult	6
9/22	Movie of the Month	Adult	37
9/25	Tony Bennett & Bill Evans-Friends of YPL	Adult	250
9/26	TASC Connect	Adult	5
9/18	An Afternoon of Grand Opera-Friends of YPL	Adult	175
9/21	Demystifying Medicare	Adult	5
9/7	Coloring for Teens	YA	4
9/24	Teen Advisory Group	YA	11
9/24	Teen Book Discussion	YA	11
21 Sessions	Electronic Games	YA	215
21 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	669

CLASS VISITS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
9/27 & 28	Montessori 31		40

OUTREACH

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

NUMBER OF LIBRARY PROGRAMS:

88

ATTENDANCE AT LIBRARY PROGRAMS:

1,900

NON-LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Attendance</u>	<u>Fee</u>
9/1, 9/2 & 22	Yonkers Board of Education	95	
9/7	National Association of Hispanic Professionals	50	
9/7	UFO Roundtable	25	
9/7	Yonkers Historical Society	13	
9/8	Yonkers Philharmonic Society	11	
9/8 & 15	POPS Band	21	
9/10	NAMI	3	
9/10	Book Signing with Joyce	8	
9/11	Amateur Radio Club	16	
9/12	Writers' Workshop	10	
9/12 & 13	LaLeche League of Yonkers	18	
9/13	National Association of Letter Carrier's	56	
9/14	UFT Retired Teachers	60	\$100
9/14	SEIU 704	16	
9/14 & 28	Toastmaster's	13	
9/14	2nd Ward Democratic Club	15	
9/15,16,19 & 20	NY State Troopers	75	
9/15	Women's Enterprise	11	
9/16,23 & 30	UFT Retired Teachers	120	
9/18	Irish American Society	15	
9/20	AARP Chapter 5427	35	
9/20	Jewish Council of Yonkers	20	
9/21	Teamsters Local 813	60	
9/24	American Malayalee Association	75	
9/26,27 & 28	Empire Real Estate	45	\$105
9/26	Bronxville Paranormal Society	6	
9/27	Yonkers Municipal Housing	40	
9/27	Yonkers Mobile Tax Unit	150	
9/27	Aquehung Democratic Committee	15	
9/27	TACHS Study Program	10	
9/30	Montefiore Diabetes Workshop	6	
21 Sessions	Senior Center-Yonkers Park Dept	480	

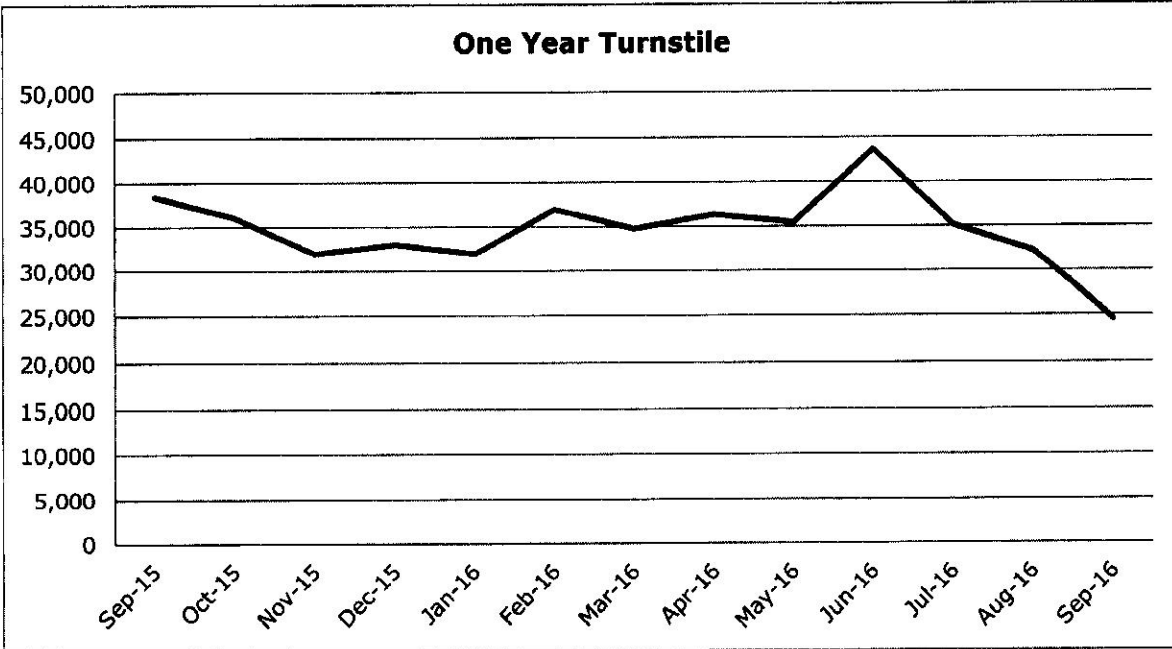
ATTENDANCE AT NON-LIBRARY PROGRAMS: 1,593

GRAND TOTAL PROGRAM ATTENDANCE 3,493

PC Sign Up 6,141
 17 computer classes 125

TOTAL ELECTRONIC USE COUNT: 6,266

Will Library Turnstile Count Central Ave counter broken since 9/24 **24,553**



Room	Hours	Utilization
Auditorium	80.75	27.28%
Children's Room	0	
Meeting Room	43	14.53%
Projection Room	119	40.20%
Sen. Flynn Room	52.5	17.74%
Story Room	63.16	21.34%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
5 sessions	Tech Drop-In	A	32
2 sessions	Sing Along with Michael/ Memorable Songs	A	30
5 sessions	News & Brews	A	106
4 sessions	PC Cruzin'	A	24
13 sessions	Help Desks	A	15
1 session	Learning Express Drop-In Demo	A	45
4 sessions	Color @Crestwood	A	36
2 sessions	Non-pretzel Yoga for Adults	A	33
3 sessions	Bronx Center Visits	A	28
1 session	Reiki Workshop	A	16
1 session	Email for Beginners	A	4
1 session	Advanced Email	A	5
2 sessions	Mahjong for Seniors	A	16
1 session	Downloading Ebooks: Tech Drop-In	A	20
1 session	Crestwood Book Club	A	10
1 session	Yonkers Public Library Board Meeting	A	12
1 session	Different Way to See: Art with Ken Korreis	A	7
3 sessions	Senior Crafts with Johanna	A	40
1 session	Yonkers on the Move Info, Ceremony & Walk	A	26
1 session	Pawsitive Tails	JUV	29
1 session	Talk Like a Pirate Day	JUV	15
1 session	Celebrate Roald Dahl's Birthday	JUV	46
1 session	Celebrate Grandparent's Day	JUV	20
8 sessions	Music & Merriment (9:30 & 11am)	JUV	422
4 sessions	Crestwood Cinema	JUV	28
1 session	Teen Tech	YA	10
1 session	Teen Readers: Book Group	YA	14
4 sessions	Teen Tuesdays	YA	38
1 session	Back to School Bash	YA	16
1 session	Book Buzz	YA	50
1 session	VOLUNTEENS	YA	15

HOMEWORK HELPER

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

NUMBER OF LIBRARY PROGRAMS:

77

ATTENDANCE AT LIBRARY PROGRAMS:

1,208

NON-LIBRARY PROGRAMS:

Date(s)	Program	Attendance	Fee
10 sessions	Parks Dept. Senior Group #16	104	N/A
9/15 & 9/28	Friends of Crestwood Library Board Meetings	15	N/A
2 sessions	WEBS 50 +	6	N/A
9/24	Crestwood Historical Society Board Meeting	8	N/A

ATTENDANCE AT NON-LIBRARY PROGRAMS:

133

GRAND TOTAL PROGRAM ATTENDANCE:

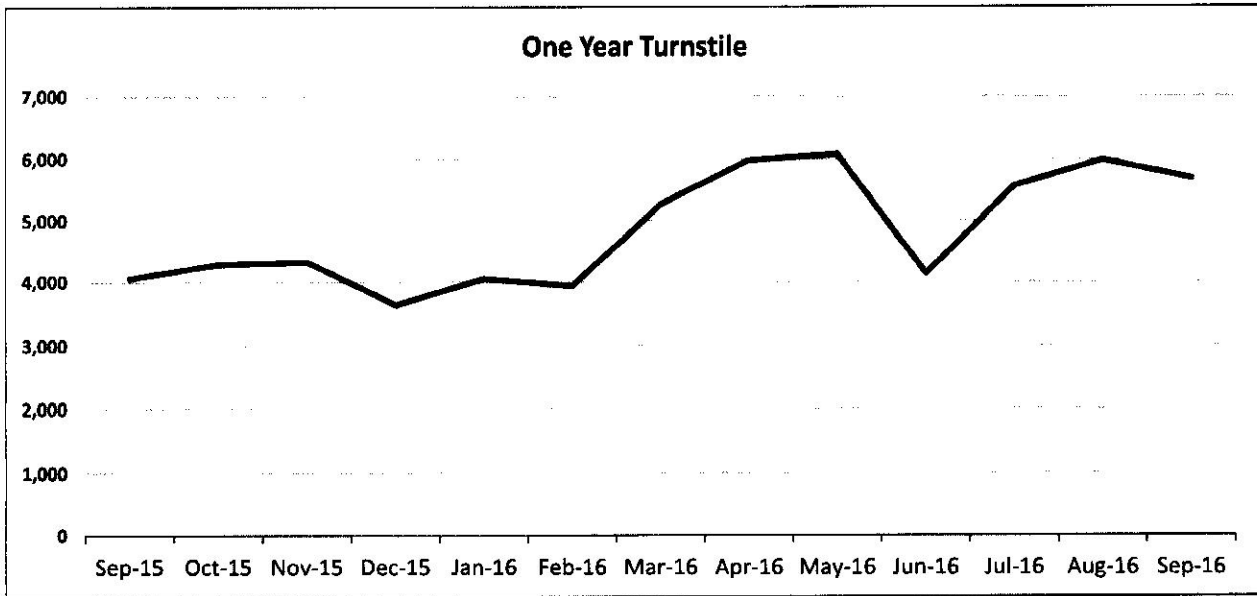
1,341

Electronic Use Count

	<u>Count</u>
PC Sign Up	278
27 Computer Events- Classes/workshops/drop-ins/help desk	155

TOTAL ELECTRONIC USE COUNT: 433

CRESTWOOD LIBRARY TURNSTILE COUNT: 5,681



Room	# Events	Hours	Utilization
Adult Computer Area	25	25	14.33%
Children's Room	43	96	55.01%
Reading Room	16	37	21.20%
Teen Corner	8	25	14.33%
	92	183	

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

Riverfront Library Quarterly Report July, August, and September 2016

The Riverfront Library is an invaluable resource for our rapidly growing and increasingly diverse community, and the services and programs it provides ensure that all patrons, both old and new, feel welcome. The beautiful library facility stands as a welcoming beacon in the community and has become a place of pride.

