

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
CRESTWOOD BRANCH
SEPTEMBER 19, 2016**

MINUTES

[ACTION ITEM]

Approve Minutes of Board Meeting of July 20, 2016.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEMS]

Ratify 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

Acknowledge the following termination:

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

Acknowledge the following retirement:

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

Acknowledge 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

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #771

UNFINISHED BUSINESS

NEW BUSINESS

[ACTION ITEM] Revised Policy on Harassment

[ACTION ITEM] Variance Request Form

[ACTION ITEM] Board Assurances for Construction Grant

NEXT BOARD MEETING DATE: To be determined.

YONKERS PUBLIC LIBRARY
BOARD MEETING
RIVERFRONT LIBRARY
July 20, 2016

ATTENDANCE

TRUSTEES:	Derrick Touba Jim Buckley Gregory Arcaro Hon. Hal B. Greenwald Anietra Guzman-Santana
LIBRARY DIRECTOR:	Edward Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Barbara Quis
ADMINISTRATIVE SECRETARY:	Sarah McAllister
YONKERS REPRESENTATIVE ON THE WLS BOARD OF TRUSTEES:	None
UNION REPRESENTATIVE:	Emily Power, Clerk I, Circulation Dept., Riverfront Library

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

MINUTES

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

DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT

Director Falcone told the Board members that an informational meeting on the façade project was held at the Grinton I. Will Branch on July 6, 2016. Architect Russell Davidson, Director Falcone, Deputy Director Susan Thaler, Tr. Arcaro, Branch Administrator Christian Zabriskie and Assembly member Shelley Mayer were all in attendance. A bidding advertisement will go out in late July, and the bid opening will take place in late August.

Director Falcone informed the Board members that he is currently working on two grants to support the façade project: one from the Dormitory Authority and the other from the Division of Library Development.

Director Falcone notified the Board members that several capital budget accounts in the City were zeroed out by the Finance Department, without prior notice, because they were created before a certain date. The Library lost one such account, containing \$109,000. According to Finance, an informational meeting on this was held in March, but the Library was not informed. Director Falcone and Business Manager Quis met with Finance Commissioner John Liszewski, to discuss the matter, and he said that he would try to restore the funds in the fall. The Board members discussed drafting a letter to City management regarding this situation.

Director Falcone also discussed the increase in circulation over the past six months, the improvements in Internet service at the Will Branch, and the popularity of the Reading Buddies summer program at Riverfront.

Deputy Director Thaler told the Board members that on June 23rd, HYI (Healthy Yonkers Initiative) hosted a meeting where there was a presentation of an "Active Shooter" training session directed by Detectives Robert Motalvo and Kelly Pilot. Ten Library staff members attended the meeting, and supplemental materials were distributed via e-mail to those who couldn't attend. The detectives said that they would be pleased to come present again to the entire staff in the fall and Deputy Director Thaler

extended an invitation to the Trustees for the next "Active Shooter" presentation.

UNION REPRESENTATIVE'S REPORT - Union Representative Emily Power had nothing to report.

WLS REPORT

On behalf of WLS Representative Mary Amato, Director Falcone reported that WLS moved into their new headquarters at 570 Taxter Road in Elmsford, and that the WLS Annual Meeting will be held at the new headquarters on Thursday, November 17, 2016 from 8-10 a.m.

PERSONNEL REPORT

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

- Travis Pierce, P/T Page, \$9.00/hr., effective 6/18/16
- Namrata Panda, P/T Page, \$9.00/hr., effective 6/18/16
- Joshua Lebron, P/T Page, \$10.50/hr., effective 6/18/16
- Radilsa DeLeon, P/T Page, \$10.50/hr., effective 6/18/16
- Christian Pichardo, P/T Page, \$9.00/hr., effective 6/25/16
- Ana Gantzer, Librarian I F/T, \$54,014, effective 7/15/16
- James Hackett, Clerk IV/Typist, \$58,057, effective 7/15/16
- Kimberly Arline, Clerk I, \$36,182, effective 7/15/16

On motion of Tr. Buckley, seconded and unanimously carried, the Board ratified the (attached) Part-time employee hourly salary increases, effective 7/30/16.

The Board acknowledged the following termination:
Harrison Degree, P/T Page, \$9.00/hr., effective 7/2/16

COMMITTEE REPORTS

Finance, Budget & Planning: Maron, Arcaro, Jannetti

On motion of Tr. Arcaro, seconded and unanimously carried, the Board agreed to roll over the following certificates:

8/24/16 Saunders Book Fund, Trustco Bank, 13 Mo. CD, \$74,226.67;
1.05%

8/24/16 Contributions Account, Trustco Bank, 13 Mo. CD, \$26,272.66;
1.05%

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 #770.

UNFINISHED BUSINESS

Director Falcone said that there will be a strategic planning meeting on September 15, 2:00 p.m. in the Board Room at Riverfront Library. Director Falcone invited all Trustees to attend. Prior to this meeting the consultants will be distributing a draft of documents regarding goals, vision and mission topics. As soon as Director Falcone gets the draft documents he will share them with the Trustees.

In June Tr. Touba, Tr. Buckley and Tr. Arcaro stopped by to see the "Experience Yonkers" light exhibition on the outside of the Riverfront Library. Tr. Touba expressed a desire for the Library to remain active in supplying new content for the project.

NEW BUSINESS

Tr. Buckley said that the latest issue of the NYS Library Trustee Association newsletter had an article about serving alcohol in libraries. Tr. Touba suggested consulting the Board should an event arise where alcohol might be requested.

Director Falcone distributed to the Board members a brochure from EBSCO offering libraries free use of a charging station for two years. EBSCO would, however, solicit sponsors from the business community, and the stations would have advertising on them. A discussion ensued among Board members and it was decided to revisit this topic at September's meeting.

NEXT BOARD MEETING DATE - Monday, September 19, 2016, 7:00 p.m.,
Crestwood Branch.

The Board meeting was adjourned at 8:45 p.m.

Edward Falcone
Library Director & Secretary

Yonkers Public Library

Bill List July-August 2016

Vendor Name	Description	Date	Amount
CAPITAL FUNDS			
ITG LARSON, INC.	SECURITY CAMERAS	8/26/2016	3,218.70
KG+D	ADDITIONAL SERVICES 4/12/16	8/26/2016	6,337.50
OFS BRANDS	INST & DELIVERY CHARGES	8/26/2016	3,260.18
TOTAL			12,816.38
CONTRIBUTIONS FUNDS			
BELLA VISTA DELI	BOARD MTG DINNER-7/20/2016	7/25/2016	200.00
CHAN, YAO WAH	COMM. FOR ALL AGES GRANT	7/11/2016	75.00
KALENA EAST-WEST PRESS	BOCES GRANT	8/22/2016	20.00
OLIVERAS, IVETTE	COMM. FOR ALL AGES GRANT	8/1/2016	50.00
S&S WORLDWIDE	BOCES GRANT	8/1/2016	179.99
TORRES, ARNALDO	TALENT SHOW EXPENSES	7/11/2016	95.10
TRACSYSTEMS	BARCODED CARDS	7/11/2016	1,030.50
TRACSYSTEMS, INC.	MAINT. & SUPPORT RENEWAL	8/22/2016	4,732.00
VARGAS, MARIA	COM. FOR ALL AGES GRANT	8/1/2016	100.00
WCHS	MATERIALS	8/22/2016	140.00
YONKERS WELLNESS CENTER	COM. FOR ALL AGES GRANT	7/25/2016	50.00
TOTAL			6,672.59

9:08 AM
 08/30/16
 Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July through August 2016

Date	Num	Memo	Amount
Abbey Ice			
08/16/2016	16725	spring water	72.50
08/16/2016	16727	spring water	53.00
08/16/2016	18145	spring water	72.50
08/16/2016	18147	spring water	59.50
08/16/2016	19653	spring water	92.00
08/23/2016	19655	spring water	66.00
08/29/2016	157949	spring water	33.00
08/29/2016	158047	spring water	47.25
08/29/2016	158066	spring water	94.50
08/29/2016	20979	spring water	53.00
08/29/2016	20983	spring water	40.00
Total Abbey Ice			683.25
ABM Systems			
08/16/2016	8141	A/C repairs	732.50
Total ABM Systems			732.50
Addo-Prempeh, Victoria			
08/16/2016	062916	summer reading kick off pizza and snacks	106.33
08/16/2016	071316	Jewelry making supplies -Summer Rea...	76.84
Total Addo-Prempeh, Victoria			183.17
Amazon.com			
08/16/2016	81031209July16	library materials	1,200.41
08/29/2016	604578781031209Aug16	library supplies	524.94
Total Amazon.com			1,725.35
American Express			
08/16/2016	6-76005July16	APPS	162.86
Total American Express			162.86
American Library Association			
08/16/2016	73645343	summer program supplies	49.50
Total American Library Association			49.50
Amoils, Roseanne			
08/17/2016	36	job search coach May and June 2016	2,212.50
Total Amoils, Roseanne			2,212.50
Asbestos Corp of America			
08/16/2016	16-164	abatement	1,500.00
Total Asbestos Corp of America			1,500.00
Baird,Zahra			
08/16/2016	063016	summer reading program snacks	113.72
08/16/2016	072016	registration- PLS Spring Break	50.00
08/16/2016	072116	train fare Publishers Review	18.25
08/16/2016	072216	program supplies- refreshments	61.31
Total Baird,Zahra			243.28
Baker & Taylor			
08/16/2016	Jun-16	library materials	20,553.40
08/29/2016	Jul-16	library materials	22,232.00
08/29/2016	Jul-16	library materials	9,529.95
Total Baker & Taylor			52,315.35
Barnes & Noble			
08/01/2016	3294458	library materials	233.23
08/16/2016	3285635	library materials	684.67
08/16/2016	3293248	library materials	20.99
08/23/2016	3297828	library materials	302.74
08/23/2016	3298018	library materials	77.48
Total Barnes & Noble			1,319.11
Bremond, Frederique (Fred)			
08/16/2016	070116	website maint. April-June 2016	390.00

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YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July through August 2016

Date	Num	Memo	Amount
Total Bremond, Frederique (Fred)			390.00
Brodart			
08/23/2016	444017	chair	227.24
Total Brodart			227.24
Cablevision Lightpath			
08/01/2016	20205076	phones July 2016	3,546.45
08/01/2016	20212110	internet July 2016	5,234.75
08/16/2016	20096108	internet June 2016	5,234.75
08/16/2016	20103073	phones June 2016	3,549.92
Total Cablevision Lightpath			17,565.87
Cablevision Optimum			
08/16/2016	07803065546	TV Boxes	6.09
08/16/2016	07803544469Jul16	TV Boxes	12.18
08/16/2016	07803550279July16	phones and internet-Crestwood	124.85
08/23/2016	07803065546Aug16	TV box	6.09
08/23/2016	07803544469Aug16	TV boxes	12.18
Total Cablevision Optimum			161.39
California Language Labs			
08/16/2016	15495	library materials	706.32
Total California Language Labs			706.32
Capirchio, Biagio			
08/16/2016	071116	WLA confrence fee	70.00
Total Capirchio, Biagio			70.00
CCH Inc.			
08/16/2016	4802562480	library materials	321.99
Total CCH Inc.			321.99
Center Point Publ.			
08/29/2016	1399792	library materials	196.22
Total Center Point Publ.			196.22
Centurion Technologies			
08/16/2016	171457	smart shield manager	960.00
Total Centurion Technologies			960.00
Cerebellum Corporation			
08/29/2016	188497	library materials	27.90
Total Cerebellum Corporation			27.90
Cisneros, Luis Alex			
08/17/2016	5236	Tech Central Program	50.00
Total Cisneros, Luis Alex			50.00
Citadel Pest Control			
08/16/2016	2864	pest contro;	200.00
Total Citadel Pest Control			200.00
City Of Yonkers			
07/01/2016	070116	July 2016 Rent Riverfront	62,500.00
08/01/2016	080116	rent August 2016 Riverfront	62,500.00
Total City Of Yonkers			125,000.00
Con Edison			
08/16/2016	59092142173100July16	gas	268.43
08/23/2016	590921421731004Aug16	gas Will	164.61
Total Con Edison			433.04
Constructive Playthings (US Toys)			
08/16/2016	5147664901	library supplies	16.00
Total Constructive Playthings (US Toys)			16.99
Crown HVAC			

