

# **BOARD OF TRUSTEES**

## **MONTHLY MEETING**

**Thursday, January 19, 2023**

**Grinton I. Will Library  
1500 Central Park Avenue  
Yonkers, NY 10710**

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**YONKERS PUBLIC LIBRARY  
AGENDA FOR ANNUAL BOARD MEETING  
JANUARY 19, 2023**

**MINUTES**

[ACTION ITEM] Approve Minutes of Meeting on December 15, 2022.

**NOMINATION OF OFFICERS AND APPOINTMENT OF STANDING COMMITTEES FOR YEAR 2022**

– Director Montero presides.

[ACTION ITEM] “The regular meeting in January shall be the Annual Meeting at which officers shall be elected for a term of office of one year each. The President shall name standing committees for a term of one year at the Annual Meeting, or within one week from the date of the Annual Meeting.”

-YPL By-Laws III.3

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE’S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

[ACTION ITEM]

Acknowledge the following terminations

Flores, Valentina, P/T Page, \$15.00/hour, eff. 12/19/2022

Acojal Garcia, Diana, P/T Page, \$15.00/hour, eff. 12/21/2022

Muckelvaney, Hazel, Custodial Worker, \$55,202.00/year, eff. 12/28/2022 (retirement)

**COMMITTEE REPORTS**

**Finance, Budget & Planning-**

**Employee Relations –**

**Buildings & Grounds –**

**Policy –**

**Fundraising & Development –**

Foundation Update

## **RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedules #847

**[ACTION ITEM]** In the absence of the Treasurer and the President, designate a Trustee to certify claims for payment, to be ratified by the Board.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

## **NEXT MEETING DATE**

Thursday, February 16, 2023 at a location to be determined

**YONKERS PUBLIC LIBRARY  
BOARD MEETING  
GRINTON I. WILL LIBRARY  
DECEMBER 15, 2022**

**ATTENDANCE**

TRUSTEES:	Nancy Maron Josephine Ilarraza Joseph Puglia Patricia Duggan
LIBRARY DIRECTOR:	Jesse Montero
ASSISTANT LIBRARY DIRECTOR:	Shauna Porteus
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Trustee Puglia
UNION REPRESENTATIVE:	Brandon Neider
GUESTS:	Philip Chopak

The Board Meeting began at 7:01 pm.

Board President Maron opened the Meeting by announcing that Vice President Ilarraza's term is expiring at the end of the year and she will not seek reappointment. The Board applauded Trustee Ilarraza's service and wished her farewell.

**MINUTES**

On motion of Trustee Duggan, seconded by Trustee Ilarraza and unanimously carried, the Board approved the Minutes of the Meeting of November 17, 2022.

**MANAGEMENT REPORT**

Director Montero reported on winter programming, noting that Yonkers Public Library has hosted more events this season than in the previous two years. All libraries held a special "Winter Wonderland" themed event that featured music, arts and crafts and many special guests, including an appearance by Santa Claus. He added that many organizations also chose YPL as the location for many of their holiday events and programs and he was proud that YPL had the opportunity to host them.

Director Montero updated the Board on the continued changes to the layout and physical spaces in the buildings. He discussed the Teen Room at Riverfront Library and the ongoing shifting projects that moved many of the young adult stacks into empty spaces elsewhere in the reference department. This allowed other patrons besides teens to more easily access those collections, freed

up space in the Teen Room that will be filled with newer furniture and created better views of the Hudson River. He also presented photos of a new mural by street artist Dean Zeus Colman. The mural was the result of concepts drawn from teen input and was made possible by a grant from Legislator Jose Alvarado.

Director Montero reported that Riverfront Library hosted International Baccalaureate (IB) Day on December 7 for the first time in two years. Nearly 60 students from Yonkers Middle High School came to Riverfront for a daylong research instruction program and explored its extensive collections on African American history and slavery. The program is a result of a collaboration between YPL, Yonkers Public Schools and Sarah Lawrence College.

Assistant Director Porteus announced a new partnership with Albert Einstein College of Medicine. Riverfront will host three embedded first-year medical students beginning in January for the duration of their academic year as part of a service-learning course requirement. She noted that the curriculum is yet to be determined but she was hopeful they could provide assistance by making referrals, hosting workshops on parenting and early literacy and improve accessibility for disabled patrons.

### **UNION REPRESENTATIVE'S REPORT**

Representative Neider reported that the administration's negotiator has been in contact with the Union regarding dates for contract negotiations. He also reported that the Union has discussed with various departments the contractual obligations regarding emergency closing lists.

### **WLS REPORT**

NONE

### **PERSONNEL REPORT**

On motion of Trustee Puglia, seconded by Trustee Ilarraza and unanimously carried, the Board ratified the following appointments:

Whelan, Aili, Temporary Librarian III, \$92,909.00/year, eff. 12/09/2022

Howell, Crystal, P/T Page, \$15.00/hour, eff. 11/25/2022

Acknowledged the following terminations:

McCrink, Diane, Permanent Librarian III, \$97,171.00/year, eff. 11/30/2022 (retirement)

### **COMMITTEE REPORTS**

**Fundraising & Development** – Maron (chair), Jannetti

Foundation Update: President Maron reported that the Foundation had recently written a check for \$25,000 to support Yonkers Public Library but added that the annual appeal is still ongoing. She also announced that the next annual gala has been scheduled for Wednesday, May 10 at Riverfront Library. The Foundation will appoint a committee to determine the headliner and other special guests.

### **PAYMENT OF BILLS**

On motion of Trustee Puglia, seconded by Trustee Duggan and unanimously carried, the Board approved payment of bills as listed on Schedule #846.

### **UNFINISHED BUSINESS**

Director Montero presented a preliminary design of YPL's new logo and discussed the search for a vendor to design it as well as the new website. He noted that the logo was not final and not for public release yet but would be included in the new strategic plan. He added that work on the new website is ongoing and hoped it would be ready by the second quarter of 2023. The Board discussed the new logo at length.

President Maron also updated the Board on the progress of the five-year strategic plan. There were no major changes to the content of the plan since a draft was presented at the last meeting. President Maron asked the Board for a motion to support the plan. On motion of Trustee Puglia, seconded by Trustee Duggan and unanimously carried, the Board voiced its support for the new five-year strategic plan.

### **NEW BUSINESS**

President Maron announced a Nominating Subcommittee to choose a slate of nominees for officer elections at the annual meeting next month and asked for volunteers. Trustee Puglia volunteered and was appointed. The Board also discussed the expiring terms of Trustees Ilarraza and Duggan and the resignation of Trustee Giuffrida.

### **EXECUTIVE SESSION**

President Maron motioned the Board into Executive Session at 7:41 pm to discuss the job performance of an employee and asked Director Montero to join them. The Board exited Executive Session at 7:55 pm.

On motion of Trustee Ilarraza, seconded by Trustee Puglia and unanimously carried, the meeting adjourned at 7:55 pm.

**NEXT BOARD MEETING DATE** – Annual Meeting on Thursday, January 19, 2023 at 7:00pm at Will Library.

Jesse Montero  
Library Director & Secretary

## Yonkers Public Library Bill List December 2022

<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
<b>CAPITAL FUNDS</b>				
GREENMAN-PEDERSEN, INC.		ENGINEERING SERVICE/ELEVATOR	12/19/2022	1,650.00
<b>TOTAL</b>				<b>1,650.00</b>
 <b>CONTRIBUTIONS FUNDS</b>				
AMAZON.COM		MISCELLANEOUS	12/20/2022	57.98
AMERICAN EXPRESS		AMAZON BUSINESS ACCOUNT	12/27/2022	95.97
BELLA VISTA DELI		BOARD MEETING - 12/15/22	12/20/2022	175.00
BINT-KADI, HAIFA		BLACK TIE FUNDRAISING EVENT	12/14/2022	150.00
BUTLER, MAUREEN		HOMEWORK HELPER-CRESTWOOD	12/14/2022	45.00
CAMPOVERDE, ANGELICA		HOMEWORK HELPER-RIVERFRONT	12/14/2022	472.50
DERENTIIS, ROSETTA		TECHNOLOGY CLASSES	12/14/2022	337.50
GOVCONNECTIONS, INC.		TWO INVOICES	12/21/2022	2,154.64
HAWKINS, SARAH		HOMEWORK HELPER-CRESTWOOD	12/14/2022	405.00
LEDESMA, SOLYARIS		PROG:ZOOM ZUMBA CLASS-WEST CTY	12/27/2010	75.00
LEDESMA, SOLYARIS		PROG: ZOOM ZUMBA CLASS	12/14/2022	75.00
RONG, YIANG-YANG		ZOOM QI GONG CLASSES	12/14/2022	150.00
SIEGAL, MARTIN		HOMEWORK HELPER-GRINTON I WILL	12/27/2022	615.00
SIEGAL, MARTIN		HOMEWORK HELPER-GRINTON I WILL	12/14/2022	930.00
SYNERGESTIC FITNESS SOLUTIONS		PROG: SENIOR FITNESS-WEST CTY	12/27/2022	200.00
TRACSYSTEMS, INC.		UNIPRINT FOUND ANNUAL SUBS	12/14/2022	88.00
<b>TOTAL</b>				<b>6,026.59</b>
 <b>GRANTS</b>				
ACEVEDO, ZAFIRO		CHILDREN'S PINATA WORKSHOP	12/19/2022	150.00
BENNETE, JON SCOTT		PROG: SCREENING-METRO	12/9/2022	100.00
GROUNDWORK HUDSON VALLEY		GARDEN: PLANTING-WEST CTY	12/30/2022	4,816.61
LAM, PETER		PROG: TEEN MUSIC-WCT-ARTS	12/20/2022	562.50
LEDESMA, SOLYARIS		PROG:ZOOM ZUMBA CLASS-WEST CTY	12/21/2022	75.00
PENCILVESTER, LLC		PROG: JOSE ALVARADO FUNDING	12/30/2022	400.00
PENCILVESTER, LLC.		PROG: JOSE ALVARADO FUNDING	12/14/2022	300.00
ROS, MOSES		ARTIST BOOT CAMP -WCT ARTS	12/20/2022	250.00
<b>TOTAL</b>				<b>6,654.11</b>