Many of the library's services and programs are aimed at fostering community connections and being receptive to patrons' needs. Whether it is the Reading Buddies program, where children work with volunteers on their summer reading books, Eating right for a healthy heart, Tai Chi, knitting and Crocheting Workshop, Intro to Coding, 3-D Printing, Hispanic Cultural Craft, Small Business Workshop: Financing your Business, Sarah Lawrence College Immigration Advocacy, Bell Dance Class, Zumba Class, Babies and Books, Picture Book Time or Relative Caregivers Support Group program, the Riverfront Library strives to engage all and nurture a strong sense of community.

Library staff shows incredible creativity in the programs they host; using books to turn the library into a Mini-Olympic space, or creating interactive programs for our young super readers. Patrons are surprised and delighted to see what their library has become, which keeps them coming back for more. The library also supports the TASC Connect program a one-on-one tutoring program available to help patrons who want to prepare for the GED diploma. Partnerships with community agencies resulted in some very memorable programs this quarter. These programs support our mission and goals to provide diverse cultural and educational programs to our community.

The Riverfront Library continues to lead the way in computer instruction as a result of our new Tech Central space; from basic digital literacy, to those who want to boost their skills to stay relevant in their job. Young adults and children are exposed to computer programming that incorporates important mathematical and computational ideas, while learning to think creatively, reason systematically, and work collaboratively through playful experimentation and project creation.

Outreach and Community Partnership – The library participated in some community events; Community Baptist Church Street Fair, Schlobohm Family Fair, National Night out, School 22 for library orientation, St. Peters Day Care, Queens Daughters Day Care, Yonkers River fest and the Friday market, bringing library services and information outside the physical boundaries of the library building.

Our new Young-Adult/ Reference Librarian Ana Gantzer started in August, and Ms. Isanel Pimentel our new circulation staff began in September. We are very fortunate that Riverfront library attracts such excellent professionals to join our team of hard working and dedicated staff. We wish them the best of luck with the Yonkers Public Library.

The following staff members were complimented by patrons during the period under review; Aurora Cruz, Tara Somersall, Mary Robison, Ann Campbell, Alice DeWaters and Renee Rabadi.

Attached is an excerpt from a letter received from a patron to compliment two staff members, I cannot but write you to express my appreciation for the services provided by the Riverfront Branch of the Yonkers Public Library. It is indeed one of our City's great resources for all its citizens. Of particular appreciation has been the provision of computer courses at your Branch. Several weeks ago, I attended a session on Internet for Beginners...I was tutored by Alice DeWaters who was

very professional and personable....we covered quite a bit, but at one point issues came up about some Outlook email problems I was experiencing which Alice readily admitted were unfamiliar to her. Alice said if I was interested she would try to get someone on staff to cover them with me. I indicated I would greatly appreciate her doing so as I saw her overture to get additional help as going beyond the call of duty. The next morning, Alice called and advised that Anne Campbell would be available to me that afternoon if I could make the appointment. I met with Ms. Campbell who was professional and personable as well....To me, Ms. Campbell exemplified the qualities of competency and commitment to service that any organization would cherish being displayed by its staff. Congratulations, Mr. Amoyaw on the quality of your staff at the Riverfront Branch of the Yonkers Public Library. Sincerely and with much appreciation, C. Brian Coughlin.

Your example is a great lesson to us all. Thank you for the enthusiasm you add to the department.

- Meetings attended during the quarter under review;
- Salvation Army Advisory Board Meetings
- African – American Advisory Board Meetings
- Yonkers on the Move Meetings
- Management Meetings
- Collection HQ Meeting at Sedgwick Library, Bronx
- St. Peter’s Day Care Advisory Board Meeting
- City Hall Unity Fountain Dedication
- Queen’s Daughters Day Care Visit
- Time Management Seminar
- River fest
- Staff Competencies Meeting
- Creating Healthy Schools and Communities
- Hispanic Heritage Committee Meetings

Next Quarter Goals

- We will work with schools, daycares and community centers to promote early literacy awareness. –Pre-K story time weekly at the children’s room.
- Expand Computer outreach programs for example 3-D printing to Grinton Will, Crestwood Branch Libraries and St. Peters School.
- Build a strong relationship with community agencies

We sincerely thank the entire staff, everyone collaborated very successfully on all the programs this summer that have contributed to the excellent work reflected in this report. We are proud of the value we add to the community, through the efforts of our talented and dedicated staff, and pledge to continue with renewed energy in the coming quarter.

Mr. Sandy Ernest Amoyaw
Branch Administrator

RIVERFRONT CIRCULATION CLERICAL DEPARTMENT

QUARTERLY REPORT

JULY-SEPTEMBER 2016

It was a very short hot summer. It seems that no sooner had school closed than it was opening again. We were very busy charging out the required summer reading books for the students. That went as smoothly this year as it did last summer. In addition, we had an increased volume of materials charged out by our other customers throughout the summer into the fall.

In August, our Spanish speaking clerk, Desiree Nieves left the library for a better opportunity elsewhere. Desiree will be greatly missed. She was a great asset to our department. However, we were able to hire another full-time Spanish speaking clerk, Isanel Pimentel in September. We also hired two part-time clerks, Unique Carson and Ana Delgado, which helped tremendously when the department was short- staffed due to unforeseen circumstances.

We were also able to participate in some community events, such as the Community Baptist Church street fair in August and a library card sign up at School 22 in September. We also maintained our library table at the farmers market in Van der donck Park every Friday afternoon. We signed up people for library cards and distributed free books. As always, we had our set up table at Riverfest. We did our usual activities: button making, library card sign ups, and handing out pamphlets and free books.

During a regular work week, we register a huge amount of people for new library cards. Khanliah Grady alone has registered over 300 applicants this year. These applications are from local schools and community agencies.

In my opinion, the circulation staff at Riverfront is dedicated, flexible, and exercises great teamwork. They are fundamental to the library in fulfilling our mission to the community.

Norma Talton, Department Head Riverfront

REFERENCE-YOUNG ADULT DEPARTMENT
QUARTERLY REPORT
SUMMER 2016

We wish to welcome our new teen and adult librarian, Ana Gantzer. She quickly immersed herself in meeting the teens, programming, and collection development. She encouraged the teens to “Get in the Game” during Riverfront’s summer reading program. Popular events included Strawberry and Chocolate Madness, Read the Book, See the Movie, a piñata party, Record Your Own Song, crossword puzzles, and gaming. The teens laughed, read, forged new friendships, reviewed books, and enjoyed fantastic prizes. She attended the Youth Mental Health First Aid Training Course; this training provides guidance to adults so they can help youth experiencing mental health challenges. The teens are also participating in the Riverfront Teen Garden Club; we have our own space in one of Yonkers Greyston’s community gardens. They planted carrot, cilantro, kale, and beet seeds.

Yonkers’ citizens are getting healthier both mentally and physically and the library is integral in making it happen. Elyse Schreiber encouraged patrons to learn the Power of Self-Healing through Meditation, Tai Chi, and Reiki with workshops she organized. They also got up and moved with Zumba and Belly Dancing. Mary Robison partnered with Shoprite nutritionist Ana Leibovici, who presented a workshop on Healthy Eating. A Quick and Healthy Meals and Snacks workshop was provided by nutrition educator, Rebecca Radachy.

We were honored to have a teen intern, Ananya Gurumurthy, from Andrea Stewart-Cousins office. She offered classes on robotics, little bits and coding with Java to her peers. Thanks to Christine Bitetti, who arranged this exciting program. Christine also continues to print 3D and poster requests, facilitate outside organizations’ use of Tech Central, create new lesson plans, teach classes, and hold one-on-one recording sessions for patrons.

Readers Advisory takes shape in many ways. Anne Campbell creates a biweekly display, with colorful book jackets, of forthcoming books and strategically places them in the line of sight of our incoming patrons. In addition, our creative displays also connect patrons to our collection. They have included romance, home repair, banned books, yoga, beach reads, back to school and biographies.

Mary Robison organized Riverfront’s first- ever, Genealogy Club field trip. They visited New York Public Library’s Milstein Genealogy Division and received a personalized overview of the department’s holdings; they were thrilled and the feedback was positive. John Favareau helped a patron find when the John E. Andrus Park was established and that it was formerly part of a golf course. (The tennis courts were added after the establishment of the park.) John Favareau also shared his local history knowledge with a group of Sarah Lawrence students who are working with the Beczak Environmental Education Center. Mary Robison took meticulous notes and is going to create a FAQ on local history questions for our website. Yonkers School Superintendent, Edwin Quezada donated invaluable local history resources (2016 high school yearbooks) to the library. We are grateful for his cooperation.

Eat the Frog, Toggl, best ways to read e-mails, calendars, and 6 time thieves were a few topics covered in an informative and necessary session on Organization and Time Management. Alice DeWaters, Christine Bitetti, and Aurora Cruz are now preaching their new- found knowledge to others. Arnaldo Torres and Ana Gantzer discovered new ways of improving the graphic novel collection in an EBSCO webinar. Elyse Schreiber, Arnaldo Torres, and Ana Gantzer continue to put their heads together to plan the annual Hispanic Heritage program. Traditionally hundreds of families pack these events due to the important planning efforts of staff. Eugene Howell shared library news with other Yonkers’

professionals during the monthly Andrus meetings. Other professional development workshops, trainings, and meetings attended include: WLS Serving Latinos, Andrus, Making library facilities and services accessible, and the Yonkers Coalition for Youth monthly meeting. The 4th precinct hosted National Night Out on August 2nd and Aurora Cruz and Susan Thaler gladly participated in offering library cards, bookmarks, and program flyers. Our table was quite busy.