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YONKERS PUBLIC LIBRARY BILL LIST - OPERATING ACCOUNT July through August 2016

Date	Num	Memo	Amount
08/16/2016	7040	boiler repairs	876.05
08/16/2016	7056	boiler repairs	1,738.45
08/16/2016	7057	boiler repairs	1,234.68
08/16/2016	7058	repairs	721.23
Total Crown HVAC			4,570.41
Crown Janitorial			
08/16/2016	36	janitorial supplies	1,559.45
08/16/2016	365884-1	janitorial supplies	31.21
08/23/2016	3675321-1	janitorial supplies	1,900.73
08/23/2016	367532-2	janitorial supplies	42.84
Total Crown Janitorial			3,534.23
Cruz, Aurora			
08/16/2016	063016	teen kick off party	100.47
08/16/2016	071116	teen program -strawberry madness	31.26
08/16/2016	072316	summer reading prizes	34.69
Total Cruz, Aurora			166.42
Demco			
08/16/2016	5906045	library supplies	193.75
Total Demco			193.75
DeWaters, Alice			
08/16/2016	062816	summer reading kick off refreshments	37.04
08/16/2016	062816A	teen kick off party	73.65
Total DeWaters, Alice			110.69
Dreamland Security			
08/17/2016	DSS1670	security guard services Will 4/24-7/2/16	10,453.49
Total Dreamland Security			10,453.49
Ebsco			
08/16/2016	0031670	library materials	103.85
Total Ebsco			103.85
EdgeWave			
08/16/2016	148641	memory upgrade	240.00
Total EdgeWave			240.00
Environmental Assessments & Solutions			
08/23/2016	072616	mold assessment- Crestwood	1,250.00
Total Environmental Assessments & Solutions			1,250.00
Falcone, Edward			
08/16/2016	070116	ALA confrence	344.47
08/16/2016	070816	refreshments -Architect Review Forum- ...	15.98
Total Falcone, Edward			360.45
Gale			
08/16/2016	58399862	library materials	321.49
08/16/2016	58404835	library materials	55.18
08/29/2016	58418092	library materials	170.69
08/29/2016	58493681	library materials	27.99
Total Gale			575.35
GovConnection			
08/01/2016	53975854	computer supplies	179.00
08/01/2016	53979943	computer supplies	37.72
08/16/2016	53918147	cartridges	309.06
08/16/2016	53937849	computer supplies	230.90
08/16/2016	53911642A	computer supplies	177.53
08/16/2016	53908187	computer supplies	26.08
08/17/2016	53908186	library supplies	431.30
08/17/2016	53911640	cartridges	587.48
08/17/2016	53918148	cartridges	354.17
08/17/2016	53937606	office supplies	200.20
08/23/2016	53963093	computer supplies	471.38

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YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July through August 2016

Date	Num	Memo	Amount
08/29/2016	54009890	computer supplies	219.50
08/29/2016	54019066	cartridges	1,032.89
Total GovConnection			4,257.21
Grainger			
08/17/2016	9157010118	transducers	199.35
08/17/2016	9157403024	line volt T-stat	410.76
08/23/2016	9156374283	V-belt	14.82
Total Grainger			624.93
Grey House Publishing			
08/23/2016	926256	library materials	175.50
Total Grey House Publishing			175.50
Haworth			
08/16/2016	3000702437	library supplies	985.70
Total Haworth			985.70
Home Depot Credit Service			
08/23/2016	6035322538806278JI16	supplies	20.30
Total Home Depot Credit Service			20.30
Information Today			
08/16/2016	160069-B1	library materials	404.05
Total Information Today			404.05
ITG Larson, Inc			
08/29/2016	1621	security cameras split with capital funds	127.28
Total ITG Larson, Inc			127.28
Journal News, The			
08/23/2016	WT1146971Aug16	8/1/16-7/31/17 Will	961.05
Total Journal News, The			961.05
Kaplan, Shirley			
08/29/2016	040416A	1/27/16 workshop	75.00
Total Kaplan, Shirley			75.00
Keane & Beane			
08/17/2016	16653	legal fees	157.50
Total Keane & Beane			157.50
Kevstervision			
08/23/2016	071216	Tech Programs 7/5 and 7/12	80.00
08/23/2016	080216	Tech Programs 7/19 and 7/26	80.00
Total Kevstervision			160.00
Kitt, Sandra			
08/16/2016	071416	Creative Life Program 7/14/16	50.00
Total Kitt, Sandra			50.00
LaGamma, Victor			
08/29/2016	080216	piano tuning	125.00
Total LaGamma, Victor			125.00
Lang, Allen			
08/29/2016	040416B	1/27/16 workshop	75.00
Total Lang, Allen			75.00
Lee, Toney			
08/23/2016	080316	Tech Program 8-3-16	40.00
Total Lee, Toney			40.00
Leslie Digital Imaging			
08/29/2016	1180509	ink and masters	552.40
Total Leslie Digital Imaging			552.40
Lindenmeyr Munroe			

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Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July through August 2016

Date	Num	Memo	Amount
08/29/2016	94506703	paper	2,108.25
08/29/2016	94506703A	paper	57.25
Total Lindenmeyr Munroe			2,165.50
McGraw Hill			
08/23/2016	92432967001	library materials	22.11
Total McGraw Hill			22.11
Midwest Tape			
08/01/2016	94207658	library materials	230.67
08/01/2016	94207720	library materials	12.79
08/16/2016	94091086	library materials	23.98
08/16/2016	94163591	library materials	323.83
08/23/2016	94182740	library materials	15.98
08/23/2016	94182741	library materials	47.17
08/29/2016	94225619	library materials	679.74
08/29/2016	94225771	library materials	111.94
Total Midwest Tape			1,446.10
Mitchell's			
08/17/2016	105053	news paper subscriptions Will July-June	6,333.60
08/17/2016	134456	newspaper subscriptions Riverfront 7/9/...	6,965.40
08/17/2016	E1183387	newspaper subscriptions 6/29/16-6/28/17	3,421.60
Total Mitchell's			16,720.60
Multicultural Books and Video			
08/01/2016	12553A	library materials	151.60
08/23/2016	12544A	library materials	205.85
Total Multicultural Books and Video			357.45
Nat'l Learning Corp.			
08/16/2016	0049796	library materials	894.84
Total Nat'l Learning Corp.			894.84
National Circus Project			
08/16/2016	051116	6-29-16 Program -Will Branch	475.00
08/16/2016	060216	6-29 performance Riverfront	475.00
Total National Circus Project			950.00
Net@Work			
08/17/2016	IN014270	VMware support	2,622.00
Total Net@Work			2,622.00
Norman, Miriam			
08/01/2016	32	knitting instruction July 2016	100.00
08/16/2016	31	knitting workshop 5-3/6-28	175.00
Total Norman, Miriam			275.00
Office Dynamics			
08/17/2016	35285	copier July-Sept 16	300.00
Total Office Dynamics			300.00
Open Systems			
08/17/2016	29912	repairs	513.00
08/17/2016	30020	fire alarm inspection	1,596.00
Total Open Systems			2,109.00
Oriental Trading			
08/16/2016	678376200-01	summer program	389.90
08/16/2016	678671911-01	summer reading prizes	107.97
Total Oriental Trading			497.87
Peterson's			
08/16/2016	4857430	library materials	53.68
08/16/2016	4857432	library materials	53.68
Total Peterson's			107.36
Platt, Daphne			

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YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July through August 2016

Date	Num	Memo	Amount
08/01/2016	240	dance program 7/15/16	100.00
08/01/2016	260	dance program 8-5-16	100.00
08/16/2016	12	Summer Reading -Crestwood	150.00
Total Platt, Daphne			350.00
Preferred Business			
08/16/2016	94756	library supplies	404.20
Total Preferred Business			404.20
Proquest			
08/16/2016	70410255	subscriptions NY Times	3,902.00
Total Proquest			3,902.00
Quill Corp.			
08/16/2016	6981033	library supplies	79.56
Total Quill Corp.			79.56
Quis, Barbara			
08/29/2016	081616	reimburse petty cash	96.32
Total Quis, Barbara			96.32
Recorded Books			
08/16/2016	75355547	library materials	41.60
08/23/2016	75369668	library materials	41.60
Total Recorded Books			83.20
Rosen Publishing			
08/16/2016	633430	library materials	32.95
Total Rosen Publishing			32.95
S & S Worldwide			
08/01/2016	9219227	library supplies	7.99
08/16/2016	9154048	summer program	187.33
08/16/2016	CRT9156386		-19.27
08/16/2016	CMT9156387	credit for tax	-2.95
Total S & S Worldwide			173.10
Safeguard Lock & Key			
08/16/2016	3719	lock and keys Riverfront	691.00
08/29/2016	2797	lock out Crestwood	175.00
Total Safeguard Lock & Key			866.00
SavATree			
08/29/2016	081616	tree work	1,118.00
Total SavATree			1,118.00
Schall Hardware			
08/16/2016	14101	paint and supplies	445.17
08/16/2016	14194	supplies	226.81
Total Schall Hardware			671.98
Spanish Publishers			
08/01/2016	039105	library materials	384.33
Total Spanish Publishers			384.33
Stanley Convergent			
08/16/2016	13595031	alarm monitoring July-Sept 2016	167.04
08/16/2016	13606754	alarm monitoring July	623.71
08/23/2016	13698731	monitoring	623.71
08/23/2016	13770722	alarm maint. 9/-11/30 Will and Riverfront	707.07
08/23/2016	13774594	alarm maint.	623.71
Total Stanley Convergent			2,745.24
Sterling Sanitary Supply			
08/16/2016	A90764	janitorial supplies	1,754.80
Total Sterling Sanitary Supply			1,754.80
The Metro Group			