**YONKERS PUBLIC LIBRARY**  
**Bill List - Operating Account**  
 December 2022

Date	Num	Memo	Amount
<b>Abbey Ice &amp; Spring Water</b>			
12/27/2022	79677	spring water	119.50
12/27/2022	177233	water cooler	47.25
12/27/2022	177255	water cooler	47.25
<b>Total Abbey Ice &amp; Spring Water</b>			<b>214.00</b>
<b>ABM Systems</b>			
12/27/2022	0000020220	preventative maint...	3,579.50
<b>Total ABM Systems</b>			<b>3,579.50</b>
<b>Amazon.com</b>			
12/27/2022	447796785764	credit memo	-119.90
12/27/2022	455374486646	program supplies	43.08
12/27/2022	455935858346	av materials	13.99
12/27/2022	457479696748	av materials	202.84
12/27/2022	466699336363	brain model	70.50
12/27/2022	597598799458	materials	14.99
12/27/2022	743758778479	fabric ribbon	11.99
12/27/2022	845963656656	program supplies	2.50
12/27/2022	846543793834	office supplies	24.93
12/27/2022	848857793446	program supplies	43.96
12/27/2022	xDndoiLeuXdY	cable protector co...	113.70
12/27/2022	0002184CM-06	credit memo	-7.95
12/27/2022	496449884879	av materials	19.59
12/27/2022	446495735564	Christmas tree	289.99
12/27/2022	463399646853	Christmas tree	289.99
12/27/2022	534478753945	storage baskets	23.99
12/27/2022	536746954768	IR receiver extend...	149.97
12/27/2022	574687338669	program supplies	12.99
12/27/2022	878944644435	elf costumes	44.99
12/27/2022	878944644435	elf costumes	51.98
12/27/2022	893334633948	Santa costumes	93.98
12/27/2022	948743376686	Santa costume	54.99
12/27/2022	4483454445566	screen cleaner	18.97
12/27/2022	478587567476	phone case	29.75
12/27/2022	559445995973	av materials	53.93
12/27/2022	573547863794	program supplies	5.02
12/27/2022	695588975668	av materials	80.97
12/27/2022	697566695457	notary journal	6.99
12/27/2022	733585786547	floor cable protector	189.88
12/27/2022	837473398875	mounting tape	35.97
12/27/2022	883779733563	phone case	27.99
12/27/2022	883888775468	desktop fan	29.99
12/27/2022	895989987648	moving dollies	45.00
12/27/2022	948356777534	microwave-staff ro...	299.95
12/27/2022	956879459466	program supplies	44.96
<b>Total Amazon.com</b>			<b>2,316.46</b>
<b>Amoils, Roseanne</b>			
12/19/2022	104	job search 11/2-11...	1,350.00
<b>Total Amoils, Roseanne</b>			<b>1,350.00</b>
<b>Argento &amp; Sons</b>			
12/30/2022	436546	auto supplies/labor	328.19
<b>Total Argento &amp; Sons</b>			<b>328.19</b>
<b>Avila, Teresa</b>			
12/09/2022	VR19	Esl & Spanish 101 ...	500.00
<b>Total Avila, Teresa</b>			<b>500.00</b>
<b>Baby Fingers LLC</b>			
12/30/2022	3 FALL 2022	Creative Sign Lang...	175.00
<b>Total Baby Fingers LLC</b>			<b>175.00</b>

**YONKERS PUBLIC LIBRARY**  
**Bill List - Operating Account**  
 December 2022

Date	Num	Memo	Amount
<b>Baker &amp; Taylor</b>			
12/19/2022	NOV-22	materials Nov 1-No...	7,486.46
12/19/2022	NOV-22	materials Nov 1-No...	7,486.46
12/19/2022	NOV-22	materials Nov 1-No...	7,150.00
<b>Total Baker &amp; Taylor</b>			<b>22,122.92</b>
<b>Barnes &amp; Noble</b>			
12/19/2022	4362463	materials	284.78
12/19/2022	4363778	materials	756.70
12/27/2022	4363601	materials	312.73
12/27/2022	4363602	credit memo	-56.98
12/27/2022	4363653	materials	108.35
12/27/2022	4366120	materials	996.32
12/27/2022	4368250	materials	165.65
<b>Total Barnes &amp; Noble</b>			<b>2,567.55</b>
<b>Blue Shield Security &amp; Protection Inc.</b>			
12/20/2022	013-2023-1153W	unarmed security ...	12,161.50
12/20/2022	013-A-2023-1153R	unarmed security ...	18,187.00
<b>Total Blue Shield Security &amp; Protection Inc.</b>			<b>30,348.50</b>
<b>Cablevision Lightpath</b>			
12/09/2022	100938577	internet 11/1-11/30...	4,439.61
12/09/2022	100938584	phones 11/1-11/30/...	3,772.46
<b>Total Cablevision Lightpath</b>			<b>8,212.07</b>
<b>Cablevision Optimum</b>			
12/09/2022	07803544469DEC22	cable boxes 12/1-1...	16.80
12/19/2022	07803065546DEC22	cable box 12/8-1/7/...	8.40
12/29/2022	07803550279JAN23	internet & phones ...	141.28
<b>Total Cablevision Optimum</b>			<b>166.48</b>
<b>Cengage Learning</b>			
12/19/2022	79386493	subscription 10/1/...	2,046.54
12/19/2022	79386493	subscription 10/1/...	2,046.53
<b>Total Cengage Learning</b>			<b>4,093.07</b>
<b>Chawla, Jay</b>			
12/19/2022	120822JC	reimbursement hd...	49.99
<b>Total Chawla, Jay</b>			<b>49.99</b>
<b>Citadel Pest Control</b>			
12/27/2022	4619	pest treatment	200.00
<b>Total Citadel Pest Control</b>			<b>200.00</b>
<b>Con Edison (Consolidated Edison)</b>			
12/19/2022	5909214217DEC22	gas 10/28-12/1/22	202.74
<b>Total Con Edison (Consolidated Edison)</b>			<b>202.74</b>
<b>Crown Janitorial</b>			
12/09/2022	810306-1	janitorial supplies	1,969.23
<b>Total Crown Janitorial</b>			<b>1,969.23</b>
<b>Cruz, Aurora</b>			
12/09/2022	120122AC	reimbursement Wi...	129.80
<b>Total Cruz, Aurora</b>			<b>129.80</b>
<b>Demco</b>			
12/19/2022	7229200	prelaminated dots	4.80
12/19/2022	7229868	paperfold book jac...	41.20
12/19/2022	7230752	library supplies	34.44

**YONKERS PUBLIC LIBRARY**  
**Bill List - Operating Account**  
 December 2022

Date	Num	Memo	Amount
12/19/2022	7230899	classification labels	43.83
<b>Total Demco</b>			<b>124.27</b>
<b>Demco Software</b>			
12/19/2022	INV00014294	subscription 12/1/...	2,197.78
<b>Total Demco Software</b>			<b>2,197.78</b>
<b>Displays2Go</b>			
12/09/2022	PSI2108025	slatwall poster hol...	232.42
12/30/2022	PSI2116442	acrylic sign holders	684.02
<b>Total Displays2Go</b>			<b>916.44</b>
<b>Ebsco</b>			
12/19/2022	9239314	subscription	50.00
<b>Total Ebsco</b>			<b>50.00</b>
<b>Fun Express LLC</b>			
12/19/2022	721454430-01	ceramic piggy banks	57.93
<b>Total Fun Express LLC</b>			<b>57.93</b>
<b>Global Industrial</b>			
12/27/2022	119940956	lobby brooms	148.66
<b>Total Global Industrial</b>			<b>148.66</b>
<b>GovConnection</b>			
12/09/2022	73495367	projector mount	463.34
12/19/2022	73524500	microsoft business...	720.33
12/27/2022	73538518	toner cartridges	752.56
12/27/2022	73538519	keyboard for apple...	99.12
12/27/2022	73545079	Customer VPP cre...	300.00
12/27/2022	73597342	model 1 extruder	642.64
<b>Total GovConnection</b>			<b>2,977.99</b>
<b>Gruppuso Plumbing</b>			
12/19/2022	22-215	clear urinal stoppa...	207.50
<b>Total Gruppuso Plumbing</b>			<b>207.50</b>
<b>H &amp; C Truck Repair</b>			
12/27/2022	57509	snow plow/spread...	776.04
<b>Total H &amp; C Truck Repair</b>			<b>776.04</b>
<b>Handi-Lift Service Company</b>			
12/30/2022	107019	service for wheelc...	850.00
<b>Total Handi-Lift Service Company</b>			<b>850.00</b>
<b>Hudson Archival/Microimaging</b>			
12/09/2022	15958	annual security rol...	12.00
<b>Total Hudson Archival/Microimaging</b>			<b>12.00</b>
<b>Keane &amp; Beane</b>			
12/19/2022	86669	professional servic...	126.00
<b>Total Keane &amp; Beane</b>			<b>126.00</b>
<b>Law Office of Vincent Toomey</b>			
12/19/2022	1244	SEIU Negotiations ...	3,424.39
<b>Total Law Office of Vincent Toomey</b>			<b>3,424.39</b>
<b>Libraryworks, Inc.</b>			
12/19/2022	3885	registration Passiv...	100.00
12/27/2022	3948	communicating w/...	200.00