Patrons were offered a Job Search Boot Camp workout that concentrated on job listings with LinkedIn and Indeed, organized by Phyllis Cole. The Riverfront Library broke its own record on the June 23, 2016, blood drive coordinated by Mary Robison. The New York Blood Center collected 50 blood donations from 55 attempts to donate.

Aurora Cruz

Department Head

QUARTERLY REPORT

July-August-September, 2016

Riverfront Children's Department

As the new Children's Department Head at Riverfront Library, I really hit the ground running. Summer is our peak season and met with much anticipation of activities and our Reading kick-off celebration. A special thanks to JCY- Westchester Community Partners for volunteering their time to the kids in our community. Nine Hundred thirteen children signed up for our Summer Reading Program and it was a huge success.

Some of our weekly programs included Big Top Crafts, Big Top Board Games, Family Movies, Teddy Bear Picnic and Olympic Size Fun.

Toddler Time has seen record breaking numbers this Summer, especially with Queen's Daughters Day Care visiting on a weekly basis. Our Babies and Books was well attended on Fridays as well.

Renee Rabadi, our librarian trainee, held a weekly Friendship Bracelet Club which saw upwards of 50 plus in attendance at times. Renee also attended an event with Sandy Amoyaw at Community Baptist Church where children received library cards, comics and made Pokémon buttons.

Branch Administrator Sandy Amoyaw and Tara Somersall attended a special assembly at School 22 with a total number of 480 kids. Mary Nowak from Circulation was also in attendance to assist with library applications. Sandy Amoyaw and Tara Somersall went to visit Queen's Daughters Day Care Center and St. Peter's Pre-school. The purpose of the visit was to propose weekly classes for the toddlers to be held at both the library and at the sites. In doing so, the library is building relationships within the community. As Director Barbara Berrios of Queen's Daughters Day Care Center stated "I am excited, flexible and ready to start right away".

September, was National Yoga month and Michelle Halpern, Librarian II, arranged for Yoga instructor Kendra Rossney to teach children ages 3-6 about Yoga, a fun way to move and stretch their bodies. The program was very well attended with a total of 25 participants.

The Children's Department held a total number of 64 programs which were attended by 1,813 people.

A weeding project is underway with Non-fiction (400-900's), Young Readers, and Fiction.

Looking ahead with Fall programming, the Children's Department will host the following: Mega Bloks, Word Games- Children's Creative Writing Club and Halloween Movie, Story and Craft. Lastly, I will be meeting with Yoga instructor Suzanne Ferrara to discuss the free pilot Yoga program for children ages 5-10. A special thanks to Elena Falcone for making this collaboration possible.

Tara Somersall

Head, Children's Department

Will Library Administration Quarterly Report Summer 2016

Circulating Ukuleles/Library of Things - we purchased three ukulele sets comprised of an instrument, a tuner, a capo, some pics, and some strings, and put them in a heavy case. The sets were given an item record and a bar code and now circulate out of the Fine Arts Department. They have been checked out constantly since they went into circulation and there is a waiting list for them. This entry into the "library of things" has gone well and staff are eager to try new and different ideas like puzzles, games, and a telescope.

Conversation Corner/The Noisy Library - the far back corner of the Fine Arts room has never been quiet despite being designated a quiet corner for some time. The reasons for this are diverse and include the presence of Young Adult section and its attendant gaming station as well as a bank of heavily used public computers and an odd architectural detail over the Fine Arts reference. We finally went with the flow and have now designated that corner a "Conversation Corner" where we foster cooperative work and dialog. There is a communal jigsaw puzzle there and staff hope to expand the "noisy library" concept to include music from the collection playing in the section and social events for homeschooled kids.

Weeding Committee - a weeding committee has been convened which includes members of all public service departments. This group has been tasked and trained to weed under utilized and out-of-date materials from the collection. This effort is being made in order to better showcase stronger quality materials, make space in the collection for new materials, and brighten and freshen the collection. Research shows that having fewer items will actually lead to higher circulation as newer higher interest materials are more easily found and the collection has more of an easy to use retail look. The committee has had regular meetings and ongoing reading assignments. They work cooperatively and share opinions and resources as well as bringing worn and out of date materials to the attention of the librarian subject specialists. All books weeded by the weeding committee are going to Better World Books.

Yonkers Remembers/The Yonkers Public Library Digital Archive - the Yonkers Public Digital Archive has completed much of its initial infrastructure work and is in the process of beginning to input content. Will Library IT staff have been working hard to create a portal for this content so that the public will be able to access the entire archive via the web. We have secured a URL, have a working project name "Yonkers Remembers", and have begun looking at branding and partnerships. Conversations with the Yonkers Police Department have resulted in their offering to share historic police photographs going back to the 19th century. The project has an MLS Archival graduate student doing an internship in photo archiving who is helping to set up the backbone of what will eventually be an indexed online historical photo archive. The Oral History component of this project will start with the history of Yonkers veterans. We want to get the stories and experiences of our brave men and women who served while they are still with us and save those stories for generations to come.

Auditorium Location Agreement - as a way of increasing the professionalism of the auditorium and minimize overlaps which cut into usage time Will Library administration created an auditorium location agreement. This agreement sets out basic standards of conduct and client expectations which should cut down on potential issues and conflicts using the space going forward.

Meetings Attended

ALA Annual Meeting

NYLA Council/Leadership Meeting

ALA Committee on Legislation Washington Retreat

Christian Zabriskie, MA, MLS

October 5 2016

**GRINTON I. WILL LIBRARY – REFERENCE DEPT.
QUARTERLY REPORT - JULY / AUG. / SEPT, 2016**

The previous 3 months has been a time period of change. In addition to the usual computer classes taught by James Floyd, Ralph Cooper and Michael Walsh, the Reference Dept. has been preparing for two long-term projects.

The first project involves an oral history program called Yonkers remembers that will begin with interviewing and recording the memories of Yonkers veterans about their wartime experiences. This project has enlisted the help of Brandon Neider, the computer expert at Will, an intern Melissa Obstfeld, Michael Walsh from Reference and myself, Ruth Rosner as lead historian.

Michael, Brandon and myself visited Queens Public Library to get ideas and direction since they have instituted the impressive Queens Library Memory Project .

Lucia Trovato from City Hall has been most helpful in providing lists of veterans and veteran's organizations.

The office of Shelley Mayer, a local representative has shown interest in this project as has the veteran's representative based in City Hall. The end goal is an online digital archive that citizens of Yonkers can access to remember the past services and histories of Yonkers citizens.

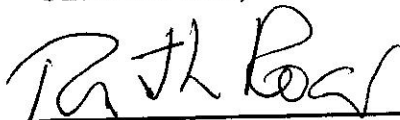
Ralph Cooper is leading a movies series program that will show various movies to patrons based on themes/genres. The first movie kicks off on Halloween and as you might guess is a horror theme.

James Floyd and Michael Walsh have been vital members of the weeding project. They are busy making sure that the collection is pruned in order to serve users and to provide space in the collection.

James Floyd continues to coordinate the resume help program through WLS. In this economic environment, it is a popular and well attended program.

In the next few months, I hope to report on the progress we have made in the above mentioned projects and other matters of concern to the library and in particular, the Reference Department.

Until that time,



**Ruth Rosner,
Reference Dept. Head**

July, August, September 2016
Yonkers Public Library – Grinton I. Will Branch
Adult/Young Adult/Fine Arts Department

Customer Service

Satisfying our patrons' needs has been our first priority. We try very hard to help in any way we can. Patrons from all over the county have complimented us on the depth of our fine arts collection. Their questions ranged from sheet music for a special song to what was the value of an item they have inherited. Of course, they expected us to have the latest music CDs, biographies of today's hot personalities, and instructional books on a variety of topics.

Since we live in a digital society, the role of the library has changed. There has been an increase in the number of public computers, access to laptops and iPads for programming, free fax service and the addition of PlayStation 4 for our young adults in our area. In order to accommodate our activities, our Branch Administrator Christian Zabriskie has changed the climate of our room from a quiet area to a conversational zone for group discussions.

Collection Development

The Material Ordering Committee ordered new popular fiction and non-fiction titles; updated research topics and weeded outdated materials. We welcomed our new Reference Librarian I Michael I Walsh as a member of the collection development committee. Young Adult Librarian I Victoria Addo-Prempeh and Library Assistant Heidi Langdon ordered multiple copies of summer reading titles in anticipation of the demand. Librarian II Deborah Richmond and Librarian I Biagio Capirachio kept up with the latest music and art titles including movie titles. Baker & Taylor leasing program allowed us to order multiple copies of popular titles to fulfill our patron demand. The large print collection has always been very popular and Librarian II Turan McNerney has done a wonderful job finding ways to maintain an excellent collection with a limited budget. I am happy to report that we have been granted an increase in the large print budget line to expand the collection which will soon be relocated to improve its accessibility.

Library of Things is a friendly space where you borrow, share and learn with your community. Grinton I. Will Branch has joined in the fun by purchasing and circulating ukuleles. Our patrons are having a great time with the instruments. Since Librarian I Biagio Capirchio plays the guitar, he has been asked to organize a Meetup group for patrons who would like to gather and play the ukulele at the library.

Programs for Adults

Movie of the Month: 13 hours the secret soldiers of Benghazi; Batman vs Superman; Money Monster

Art Films: Second Coming; Breathe; Secrets of War

Will Book Club: The Marriage of Opposites; One Summer America, 1927

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

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

Unfortunately, Michael Mullee has stepped down as leader of the Sing Memorable Songs music program. He still promises to come. We wish him well and thank him for his volunteer service for the library for over five years.

"Crafts for a Cause" - Jewelry maker Joan Lloyd showed our seniors how to make earrings for themselves and for battered women and their daughters at My Sisters Place.

“Meet The Author “– Dr. Robert G. Silverman shared ways to improve ones health and promoted his new book Inside-Out Health, a revolutionary approach to your body.

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

Programs for Young Adults

Young Adult Librarian Victoria Addo-Prempeh kept our teens busy this summer with word games, coloring, button-making and movies. Our Summer Reading ended with a closing party on August 26, 2016. The teens had fun playing board game and having refreshments.

Teen workshops: Body oils making, Jewelry making, Healthy eating workshop with Samantha Mark, a registered dietician from ShopRite

The Teen Advisory Group met in September. They discussed a variety of issues and elected new officers.