9:08 AM

08/30/16

Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
 July through August 2016

Date	Num	Memo	Amount
08/23/2016	P1462966	cleaning of cooling tower Will	2,600.00
08/29/2016	PI464072	sample #1	357.00
Total The Metro Group			2,957.00
Torres, Arnaldo			
08/16/2016	063016	summer kick off refreshments	62.29
Total Torres, Arnaldo			62.29
Tutor.com			
08/17/2016	061516	online tutoring 7/1/16-6/30/17	24,150.00
Total Tutor.com			24,150.00
Verizon			
08/01/2016	9144109274Aug16	phones/alarms	43.74
08/16/2016	9143372191July16	phones/alarms	158.46
08/16/2016	9143373015July16	phones/alarms	53.00
08/16/2016	9147931065July16	phones/alarms	54.12
08/16/2016	9144109274July16	phones/alarms	43.74
08/29/2016	9143372191Aug16	phones/alarms	147.39
08/29/2016	9143373015Aug16	phones/alarms	49.31
Total Verizon			549.76
Verizon Wireless			
08/16/2016	9767580291	cell phones	329.42
08/16/2016	9768483312	cell phones	131.35
08/16/2016	9769225579	cell phones	339.57
08/29/2016	9770130993	cell phones	268.83
Total Verizon Wireless			1,069.17
Wayne's Electric Service			
08/16/2016	YPL-050416	repairs	212.75
Total Wayne's Electric Service			212.75
WB Mason			
08/01/2016	I36636089	library supplies	40.12
08/01/2016	I36640111	library supplies	247.12
08/01/2016	I36643312	library supplies	23.88
08/16/2016	I35589352	library supplies	56.46
08/16/2016	I35598167	library supplies	7.22
08/16/2016	I35695083	library supplies	35.81
08/16/2016	I35903218	library supplies	13.08
08/23/2016	I6522999	library supplies	59.51
08/29/2016	I36935230	library supplies	440.97
08/29/2016	I36940315	library supplies	16.08
Total WB Mason			940.25
Westchester Library System			
08/17/2016	070116-38	membership July-Dec 2016	149,317.01
08/17/2016	070116-63	wireless July-Dec 2016	500.00
08/17/2016	072616-30	bar codes	345.80
Total Westchester Library System			150,162.81
Xerox			
08/16/2016	085078679	MYP202212 May-June	95.00
08/16/2016	085309070	TFN672893 April-June	538.02
08/16/2016	085395367	TFW078519 June	35.96
08/16/2016	085488905	MYP202212 July	95.00
08/16/2016	085488904	TFN672893 July	77.49
Total Xerox			841.47
Yonkers Auto Center			
08/16/2016	2321	oil change Jeep 2006	37.70
08/16/2016	2325	oil change Dodge 2011	37.70
Total Yonkers Auto Center			75.40
Yonkers Downtown BID			
08/16/2016	072616	Riverfest Application 2016	50.00

9:08 AM
08/30/16
Accrual Basis

YONKERS PUBLIC LIBRARY
BILL LIST - OPERATING ACCOUNT
July through August 2016

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Total Yonkers Downtown BID			50.00
Zabriskie, Christian			
08/16/2016	071616	ALA confrence expenses	1,163.11
Total Zabriskie, Christian			1,163.11
TOTAL			461,166.91

JOINT MANAGEMENT REPORT
SEPTEMBER 2016

Barbara Quis has announced her retirement, effective October 20. Barbara has been our Business Manager since 2012; prior to that, she was the Administrative Secretary.

The bid opening for the Will Branch façade project was held on August 29th, and the results were disappointing. Only one contractor returned a bid, and the amount was much higher than we have budgeted. The project architect will be reviewing options with us soon. There is a small amount of state aid for construction projects, and we have submitted a grant request to support the façade project. The September agenda includes a Board vote needed to complete the grant application.

A first draft of the YPL Long Range Plan is being circulated, and we will be calling for a meeting of the full planning committee soon to review it. The September agenda includes a Board vote on a Variance Request Form that will apprise the Division of Library Development of our progress in meeting this requirement.

The cooling tower at the Will Branch required another cleaning and disinfection this summer, probably due to the unusually warm weather. The system is now operating normally. Will was also designated an emergency cooling center during a particularly hot weekend, and the building stayed open that Saturday evening and on Sunday at the Mayor's request.

Crestwood now has its own CCTV security system. It's an off-the-shelf product, but surprisingly sophisticated. It currently consists of four exterior cameras, but it can be expanded to include interior cameras later.

We began advertising for the Community Services Coordinator position in late August, and several promising applications have been received thus far. Interviews will be scheduled soon.

Yonkers is participating in a project called the Smarter Cities Mobility Challenge, in which Yonkers, White Plains, and New Rochelle will be in a friendly competition to reduce greenhouse gasses. As part of the challenge, the Riverfront atrium will receive a large-screen monitor for displaying mass-transit schedules and other information that will encourage transportation alternatives. A press event with Mayor Spano is scheduled for 10 am on 9/22.

The City of Yonkers has officially taken over the management of the Riverfront building. Bill Kennedy and Candido Valdez, long-time contracted building engineers, have been replaced with city employees.

Statistics are still being gathered for our summer reading programs for children and teens. The very successful 6-week run of the Summer Reading Buddies program at Riverfront ended on Wednesday, August 10th. The program served more than 900 children this year (an increase of

13.7% over last year), providing more than 4,000 reading sessions with 339 volunteer reading mentors.

MEETINGS ATTENDED THIS PERIOD

7/22	Susan	Branch Administrators meeting, Riverfront
7/25	Susan	Will visit
7/28	Susan	Thursday Lunch Club
8/2	Susan	Reading Buddies
	Susan	National Night Out, JFK Marina
8/3	Susan	Mini-grant workshop, Greenburgh
8/4	Susan	Hispanic Heritage Celebration planning meeting, Riverfront
8/5	Susan	LoHud Coffee Chat, Science Barge
8/9	Susan	Façade contractor's pre-bid meeting, Will
8/11	Susan	Thursday Lunch Club
8/15	Susan	Software demonstration, NYPL
	Susan	School Libraries Council, Saunders
8/16	Susan	Software training, WLS
	Susan	Healthy Workplace meeting, Will
8/17	Ed	Will visit
	Susan	LYFE conference call
8/18	Susan	Branch Administrators meeting, Will
	Ed	Thursday Lunch Club
8/22	Ed	E-Content committee, WLS
8/23	Susan	Software training, WLS
	Susan	Yonkers Thrives meeting, WCC
	Ed & Susan	Unity Fountain dedication, City Hall
8/24	Susan	Hispanic Heritage Celebration planning meeting, Riverfront
8/25	Ed	NYLA board meeting, Poughkeepsie
	Susan	Thursday Lunch Club
8/26	Susan	Will visit
8/29	Ed & Susan	Façade bid opening
9/1	Ed	Thursday Lunch Club
9/7	Ed & Susan	Strategic Planning meeting
9/8	Ed	Will visit
	Susan	LYFE committee meeting
	Ed	Thursday Lunch Club
	Susan	Webinar
9/9	Ed & Susan	LIFT grant conference call
	Ed & Susan	Philipse Manor exhibit preview
9/10	Susan	Riverfest
9/11	Ed & Susan	9/11 memorial service
9/12	Susan	Literacy Solutions lunch meeting

9/14	Ed & Susan	Superintendent's Community Partners meeting, BOE
	Susan	Hispanic Heritage Celebration planning meeting, Riverfront
	Susan	Oral History project, Will
	Susan	Groundwork Urban Garden Party
9/15	Ed	PLDA monthly meeting, WLS
	Ed & Susan	Strategic Planning meeting, Will
9/17	Susan	Literacy Solutions board retreat, Haverstraw

SAVE THE DATE

10/13		Crestwood Branch 90 th Birthday Party 4-6 pm
10/27		Chamber of Commerce Annual Dinner 6 pm
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

July 2016

	<u>2015</u>	<u>2016</u>		<u>Dev.</u>	<u>%</u>
Days of Service	25	25			
RIVERFRONT LIBRARY					
Adult	15,092	15,661		569	
Children's	8,455	8,308		(147)	
Total Riverfront Circulation	23,547	23,969		422	1.79%
GRINTON I. WILL BRANCH					
Adult	27,594	25,352		(2,242)	
Children's	17,433	14,865		(2,568)	
Total Will Circulation	45,027	40,217		(4,810)	-10.68%
CRESTWOOD BRANCH					
Adult	3,188	3,121		(67)	
Children's	1,482	1,467		(15)	
Total Crestwood Circulation	4,670	4,588		(82)	-1.76%
E-Content (All Branches)	3,510	7,046			
TOTAL CIRCULATION					
Total Current Month	76,754	75,820		(934)	-1.22%
Total Previous Months	<u>390,139</u>	<u>415,403</u>		<u>25,264</u>	<u>6.48%</u>
Total Year to Date	466,893	491,223		24,330	5.21%

Monthly: July 2016

ELECTRONIC USAGE COUNT

	<u>2015</u>	<u>2016</u>
Riverfront Branch	14,235	13,560
Will Branch	6,740	4,221
Crestwood Branch	<u>835</u>	<u>553</u>
Total	21,810	18,334

TURNSTILE COUNT

	<u>2015</u>	<u>2016</u>
Riverfront Library	47,239	43,206
Will Branch	45,288	35,121
Crestwood Branch	<u>4,010</u>	<u>5,557</u>
Total	96,537	83,884

YONKERS PUBLIC LIBRARY

REFERENCE STATISTICS July 2016

	<u>Last Year</u>	<u>This Year</u>	<u>Dev.</u>	<u>%</u>
RIVERFRONT LIBRARY				
Clerical Services	397	385	(12)	
Reference	2,086	1,849	(237)	
Reader's Advisory	3,429	2,955	(474)	
Total Adult	5,912	5,189	(723)	
Children's	1,001	933	(68)	
Total	6,913	6,122	(791)	-11.44%
GRINTON I. WILL BRANCH				
Adult/YA	4,916	4,824	(92)	
Reference/J.I.C.	5,875	5,689	(186)	
Fine Arts	654	665	11	
Total Adult	11,445	11,178	(267)	
Children's	8,989	8,872	(117)	
Total	20,434	20,050	(384)	-1.88%
CRESTWOOD BRANCH				
Adult	409	1,353	944	
Children's	546	829	283	
Total	955	2,182	1,227	128.48%
TOTALS				
Current Month	28,302	28,354	52	0.18%
Previous Months	135,349	140,604	5,255	3.88%
Year to Date	163,651	168,958	5,307	3.24%

YONKERS PUBLIC LIBRARY

PERSONNEL REPORT

AUGUST 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



Susan Thaler
Deputy Library Director

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

REGULAR LIBRARY PROGRAMS

Date(s)	Program	Type	Attendance
July	Literacy Solutions NY: Tutors	A	64
July	Literacy Solutions NY: Learning Center Use	A	129
1 session	Literacy Solutions NY: Citizenship Classes	A	16
July	Read Away Your Fines	A	133
13 sessions	TASC Connect	A	53
7/2	Movie: Zootopia	A	12
7/6	Yonkers Re-Entry	A	19
4 sessions	Job Search Coach	A	34
7/5, 19, 26	Knitting & Crocheting Workshop	A	39
7/6	Riverfront Book Club	A	14
7/9	Movie: The Boy	A	11
7/11	Coloring for Adult	A	6
7/14, 21, 28	Meditate During Your Lunch Break	A	24
7/14	Creative Writing Workshop	A	13
7/16	Tai Chi for Beginners	A	36
7/21	Riverfront Genealogy Club	A	8
7/20	Reiki Healing	A	16
7/23	Movie: Krampus	A	9
July	Read Away Your Fines	Y/A	22
7/1	Friday Flicks: Goosebumps	Y/A	9
7/5	Tech Tuesdays: Record Your Own Song	Y/A	12
4 sessions	Word Wednesday	Y/A	25
7/7	Gaming Thursdays	Y/A	7
7/11	Maker Mondays: Strawberry Madness	Y/A	16
7/15	Friday Flicks: Maze Runner: The Scorch Trials	Y/A	8
7/18	Maker Mondays: Create Your Own Bookmark	Y/A	13
7/19, 26	Tech Tuesdays: Record Your Own Radio Announcement	Y/A	6
7/22	Friday Flicks: Pride & Prejudice & Zombies	Y/A	4
7/25	Maker Mondays: Make Your Own Piñata	Y/A	15
7/29	Friday Flicks: Ant-Man	Y/A	11
8 sessions	Summer Reading Buddies	JUV	3,576
7/11, 25	Picture Book Time	JUV	35
7/14, 21, 28	Toddler Time	JUV	54
5 sessions	Babies and Books	JUV	83
7/11	Amazing Monday Movies: The Good Dinosaur	JUV	99
7/19, 26	Terrific Tuesday Movies: Alvin and the Chipmunks & Kung Fu Panda 3	JUV	200
7/18	Olympic Size Fun	JUV	65
4 sessions	Big Top Crafts	JUV	139
5 sessions	Big Top Games	JUV	104