**YONKERS PUBLIC LIBRARY**  
**Bill List - Operating Account**  
 December 2022

Date	Num	Memo	Amount
Total Libraryworks, Inc.			300.00
Lloyd, Joan			
12/19/2022	120722JL	earring making wo...	100.00
Total Lloyd, Joan			100.00
Metro Group, Inc.			
12/09/2022	PI 853522	cooling tower 12/1...	903.42
Total Metro Group, Inc.			903.42
<b>Midwest Tape</b>			
12/09/2022	502983704	materials	304.41
12/09/2022	502983706	materials	35.68
12/09/2022	502983707	materials	36.38
12/09/2022	502983708	materials	13.98
12/09/2022	503029362	materials	51.11
12/09/2022	503029364	materials	38.48
12/09/2022	503029365	materials	89.57
12/09/2022	503029366	materials	48.98
12/20/2022	503047121	materials	67.45
12/20/2022	503047123	materials	111.25
12/20/2022	503047124	materials	99.35
12/20/2022	503047125	materials	51.07
12/20/2022	503047126	materials	10.49
12/20/2022	503047127	materials	13.99
12/20/2022	503075341	materials	99.30
12/20/2022	503075342	materials	41.96
12/20/2022	503075343	materials	245.61
12/20/2022	503075344	materials	111.24
12/20/2022	503075345	materials	17.99
Total Midwest Tape			1,488.29
<b>Multicultural Books and Video</b>			
12/09/2022	22-2083	materials	174.57
Total Multicultural Books and Video			174.57
<b>Norris, Michael</b>			
12/19/2022	024	From Saint to Sant...	100.00
Total Norris, Michael			100.00
<b>Overdrive</b>			
12/09/2022	01322CO22429580	materials	3,984.12
12/09/2022	01322CO22435382	materials	1,471.69
12/19/2022	01322CO22440438	materials	937.10
12/19/2022	01322CO22444112	materials	47.50
12/27/2022	01322CO22444416	materials	98.71
12/27/2022	01322DA22447135	materials	55.00
12/27/2022	01322DA22447136	materials	2.99
12/30/2022	01322CO22452758	materials	788.53
Total Overdrive			7,385.64
<b>Pereira, Teresa</b>			
12/27/2022	121022TP	Winter Holiday Pai...	200.00
Total Pereira, Teresa			200.00
<b>Personnel Concepts</b>			
12/30/2022	9351862373	NY Compliance Su...	128.80
Total Personnel Concepts			128.80
<b>Preferred Business</b>			
12/19/2022	107392	j labels	1,561.00
Total Preferred Business			1,561.00

**YONKERS PUBLIC LIBRARY**  
**Bill List - Operating Account**  
 December 2022

Date	Num	Memo	Amount
Presedo, Vivian			
12/27/2022	120620VP	reimbursement for...	436.50
12/27/2022	473040	reimbursement em...	32.00
<b>Total Presedo, Vivian</b>			<b>468.50</b>
Safeguard Lock & Key			
12/30/2022	12685	auditorium entry d...	960.00
<b>Total Safeguard Lock &amp; Key</b>			<b>960.00</b>
Schalls Hardware Store, INC.			
12/09/2022	1429	maintenance suppl...	455.23
<b>Total Schalls Hardware Store, INC.</b>			<b>455.23</b>
Sprague Operating Resources			
12/09/2022	00011423346	bioheat oil Crestw...	1,501.99
12/27/2022	00011457023	bioheat oil Will libr...	13,076.30
<b>Total Sprague Operating Resources</b>			<b>14,578.29</b>
St. George Living History Productions			
12/19/2022	023	Making of it's a wo...	200.00
<b>Total St. George Living History Productions</b>			<b>200.00</b>
Sweetwater Music Instruments & Pro Audio			
12/27/2022	34633570	Samson Portable P...	1,647.00
<b>Total Sweetwater Music Instruments &amp; Pro Audio</b>			<b>1,647.00</b>
United Overhead Door			
12/27/2022	197732	labor overhead door	517.38
<b>Total United Overhead Door</b>			<b>517.38</b>
United Rentals			
12/09/2022	209766059-002	hanging acoustic n...	509.80
<b>Total United Rentals</b>			<b>509.80</b>
Verizon			
12/19/2022	9144109274DEC22	phones 12/1-12/31/...	46.09
12/29/2022	9143372191JAN23	phones 12/16/22-1/...	151.06
12/29/2022	9143373015JAN23	phones 12/16/22-1/...	54.37
12/29/2022	9147931065JAN23	phones 12/19/22-1/...	38.66
<b>Total Verizon</b>			<b>290.18</b>
Verizon Wireless			
12/09/2022	9921296138	cell phones 10/24-...	338.82
12/27/2022	9922623737	cell phones 11/11-...	619.58
<b>Total Verizon Wireless</b>			<b>958.40</b>
Wayne's Electric Service			
12/19/2022	112213	removal of extensi...	2,690.00
<b>Total Wayne's Electric Service</b>			<b>2,690.00</b>
WB Mason			
12/09/2022	234305059	copy paper	834.64
12/09/2022	234305059	copy paper	834.64
12/09/2022	234471521	labels	38.98
12/19/2022	234556663	envelopes	23.98
12/19/2022	234597099	heater and cups	141.36
12/19/2022	234624412	goo gone	7.28
12/19/2022	234626452	mounting tape	63.32
12/19/2022	234652996	program supplies	25.31
12/19/2022	234659888	push pins	6.99
12/19/2022	234706643	binders	3.20
12/19/2022	234741040	mounting tape	126.64

2:07 PM

01/09/23

Accrual Basis

**YONKERS PUBLIC LIBRARY**  
**Bill List - Operating Account**  
December 2022

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<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
12/19/2022	234741641	scissors	9.56
12/19/2022	234747255	office supplies	49.12
12/19/2022	234747945	office supplies	261.47
12/19/2022	234803559	office supplies	161.40
12/27/2022	234837270	paper plates	5.68
12/27/2022	234843809	laminator	91.98
12/27/2022	234879695	batteries	43.18
12/27/2022	234879913	paper cups	13.96
12/30/2022	234975066	office supplies	28.18
12/30/2022	234993502	coffee urn	142.10
12/30/2022	235007944	program supplies	11.94
12/30/2022	235007965	program supplies	16.53
12/30/2022	235043827	program supplies	0.71
12/30/2022	235043827	program supplies	37.69
12/30/2022	235090634	program supplies	28.40
Total WB Mason			3,008.24
TOTAL			129,019.24

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YPL Operating Budget Fiscal 2023 (December)

Code	Account Name	Adopted Budget	Current Budget (w/ transfers)	Spent Previous Months	Spent This Month (December)	YTD	Balance	% used
101	Salaries	6,578,527	6,578,527	2,510,466	477,842	2,988,308	3,590,220	45.43%
103	Temp Services	615,914	615,914	201,334	51,380	252,714	363,200	41.03%
150	Termination Payments	35,000	35,000	11,049	34,944	45,993	-10,993	131.41%
198	Overtime	419,880	378,880	71,728	29,312	101,040	277,840	26.67%
	Personal Services Total:	7,649,321	7,608,321	2,794,577	593,477	3,388,054	4,220,267	44.53%
280	Reference Materials	83,000	83,000	67,688	380	68,068	14,932	82.01%
281	Books	450,000	450,000	179,969	31,274	211,243	238,757	46.94%
	Materials Total	533,000	533,000	247,657	31,654	279,311	253,689	52.40%
301	Office Supplies	100,410	100,410	21,016	5,817	26,833	73,577	26.72%
306	Janitorial Supplies	36,000	36,000	17,922	2,033	19,955	16,045	55.43%
308	Wearing Apparel	3,300	3,300	2,000	0	2,000	1,300	60.61%
309	Fuel For Heating	77,000	77,000	0	14,578	14,578	62,422	18.93%
312	Hardware	10,200	10,200	6,876	690	7,566	2,634	74.18%
313	Misc. Supplies	1,000	1,000	0	0	0	1,000	0.00%
314	Electrical Supplies	300	300	0	0	0	300	0.00%
327	Nursery Supplies	300	300	58	0	58	242	19.33%
361	Gas	2,000	2,000	1,003	203	1,206	794	60.29%
C0397	Contingent	15,000	15,000	0	0	0	15,000	0.00%
	Material and Supplies Total	245,510	245,510	48,875	23,320	72,195	173,315	29.41%
401	Insurance	108,920	108,920	42,186	0	42,186	66,734	38.73%
402	Telephones	63,900	63,900	22,960	5,188	28,148	35,752	44.05%
403	Printing	19,810	19,810	6,661	0	6,661	13,149	33.62%
404	Lights and Power	169,500	169,500	29,906	0	29,906	139,594	17.64%
405	Postage	3,100	3,100	0	0	0	3,100	0.00%
406	Freight and Express	500	500	4	0	4	496	0.80%
407	Equipment Maint. And Repair	47,700	47,700	21,877	3,580	25,457	22,244	53.37%
408	Rental of Equipment	11,214	52,214	68,803	604	69,407	-17,193	132.93%
409	Building Maint. And Repair	85,000	85,000	9,877	3,593	13,470	71,530	15.85%
410	Milage Allowance	685	685	59	0	59	626	8.61%
413	Professional Fees	295,500	295,500	61,473	5,500	66,973	228,527	22.66%
415	Outside Labor & Related Charges	311,500	311,500	96,762	725	97,487	214,013	31.30%
419	Misc. Expenses	36,750	44,432	-5,553	-48	-5,601	50,033	-12.61%
421	Rent Riverfront	750,000	750,000	0	0	0	750,000	0.00%
422	Janitorial Service	2,900	2,900	780	200	980	1,920	33.79%
424	Maint. Of Office Equipment	3,400	3,400	821	0	821	2,579	24.15%
425	Subscriptions and Publicationns	154,699	154,699	105,865	4,143	110,008	44,691	71.11%
430	IT Hardware Maint.	52,000	52,000	23,615	2,975	26,590	25,410	51.13%
431	IT Software Licensing and Maint.	479,100	479,100	203,778	5,160	208,938	270,162	43.61%
436	Tuition/Bd/Travel Reimbursement	10,000	10,000	648	200	848	9,152	8.48%
446	Automobile Repair	6,000	6,000	1,262	776	2,038	3,962	33.97%
481	Binding of Books	600	600	0	0	0	600	0.00%
496	Special Projects	30,000	30,000	22,058	845	22,903	7,097	76.34%
497	Contingent	5,000	5,000	0	0	0	5,000	0.00%
	Contractual Services Total	2,647,778	2,696,460	713,842	33,441	747,283	1,949,177	27.71%
	Total Operating Budget	11,075,609	11,083,291	3,804,951	681,892	4,486,843	6,596,448	40.48%