The Teen Book Club shared their thoughts on Sonia Manzano’s book Becoming Maria: love and chaos in the Bronx.

Volunteerism

Librarian I Biagio Capiracho has been in charge of organizing and training our student volunteers.

Librarian II Yaw Fia worked with the counselors from DayBreak Independent Services and organized volunteer work for their group. DBIS is a not-for-profit human service agency that provides individualized support services and programs for individuals living with developmental disabilities.

Professional Development

Librarian III Laurie Antash and Librarian I Victoria Addo-Prempeh attended a Strategic Planning Committee meeting at the Riverfront Library. Members of the committee discussed the draft report of the Strategic Plan for the Yonkers Public Library (2017-2021) with emphasis on the draft selections for Our Vision, Our Mission and Our Goals.

Librarian II Yaw Fia attended a Westchester Library System seminar on Organization and Time Management presented by organizational expert Andrew Mellen . He spoke about the best ways of utilizing your time and how to avoid “time wasters”.

Laurie Antash

Head of A/YA/FA Department

QUARTERLY REPORT
July-August-September, 2016
Will Children's Department

Will Children's Department had a busy and successful summer, offering 89 programs which were attended by 2,290 people. Three Hundred eight children signed up for our circus theme "Big Top Big Read" Summer Reading Program and read 3,169 books. Yonkers Public Schools summer reading books were in plentiful supply all summer.

Weekly programs for ages 4-6 included: sand painting, summer story and craft, silly party, clown story and craft, elephant story and craft and circus picture bingo. Weekly programs for ages 7 and up featured: sand painting, summer story and craft, origami, racetrack engineer, 3-D paper craft and blockbuster bingo.

Nursery Rhyme Time, Mother Goose Time, Baby Time and the evening Pajama Story Time were popular.

Christian Zabriskie, our talented Branch Manager, ran a six week Circus Arts program that had the children juggling, spinning plates and making balloon animals. Aili Whelan organized a four week chess instruction series and a Wednesday night chess club.

A dedicated group of teen volunteers were trained to be Reading Pals to younger children who were paired with one of them to practice their reading skills.

Family movies and Friday afternoon Board Games rounded out our weekly activities. Patrons enjoyed being able to select from a variety of new board games recently purchased. The Teddy Bear Picnic took place on the Reading patio and featured songs, stories, making teddy bear ears and teddy bear treats.

Our closing program, featuring magician Jim Vagias, was enjoyed by over 200 people in the auditorium.

Story Times will start in late September and registration is in full swing.

Aili Whelan is weeding the fiction and Young Readers, Kathleen DiSilvio is weeding dvds, Ethel Petryczka is weeding and ordering board books, Mary Ann Minozzi is working on Holiday JPs and I am weeding 500's. Mary Ann Minozzi and Aili Whelan are on the weeding committee and spend several hours every week assisting with adult weeding.

Ethel Petryczka planned a story and craft to celebrate Grandparents Day at Will and Crestwood. Aili Whelan organized a program to celebrate Roald Dahl's 100th birthday. Talk Like a Pirate Day was observed at Will and Crestwood, and a Hobbit Day program closed out the month.

All these fun programs were made possible by the creativity, enthusiasm and energy of the Children's Department staff. Russell Martinez, John McPartland and Will custodians did a great job of setting up for all the programs.

Diane McCrink

Head, Children's Department

QUARTERLY REPORT
GRINTON I. WILL LIBRARY CIRCULATION DEPARTMENT
JULY, AUGUST, SEPTEMBER 2016

I attended the Westchester Library System Circulation Meeting which was held at the new headquarters in Elmsford, New York. The topic of several new procedures was discussed as well as plans for more changes. There was brainstorming over new ideas with some positive as well as negative feedback. I feel it is important to attend these meetings and I will be attending the next meeting in November. I took notes and shared the information with Christian, Norma and Zahra as well as the Will Circulation Supervisors. WLS is sponsoring on "Dealing with Difficult People" seminar. I will be attending the session on November 3rd at the Bronxville Public Library along with Blanche Costanza and two of our clerks.

Christian has been with us for three months and has shared plans for new and exciting programs he has in mind. He taught and entertained children with Circus skills over the summer...This program was very well received by Adults and Children.

We have been helping Laurie Antash with the displays and fall is busting out all over with our Autumn colored floral pieces and pumpkins.

Blanche is working on the Lease books from Baker and Taylor...during this quarter we received 600 books of which we kept 120 comprised mostly of fiction and mysteries.

Joan has been working with WLS on Inter-Library Loan Requests...in the last three months alone 67 books were requested from outside sources. If a patron has a new address and no ID with the current address we mail their library cards to them. This quarter mailed out 27 Library Cards. We also entered 11 temporary library Cards into permanent status.

The Circulation Department weeding team members have been working tirelessly on this project. After examining books, cataloguing dates, circulation statistics and last time the item was checked out, a decision was made by Philomina as to whether or not each title should remain in the collection. Philomina deleted 392 books since the inception of the "Weeding Project" in the beginning of August and Tina has deleted 75 books. Cyndi has been kept very busy keeping up with repairs, relabeling and re-covering books that are kept by the Children's Department.

Inter-library loan requests numbered 14,039 and 8,918 were sent out.

Respectfully submitted,

Suzanne Johnson,

Department Head, Will Circ. Dept.

CRESTWOOD BRANCH QUARTERLY REPORT – JULY, AUGUST, SEPTEMBER 2016

Crestwood Library had an extremely busy and productive quarter. On Your Marks, Get Set, Read!, the Summer Reading Program for Children, was well attended with a total of 79 programs drawing in 2376 attendees and 158 Children formally registered and read 1690 books. Summer Programs were run by Crestwood Staff Members and had an intergenerational focus. The weekly Crafts and Fitness programs were highlights. We had a record participation of 42 teens reading 182 books in the Get in the Game READ! Teen Summer Reading Program. 25 teen summer reading programs attracted 320 teens and the Grand Summer Reading prizes were awarded at the Teen Back to School Bash in early September.

Building improvements continue thanks to Russell Martinez and Custodial staff. Carpet has been installed on the steps inside the front door up to the main level, the storage closet in the Children's Room was emptied, cleaned and the window was repaired. The front steps were removed and new concrete steps were poured. Interior library wall painting project was started.

Friends of Crestwood Library Board is gaining board members and they now have a bank account and an EIN number. They are working on getting 501c3 status. New Membership Forms have been designed. They were instrumental in funding several of the youth programs at the library this summer.

Carlos Figueroa and Brandon Neider were busy assisting Crestwood in our computer needs. They set up email accounts for all Crestwood staff members to be able to communicate with each other. This was essential, as the branch runs on mostly part-time staff. Security cameras were installed outside, with a surveillance panel inside the staff room. Donated Wii gaming system was installed in the Children's Room and well used over the summer.

Program offerings for all ages keep growing. Music and Merriment with Judy Schavrien is rocking and rolling. Michael Mullee retired and now the singing program is called "Sing Memorable Songs" and will be run by Crestwood Staff members. News and Brews is drawing in more new neighbors. Our partnership with the Parks and Recreation Department continues to be successful as we collaborate with Senior Group 16 on crafting and MahJong programs. The Brandeis Book Club kicked off a successful fall line up. Crestwood Book Club is back from summer hiatus and read *Vanity Fair*. New programs included a trial run of Yoga for Adults with time and instruction donated by Local Resident Lois Heitner. We had Westchester Author Lena Roy attend the September Teen Readers Book Club program. Her book *Edges* was our featured read, and she inspired teens by speaking of the writing process and how to deal with life challenges.

The Volunteen program is thriving and we received a request from a local Girl Scout to do her Gold Award project centered on the Crestwood Library. She will be working on a new marketing campaign for us. Displays continue to attract the attention of patrons and encourage them to check out books. Themes included Sports, Fitness, Banned Books Week and Books to Movies. The staff completed the Children's Room weeding and shifting of shelves so that books are shelved straight not sideways for easier access.

Many members of the Crestwood Library staff were in attendance at the Crestwood POW MIA evening ceremony in September and handed out information about the YPL Local History Incubator. They spread the word about library services and materials and honored our locals who have served to protect our country. We also opened our doors to the hundreds of attendees who attended local resident Battalion Chief Fahy's funeral. We provided water, comfort and restrooms to those passing through.

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

July:

July 1: Girl Scout Cabin outreach
July 14: Corporate Fun Run Team YPL
July 16: Family Day Andrus Park 1-5pm
July 19: Book Preview NYC
July 22: Management Meeting at Riverfront Library
July 23: Crestwood Historical Society meeting with Archivist
July 26: Friends of Crestwood Library Board Meeting
July 27: Yonkers on the Move Teleconference

August:

3: WLS Training – Mini Grant Workshop at Greenburgh Library
9: Friends of Crestwood Library Board Meeting
10: Yonkers on the Move Teleconference Meeting
12: Not Just for Young Adult Book Club Meeting Co-Moderating
15: Collection HQ Field Trip to New York Public Library Sedgwick Branch
16: Healthy Schools and Community Program Meeting at Will Library
17: Training new Teen Librarian Ana Gantzer at Crestwood Library
18: Management Meeting at Will Library

September:

7: Yonkers on the Move Teleconference
8: Full Crestwood Staff Library Meeting
9: Not Just for Young Adults book Club Meeting Co-Moderating
13: Yonkers on the Move Teleconference Meeting
15: Strategic Planning Meeting at Will Library & Friends of Crestwood Library Board Meeting
16: POW MIA Ceremony at Legion Plaza (outdoors) in Crestwood
19: Library Board Meeting at Crestwood Library
22: Healthy Schools and Community Program Meeting at Will Library
22: Yonkers on the Move Recognition Ceremony and Walk at Crestwood Library
23: Yonkers on the Move Teleconference Meeting
24: Crestwood Historical Society Board Meeting
24: Girl Scout Gold Award Project Meeting with Theresa Alarcon at Crestwood Library
26: YPL Staff Competencies Meeting
28: City of Yonkers Get Organized Training at Riverfront Library
29: Book Preview Random House (NYC)
30: Strategic Planning Committee Meeting at Riverfront Library and Author Adam Gidwitz evening Book Launch in Brooklyn

Respectfully submitted, Z. Baird, Crestwood Library Branch Manager

TECHNICAL PROCESSING DEPARTMENT
QUARTERLY REPORT
JULY, AUGUST, SEPTEMBER 2016

The Technical Processing Department continues to order, process, and link items for patron use. There have been some changes in our department personnel which has necessitated a reworking of duties and functions. It is working very well and we have been able to provide materials to all departments as needed.