CLASS VISITS

Date(s)	Program	Internal/External	Type	Attendance
7/14	Ames Center	External	JUV	46
4 sessions	Yonkers Coalition for Youth Tech Central	Internal	Y/A	31

HOMEWORK HELPER

Date(s)	Type	Attendance
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NUMBER OF LIBRARY PROGRAMS:

89

ATTENDANCE AT LIBRARY PROGRAMS:

5,216

NON-LIBRARY PROGRAMS

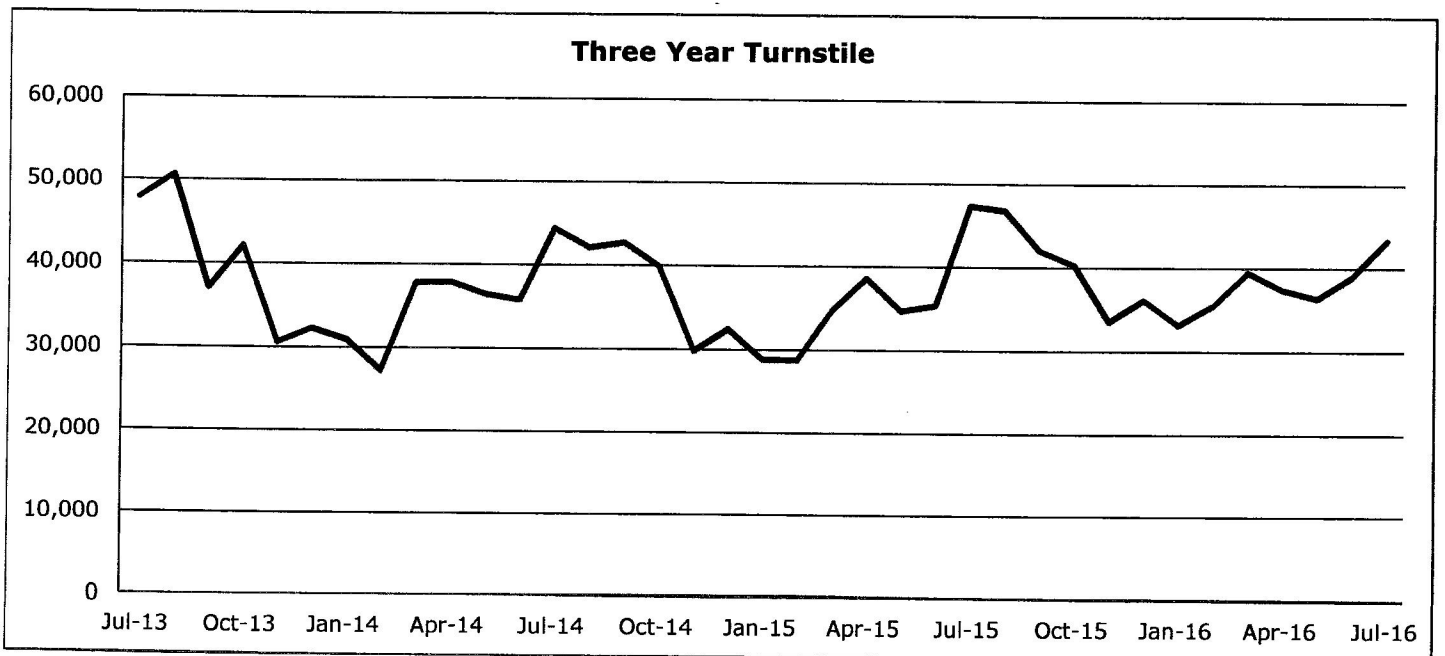
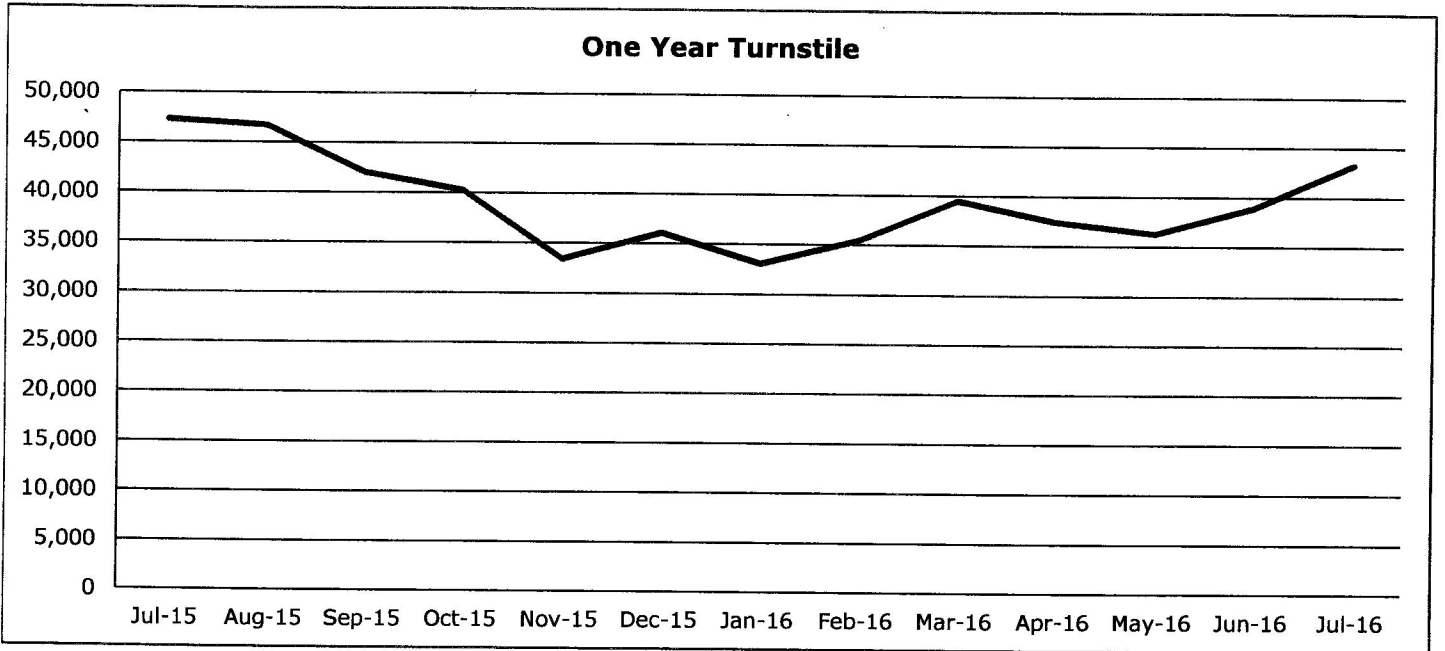
<u>Date(s)</u>	<u>Program</u>	<u>Attendance</u>	<u>Fee</u>
7/1	Yonkers Employment Center: Summer Youth Orientation	100	
5 sessions	Sister to Sister International STEM Camp	125	
7/6	Family Ties Y.O.U. University Graduation	50	
7/6	Yonkers Democratic Committee Meeting	10	
4 sessions	Institute of Reading Development: Fordham University Summer Reading	126	
7/7	Sister to Sister International STEM Camp Graduation	86	
7/7, 14, 21, 28	Holmes Ministries Bible Study	27	
7/9	Councilwoman Pineda-Isaac: Immigration Event & Forum	35	
7/9	NY4whales: Take Back Your Power Film Screening	11	
7/13	Yonkers Coalition for Youth Meeting	34	
7/13	Toastmasters International Meeting	8	
7/14	YMCA Project Reach for LYFE	20	
7/14	City of Yonkers 2016 Annual Action Plan Public Hearing	60	
7/16, 23, 30	Country Cures: Civilian Success Skills for Sheroes	24	
7/16	Chi Eta Phi New Member Information Session	6	
7/19, 20, 21	Liberty Partnership: YPS/Iona College SAT Prep	18	
7/20, 21	Rising Stars: Rehearsals and "Annie" Performance	292	\$1,425.00
7/20	Yonkers Coalition for Youth Internship Meeting	12	
7/20	City of Yonkers Finance Department Luncheon	58	
7/22	Relative Caregivers Support Group	20	
7/25	Tuzlantan Somos Todos Community ESL Tutoring	16	
7/25	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	8	
7/26	Councilman Chris Johnson Community Meeting	75	
7/26	Fidelis Care Meeting	15	
7/27	VOCAL NY Hepatitis C Regional Town Hall	30	
7/28	NYS Office of Children & Family Services: Race Equity Community Meeting	6	
7/28	Andrus Community Services Healthy Families Graduation	45	
7/28	SCORE Small Business Workshop: The Winning Business Plan	17	
7/28	Assemblywoman Shelley Mayer: Paid Leave & Minimum Wage Forum	22	
7/30	STARTALK Hindi Language Graduation & Performance	150	

ATTENDANCE AT NON-LIBRARY PROGRAMS: 1,506

GRAND TOTAL PROGRAM ATTENDANCE 6,722

Electronic Use Count

	<u>Count</u>
PC Sign Up	13,360
30 English-speaking Computer Classes	141
6 Spanish-speaking Computer Classes	59
TOTAL ELECTRONIC USE COUNT:	13,560
RIVERFRONT LIBRARY TURNSTILE COUNT:	43,206



Room	# Events	Hours	Utilization
Arts & Crafts Room	12	36.00	14.69%
Auditorium	5	17.75	7.24%
Auditorium and Event Space	3	6.00	2.45%
Board Room	9	27.00	11.02%
Community Room A	9	38.00	15.51%
Community Room A & B	18	47.75	19.49%
Community Room B	4	18.00	7.35%
Event Space	8	28.00	11.43%
Learning Lab	46	81.00	33.06%
Maker Lab	9	23.50	9.59%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	0	0.00	0.00%
Room 1	4	13.00	5.31%
Room 2B	26	75.75	30.92%
Room 3	0	0.00	0.00%
Room 4A	0	0.00	0.00%
Room 4B	7	17.00	6.94%
Small People's Place	12	10.00	4.08%
Table Space 1	33	128.50	52.45%
Tech Central	5	15.50	6.33%
Third Floor Computer Lab	7	17.00	6.94%
Yonkers Room	17	59.50	24.29%
Young Adult Room	13	35.00	14.29%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
7/11,13,18,20,25 & 27	Reading Pals	Juv	85
7/11,13,18,20,25 & 27	Circus Arts	Juv	135
7/12,19 & 26	Nursery Rhyme Time	Juv	107
7/12 & 14	Sand Painting	Juv	124
7/13	Movie - The Good Dinosaur	Juv	67
7/13,20 & 27	Pajama Story Time	Juv	286
7/13,18,20,25 & 27	Chess Club	Juv	78
7/14,21 & 28	Mother Goose Time	Juv	82
7/15,22 & 29	Baby Time	Juv	39
7/15,22 & 29	Fun on Fridays	Juv	48
7/19 & 21	Summer Story & Craft	Juv	68
7/27	Movie: Alvin & The Chipmunks	Juv	67
7/28	Origami	Juv	24
7/1 & 15	Let's Get Together Just for the Fun of it!	Adult	12
7/5,7,12,14,19,21 & 26 & 28	Senior Benefit Information Center	Adult	9
7/5,12 & 19	Crochet & Knitting Club	Adult	30
7/7,14,21 & 28	Bridge Club	Adult	64
7/9	Book Sale- Friends of YPL	Adult	575
7/11	Sing Memorable Songs with Michael	Adult	45
7/12	Art Film Series: Second Coming	Adult	27
7/13	Movie of the Month: 13 Hours	Adult	30
7/25	TASC Connect	Adult	5
7/26	Will's Book Discussion	Adult	22
7/5,12,19 & 26	Button Making	YA	13
7/5,12,19 & 26	Game Night	YA	27
7/6,13 & 20	Coloring for Teens	YA	28
7/7,14,21 & 28	Teen Tech	YA	9
7/8	Scentsational-Create your own body oil	YA	21
7/11,18 & 25	Monday Board Game Challenge	YA	20
7/27	Healthy Eating Workshop	YA	11
20 Sessions	Get in the Reading & Word Game	YA	38
20 Sessions	Electronic Games	YA	99
20 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	592