**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 FOR THE YEAR JULY 1, 2022-JUNE 30, 2023  
 REVENUE**

<b>REVENUE CATEGORY</b>	<b>REVISED BUDGETED REVENUE 2022-2023</b>	<b>REVENUE REALIZED 7/1/2022-12/31/2022</b>
		<b>12/31/2022</b>
Fees & Fines	\$4,000	\$507
Rental of Property	4,500	1,886
Miscellaneous (Includes E-Rate)	2,500	0
Total Library Generated Revenues	<u>\$11,000</u>	<u>\$2,393</u>
State Funding	55,986	58,019
Transfer from City of Yonkers General Fund	11,008,623	11,008,623
Total	<u>\$11,075,609</u>	<u>\$11,069,035</u>



**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 FOR THE YEAR JULY 1, 2022-JUNE 30, 2023  
 GRANTS FUNDS**

	<b>AMOUNT AWARDED</b>	<b>AMOUNT AVAILABLE</b>
		<b>12/31/2022</b>
DANY	250,000	18,917
* SED-LDA	211,412	148,469
MONTEFIORE ADDITION	95,475	2,496
SED-LDA (2)	211,412	180,319
WILL SPACE STUDY	25,000	0
Foundation for YPL	15,000	0
Foundation for YPL	25,000	21,323

\* City had not applied final payment.

**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 FOR THE YEAR JULY 1, 2022-JUNE 30, 2023  
 CAPITAL FUNDS**

		<b>ORIGINAL AMOUNT</b>	<b>AMOUNT AVAILABLE 12/31/2022</b>
<b>C2099CP</b>			
510647	Will Library Auditorium Improv.	55,000	48,229
510874	Boiler Upgrades	568,000	53,504
510931	Elevator Replacement	412,000	399,510
511000	Acquisition of Library Books and other materials	900,000	214,131
511056	Will Library Elevator	400,000	398,350
511055	Crestwood Library Improvements	169,398	142,586
511054	Acquisition of Library Books and other materials	300,000	300,000

**BANK ACCOUNT INFORMATION**

**DECEMBER 2022**

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>12/31/2022</u>
<b><u>ENDOWMENTS AND TRUSTS</u></b>						
<b><u>SAUNDERS ENDOWMENT GOAL \$65,000</u></b>						
STERLING NATIONAL BANK		SAUNDERS BOOK FUND				\$75,074.78
<b><u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u></b>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	JOHN JUTKOWITZ THEATER FUND	1121699	10/11/2023	12 MO CD	\$11,041.41
<b><u>KOGAN ENDOWMENT GOAL \$5,000</u></b>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	DAVID S. KOGAN MEM FUND	1121706	10/11/2023	12 MO. CD	\$5,215.90
<b><u>MURPHY ENDOWMENT GOAL \$5,000</u></b>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	RITA G. MURPHY MEM FUND	112714	10/11/2023	12 MO. CD	\$5,507.13
<b><u>CHECKING ACCOUNT</u></b>						
STERLING NATIONAL BANK	N/A	YPL TRUST ACCOUNT	6700288970	----	CHECKING	\$8,106.41
<b><u>UNRESTRICTED ACCOUNTS</u></b>						
***						
<b><u>CONTRIBUTIONS FUNDS</u></b>						
STERLING NATIONAL BANK		CONTRIBUTIONS ACCOUNT				\$28,400.54
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	CONTRIBUTIONS ACCOUNT	1121681	10/11/2023	12 MO. CD	\$64,893.70
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	CONTRIBUTIONS ACCOUNT	1103671	10/27/2023	12 MO. CD	\$54,572.61
<b><u>CHECKING ACCOUNT</u></b>						
STERLING NATIONAL BANK	0.01%	CONTRIBUTIONS ACCOUNT	6700289260	----	CHECKING	\$104,842.53

**Yonkers Public Library (YPL) Board of Trustees Meeting**  
**Management Report**  
**December 15, 2022**

**Community Development Block Grant (CDBG) Application:** Once again, Yonkers Public Library applied for a CDBG public facilities grant for Riverfront Library (which is the only YPL location that is eligible based on its census tract's socioeconomic characteristics). This year the grant project is named "Riverfront Welcome Center (Centro de Bienvenida)," and the application focuses on improvements to the library's first floor, which has not been significantly updated since the library opened over twenty years ago. The grant seeks to secure funding for a long overdue paint job, new book display cases, and to install new bilingual signage (with consultation from a wayfinding consultant) that will help library visitors discover library spaces, services and collections. YPL will provide matching to update public printers, photocopiers, and scanners. Notably, this is the largest CDBG grant application YPL has submitted by requesting \$50,000 (above the traditional \$30,000 ask).

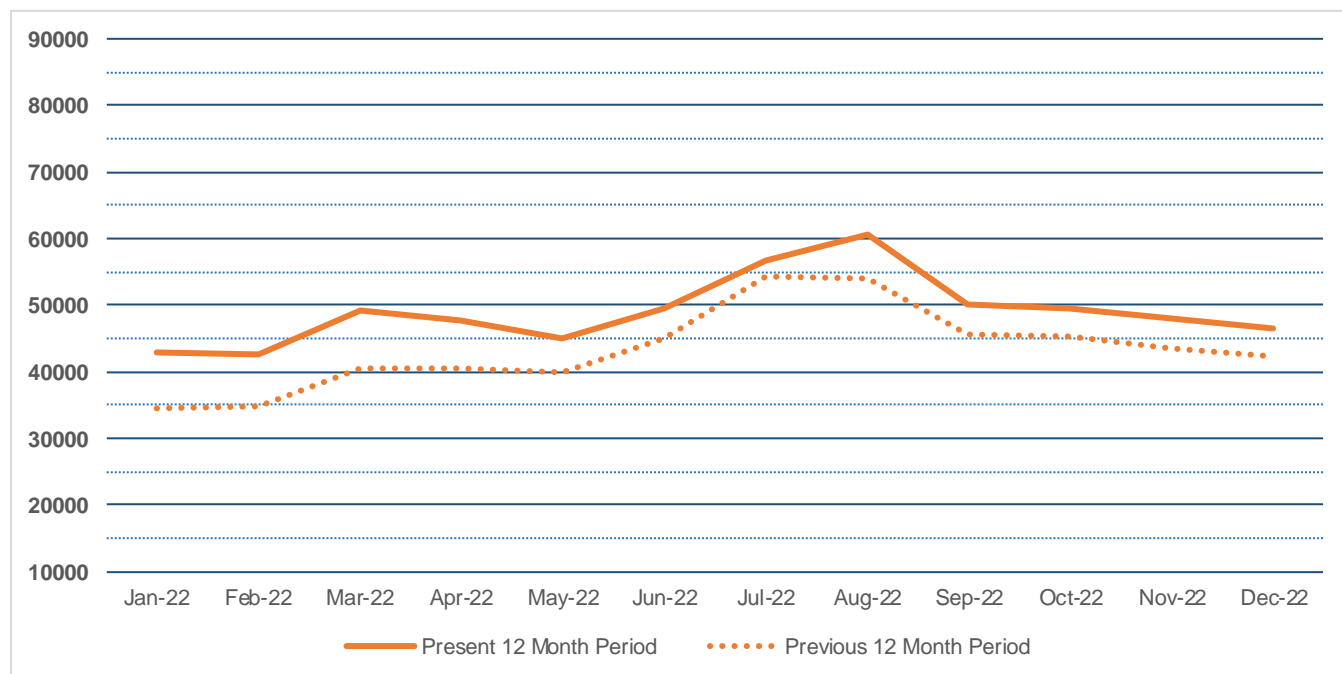
**Library Auditorium Upgrades:** YPL recently made substantial improvements to the Will Library's Pincus Auditorium and the Riverfront Auditorium. Using capital funding, and working with Sound Associates, YPL installed a new projector, channel mixer with sound board, speakers (and speaker processor units), and a wireless sound management unit in the Riverfront Library. The Pincus Auditorium also received new equipment, including a new project, channel mixer with sound board, speakers (and speaker processor units), and a wireless sound management unit. The next upgrade in the Pincus Auditorium is a LED lighting system to temporarily supplement the current lighting that is outdated. YPL is also investigating new podiums for each location that will offer better cable management, tech integration, and display of YPL and partner logos.