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

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

The juvenile departments will be able to use the acquisitions module in Sirsi to order their materials from Baker & Taylor. These accounts are finally ready to use and should provide processed juvenile materials in a timely manner.

All periodicals and continuations have been renewed or deleted for the 2017 subscription year.

Mary DiChiara
Technical Processing Dept.

Custodial Department
Quarterly Report
July, August, September, 2016

Crestwood

My staff has been helping the new Branch Administrator Zahra Baird, with clean up and removing unwanted furniture and other items including weeded books. We also cleaned shelving and removed shelving to make room for file cabinets in the children's room storage/ Historical room.

In September we had the front outside stairs replaced due to extensive crumbling. The contractor we hired did a very nice job, and we have received many compliments on their work.

Crown Boiler Repair serviced the boiler ahead of the winter season.

Will

This quarter we have had numerous elevator issues.

Seven times the repair company had to make various repairs from replacing a transformer to a major hydraulic oil leak.

In July our cooling tower tested positive for legionella. We immediately shut down the tower and surrounding area and called the Metro Group Water Treatment Company. They dispatched a crew to chemically treat and clean the tower. The tower and water was drained, cleaned, and treated. City, State and Department of Health officials were notified as per State regulation. Also per regulations we were retested twice. The test results came back negative. After investigating a possible cause we determined that the intense heat and lack of water flow overnight may have been the cause. We have since programmed at least one pump to run nightly to insure proper water flow.

Also this quarter we have had several complaints regarding bed bugs in our computer room. Upon receiving the first complaint, I shut down the computer room and called for our exterminator who promptly showed up and did a visual examination and did not find any bugs. My staff thoroughly cleaned that room as per our procedures and reopened it to the public.

Upon receiving a second bed bug complaint for the same area a month later, our exterminator was asked to return with a bed bug sniffing dog. We had them check the entire building. No bed bugs were found. Again my staff thoroughly cleaned the computer room as a precaution.

We also had them remove a very large wasp's nest that was found in a tree outside the Central Avenue entrance.

Crown Boiler Repair serviced the boiler ahead of the winter season.

Riverfront

At the request of the new Children's department head Tara Somersall, we have been rearranging, storing and cleaning book stack shelving and tables. We have also removed to storage a large portion of book stack.

All broken or missing table top electrical boxes have been repaired or replaced

We have been repairing some of the chairs that were removed from the third and fourth floors due to poor condition/ safety hazard.

The first floor dvd racks have been cleaned and oiled. Parts are needed to repair a few of the broken shelves.

Russell Martinez
Supervisor of Custodians

Yonkers Public Library - Graphics Department Quarterly Report: July-September 2016

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

YONKERS PUBLIC LIBRARY

This Month at Your Library Calendars - August 2016

This Month at Your Library Calendars - September 2016

This Month at Your Library Calendars - October 2016

Labor Day Closing (signs)

Columbus Day Closing (signs)

RIVERFRONT LIBRARY

Branch Administrator's Office

#5009 Employment Application Forms (stock forms)

#001 Library Card Application Forms (stock forms)

Children's Department

Summer Reading Program Closing Magic Show (flyers, poster, EBB)

Summer Reading Game (certificates)

Hispanic Heritage Month (flyers, poster, EBB)

Babies & Books (flyers, poster)

America Reads (flyers)

Homework Helper (flyers)

Welcome Fall Story & Craft (flyers, poster, EBB)

Riverfront Storytimes (flyers, poster, EBB)

Yoga for Kids (flyers, poster, EBB)

Mega Bloks Mondays (flyers, poster, EBB)

Word Games (flyers, poster, EBB)

Halloween Fun (flyers, poster, EBB)

The Tortoise & The Hare (flyers, poster, EBB)

J Biographies (display sign)

Graphic Novels (display sign)

Easy Readers, Young Readers, Board Books, Holiday Books, Picture Books (display signs)

Young Adult Department

Read a Romance Month (display signs)

Chocolate Madness (flyers, EBB)

Playstation (flyers, EBB)

Teen Makeup (flyers, EBB)

Pokemon Go (signs)

Feature Films, September (flyers, posters, EBB)

Teen Tuesdays, September (flyers)

Volunteens (flyers, EBB)

Hispanic Heritage Month: Fiesta (flyers, poster, EBB)

Hip-Hop Lyrics (flyers, poster, EBB)

Teen Garden Club (flyers, posters, EBB)

Create your own Picture Frame (flyers, poster, EBB)

Teen Calendar, October (flyers)

Reference/Adult

Branch Stickers (labels)

Summer Fun (display sign)

DIY & Home Repair (display sign)

Evening Book Club, September & October : *The Warmth of Other Suns* (flyers, posters, EBB)

Live a Creative Life (flyers, posters, EBB)

Coloring for Adults (flyers, EBB)

Fax & Notary (bookmarks)

Certificates of Appreciation (certificates)

Cite Your Sources (bookmarks)

Tech Central, September (flyers)

Online Encyclopedias (flyers)

Falun Dafa (flyers, EBB)

Tai Chi (flyers, EBB)

Job Search Boot Camp (flyers, EBB)

English Conversation Group (flyers, EBB)

Clases de Computacion en Espanol, September (flyers)

Eating Right for a Healthy Heart (flyers, posters, EBB)

Que voy a comer hoy? (flyers, EBB)

Genealogy Club (flyers, posters, EBB)

Blood Drive (flyers, posters, EBB)

Homework Help (flyers)

Take Better Pictures With Your Smartphone (flyers, EBB)

Riverfront Book Club, October (flyers, poster, EBB)

Mango Languages (flyers)

Freeding (bookmarks)

Freegal (bookmarks)

Learning Express (bookmarks)

Find a Place to Buy or Rent (flyers)

Riverfront Directory (bookmarks)

Learning Express (bookmarks)

Christian Fiction (signs)

Citizenship Questions, Spanish (flyers)

Peliculas en Español (flyers, EBB)

Tutor.com (flyers)

Clases de Computacion en Espanol, October (flyers)

Tech Central, October (flyers)

Free Homework Help (flyers)

Paginas en Español (flyers)

Free Practice Permit tests (bookmarks)

Job Search Help (flyers)

Eat Smart New York (flyers, posters, EBB)

Learn to Code Using MIT App Inventor (flyers, EBB)

3D Printing using Sketchup (flyers, EBB)

Downloading, Editing and Organizing Digital Photos (flyers, EBB)

Learn Something New (display sign)

Healthy Eating (flyers, poster, EBB)

Yonkers Public Library - Graphics Department Quarterly Report: July-September 2016

GRINTON I. WILL BRANCH

Branch Administrator's Office

Conversation Corner (signs)

Check Out Our Ukuleles (flyers, poster, EBB)

Children's Department

Big Top Fun, August (flyers, poster, EBB)

Summer Reading Program Closing Magic Show (flyers, poster, EBB)

Summer Reading Game (certificates)

Talk Like a Pirate Day (flyers, poster, EBB)

Roald Dahl's 100th Birthday (flyers, poster, EBB)

Hobbit Day (flyers, poster, EBB)

Grandparent's Day (flyers, poster, EBB)

Storytimes, Fall/Winter (flyers, poster, EBB)

Math Confidence (flyers, poster, EBB)

Homework Helper (flyers, poster, EBB)

Celebrate National Plaid Day (flyers, poster, EBB)

Lego Club (flyers, poster, EBB)

Get Started with Chess (flyers, poster, EBB)

Fall Story & Craft (flyers, poster, EBB)

Monster Party (flyers, poster, EBB)

Ghosts & Goblins on Parade

Make A Bird Feeder

Young Adult Department

Young Adult Book Club, September (flyers, posters, EBB)

Young Adult Book Club, October (flyers, posters, EBB)

Teen Advisory Group Film (flyers, poster, EBB)

Adult/Fine Arts Department

Movie of the Month, August (flyer, poster, EBB)

Art Film, September (flyers, poster, EBB)

Color My World, September (flyers, poster, EBB)

Let's Get Together, August & September (flyers, poster, EBB)

Meet the Author, Dr. Silverman (flyers, poster, EBB)

Will Book Club, August (flyers, poster, EBB)

Will Book Club, September (flyers, poster, EBB)

Movie of the Month, September (flyer, poster, EBB)

Art Film, October (flyers, poster, EBB)

Will Book Club, October (flyers, poster, EBB)

Sing Memorable Songs, October-December (flyers, poster, EBB)

Let's Get Together, September-October (flyers, poster, EBB)

Color My World, October (flyers, poster, EBB)

Movie of the Month, October (flyers, poster, EBB)

Ukule Meetup Group (flyers, posters, EBB)

Reference Department

Resume Writing Help (flyers)

CRESTWOOD BRANCH

Summer Reading Game (certificates)

Reiki, September (flyers, posters, EBB)

Music & Merriment, September-December (flyers, posters, EBB)

Talk Like a Pirate Day (flyers, poster, EBB)

Roald Dahl's 100th Birthday (flyers, poster, EBB)

Grandparent's Day (flyers, poster, EBB)

Crestwood Computing, September (flyers)

Crestwood Cinema, September (flyers, poster, EBB)

Pawsitive Tails, September (flyers, poster, EBB)

Feline Fun, September (flyers, poster, EBB)

Color @ Crestwood (flyers, poster, EBB)

Reiki Experience (flyers, poster, EBB)

Crestwood Book Club (bookmarks, inserts, poster)

Crestwood Computing, October (flyers)

Mahjong Mondays, Fall Session (flyers, poster, EBB)

Yoga for Adults, September & October (flyers, poster, EBB)

Sing Memorable Songs, October-December (flyers, poster, EBB)

Dance with Daphne, October (flyers, poster, EBB)

Crestwood Cinema: OCTOBER (flyers, posters, EBB)

Teen Reader's Book Club, October (flyers, poster, EBB)

Yonkers Public Library - Graphics Department Quarterly Report: July-September 2016

FRIENDS OF THE YONKERS PUBLIC LIBRARY

September Events: Grand Opera; Tony Bennett (flyers, posters, EBB)

Books by the Pound (flyers, poster, EBB)