CLASS VISITS

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

OUTREACH

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

NUMBER OF LIBRARY PROGRAMS:

142

ATTENDANCE AT LIBRARY PROGRAMS:

2,887

NON-LIBRARY PROGRAMS

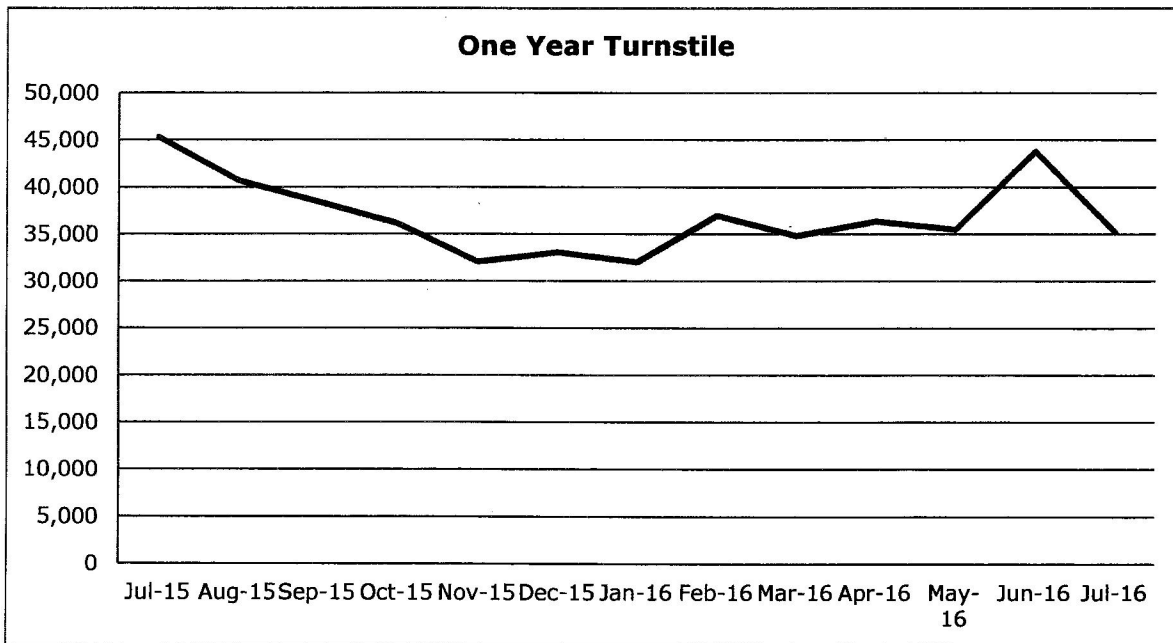
<u>Date(s)</u>	<u>Program</u>	<u>Attendance</u>	<u>Fee</u>
9 Sessions	Fordham Reading Program	540	
7/5	American Foundation for Suicide Prevention	10	
7/6 & 18	Yonkers Historical Society	20	
7/6	UFO Round Table	21	
7/11	Writers' Workshop	10	
7/12	City of Yonkers Zika Seminar	25	
7/12	LaLeche League of Yonkers	6	
7/15,16,17,18, 19,20,21,22,23 24 & 25	Little Radical Theatrics	250	
7/18,26, & 27	Board of Elections	300	
7/19	Male Glee Club	12	
7/23	Driver's Safety	25	50
7/25	Bronxville Paranormal Society	6	
7/26	Yonkers Municipal Housing	45	
7/27	Toastmaster's	12	
7/30	Empire Safety Driving Program	30	\$50
20 Sessions	Senior Center-Yonkers Park Dept	375	

ATTENDANCE AT NON-LIBRARY PROGRAMS:**1,687****GRAND TOTAL PROGRAM ATTENDANCE****4,574**

PC Sign Up 4,106
 15 computer classes 115

TOTAL ELECTRONIC USE COUNT: 4,221

Will Library Turnstile Count 35,121



Room	Hours	Utilization
Auditorium	170.5	57.41%
Children's Room	6	2.02%
Meeting Room	33	11.11%
Projection Room	128.75	43.35%
Sen. Flynn Room	39.25	13.22%
Story Room	62.33	20.99%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
6 sessions	Tech Drop-In	A	33
2 sessions	Sing Along with Michael	A	24
5 sessions	News & Brews	A	88
4 sessions	PC Cruzin'	A	19
8 sessions	Help Desks	A	10
1 session	Freegal Drop-In Demo	A	45
2 sessions	Color @Crestwood	A	16
1 session	Wheel of Info	A	61
6 sessions	Bronx Center Visits	A	60
1 session	Relax With Reiki	A	8
4 sessions	On Your Mark Get Set...READ!	JUV	67
5 sessions	Fit and Fun Fridays	JUV	95
4 sessions	Kids Chess Club	JUV	64
1 session	On Your Mark, Get Set, Go! Sports Shorts Science	JUV	24
4 sessions	Crafternoon	JUV	166
2 sessions	Dance with Daphne	JUV	96
1 session	Tune in Thursday: Read the Book See the Movie HOOT	JUV	8
1 session	Pajama Storytime	JUV	8
8 sessions	Music & Merriment (9:30 & 11am)	JUV	300
5 sessions	Crestwood Cinema	JUV	33
1 session	Teen Readers: Book Group	YA	9
1 session	Teen Summer Read the Book/See the Movie	YA	9
4 sessions	Teen Tuesdays Get in the Game: Another Way to See!	YA	54
1 session	Get in the Game...READ! Puzzles and Reading	YA	65
1 session	Book Buzz	YA	45
1 session	VOLUNTEENS	YA	10

HOMEWORK HELPER

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

NUMBER OF LIBRARY PROGRAMS: **80**

ATTENDANCE AT LIBRARY PROGRAMS: **1,417**

NON-LIBRARY PROGRAMS

Date(s)	Program	Attend	Fee
7 sessions	Parks Dept. Senior Group #16	90	N/A
6/26	Crestwood Friends of the Library Board Meeting	7	N/A
2 sessions	WEBS 50 +	9	N/A

ATTENDANCE AT NON-LIBRARY PROGRAMS: **106**

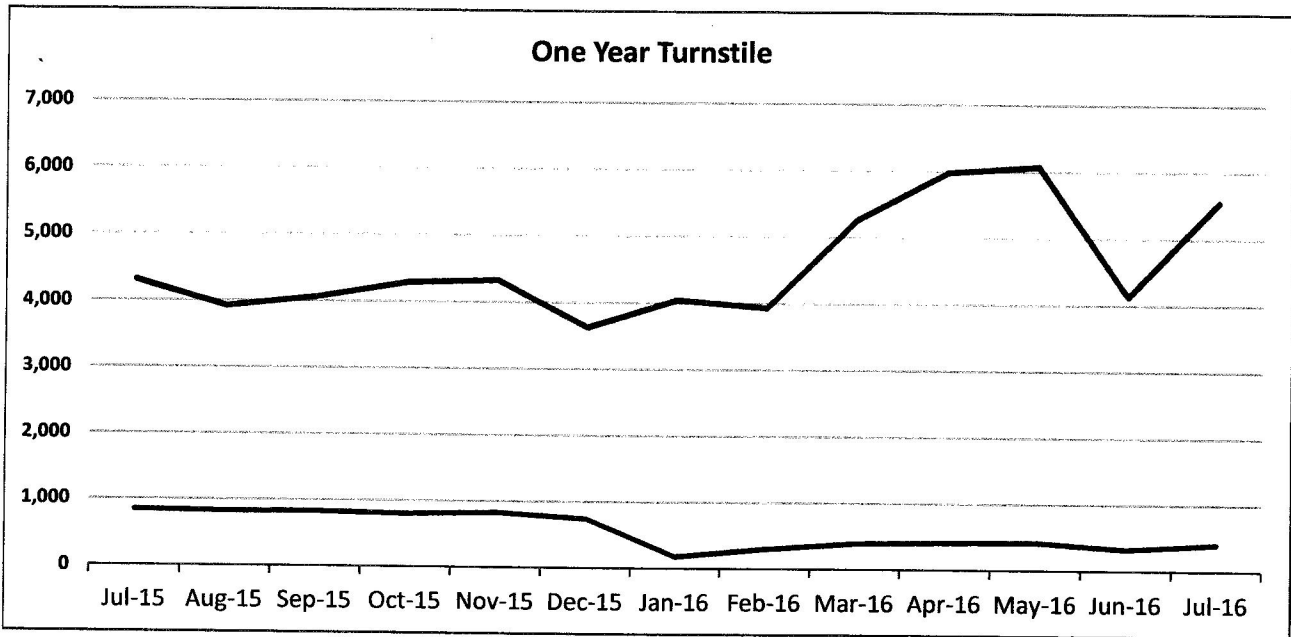
GRAND TOTAL PROGRAM ATTENDANCE **1,523**

Electronic Use Count

PC Sign Up	Count
	395
12 Computer Events- Classes/workshops/drop-ins/help desk	158

TOTAL ELECTRONIC USE COUNT: 553

CRESTWOOD LIBRARY TURNSTILE COUNT: 5,557



Room	# Events	Hours	Utilization
Adult Computer Area	18	11	4.82%
Children's Room	39	72	31.58%
Reading Room	16	34	14.91%
Teen Corner	7	70	30.70%
	80	187	

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

BOOK STOCK

For the Month of JULY 2016

RIVERFRONT LIBRARY	2016	2015
Number of volumes at end of previous month	158,127	
Number of volumes added this month	876	
TOTAL	159,003	
Number of volumes lost/withdrawn this month	389	
TOTAL VOLUMES RIVERFRONT LIBRARY	158,614	154,354

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	154,565	
Number of volumes added this month	924	
TOTAL	155,489	
Number of volumes lost/withdrawn this month	868	
TOTAL VOLUMES GRINTON I. WILL BRANCH	154,621	157,193

CRESTWOOD BRANCH		
Number of volumes at end of previous month	20,931	
Number of volumes added this month	305	
TOTAL	21,236	
Number of volumes lost/withdrawn this month	482	
TOTAL CRESTWOOD BRANCH	20,754	26,573

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	333,989	338,120
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YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS

August 2016

	<u>2015</u>	<u>2016</u>		
Days of Service	26	27		
RIVERFRONT LIBRARY			<u>Dev.</u>	<u>%</u>
Adult	15,995	16,556	561	
Children's	8,846	10,398	1,552	
Total Riverfront Circulation	24,841	26,954	2,113	8.51%
GRINTON I. WILL BRANCH				
Adult	26,599	28,038	1,439	
Children's	17,134	16,764	(370)	
Total Will Circulation	43,733	44,802	1,069	2.44%
CRESTWOOD BRANCH				
Adult	3,145	3,433	288	
Children's	1,331	1,457	126	
Total Crestwood Circulation	4,476	4,890	414	9.25%
E-Content (All Branches)	6,438	6,750		
TOTAL CIRCULATION				
Total Current Month	79,488	83,396	3,908	4.92%
Total Previous Months	466,893	491,223	24,330	5.21%
Total Year to Date	546,381	574,619	28,238	5.17%