**YPL.org Update:** YPL continues its work with Library Market - the firm that also helped design YPL's new logo and branding guidelines. After numerous staff focus groups and discussions, Library Market offered a design reveal on January 18. YPL staff will work closely with Library Market to finalize the web's sitemap, design, content and calendar and meeting room schedule configurations in the coming months for a public launch that is currently scheduled for mid-April. The resulting website will be a much more attractive, user friendly, and dynamic portal for accessing YPL's collections, services, and digital resources.

**Marketing Manager Update:** YPL has hired Angel Casto as the new Marketing Manager. Angel currently works for the Downtown BID as their Marketing & Technology Manager and has deep familiarity with Yonkers. He is also a graduate student in Marketing Analytics at Pace University. All candidates for this position went through a vigorous interview process including preparing a 20-minute presentation on creating a marketing campaign to launch a new library card incorporating the new logo design. Panelists were impressed with Angel's multi-prong approach to engaging current, lapsed and non-users through a variety of promotional strategies and use of social media. Angel will be responsible for working closely with administration to develop formal marketing plans and provide ongoing analysis and performance metrics. Angel's start date is February 21, 2023 and we look forward to introducing him at an upcoming board meeting.

# CIRCULATION SUMMARY

## YONKERS PUBLIC LIBRARY



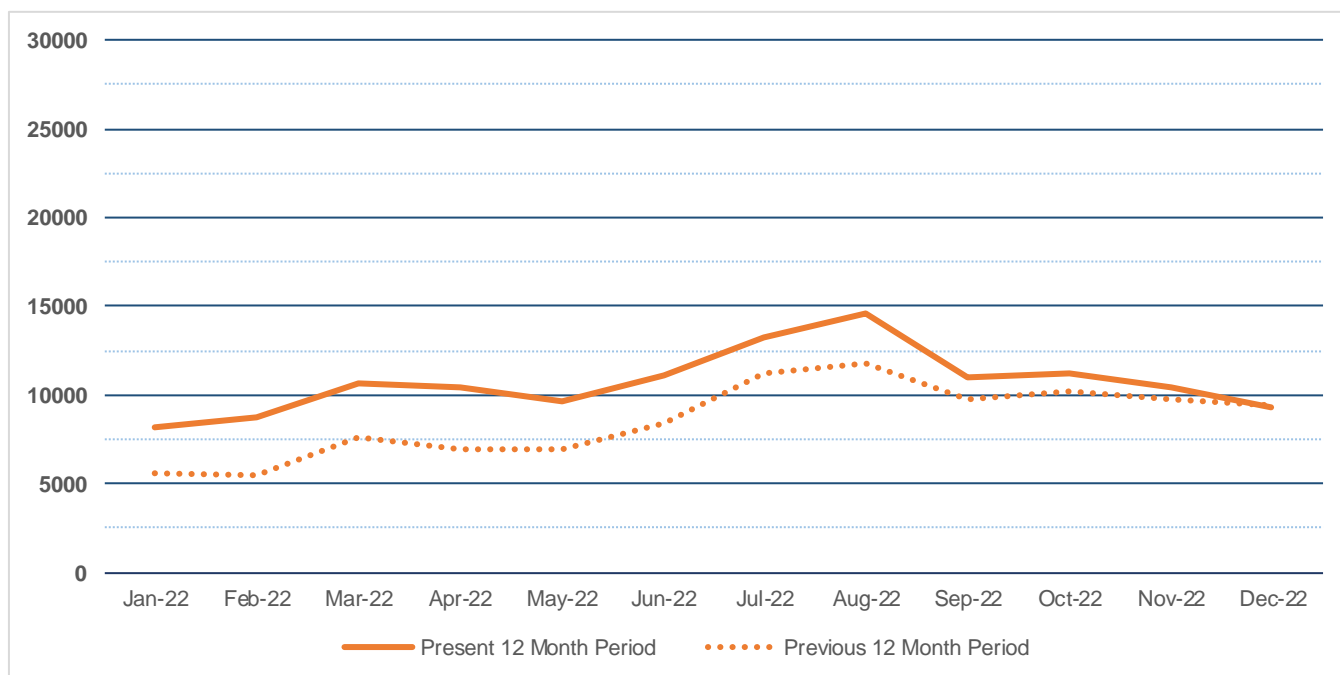
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>Present 12 Month Period</b>	<b>42936</b>	<b>42523</b>	<b>49355</b>	<b>47610</b>	<b>44960</b>	<b>49508</b>	<b>56877</b>	<b>60724</b>	<b>50211</b>	<b>49419</b>	<b>48076</b>	<b>46380</b>
<b>Previous 12 Month Period</b>	<b>34439</b>	<b>34799</b>	<b>40617</b>	<b>40556</b>	<b>39791</b>	<b>45122</b>	<b>54386</b>	<b>54016</b>	<b>45574</b>	<b>45241</b>	<b>43400</b>	<b>42421</b>
	24.7%	22.2%	21.5%	17.4%	13.0%	9.7%	4.6%	12.4%	10.2%	9.2%	10.8%	9.3%

	Dec-21	Dec-22		
<b>_audiobook</b>	482	467	-15	-3.1%
<b>_biography</b>	459	574	115	25.1%
<b>_express</b>	389	419	30	7.7%
<b>_fiction</b>	4619	4773	154	3.3%
<b>_foreign_language</b>	210	341	131	62.4%
<b>_juv_audiobook</b>	61	49	-12	-19.7%
<b>_juv_fiction</b>	8706	11054	2348	27.0%
<b>_juv_foreign</b>	189	285	96	50.8%
<b>_juv_movie</b>	1107	1082	-25	-2.3%
<b>_juv_nonfiction</b>	1273	1734	461	36.2%
<b>_magazine</b>	107	88	-19	-17.8%
<b>_movie</b>	6515	6295	-220	-3.4%
<b>_music</b>	1721	1777	56	3.3%
<b>_new_book</b>	2286	2312	26	1.1%
<b>_nonfiction</b>	3359	3668	309	9.2%
<b>_ya_av</b>	152	281	129	84.9%
<b>_ya_fiction</b>	1533	1323	-210	-13.7%
<b>_ya_nonfiction</b>	142	173	31	21.8%
<b>Electronic Content Use</b>	8472	9154	682	8.1%

<b>Circulation Profile:</b>	Dec-21	Dec-22	
_audiobook	1.1%	1.0%	-0.1%
_biography	1.1%	1.2%	0.2%
_express	0.9%	0.9%	0.0%
_fiction	10.9%	10.3%	-0.6%
_foreign_language	0.5%	0.7%	0.2%
_juv_audiobook	0.1%	0.1%	0.0%
_juv_fiction	20.5%	23.8%	3.3%
_juv_foreign	0.4%	0.6%	0.2%
_juv_movie	2.6%	2.3%	-0.3%
_juv_nonfiction	3.0%	3.7%	0.7%
_magazine	0.3%	0.2%	-0.1%
_movie	15.4%	13.6%	-1.8%
_music	4.1%	3.8%	-0.2%
_new_book	5.4%	5.0%	-0.4%
_nonfiction	7.9%	7.9%	0.0%
_ya_av	0.4%	0.6%	0.2%
_ya_fiction	3.6%	2.9%	-0.8%
_ya_nonfiction	0.3%	0.4%	0.0%
Electronic Content Use	20.0%	19.7%	-0.2%

# CIRCULATION SUMMARY

## RIVERFRONT LIBRARY



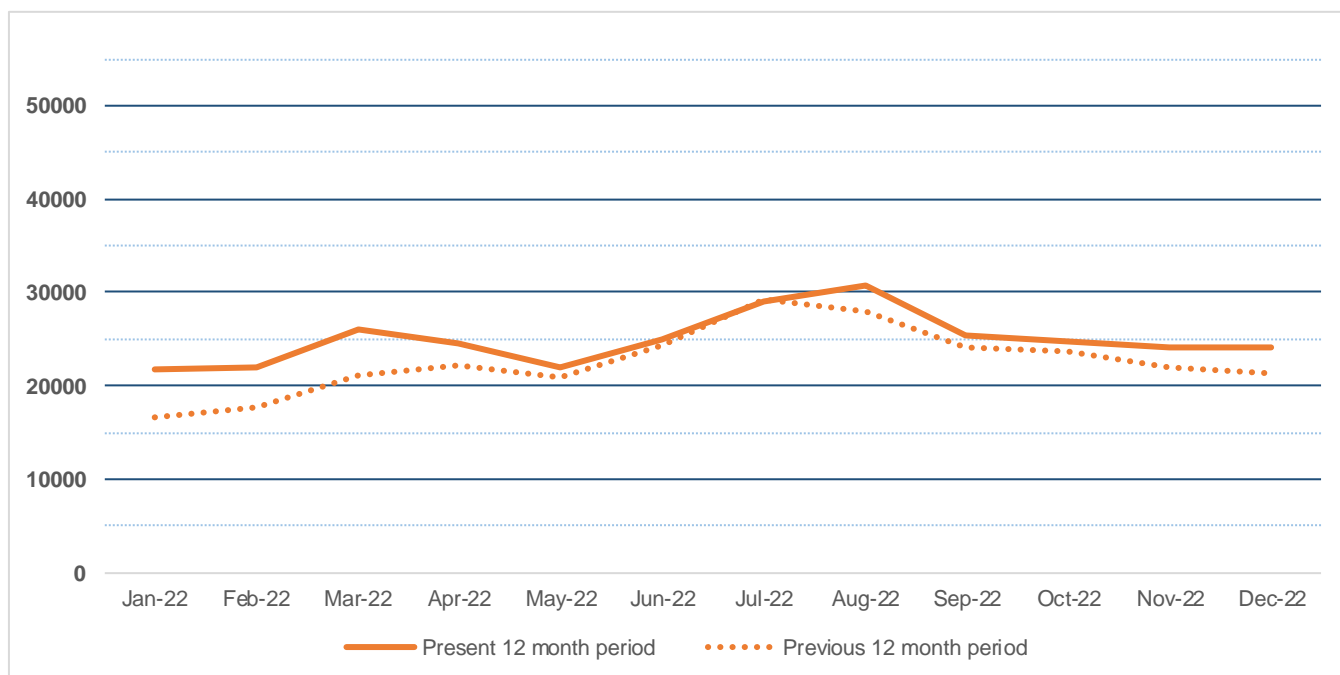
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>Present 12 Month Period</b>	<b>8169</b>	<b>8702</b>	<b>10611</b>	<b>10450</b>	<b>9641</b>	<b>11129</b>	<b>13249</b>	<b>14637</b>	<b>11038</b>	<b>11226</b>	<b>10377</b>	<b>9351</b>
<b>Previous 12 Month Period</b>	<b>5579</b>	<b>5533</b>	<b>7584</b>	<b>6928</b>	<b>6918</b>	<b>8405</b>	<b>11229</b>	<b>11756</b>	<b>9812</b>	<b>10201</b>	<b>9799</b>	<b>9399</b>
	46.4%	57.3%	39.9%	50.8%	39.4%	32.4%	18.0%	24.5%	12.5%	10.0%	5.9%	-0.5%