October Events: Big Bands; Bassa Nova (flyers, poster, EBB)

November Events: Jia-YiHe; Victor La Gamma Quartet (flyers, poster, EBB)

Giant Fall Booksale (friends, flyers, EBB)

YONKERS ARTS

2016 Showcase (flyers, poster)

COMMUNITY NOTICES (for the EBB)

Caring Kind: Alzheimer's

DOROT: Programs for Seniors

JustCare.org: Healthcare

Mexican Consulate: Passports

SCORE: How to Grow Your Business

Yonkers Marathon

Yonkers on the Move: July

Yonkers on the Move: A Moving Experience, Crestwood

Yonkers on the Move: A Moving Experience, Riverfront

Yonkers on the Move: October

Yonkers Mud Run

Mario Pereira



Graphic Artist

BOOK STOCK

For the Month of **SEPTEMBER 2016**

RIVERFRONT LIBRARY	2016	2015
Number of volumes at end of previous month	159,418	
Number of volumes added this month	752	
TOTAL	160,170	
Number of volumes lost/withdrawn this month	938	
TOTAL VOLUMES RIVERFRONT LIBRARY	159,232	155,632

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	154,351	
Number of volumes added this month	962	
TOTAL	155,313	
Number of volumes lost/withdrawn this month	2,534	
TOTAL VOLUMES GRINTON I. WILL BRANCH	152,779	155,933

CRESTWOOD BRANCH		
Number of volumes at end of previous month	20,895	
Number of volumes added this month	59	
TOTAL	20,954	
Number of volumes lost/withdrawn this month	0	
TOTAL CRESTWOOD BRANCH	20,954	25,324

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	332,965	336,889
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HOLIDAY SCHEDULE – 2017

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

Close at 5 p.m.:

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

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

THIS IS A REVISION OF THE POLICY THAT WAS PRESENTED AT THE SEPTEMBER MEETING. IT WAS PREPARED BY ATTORNEY WILLIAM KANG OF KEANE & BEANE

DRAFT POLICY ON HARASSMENT, DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

I. Equal Employment Opportunity

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

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

II. Policy Against Sexual Harassment

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

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

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

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

- i. making unwelcomed sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's employment or a condition of receiving services from the Library; or
 - ii. making submission to or rejections of such conduct the basis for employment decisions affecting the employee or the basis for receiving services from the Library; or
 - iii. unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment by such conduct.
- b. Sexual harassment refers to behavior that is not welcome; that is, or would be, offensive to a person of reasonable sensitivity and sensibilities; that fails to respect the rights of another; and that, therefore, unreasonably interferes with an individual's work performance and effectiveness, or creates an intimidating, hostile or offensive environment. It makes no difference if the harassment is "just joking" or "teasing" or "playful." Such conduct may be just as offensive as any other type of harassment. Sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conducted directed by women toward men, and conduct directed by women toward women. Sexual harassment may take different forms. Specific forms of behavior that the Library may consider sexual harassment include, but are not limited to, the following:

- i. **VERBAL:** Abusive language related to an individual's sex and/or sexual orientation, including sexual innuendoes, sexual comments, slurs, suggestive, derogatory or insulting comments or sounds, whistling, jokes of a sexual nature, sexual propositions, threats and sexually oriented "kidding" or "teasing." Sexually oriented comments about an individual's body that are unwelcome and/or unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive environment including but not limited to, general conversation of any body part i.e. breasts, buttocks and genitals.
 - ii. **NON-VERBAL:** Abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, leering, or obscene gestures in the work place such that it unreasonably interferes with an individual's work performance or creates an intimidating hostile, or offensive environment. Sexually oriented cartoons, jokes and written materials displayed or posted in the work place, or stored on or in any Library owned property.
 - iii. **PHYSICAL:** Physical contact which is not welcome, including touching, petting pinching, coerced sexual intercourse, assault or persistent brushing up against a person's body.

c. Reporting Complaints of Sexual Harassment

- i. Any employee who feels that he or she has been subjected to conduct which violates this policy or any employee who witnesses or becomes aware of conduct which violates this policy should immediately report this matter to his or her manager/supervisor. Managers/supervisors who become aware of possible sexual harassment must immediately report such conduct. If for any reason the employee feels uncomfortable reporting to his or her manager/supervisor, or the conduct involves the manager/supervisor, the employee should report the

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

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

III. Policy Against Harassment and Discrimination

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

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

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

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

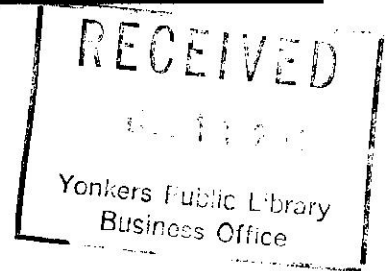
a. Reporting Complaints of Discrimination or Harassment

- i. Any employee who feels that he or she has been subjected to conduct which violates this policy or any employee who witnesses or becomes aware of conduct which violates this policy should immediately report this matter to his or her manager/supervisor. Managers/supervisors who become aware of possible harassment/discrimination must immediately report such conduct. If for any reason the employee feels uncomfortable reporting to his or her manager/supervisor, or the conduct involves the manager/supervisor, the employee should report the conduct directly to the Director or the Deputy Director. If for any reason the employee feels uncomfortable reporting to the Director or Deputy Director, or the conduct involves the Director or the Deputy Director, the employee should report the conduct to the Board of Trustees. Any individual who is not an employee of the Library may report conduct which violates this policy directly to the Director, Deputy Director or the Board of Trustees.
 - ii. All such reports will be investigated promptly and will be treated as confidential to the extent practicable.
 - iii. The victim of the alleged harassment and/or discrimination will be advised of the outcome of the investigation. If the victim of the alleged harassment and/or discrimination is not satisfied with the outcome of the investigation or with the actions taken as a result of the investigation, he/she may go to the Board of Trustees who will review the matter and make a final determination.
- b. If the investigation reveals that the complaint is valid, prompt action designed to stop the harassment and/or discrimination and to prevent its recurrence will be initiated. Employees who are determined to be in violation of this policy will be subject to disciplinary action which may include, but is not limited to, termination of employment. Disciplinary action shall be consistent with all applicable laws, rules, regulations and collective bargaining agreements, if any.

IV. Retaliation

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

September 28, 2016



Ms. Kimberly Anderson, EPA 1
Division of Library Development
10B41 Cultural Education Center
Albany, NY 12230

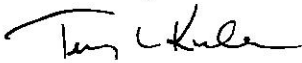
Dear Kim:

Enclosed are the Variance Request Forms for Ossining Public Library and Yonkers Public Library regarding NYS Minimum Standard #2 [Has a board-approved, written long-range plan of service].

The WLS Board voted to approve both Variance Request Forms with eight (8) votes in favor at their 9/27/16 meeting.

If you have any questions, please feel free to contact me at 914-231-3223.

Sincerely,



Terry L. Kirchner
Executive Director

Enclosure

cc: Karen LaRocca-Fels, Director, Ossining Public Library
Alice Joselow, President, Ossining Public Library
Barbara Hickernell, WLS Trustee, District II
[REDACTED] Director, Yonkers Public Library
Nancy Maron, President, Yonkers Public Library
Mary Amato, WLS Trustee, District XV
Barbara Lilley, Library Development Specialist I, Division of Library Development

[2016 Variance Form Cover]

We believe the best way to proceed from this point is to:

1. Re-examine the window design and specification to insure that the most cost-effective method can be supplied by multiple manufacturers so that the bids are highly competitive and reflect the budgets associated with a storefront system.
2. Re-visit other aspects of the design that were not a high priority such as the power actuated operable windows and either bid these as an alternate or eliminate them from the project.
3. Research alternative solar shade manufacturers to insure that this item is bid competitively.
4. Re-bid the project, preferably with the phase two funding in place, in December or January where we believe we will both get more bids due to a preferred bidding time as well as lower prices for a larger project.

Please be assured that we are committed to getting this project completed as originally anticipated and share your disappointment with the bid that was received. Please contact me if you have any questions or concerns about how best to go forward at this point.

Sincerely:

KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC



Russell A. Davidson, FAIA - President

**Engaging Community,
Leading Change,
Improving Lives**

A Strategic Plan for the
Yonkers Public Library
2017–2021

DRAFT

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Board of Trustees

Nancy L. Maron, President
Derrick Touba, Vice President
Stephen Jannetti, Treasurer
Gregory D. Arcaro
Jim Buckley
Honorable Hal B. Greenwald
Anietra Guzmán-Santana

Strategic Planning Committee

Gregory D. Arcaro, Trustee	James Floyd, Staff
Jim Buckley, Trustee	Mary Beth Kendrick, Staff
Laurie Antash, Staff	Melinda Lance, Staff
Carolyn Arroyo, Staff	Nancy L. Maron, Trustee
Victoria Addo-Prempeh, Staff	Brandon Neider, Staff
Zahra Baird, Staff	Elyse Schreiber, Staff
Joan Daly, Staff	Susan Thaler, Deputy Director
Edward Falcone, Library Director	Christian Zabriskie, Staff
Hal Greenwald, Trustee	
Anietra Guzmán-Santana, Trustee	

Consultants

Library Development Solutions

Leslie Burger
Alan Burger

<Letter to Yonkers Residents – Nancy and Ed to write this>

Dear Friends and Neighbors,

We heard you!

Thank you to all of the nearly 3,000 Yonkers teens, parents, leaders, and residents who participated in our planning project. We listened to your thoughtful comments about your individual and collective needs and we have already made many changes based on the input. You will see the direction of the library in this new strategic plan of service for 2017-2012 and recognize some of the thoughts that you and others expressed.

More here

Nancy L. Maron, President, Board of Trustees

Edward Falcone, Library Director

A Plan for the Future

At the Yonkers Public Library we're planning for the future. With more than 120 years of history, we have a proven record of achievement, a reputation for providing responsive service, and a significant investment in library resources to serve the Yonkers community.

We started this planning effort to guide the next period of library growth, consider the allocation of resources, and shape our thinking about the future. This process involved as many residents as possible to learn about their interests and needs. Our new plan reflects our thoughts about the world today and the role our library, facilities, staff, and supporters play in it both now and in the future.

Conversations with local residents, along with library staff and trustees, shaped this plan. In all, 2,900 Yonkers' residents participated in our online survey, focus groups, or town meeting providing us with valuable feedback about our facilities, programs, and policies.