Monthly: August 2016

ELECTRONIC USAGE COUNT

	<u>2015</u>	<u>2016</u>
Riverfront Branch	15,057	16,495
Will Branch	7,202	6,726
Crestwood Branch	<u>815</u>	<u>664</u>
Total	23,074	23,885

TURNSTILE COUNT

	<u>2015</u>	<u>2016</u>
Riverfront Library	46,685	48,569
Will Branch	40,650	32,242
Crestwood Branch	<u>3,922</u>	<u>5,984</u>
Total	91,257	86,795

YONKERS PUBLIC LIBRARY

REFERENCE STATISTICS August 2016

	<u>Last</u> <u>Year</u>	<u>This</u> <u>Year</u>	<u>Dev.</u>	<u>%</u>
RIVERFRONT LIBRARY				
Clerical Services	632	645	13	
Reference	2,207	2,181	(26)	
Reader's Advisory	3,309	3,210	(99)	
Total Adult	6,148	6,036	(112)	
Children's	1,101	1,221	120	
Total	7,249	7,257	8	0.11%
GRINTON I. WILL BRANCH				
Adult/YA	5,014	4,912	(102)	
Reference/J.I.C.	6,224	5,317	(907)	
Fine Arts	541	742	201	
Total Adult	11,779	10,971	(808)	
Children's	8,622	8,451	(171)	
Total	20,401	19,422	(979)	-4.80%
CRESTWOOD BRANCH				
Adult	458	1,114	656	
Children's	546	610	64	
Total	1,004	1,724	720	71.71%
TOTALS				
Current Month	28,654	28,403	(251)	-0.88%
Previous Months	163,651	168,958	5,307	3.24%
Year to Date	192,305	197,361	5,056	2.63%

YONKERS PUBLIC LIBRARY

PERSONNEL REPORT SEPTEMBER 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>29</u>	<u>6</u>
TOTAL	106	89	17



Edward Falcone
Library Director

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
August	Literacy Solutions NY: Tutors	A	142
August	Literacy Solutions NY: Learning Center Use	A	83
4 sessions	Literacy Solutions NY: Citizenship Classes	A	74
August	Read Away Your Fines	A	105
10 sessions	TASC Connect	A	45
5 sessions	Knitting & Crocheting Workshop	A	95
8/3, 17, 30	Job Search Coach	A	31
8/3	Riverfront Book Club	A	12
8/3	Yonkers Re-Entry Outreach	A	8
8/3	National Night Out Outreach	A	50
8/4, 11	Zumba Class	A	58
8/8	Coloring for Adults	A	4
8/8	Books Before Bedtime: The Book Thief by Markus Zusak	A	6
8/9	Living with Disability	A	8
8/11	Healthy Eating on a Budget	A	16
8/13	Movie: Pride & Prejudice & Zombies	A	11
8/18	Yonkers Riverfront Genealogy Club	A	7
8/20	Belly Dance Class	A	11
8/25	Eat Smart New York	A	14
8/27	Movie: Ride Along 2	A	23
August	Read Away Your Fines	Y/A	34
8/1	Maker Mondays: Make Your Own Piñata Part 2	Y/A	11
8/2	Tech Tuesdays: Game Building with Scratch	Y/A	12
8/3	Word Wednesday	Y/A	9
8/4	Gaming Thursdays	Y/A	24
8/5	Friday Flicks: Pitch Perfect 2	Y/A	9
8/8	Maker Mondays: Raspberry Pi Demo	Y/A	12
8/9	Tech Tuesdays: Robotics & Little Bits	Y/A	14
8/11	Gaming Thursdays	Y/A	23
8/12	Friday Flicks: Ride Along 2	Y/A	11
8/15	Maker Mondays: Teen Facials & Makeup	Y/A	15
8/16, 23	Tech Tuesdays: Introduction to Coding Part 1 & 2	Y/A	19
8/22	Maker Mondays: Chocolate Madness	Y/A	37
8/24	Word Wednesday	Y/A	8
8/25	Gaming Thursdays	Y/A	16
8/26	End of Summer Teen Party	Y/A	26
8/1	Amazing Monday Movies: Goosebumps	JUV	57
4 sessions	Summer Reading Buddies	JUV	1,979
4 sessions	Picture Book Time	JUV	53
4 sessions	Toddler Time	JUV	151
4 sessions	Babies and Books	JUV	65
8/8	Amazing Monday Movies: Zootopia	JUV	101
8/15	Amazing Monday Movies: Norm of the North	JUV	42
8/16	Teddy Bear Picnic	JUV	32
8/23	Magic Show with Jim Vargas	JUV	77
5 sessions	Friendship Bracelet Club	JUV	185
4 sessions	Big Top Crafts	JUV	39
3 sessions	Big Top Games	JUV	86

NUMBER OF LIBRARY PROGRAMS:

89

ATTENDANCE AT LIBRARY PROGRAMS:

3,950

NON-LIBRARY PROGRAMS

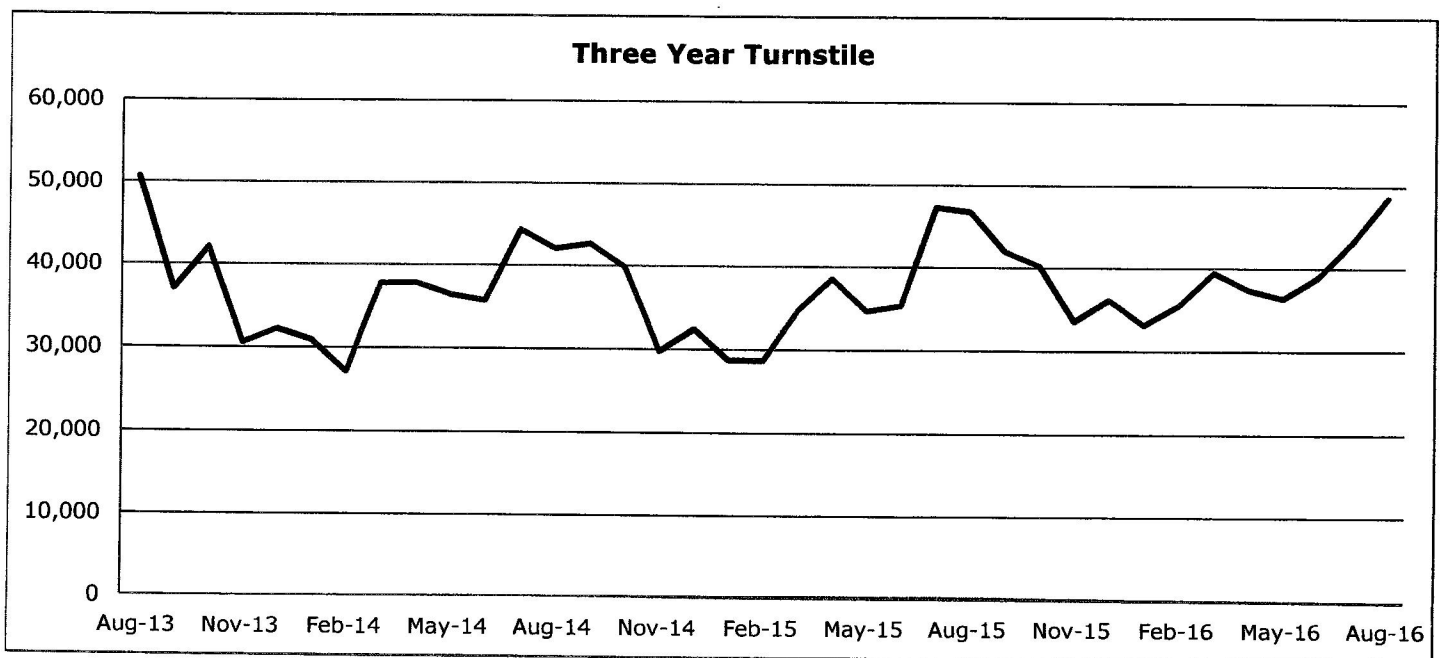
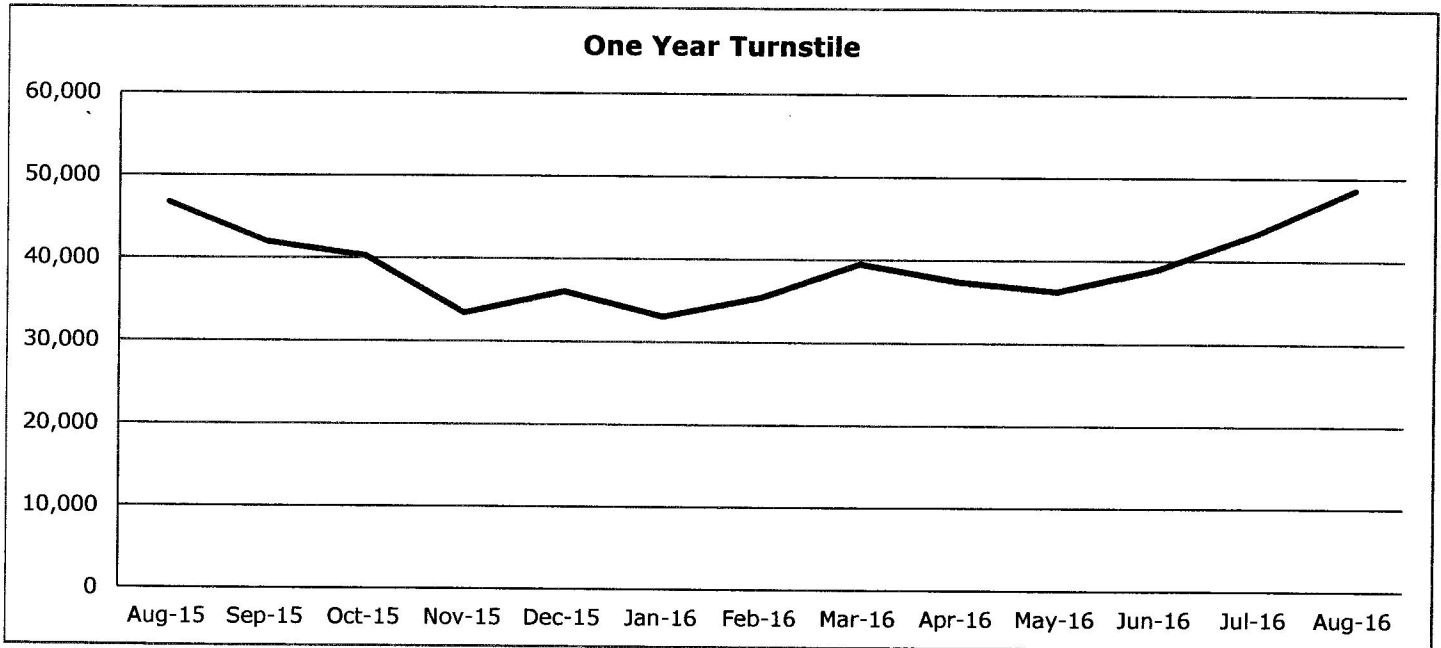
<u>Date(s)</u>	<u>Program</u>	<u>Attendance</u>	<u>Fee</u>
8/1	Remedial Spelling Course for Adults: Spelling Drill	15	\$25.00
8/3	Super Trans Bus Company Staff Meeting	16	\$150.00
8/3	Yonkers Employment Center: ACS Home Care Orientation	38	
8/4	Yonkers Thrives Partnership Meeting	12	
8/4	Yonkers Police Department Promotion & Hiring Ceremonies	120	
8/4, 11	Holmes Ministries Bible Study Class	12	
8/5, 19	Westchester Disabled On the Move	25	
8/6	Brahma Kumaris Raki Celebration	109	
8/8	Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel	4	
8/8	LGBTQ Advisory Committee Meeting	5	
8/11, 18	Ability Beyond: Windows Without Walls	18	
8/12	Relative Caregivers Support Group	15	
8/16	Family Services Society of Yonkers Summer Camp Caregiver Orientation	11	
6 sessions	Family Services Society of Yonkers Summer Camp	143	
8/16	Yonkers Arts Meeting	9	
8/19	YPS Administrators Workshop	32	
8/20	Fit Club: Health & Fitness Program	30	\$150.00
8/23	Yonkers Partners in Education Volunteer Information Session	5	
8/23	Womens Enterprise Development Center Path to Entrepreneurship	10	
8/24	Sarah Lawrence College Civic Engagement Program	58	
8/24	YPS Special Education Staff Meeting	5	
8/25	SCORE Small Business Workshop: Sales Strategies	2	
8/27	Hudson River Healthcare Health & Wellness Back to School Fair	300	
8/29, 30	YPS Transportation: Bus Monitor Training	962	
8/29	YPS Early Childhood Education: Pre-K Teacher Meeting	56	
8/29	Afterschool ESL Community Tutoring	26	
8/29	Messiah Baptist Church Meeting	36	
8/30	Yonkers Council of PTAs Superintendent Meeting	9	
8/30	Big Apple Youth Football League Meeting	46	
8/31	HobbyQuest Interviewing	6	\$25.00
8/31	YMCA Board Meeting	11	