	Dec-21	Dec-22		
<b>audiobook</b>	109	85	-24	-22.0%
<b>biography</b>	128	156	28	21.9%
<b>express</b>	223	173	-50	-22.4%
<b>fiction</b>	1041	915	-126	-12.1%
<b>foreign_language</b>	137	196	59	43.1%
<b>juv_audiobook</b>	3	0	-3	-100.0%
<b>juv_fiction</b>	2148	2125	-23	-1.1%
<b>juv_foreign</b>	98	175	77	78.6%
<b>juv_movie</b>	410	216	-194	-47.3%
<b>juv_nonfiction</b>	265	354	89	33.6%
<b>magazine</b>	8	3	-5	-62.5%
<b>movie</b>	2079	2046	-33	-1.6%
<b>music</b>	186	262	76	40.9%
<b>new_book</b>	360	236	-124	-34.4%
<b>nonfiction</b>	971	1207	236	24.3%
<b>ya_av</b>	78	152	74	94.9%
<b>ya_fiction</b>	694	623	-71	-10.2%
<b>ya_nonfiction</b>	30	64	34	113.3%

<b>Circulation Profile:</b>	Dec-21	Dec-22	
_audiobook	1.2%	0.9%	-0.3%
_biography	1.4%	1.7%	0.3%
_express	2.4%	1.9%	-0.5%
_fiction	11.1%	9.8%	-1.3%
_foreign_language	1.5%	2.1%	0.6%
_juv_audiobook	0.0%	0.0%	0.0%
_juv_fiction	22.9%	22.7%	-0.1%
_juv_foreign	1.0%	1.9%	0.8%
_juv_movie	4.4%	2.3%	-2.1%
_juv_nonfiction	2.8%	3.8%	1.0%
_magazine	0.1%	0.0%	-0.1%
_movie	22.1%	21.9%	-0.2%
_music	2.0%	2.8%	0.8%
_new_book	3.8%	2.5%	-1.3%
_nonfiction	10.3%	12.9%	2.6%
_ya_av	0.8%	1.6%	0.8%
_ya_fiction	7.4%	6.7%	-0.7%
_ya_nonfiction	0.3%	0.7%	0.4%

# CIRCULATION SUMMARY

## GRINTON I. WILL LIBRARY



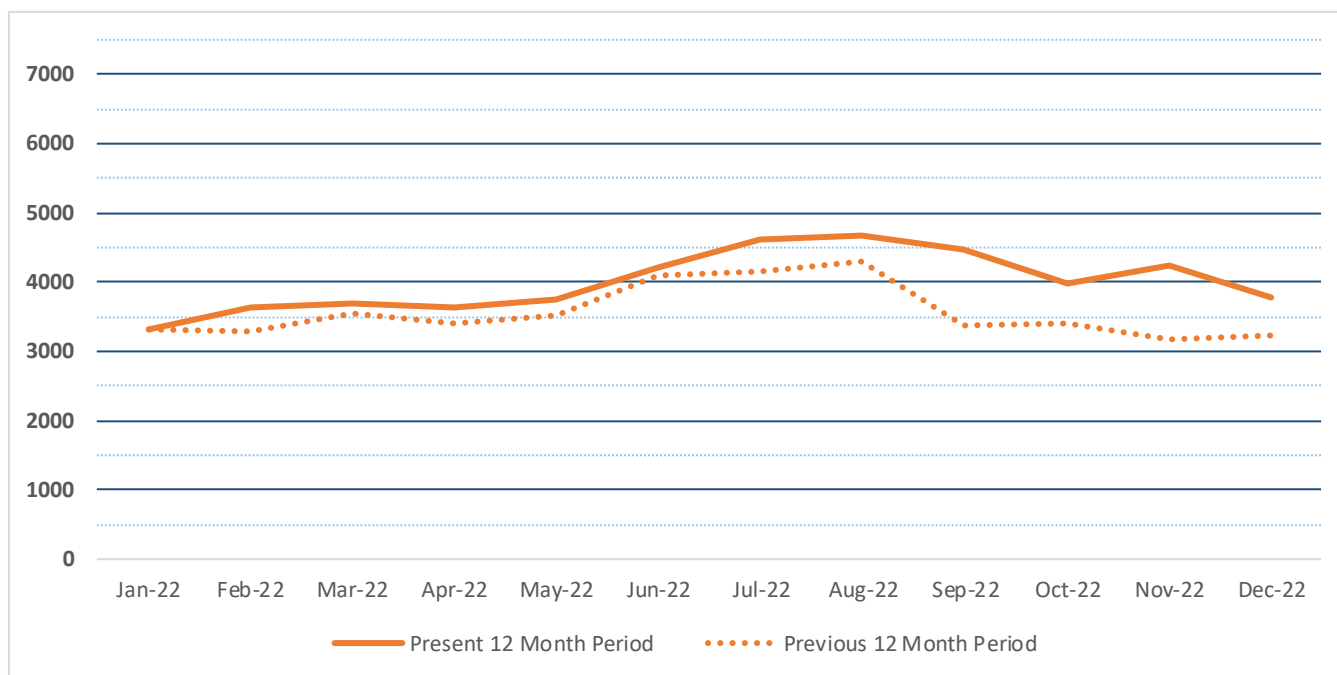
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>Present 12 month period</b>	21763	21901	26072	24614	22051	24869	29002	30817	25355	24725	24141	24101
<b>Previous 12 month period</b>	16573	17752	21019	22280	20815	24351	29135	28046	24025	23574	21930	21304
	31.3%	23.4%	24.0%	10.5%	5.9%	2.1%	-0.5%	9.9%	5.5%	4.9%	10.1%	13.1%

	Dec-21	Dec-22		
<b>_audiobook</b>	324	323	-1	-0.3%
<b>_biography</b>	274	335	61	22.3%
<b>_express</b>	157	219	62	39.5%
<b>_fiction</b>	3077	3235	158	5.1%
<b>_foreign_language</b>	73	124	51	69.9%
<b>_juv_audiobook</b>	52	33	-19	-36.5%
<b>_juv_fiction</b>	5956	8068	2,112	35.5%
<b>_juv_foreign</b>	88	106	18	20.5%
<b>_juv_movie</b>	651	761	110	16.9%
<b>_juv_nonfiction</b>	834	1196	362	43.4%
<b>_magazine</b>	78	43	-35	-44.9%
<b>_movie</b>	3839	3663	-176	-4.6%
<b>_music</b>	1475	1420	-55	-3.7%
<b>_new_book</b>	1397	1659	262	18.8%
<b>_nonfiction</b>	1999	2069	70	3.5%
<b>_ya_av</b>	36	97	61	169.4%
<b>_ya_fiction</b>	739	535	-204	-27.6%
<b>_ya-nonfiction</b>	94	91	-3	-3.2%

<b>Circulation Profile:</b>	Dec-21	Dec-22	
_audiobook	1.5%	1.3%	-0.2%
_biography	1.3%	1.4%	0.1%
_express	0.7%	0.9%	0.2%
_fiction	14.4%	13.4%	-1.0%
_foreign_language	0.3%	0.5%	0.2%
_juv_audiobook	0.2%	0.1%	-0.1%
<b>_juv_fiction</b>	28.0%	33.5%	5.5%
_juv_foreign	0.4%	0.4%	0.0%
_juv_movie	3.1%	3.2%	0.1%
_juv_nonfiction	3.9%	5.0%	1.0%
_magazine	0.4%	0.2%	-0.2%
<b>_movie</b>	18.0%	15.2%	-2.8%
_music	6.9%	5.9%	-1.0%
_new_book	6.6%	6.9%	0.3%
_nonfiction	9.4%	8.6%	-0.8%
_ya_av	0.2%	0.4%	0.2%
_ya_fiction	3.5%	2.2%	-1.2%
_ya-nonfiction	0.4%	0.4%	-0.1%