The focus group participants included:

- 19 middle and high school students
- 16 older adults
- 18 civic, business and elected leaders
- 8 parents of young children
- 38 library staff
- 40 town meeting participants

Strategic Priorities

After reviewing the information from the community needs assessment about library use and Yonkers' demographic trends, library planners identified these strategic priorities for action:

Close the Digital Literacy Gap

Digital content and resources and new ways of learning have transformed the way that the world works. Today people are dependent on access to digital resources for education, employment, health care, and all other services. Without access to digital resources, hardware, and high-speed, free bandwidth, large groups of Yonkers residents are at risk of being left behind. As a result, many people are increasingly reliant on library staff to provide one-on-one instruction and coaching on how to use digital devices and how to access digital information and content. Demand for this type of assistance is exploding. Comments from the survey support this trend, which has an impact on library collections, space, staffing and funding.

Engage the Entire Yonkers Community

The Yonkers Public Library's many resources and programs are intended to serve the entire community, so we will redouble our efforts to be sure all residents are aware of what we do and are given clear channels to report suggestions and concerns to us. We will do this by increasing and diversifying the ways in which we communicate with our community. One important way is by addressing the needs of non-native English speakers, in particular Spanish speaking residents and their families. Library staff can make strategic use of digital marketing and the most current and effective social media platforms to reach existing and new audiences to encourage greater engagement with the library. Library staff will also engage with the community outside of the branches with a greater presence at schools, senior centers, civic events, and similar venues.

Support Youth Enrichment

The Yonkers Public Library is open well beyond the school day. The library will continue to support early literacy and independent exploration for pre-schoolers and more formal educational learning for youth in grades K-12. By providing library story hours and early literacy programs the library can help pre-schoolers be ready to learn by the time they enter kindergarten. The library can enrich the formal education experience by providing targeted programs to ensure that all Yonkers children have the same opportunities as their peers in other Westchester towns. The library will offer programs that incorporate best education practices, leverage partnerships with others, and reflect a deep knowledge of the community's interests and needs with a special emphasis on programming that engages working families, at-risk youth, and those exploring college and careers.

Reimagine and Repurpose Our Space

Each of the Yonkers Public Library's locations support the community needs to meet, learn, collaborate, talk, and work but the demand for more library space is growing. The library needs to adapt its space to address changes in the way people work, read, create and use content, and interact with new technology tools. Increasing demand for small and medium-sized gathering and collaborative workspace requires the Library to continually evaluate its policies, programs, and facilities. The Will and Crestwood branches are old and need updating. We will reassess all facilities with the goal of redesigning and repurposing space to meet community interests and needs. This includes creating space to support small and medium sized meetings for community groups, cultural events, information services, youth-only areas, and exploring the feasibility of offering food service. Collections will be refreshed to create space to support community gatherings, learning, individual and group study.

Staff the Library to Deal with the Changes Ahead

All those who come to the library will engage with friendly, expert staff, who are readily accessible and trusted. In order to provide the service level expected by the community, we will make investments to help staff develop new skills and continue to grow professionally. Along with training staff to acquire new and emerging skills needed to provide great service, staff need specific training so they can direct people to the social and community agencies and resources they need. The library will focus its hiring on individuals who can make a difference in

serving the community--more Spanish speaking staff, individuals who want to partner with other community agencies, facilitators, mediators, technology experts, and more.

Ensure that the Library has the Resources Needed to be Successful for the Future

Library leadership is the critical factor in the success of this plan. Both the Board of Trustees and the Library's administrative team have a unique responsibility to the library and residents of Yonkers to provide transparent, inspiring, and transformative leadership. Their job the next few years is to lead change.

The Yonkers Public Library is funded primarily by steady tax support provided by residents through local government. Although the Library has demonstrated thoughtful financial stewardship, increased demand may require new revenue streams to support the library's future growth. New public/private partnerships should be developed to sustain the library for future generations. A revitalized Yonkers Public Library Foundation and Friends of the Yonkers Public Library need to play a more important and active role in exploring fundraising strategies to secure the resources needed to support the Action Steps in this plan. A new volunteer program is also needed to enlist the assistance of many adult supporters and teens in value added activities.

We Listened¹

We loved hearing our residents' ideas and suggestions about the future of our libraries. We spoke with 139 people and staff in focus groups and heard from 2,766 people through an online and print survey. We heard you tell us to:

- Reimagine, repurpose and refresh the Will and Crestwood branches so they can better serve evolving community needs
- Refresh collections with more new print titles and digital content
- Respond actively to the needs of teens and preteens who may not now use the libraries, with expanded programs, homework help, tutoring, after school resources and related services and more up-to-date mobile computing devices, including gaming resources
- Respond to changes in Yonkers demographics, such as increasing numbers of dual income families, a growing diverse population, and more Spanish speakers, with services and programs that address their needs
- Expand access for all to digital resources and devices
- Provide additional small and group-meeting and quiet study space at Riverfront and Will
- Address issues related to parking at Riverfront and Will Branches
- Encourage more community engagement by connecting residents with each other through conversation and discussion

¹ Results from the Survey and focus groups are available in a document entitled *Community Comments*, which is available in all of the library locations. (OR we can attach the report to the strategic plan, if you prefer.)

- Promote the library as the primary cultural, social, and learning center of Yonkers
- Increase awareness of the Library's collections, programs, facilities and staff expertise
- Address the need for adequate funding by creating a sustainable public/private partnership
- Increase advocacy on behalf of the Library by reaching all neighborhoods with the Library's message

Accomplishments

We're very proud of our record of accomplishments in recent years. We've done a lot and are looking forward to doing more. This record of achievement speaks to the Library's commitment to meeting community needs and responding with great service. Here's a select list highlighting what we've done.

- Created and opened the state of the art "Tech Central" at the Riverfront Branch
- Enhanced support for digital literacy by adding a full time technology training coordinator
- Launched TASC (GED) Connect for one on one tutoring sessions for high school equivalency exams
- Helped job seekers with weekly job search coaching sessions at the Riverfront Branch
- Partnered with JCY/Westchester Community Partners to expand the Summer Reading Buddies project
- Reinvested in the Crestwood Branch collection and appointed a librarian as the new manager
- Launched an email newsletter to improve communication to our patrons
- Engaged with new library audiences by establishing a strong library presence on Facebook, Instagram and Twitter
- Curated and hosted engaging exhibits at the Riverfront Art Gallery
- Secured an NEH grant to support film screenings and discussions about the history of civil rights in America
- Brought more teens to the library with the annual Teen Talent Show
- Created the International Baccalaureate Research Day in partnership with Sarah Lawrence College and Yonkers High School
- Hosted the first ever Starry Night fundraising gala in 2016, raising funds to support Tech Central
- Initiated the first phase of the Will Branch modernization plan
- Made Yonkers' history come alive through our local history digitization and oral history projects
- Introduced new free, digital access to books, magazines, and music

Listen, Respond and Deliver

We are eager to begin implementing our new strategic plan. Here is where we begin – with an exciting vision for the future, a clear purpose described in our mission, and shared values that guide the way we work and respond to community needs.

Our Vision

The Yonkers Public Library will be the community's place for discovery, engagement, and personal growth.

Our Mission

The Yonkers Public Library changes lives every day. Our expert, trusted staff help all the people of Yonkers find the information they need, the programs they enjoy and the reading they love.

Our Shared Values

- We listen to our community and respond to their needs
- We treat all people with respect and trust
- We deliver great service every day.
- We welcome everyone in safe, comfortable destination libraries.
- We educate, entertain and stimulate learning through an engaging assortment of programs and collections.
- We celebrate and preserve Yonkers' history and diverse culture.
- We partner with public and private local organizations to make Yonkers a better place to live, learn and work.
- We hire and train staff that are eager to learn and provide every person with friendly and knowledgeable service.

Goals

We've identified three aspirational goals to guide the Yonkers Public Library from 2017–2021.

Goal One: Engage the Entire Yonkers Community

Goal Two: Increase the Yonkers Public Library's Visibility and Accessibility

Goal Three: Build the Yonkers Public Library for the Next Generation

Goal One: Engage the Entire Yonkers Community

It is easy to think of the library as the sum of its collections and programs, and those are certainly very important. But this plan signals a shift in how we will continue to choose those materials and develop programming. A renewed commitment to gathering community feedback and responding to expressed needs will permit the library to be an important partner in improving people's lives. The library will develop plans to address specific groups in the community with services, programs, and special initiatives.

Objective 1: The Yonkers Public Library will be the first place all members of our community look to for lifelong learning, personal growth and solutions to everyday challenges.

Objective 2: Help to close the digital literacy gap and completely integrate digital services throughout the library.

Objective 3: Offer a dynamic print and digital collection of easy-to-find resources that inform, entertain and delight all ages.

Goal Two: Increase the Yonkers Public Library's Accessibility and Visibility

The Yonkers Public Library is committed to making all of its collections easily available. We provide service to all and work tirelessly every day to connect residents with our resources.

Objective 1: Collaborate with other organizations and promote the YPL as a trusted partner for improving people's lives.

Objective 2: Develop new ways to communicate with the community about all that the library has to offer.

Objective 3: Increase access to the libraries and resources for all residents, especially those who may face obstacles to use.

Goal Three: Build the Yonkers Public Library for the Next Generation

The Library will focus its efforts on continual improvement. We want the Yonkers Public Library to become a "smart organization" that learns quickly by analyzing its own data and staying closely in touch with developments in the community.

Objective 1: Develop and enhance staff expertise and create a staffing plan that supports new spaces, programs and collections

Objective 2: Initiate planning to ensure that all Yonkers residents have access to modern, accessible library branches.

Objective 3: Repurpose existing space to accommodate changing community needs.

Objective 4: Develop a plan to ensure the Library's financial stability for future generations.

Objective 5:

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Goal One: Engage the Entire Yonkers community

Objective 1: The Yonkers Public Library will be the first place all members of our community look to for lifelong learning, personal growth and solutions to everyday challenges.