ATTENDANCE AT NON-LIBRARY PROGRAMS: 2,146

GRAND TOTAL PROGRAM ATTENDANCE 6,096

Electronic Use Count

	<u>Count</u>
PC Sign Up	16,213
31 English-speaking Computer Classes	246
Spanish-speaking Computer Classes	36
TOTAL ELECTRONIC USE COUNT:	16,495
RIVERFRONT LIBRARY TURNSTILE COUNT:	48,569



Room	# Events	Hours	Utilization
Arts & Crafts Room	8	22.00	8.06%
Auditorium	7	21.50	7.88%
Auditorium and Event Space	5	49.00	17.95%
Board Room	11	25.25	9.25%
Community Room A	8	23.25	8.52%
Community Room A & B	19	68.00	24.91%
Community Room B	2	4.50	1.65%
Event Space	8	50.00	18.32%
Learning Lab	42	80.00	29.30%
Maker Lab	8	19.50	7.14%
Media Lab	0	0.00	0.00%
Riverfront Art Gallery	0	0.00	0.00%
Room 1	6	17.00	6.23%
Room 2B	30	78.25	28.66%
Room 3	4	12.00	4.40%
Room 4A	0	0.00	0.00%
Room 4B	6	18.50	6.78%
Small People's Place	14	12.00	4.40%
Table Space 1	32	124.50	45.60%
Tech Central	5	17.50	6.41%
Third Floor Computer Lab	7	10.50	3.85%
Yonkers Room	15	64.50	23.63%
Young Adult Room	13	35.00	12.82%

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

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

REGULAR LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Type</u>	<u>Attendance</u>
8/1,3,8,10,14 & 17	Reading Pals	Juv	85
8/1,3,8,10,15 & 17	Circus Arts	Juv	84
8/1,3,8,10 & 17	Chess Club	Juv	47
8/2,9 & 16	Nursery Rhyme Time	Juv	93
8/2	Clown Story & Craft	Juv	41
8/3	Movie - Kung Fu Panda 3	Juv	83
8/3,10 & 17	Pajama Story Time	Juv	61
8/4,11 & 18	Mother Goose Time	Juv	67
8/4	Racetrack Engineer	Juv	22
8/5 & 12	Baby Time	Juv	32
8/5,12 & 19	Fun on Fridays	Juv	25
8/9	Elephant Story & Craft	Juv	32
8/10	Movie: Goosebumps	Juv	74
8/11	3D Papercraft	Juv	29
8/11	Sing Along Under the Stars	Juv	15
8/16	Circus Picture Bingo	Juv	43
8/17	Movie: Zootopia	Juv	102
8/18	Blockbuster Bingo	Juv	34
8/23	Magic Show w/Jim Vagias	Juv	226
8/25	Teddy Bear Picnic	Juv	72
8/2,4,9,11,16,18,23,25 & 30	Senior Benefit Program	Adult	19
8/2,9,16,23 & 30	Knitting & Crocheting Club	Adult	40
8/5 & 19	Let's Get Together	Adult	8
8/10	WEBS Career Counseling	Adult	8
8/18	Movie of the Month: Batman vs Superman	Adult	32
8/22	TASC Connect	Adult	5
8/30	Will's Book Discussion	Adult	6
8/2,9,16,23 & 30	Button Making	YA	32
8/2,9,16,23 & 30	Game Night	YA	40
8/3,10 & 17	Jewelry Making Fun	YA	51
8/5,19 & 26	Teen Movies	YA	93
8/26	Summer Reading Closing Party	YA	23
23 Sessions	Electronic Games	YA	92
23 Sessions	YA Groups eg. AHRC, Another Step, Day Break	YA	655

CLASS VISITS

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

OUTREACH

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

NUMBER OF LIBRARY PROGRAMS:
ATTENDANCE AT LIBRARY PROGRAMS:

126
2,371

NON-LIBRARY PROGRAMS

<u>Date(s)</u>	<u>Program</u>	<u>Attendance</u>	<u>Fee</u>
8/1	Writers' Workshop	10	
8/2,8,11,15 & 16	Board of Elections	150	
8/2	Foresters Financial	3	
8/2	Foundation for the Prevention of Suicide	7	
8/3	UFO Roundtable	24	
8/3 & 9	Yonkers Historical Society	12	
8/5	AARP Driving Program	15	
8/6	Lakambini Zi Ramo Piano Recital	80	250
8/9	LaLeche League of Yonkers	7	
8/10	Toastmaster's	14	
8/10	Book Discussion w/Lindsay Baker	5	
8/10	Yonkers Democratic Committee	15	
8/13	Angela McDonald Theatre Club	25	\$250
8/15	Sierra Club	16	
8/18	Anger Management Seminar w/Indra	12	
8/20	Driver's Safety	30	\$50
8/22	TASC	5	
8/24	Stillman Management	65	\$250
8/24	PTA 31	10	
8/27	Empire Driving Program	25	\$50
8/29	Bronxville Paranormal Association	8	
23 Sessions	Senior Center-Yonkers Park Dept	460	

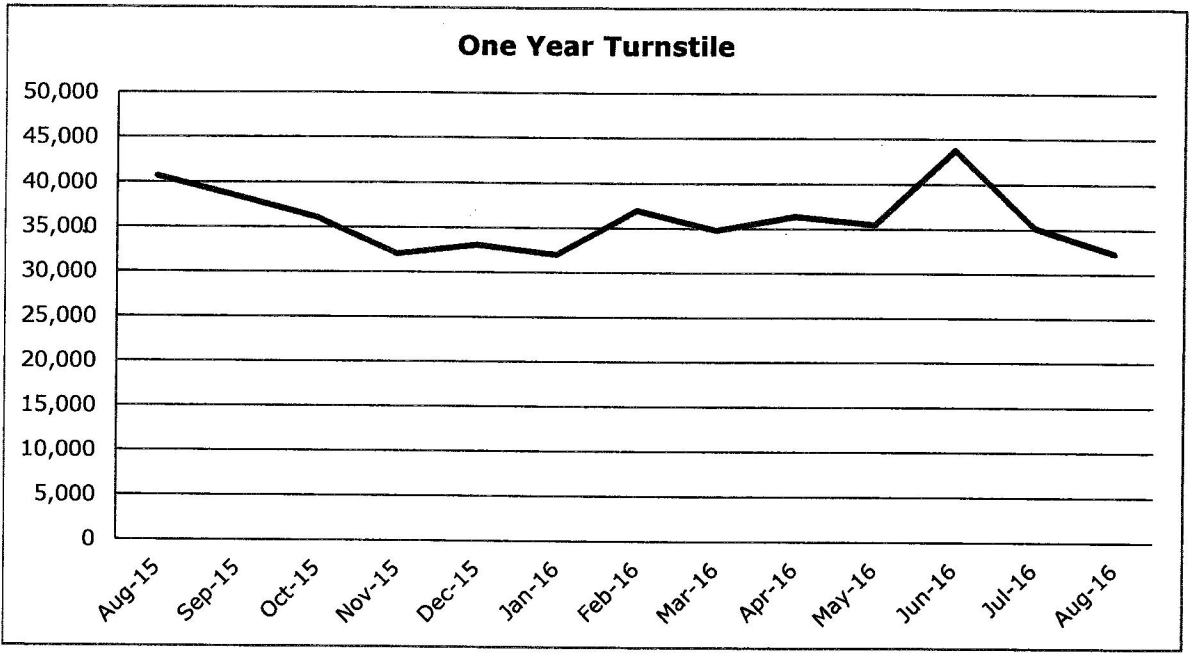
ATTENDANCE AT NON-LIBRARY PROGRAMS: 998

GRAND TOTAL PROGRAM ATTENDANCE 3,369

PC Sign Up 6,606
 15 computer classes 120

TOTAL ELECTRONIC USE COUNT: 6,726

Will Library Turnstile Count 32,242



Room	Hours	Utilization
Auditorium	170	57.41%
Children's Room	6	2.02%
Meeting Room	33	11.11%
Projection Room	128.75	43.35%
Sen. Flynn Room	39.25	13.22%
Story Room	62.33	20.99%

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

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

REGULAR LIBRARY PROGRAMS

# of sessions	Program	Type	Attendance
5 sessions	Tech Drop-In	A	34
1 session	Sing Along with Michael	A	12
4 sessions	News & Brews	A	76
4 sessions	PC Cruzin'	A	20
10 sessions	Help Desks	A	12
1 session	Flipster Drop-In Demo	A	40
3 sessions	Color @Crestwood	A	29
1 session	Wheel of Info	A	65
4 sessions	Bronx Center Visits	A	34
1 session	Reiki Workshop	A	16
1 session	Email for Beginners	A	4
1 session	Advanced Email	A	5
5 sessions	Mahjong for Seniors	A	55
5 sessions	Fit and Fun Fridays	JUV	94
4 sessions	Kids Chess Club	JUV	52
1 session	On Your Mark, Get Set, Go! Sports Shorts Science	JUV	18
4 sessions	Crafternoon	JUV	137
2 sessions	Dance with Daphne	JUV	44
4 sessions	On Your Mark Get Set...READ!	JUV	72
1 session	Pajama Storytime	JUV	24
8 sessions	Music & Merriment (9:30 & 11am)	JUV	345
4 sessions	Crestwood Cinema	JUV	31
1 session	Tumblebooks	JUV	24
1 session	Comics Plus	JUV	12
1 session	Teen Readers: Book Group	YA	8
1 session	Teen Summer Read the Book/See the Movie	YA	12
5 sessions	Teen Tuesdays Get in the Game	YA	48
1 session	Get in the Game...READ! Puzzles and Reading	YA	60
1 session	Book Buzz	YA	40
1 session	VOLUNTEENS	YA	10

HOMEWORK HELPER

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

NUMBER OF LIBRARY PROGRAMS:

86

ATTENDANCE AT LIBRARY PROGRAMS:

1,433

NON-LIBRARY PROGRAMS

Date(s)	Program	Attend	Fee
10 sessions	Parks Dept. Senior Group #16	104	N/A
8/9	Friends of Crestwood Library Board Meeting	5	N/A
2 sessions	WEBS 50 +	9	N/A

ATTENDANCE AT NON-LIBRARY PROGRAMS: 118

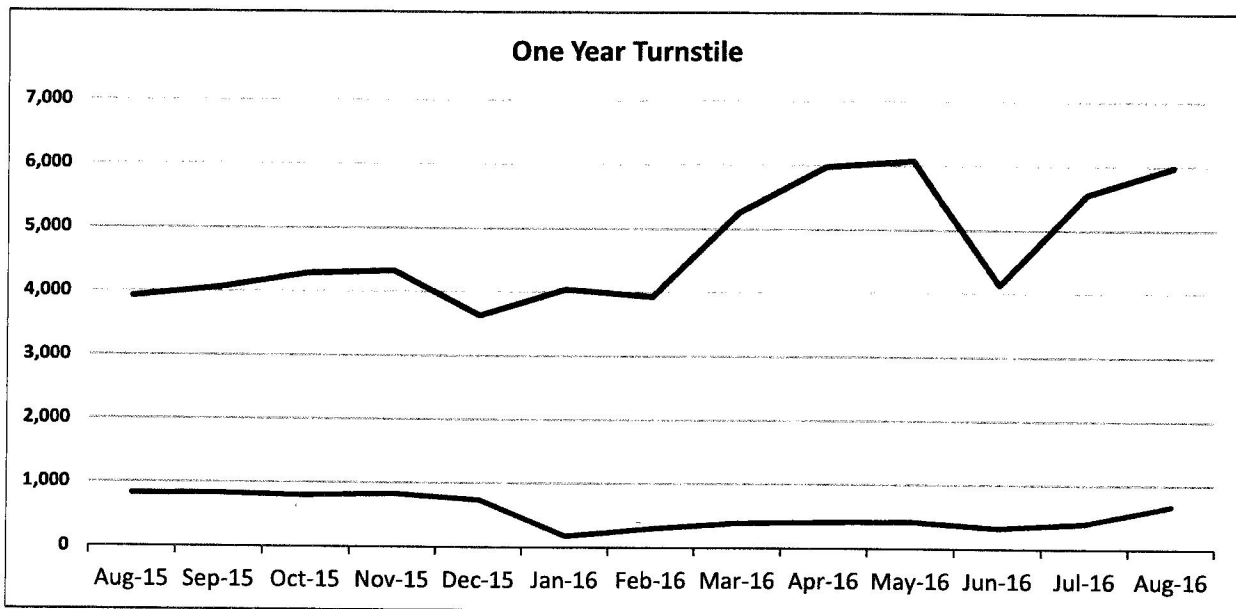
GRAND TOTAL PROGRAM ATTENDANCE 1,551

Electronic Use Count

	<u>Count</u>
PC Sign Up	448
25 Computer Events- Classes/workshops/drop-ins/help desk	216

TOTAL ELECTRONIC USE COUNT: 664

CRESTWOOD LIBRARY TURNSTILE COUNT: 5,984



Room	# Events	Hours	Utilization
Adult Computer Area	22	24	13.75%
Children's Room	35	63	36.10%
Reading Room	19	43.5	24.93%
Teen Corner	10	44	25.21%
	86	174.5	

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

BOOK STOCK

For the Month of **AUGUST 2016**

RIVERFRONT LIBRARY	2016	2015
Number of volumes at end of previous month	158,614	
Number of volumes added this month	1,196	
TOTAL	159,810	
Number of volumes lost/withdrawn this month	392	
TOTAL VOLUMES RIVERFRONT LIBRARY	159,418	155,220

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	154,621	
Number of volumes added this month	706	
TOTAL	155,327	
Number of volumes lost/withdrawn this month	976	
TOTAL VOLUMES GRINTON I. WILL BRANCH	154,351	157,280

CRESTWOOD BRANCH		
Number of volumes at end of previous month	20,754	
Number of volumes added this month	141	
TOTAL	20,895	
Number of volumes lost/withdrawn this month	0	
TOTAL CRESTWOOD BRANCH	20,895	26,545

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	334,664	339,045
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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: _____

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
PLAN FOR COMPLIANCE**

The Yonkers Public Library retained Library Development Solutions (LDS) in September 2015 to oversee the implementation of a new long-range plan of service. Since then, a variety of data-gathering activities have taken place, including a community-wide survey, town hall meetings, and focus groups. A committee of trustees and staff members has met several times in the past year to review the findings and to begin work on drafting the plan.

A draft of the document has been circulated to the group for comment. Going forward, we anticipate the following milestones:

- | | |
|---------------|--------------------------------------------------------------|
| 9/15/16 | Executive committee and LDS meet to review the draft plan |
| October 2016 | Full committee reviews and revises draft plan |
| | Revised draft shared with all trustees and staff for comment |
| November 2016 | Final plan adopted by trustees |

MEMO TO: Ed Falcone, Director – Yonkers Public Library [director@ypl.org]
Nancy Maron, President – Yonkers Public Library [nmaron@wlsmail.org]
Sent via email

FROM: T. Kirchner 

DATE: August 16, 2016

RE: Minimum Standards as of December 31, 2015

According to the 2015 Annual Report submitted, as of 12/31/2015, the Yonkers Public Library was not in compliance with regard to NYS Minimum Standard #2 [Has a board-approved, written long-range plan of service].

Attached is a Variance Request Form that must be submitted to the State. On a separate sheet, please supply the information requested in Questions 2b, 3, and 4 and provide signatures on the form where indicated.

Please return the completed form to our office by Friday, September 16, 2016, for review by the WLS Board at their September 27th Meeting.

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

Att.

[NYS Variance Request Form Memo 2015]

**STATE AID FOR LIBRARY CONSTRUCTION
BOARD VOTE NEEDED TO COMPLETE THE GRANT APPLICATION**

Each year, the NYS Division of Library Development (DLD) invites public libraries to apply for state aid to support construction projects. This year, YPL is applying for funding to help pay for the façade project at the Will Branch. All the paperwork has been submitted to WLS with the exception of the Assurances page, which needs to be signed by the Board President after adoption by the full Board. This document is attached.

You will be assuring the State that:

- The YPL Board has the legal authority to submit the application (you do),
- The project will begin within six months of award notification (it will),
- We will follow all laws and regulations (we will), and
- The City knows about the project and will let us use the building for at least ten more years (yes to both)

We are asking for \$450,000 but we will receive much less. Westchester will get a total of \$880K this year, and nineteen libraries are submitting grants this year. We received \$75,000 for Tech Central in 2013, and \$56,000 for the CCTV security system in 2012.

If you would like to see what the full grant application looks like, a PDF will be posted on the Board Materials section of the YPL web site.

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

PROPOSED REVISION TO THE YPL HARASSMENT POLICY

As part of our staff development efforts, we are planning to present a series of training workshops on appropriate behavior in the workplace. This training used to be offered by the Human Resources Department of the City for all employees, but the last COY training sessions were given over five years ago.

Our current policy is almost 25 years old, and is both overly complicated and incomplete; best practice today is to expand the definition of a 'hostile workplace' to include other forms of harassment. We are proposing to engage consultant Rebecca Mazin to guide us through this process and to provide the training. She has suggested new policy language, which we have incorporated into the draft revision. The final approved policy will be used as the basis of our training sessions. Following this memo is both the proposed policy and the current one.

Information on Rebecca Mazin can be found here: <http://www.recruitright.net/about-us.html>
Ms. Mazin is Westchester-based human resources consultant and author. She has done work for WLS and is active in the Women In Business section of the Yonkers Chamber of Commerce.

DRAFT POLICY ON HARASSMENT

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. The Library will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation would impose an undue hardship on the operation of our business.

Policy Against Harassment

It is Library policy to prohibit sexual, racial or ethnic harassment of employees by any person in any work related situation. This policy is not intended to regulate personal morality in the workplace but is in place to ensure that all Library employees work in an environment free from harassment.

“Harassment” includes a wide range of verbal or physical conduct and can result from a single event or a series of events that create a hostile, intimidating or offensive work environment. Harassment can take the form of, for example, insults, derogatory ethnic, religious and sexual jokes or slurs, advances propositions or requests for sexual favors, particularly as a term and condition of employment such as hiring, advancement, assignments, compensation or termination.

All members of the Library management team are accountable for the effective administration of this policy.

Reporting Complaints of Discrimination or Harassment

Any employee who feels that he or she has been subjected to conduct which violates this policy or any employee or manager who becomes aware of conduct which violates this policy should immediately report this matter to his or her manager. If it is not appropriate to report such conduct to your manager, or if you are not satisfied with your manager's resolution of the matter, you should report the incident directly to the Director or the Deputy Director. If you are unaware of to whom to raise an issue or if you have not received a satisfactory answer within five (5) business days after reporting any incident of what you perceive to be harassment or discrimination, please immediately contact the President of the Board of Trustees.

All such reports will be investigated promptly and will be treated as confidential to the extent practicable. When investigations confirm allegations of harassment or discrimination, appropriate action will be taken. Violations of this policy may result in disciplinary action, up to and including termination.

The Library recognizes that false accusations of harassment or discrimination can have serious effects on innocent people. We trust that all employees will act responsibly to maintain a pleasant working environment free of discrimination and harassment.

Retaliation

The Library will not tolerate unlawful retaliation against any employee who files a complaint, supports a co-worker in a complaint, or speaks as a witness in the investigation of a complaint. The organization will also refrain from discharging or in any manner discriminating against an employee who gives information about an alleged employer violation, causes a proceeding to be instituted against an employer, or testifies in a proceeding concerning an employer violation.

All members of management are strictly prohibited from taking adverse actions against an employee in an attempt to keep that employee from opposing an unlawful practice or participating in a discrimination proceeding.

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.

Purpose

To set forth Yonkers Public Library Policy pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission; to protect and safeguard the rights and opportunities of all people to seek, obtain, and hold employment without subjugation to sexual harassment or discrimination of any kind in the workplace.

Scope

All Yonkers Public Library employees.

Responsibility

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 employees 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.

Policy

Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964.

No employee, male or female, may sexually harass another employee by

- a) 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
- b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or
- c) creating an intimidating, hostile or offensive working environment by such conduct.

Sexual harassment *DOES NOT* refer to behavior or occasional compliments of a socially acceptable nature.

Section II.D.2.

Sexual harassment *DOES* refer to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness.

One specific form is the demand for sexual favors. Other forms of harassment include:

- a) Verbal - slurs, sexual innuendoes, suggestive or derogatory comments, jokes of a sexual nature, sexual propositions, and threats.
- b) Non-verbal - sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- c) Physical - unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

Intimidation, coercion, threats, reprisal or discrimination against any employee for complaining about harassment, as described in this policy, is prohibited.

The Yonkers Public Library will take appropriate disciplinary action against any employee who violates this policy.

PROCEDURES

1. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately to his/her supervisor or Department Head who will confer with the Administration to determine a course of action. If the alleged act involves a manager or supervisor, the complaint shall be filed directly with the Director.
2. Any employee may file an oral or written complaint of sexual harassment directly with the Director of the City's Office of Affirmative Action/Equal Employment Opportunity. This should be done in a timely manner since complaints received by this office may be subject to a statute of limitations under the rules of the EEOC.
3. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the Library to third parties or to anyone within Library employment who is not directly involved in the investigation. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses.
4. 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 appropriate disciplinary action which may include termination of employment.

Adopted by the Library Board of Trustees
February 5, 1992