# CIRCULATION SUMMARY

## CRESTWOOD LIBRARY



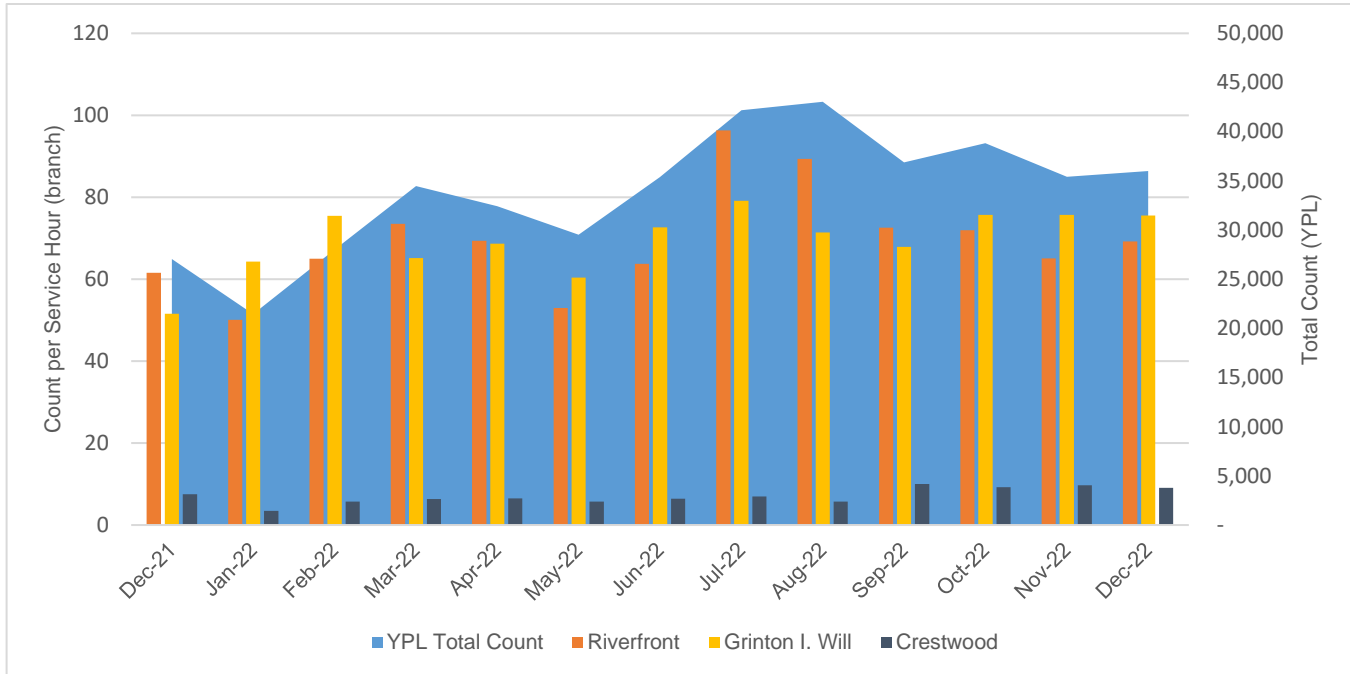
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>Present 12 Month Period</b>	<b>3320</b>	<b>3630</b>	<b>3692</b>	<b>3650</b>	<b>3748</b>	<b>4214</b>	<b>4617</b>	<b>4679</b>	<b>4486</b>	<b>3986</b>	<b>4237</b>	<b>3774</b>
<b>Previous 12 Month Period</b>	<b>3319</b>	<b>3290</b>	<b>3549</b>	<b>3412</b>	<b>3517</b>	<b>4088</b>	<b>4150</b>	<b>4314</b>	<b>3379</b>	<b>3415</b>	<b>3187</b>	<b>3246</b>
	0.0%	10.3%	4.0%	7.0%	6.6%	3.1%	11.3%	8.5%	32.8%	16.7%	32.9%	16.3%

	Dec-21	Dec-22		
<b>_audiobook</b>	49	59	10	20.4%
<b>_biography</b>	57	83	26	45.6%
<b>_express</b>	9	27	18	200.0%
<b>_fiction</b>	501	623	122	24.4%
<b>_foreign_language</b>	0	21	21	~
<b>_juv_audiobook</b>	6	16	10	166.7%
<b>_juv_fiction</b>	602	861	259	43.0%
<b>_juv_foreign</b>	3	4	1	33.3%
<b>_juv_movie</b>	46	105	59	128.3%
<b>_juv_nonfiction</b>	174	184	10	5.7%
<b>_magazine</b>	21	42	21	100.0%
<b>_movie</b>	597	586	-11	-1.8%
<b>_music</b>	60	95	35	58.3%
<b>_nonfiction</b>	389	392	3	0.8%
<b>_new_book</b>	529	417	-112	-21.2%
<b>_ya_av</b>	38	32	-6	-15.8%
<b>_ya_fiction</b>	100	165	65	65.0%
<b>_ya_nonfiction</b>	18	18	0	0.0%

<b>Circulation Profile:</b>	Dec-21	Dec-22	
_audiobook	1.5%	1.6%	0.1%
_biography	1.8%	2.2%	0.4%
_express	0.3%	0.7%	0.4%
_fiction	15.4%	16.5%	1.1%
_foreign_language	0.0%	0.6%	0.6%
_juv_audiobook	0.2%	0.4%	0.2%
_juv_fiction	18.5%	22.8%	4.3%
_juv_foreign	0.1%	0.1%	0.0%
_juv_movie	1.4%	2.8%	1.4%
_juv_nonfiction	5.4%	4.9%	-0.5%
_magazine	0.6%	1.1%	0.5%
_movie	18.4%	15.5%	-2.9%
_music	1.8%	2.5%	0.7%
_nonfiction	12.0%	10.4%	-1.6%
_new_book	16.3%	11.0%	-5.2%
_ya_av	1.2%	0.8%	-0.3%
_ya_fiction	3.1%	4.4%	1.3%
_ya_nonfiction	0.6%	0.5%	-0.1%



# TURNSTILE COUNTS



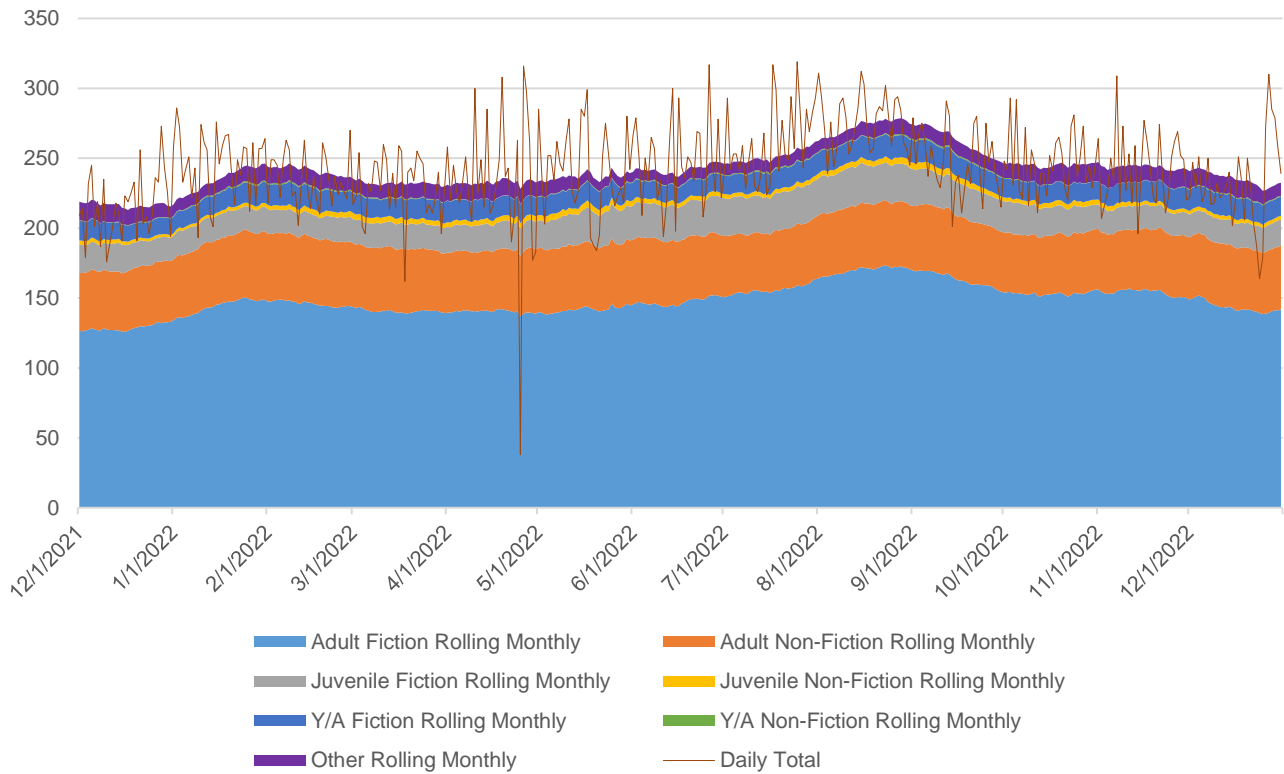
	Riverfront			Grinton I. Will			Crestwood			YPL Total Count
	Count	Hours	Per Hour	Count	Hours	Per Hour	Count	Hours	Per Hour	
<b>Dec-21</b>	14,212	231	62	11,911	231	52	929	124	7	<b>27,052</b>
<b>Jan-22</b>	9,217	184	50	11,835	184	64	389	112	3	<b>21,441</b>
<b>Feb-22</b>	12,668	195	65	14,720	195	75	603	105	6	<b>27,991</b>
<b>Mar-22</b>	17,863	243	74	15,825	243	65	786	124	6	<b>34,474</b>
<b>Apr-22</b>	15,891	229	69	15,725	229	69	799	123	6	<b>32,415</b>
<b>May-22</b>	13,462	254	53	14,969	248	60	1,099	191	6	<b>29,530</b>
<b>Jun-22</b>	16,129	253	64	18,021	248	73	1,222	191	6	<b>35,372</b>
<b>Jul-22</b>	22,734	236	96	18,205	230	79	1,245	178	7	<b>42,184</b>
<b>Aug-22</b>	23,328	261	89	18,627	261	71	1,084	190	6	<b>43,039</b>
<b>Sep-22</b>	18,062	249	73	16,913	249	68	1,888	189	10	<b>36,863</b>
<b>Oct-22</b>	18,049	251	72	18,999	251	76	1,781	193	9	<b>38,829</b>
<b>Nov-22</b>	15,560	239	65	18,086	239	76	1,768	182	10	<b>35,414</b>
<b>Dec-22</b>	16,406	237	69	17,906	237	76	1,701	187	9	<b>36,013</b>

Source: Gate counters at public entrances of all three buildings. Figures include staff entries and exits.