Action Steps

a. Early learners

- Create new opportunities for families to engage with the library by expanding early literacy and early learning efforts and adding new programs geared to children and their parents
- Launch a new community wide early learning initiative with an associated “iconic” event like “1000 Books Before Kindergarten” or “Read to Me”
- Address and enliven the children’s room space and programming at the Riverfront Library
- Provide programming and activities that educate and engage families in fostering early literacy practices, including outreach to community childcare providers, pediatric healthcare services, and new families
- Encourage card registration for preschoolers and parental attendance at programs on early literacy strategies

b. School-aged children

- Expand engagement with the schools via book talks, summer reading, and other activities
- Form partnerships with other groups to enhance overall childhood literacy and support efforts to increase high school graduation rates
- Provide socialization, support and resources for home-schooled children
- Expand and promote the Museum Pass Program to provide enrichment opportunities for children and their families
- Offer expanded after-school programming that offers a mix of educational support and enrichment, including homework help, gaming, clubs, and movement programs

c. Teens

- Expand service to teens through new programs, volunteer opportunities, or structured after-school programs and activities

- Increase homework help, tutoring, and other enrichment activities to assist in learning and school success particularly at the Will Branch
 - Expand and enhance programs and collections for young adults, in dedicated spaces and supported with dedicated staffing
 - Commit to creating an environment of creative learning, exploration, and fun
 - Help students and their families get ready for post-secondary education, including studying for college entrance exams, writing a college essay, and information about financial aid
- d. **New Adults**
- Create new opportunities for engagement with 20-40 year olds
- e. **New English learners**
- Expand offerings for those learning English.
 - Commit to increasing Spanish language collections and adding other world languages
 - Hire Spanish speaking staff, increase English conversation groups and offer access to English-language courses
- f. **Job seekers**
- Expand career services at all locations
 - Offer assistance to support jobseekers and small businesses.
- g. **Working Families**
- Offer more events at times that allow working families with school age children to participate
- h. **Older adults**
- Review and expand diverse learning experiences for older adults with consistent, high-quality programming, including film series, book clubs, discussion groups, and other programs geared to the interests and needs of older adults (social security, Medicare, living wills, financial planning, etc.)

Objective 2: Help to close the digital literacy gap and completely integrate digital services throughout the library.

Make digital resources and services a centerpiece of the community's library experience through improvements to digital resources, remote access, mobile access, collections, and programming.

Action Steps:

a. Infrastructure

- Provide hi-speed, drop-free Wi-Fi access and direct wireless printing from all areas in every location, including study rooms and all floors
- Continue to improve and enhance the website with complete redesigns when appropriate
- Consider offering mobile hotspots for Internet access to serve residents who are unable to visit YPL facilities
- Connect patrons to resources that help them resolve their technology issues

b. Programming

- Develop plans for technology-related programs and instruction, tech meet-ups, hackathons and other activities
- Create partnerships with local high schools, colleges and businesses to help provide technology related tutoring and mentoring opportunities

c. Processes, planning and infrastructure

- Replace the phone system
- Create an overall technology plan and a schedule to replace aging hardware and software
- Create a Technology Advisory Council to serve as a "trend spotting" group and advisory board for Tech Central

Objective 3: Offer a dynamic print and digital collection of easy-to-find resources that inform, entertain and delight all ages.

Action Steps:

- a. Add more digital content each year of the plan, including streaming movies, music, e-books, and other media
- b. Assess the library's print collection, replace and refresh content, and continue to reduce collection size in specific subject areas where digital content provides better information or content is outdated and obsolete
- c. Increase digital and print resources in Spanish and other world languages represented among the Yonkers' population

- d. Develop a new collection development plan based on the evolving needs of the community
- e. Preserve and provide access to unique historical materials through local history incubator project to digitize and record oral history

Goal Two: Increase the Yonkers Public Library's Accessibility and Visibility

The Yonkers Public Library is committed to making all of our collections easily available. We provide service to all and work tirelessly every day to connect residents with our resources.

Objective 1: Collaborate with other organizations and promote the YPL as a trusted partner for improving people's lives.

Action Steps:

- a. Participate in and contribute to city-wide planning efforts to increase literacy, school achievement, recreation, senior services, and other initiatives that align with library goals
- b. Increase awareness about the library's ability to partner with community organizations, businesses, and city government through meetings, presentations and participation in community events
- c. Develop new collaborations and partnerships with other non-profits in Yonkers to advance mutual goals through shared programming, grants, and fundraising

Objective 2: Develop new ways to communicate with the community about all that the library has to offer.

Action Steps:

- a. Develop and launch a new, targeted communications plan to increase community-wide awareness about the library such as "Why YPL?".
- b. Continue to integrate social media platforms into the library communication strategy and establish goals for increasing followers.
- c. Continue to improve and grow the email newsletter and expand the email database with the goal of increasing its frequency
- d. Ensure that all promotional materials are written in both English and Spanish.
- d. Develop an "engagement" strategy for each branch to highlight collections and services offered to patrons
 - Provide new retail-like displays for easy browsing.

- Upgrade display monitors in all locations and add an additional screen inside the Riverfront lobby/Atrium

Objective 3: Increase access to the libraries and resources for all residents, especially those who may face obstacles to use.

Action Steps:

- a. Offer additional services, programs, and resources for children and adults with learning differences
- b. Expand and promote the Homebound service for people who have difficulty getting to a branch
- c. Develop a “librarian in the neighborhood” program to extend the library’s reach into areas without easy access to a branch
- d. Create strong connections between the staff and Yonkers Latino community to ensure that the library is aware of what’s going on and positioned to respond to specific needs
- e. Review budget and staffing in order to consider expansion of service such as additional hours and “minor” holiday openings in all locations
- f. Provide curbside pickup to increase accessibility at the Crestwood branch
- g. Establish the library as a connector for people who need translation assistance and those who are available to help

Goal Three: Build the Yonkers Public Library for the Next Generation

The Library will focus its efforts on continual improvement. We want the Yonkers Public Library to become a “smart organization” that learns quickly by analyzing its own data and staying closely in touch with developments in the community.

Objective 1: Develop and enhance staff expertise and create a staffing plan that supports new spaces, programs and collections.

Action Steps:

- a. Hire a full-time marketing and community relations manager.
- b. Develop a profile of library competencies that every library staff member must meet
- c. Provide training to ensure that all staff have the skills and competencies needed to provide confident, high-quality customer service
- d. Survey library staff to identify proficiency with languages other than English
- e. Hire staff who can speak Spanish and offer basic Spanish instruction to existing staff
- f. Offer regularly scheduled staff development days or other training methods, based on identified themes, to ensure continuous training

- g. Provide space and time for staff to engage in frequent co-learning experiences, and to share ideas and experiences from other libraries and customer service providers
- h. Partner with other institutions that provide technology education to obtain interns who can assist the library and patrons in meeting technology needs
- i. Evaluate the library's staffing needs to respond to the changing environment; as positions become vacant, reassess job titles, positions, responsibilities, and training. to realign duties and responsibilities
- j. Promote the "One YPL" initiative in the library's internal marketing materials
- k. Develop an annual performance review and feedback process for all staff

Objective 2: Initiate planning to ensure that all residents have access to modern, accessible library branches.

Action Steps:

- a. Create a Request for Proposal (RFP) for a comprehensive YPL Facilities Master Plan that evaluates the functionality of each facility, identifies needed improvements, and targets areas of the community that may be underserved by the current locations
- b. Secure funding to support the Master Plan
- c. Solicit responses and choose a provider to create the plan
- d. Engage a space planner/architect to assess opportunities for renovation and expansion at the Will Branch
- e. Work with city officials to provide subsidized or dedicated library parking for the Riverfront Branch

Objective 3: Repurpose existing space to accommodate changing community needs.

Action Steps:

- a. Replace the elevator in the Will Branch
- b. Restripe and repave the Will Branch parking lot and explore ways to add more parking spots
- c. Reduce collection size by removing outdated and no longer needed material, remove stacks, and repurpose space for new uses in all three locations. Create new tutoring, quiet study, and small group meeting spaces in the Will Branch
- d. Consolidate service desks and rethink public service areas to promote ease of use at all locations
- e. Accommodate individual and community needs for new spaces to meet, collaborate, talk, and work
- f. Create a digital discovery "bar" with trained staff to assist patrons with digital downloads and other apps for their devices at all three locations

- g. Create a new technology instruction area/lab for everyday training at the Will and Crestwood Branches
- h. Plan for café service at the Riverfront and Will Branches.
- i. Install more power outlets in all locations

Objective 4: Develop a plan to ensure the Library's financial stability for future generations.

Action Steps:

- a. Identify the funding needed to implement the goals and objectives in the strategic plan
- b. Work with the City to realign the library's operating budget so it accurately describes the categories in which the library will allocate its funding for the future
- c. Create a programming budget by reallocating funds from elsewhere in the operating budget, and by continuing to petition the City for a dedicated budget line for programs
- d. Determine the shortfall between tax support and the funding needed to expand and improve library service and identify potential sources for private donations and grants
- e. Revitalize the Library's Foundation and Friends groups so they are better positioned to assist the library in meeting its private funding targets
- f. Professionalize the library's private fundraising efforts with the appointment of a development director who can work closely with the director, Foundation and Friends to increase annual support
- g. Identify specific projects in need of support and develop a case statement that can be used to talk to potential donors and grantors
- h. Increase the amount of funding that comes to the library from its annual appeal
- i. Identify new library revenue streams
- j. Cultivate additional local business support for programs and projects that align with their needs
- k. Identify potential donors, talk to them about the library's strategic plan, and ask for gifts related to specific exciting new projects

Objective 5: The Yonkers Public Library will demonstrate its value to the community.

Action Steps:

- a. Brainstorm ideas for key performance indicators based on what the library hopes to accomplish during this planning cycle
- b. Review and revise methods for gathering data related to key library performance indicators and develop a streamlined process for aggregating, analyzing and sharing the data

- c. Analyze the library's annual expenditures by category, adjust spending to align funding in the next budget cycle to support Strategic Plan priorities
- d. Provide an "annual report" to the community with details about expenditures, fundraising, donors, and significant accomplishments

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Appendix One: Library Metrics

This is the beginning of a list of measurements that can be expanded and used to measure library results and impact.

Increase patron card registration by 50%

Increase the number of items loaned (physical and digital) by 5% each year of the plan

Increase the number of visits to YPL locations to 1million annually by 2020

Increase the number of visits to the YPL website

Increase program offerings by x% each year

Increase program attendance by X% each year

Increase donations to the annual appeal by X% each year

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