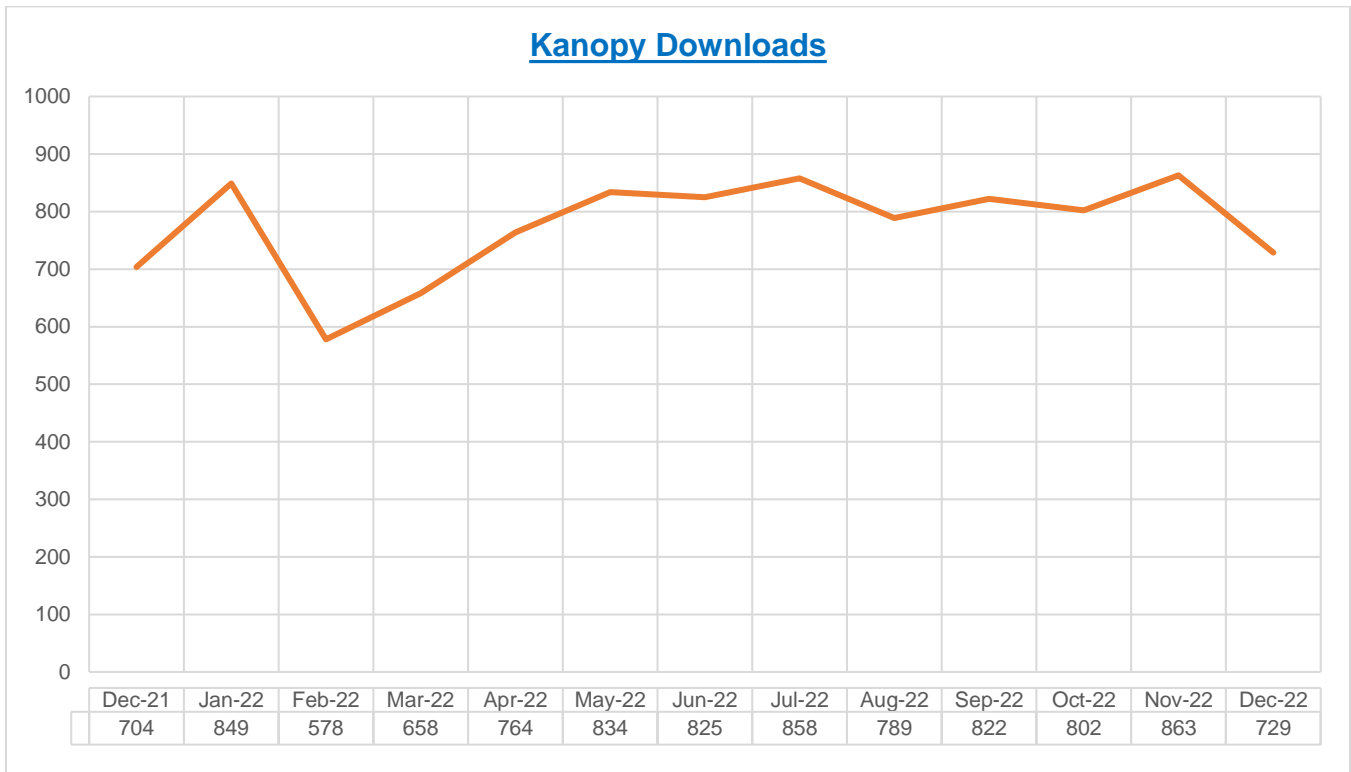
# ELECTRONIC RESOURCES SUMMARY

## Daily OverDrive Checkouts



	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Y/A Fiction	Y/A Non-Fiction	Other	TOTAL
Dec-21	4106	1355	521	59	364	15	255	6675
Jan-22	4625	1517	550	87	466	29	368	7642
Feb-22	4015	1281	481	116	399	24	268	6584
Mar-22	4314	1315	568	103	460	11	344	7115
Apr-22	4165	1388	583	117	401	9	319	6982
May-22	4524	1435	750	121	399	16	221	7466
Jun-22	4529	1319	812	90	392	23	238	7403
Jul-22	5054	1366	824	102	466	18	265	8095
Aug-22	5306	1440	825	142	491	24	318	8546
Sep-22	4641	1282	677	88	399	20	310	7417
Oct-22	4831	1357	541	110	399	5	401	7644
Nov-22	4503	1317	505	74	461	12	390	7262
Dec-22	4391	1411	577	81	423	21	293	7197

# ELECTRONIC RESOURCES SUMMARY



### Hoopla Circulation

	Audiobook	Comic	eBook	Movie	Music	Television	Binge Pass	Total
<b>Dec-21</b>	437	83	266	94	82	125	4	1091
<b>Jan-22</b>	497	93	301	117	61	117	11	1197
<b>Feb-22</b>	452	102	224	119	83	146	13	1139
<b>Mar-22</b>	495	95	305	84	72	134	12	1197
<b>Apr-22</b>	501	104	262	94	53	138	2	1154
<b>May-22</b>	502	111	253	90	81	171	12	1220
<b>Jun-22</b>	475	101	228	74	61	113	16	1068
<b>Jul-22</b>	477	83	231	90	61	105	9	1056
<b>Aug-22</b>	533	106	295	93	66	153	10	1256
<b>Sep-22</b>	501	64	244	97	44	128	15	1093
<b>Oct-22</b>	472	85	234	79	45	110	11	1036
<b>Nov-22</b>	518	102	284	92	54	128	18	1196
<b>Dec-22</b>	570	97	266	70	96	113	16	1228

# **BOOK STOCK**

DECEMBER 2022

<b>RIVERFRONT LIBRARY</b>	<b>2022</b>	<b>2021</b>
Number of volumes at end of previous month	<b>156,528</b>	
Number of volumes added this month	<b>653</b>	
<b>TOTAL</b>	<b>157,181</b>	
Number of volumes lost/withdrawn this month	<b>653</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>156,528</b>	<b>149,389</b>

<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>153,673</b>	
Number of volumes added this month	<b>728</b>	
<b>TOTAL</b>	<b>154,401</b>	
Number of volumes lost/withdrawn this month	<b>272</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>154,129</b>	<b>150,225</b>

<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>26,713</b>	
Number of volumes added this month	<b>232</b>	
<b>TOTAL</b>	<b>26,945</b>	
Number of volumes lost/withdrawn this month	<b>5</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>26,940</b>	<b>22,967</b>

<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>337,597</b>	<b>322,581</b>
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# QUARTERLY REPORTS

## RIVERFRONT LIBRARY QUARTERLY REPORT OCTOBER-DECEMBER 2022

The Riverfront Library continues its service to the families and students of the Yonkers community, as it provides them with tools to improve their lives – along with providing much else, from storytelling for their children to resources in support of higher education.

Indeed, the Library has remained a vital partner to all who need us. It is a place like no other: We have shown why through our resilience, our flexibility, and our ability to adapt to changing circumstances. Even in the midst of a worldwide pandemic, we have maintained a caring and welcoming environment for culture and for lifelong learning.

Special recognition is due to the Riverfront Library's staff. Working as a team, they serve the public as best they can, often finding innovative or creative ways to be of assistance.

### **Programming**

With the aim of providing every child in the community with access to reading materials, library cards, and library services, the Children's Department continues to expand its programming. The Department presented 113 programs during the last quarter, reaching a total attendance of 2,231. Programs were designed to promote early literacy, to encourage reading for pleasure, to satisfy curiosity, to provide children with opportunities to explore a variety of personal interests and to spark their imaginations. Among the programs presented were a Halloween costume party, a program featuring family board games, a program of fun family films, a program on bracelet making, a Thanksgiving *Story and Craft* program, an Hispanic edition of the *Paint and Juice* program, STEM sessions, a program on snow globes, an *Imagination Playground*, an *Indoor Recess*, a Legorama session, *Father Goose Stories* and *Terrific Toddler Time*, *Music by Zey*, *Katori's Little Shakers*, and *Arch For Kids: Cozy Cottage*. Other programs were presented off-site, such as storytimes at St. Peter's School and at the Queen's Daughters Daycare center.

Reaching out to the community to attract new users and to educate the public on the many services and materials offered by the Library was a large emphasis during the quarter.

Library orientations were offered to students at local schools, including Cesar Chavez, Martin Luther King, Saint Peter's, and Gorton High School (for special needs students).

In addition, information tables were staffed at the Pearls School, at the Charter School of Educational Excellence, and at the Saint Joseph's Hospital Christmas event.

The information desk in the Children's Department continues to be a hub of activity. Staff help children of all ages to find printed books, audio books, DVD's, and other resources in a variety of areas of interest. And the reader's advisory service continues to meet a great need, as parents try to find books – at the appropriate reading level – that their kids would enjoy. To this end, the staff have created lists of suggested books arranged by grade level.

The computers in the Children's Department are a popular stop for kids during their visits to the Library. Educational games were accessed by younger kids while older kids played games and explored topics on the Internet. The library computers were also used by the older kids to complete their homework assignments.

Ralph Guida, a librarian in the Children's Department, is a state-certified Notary Public. As such, and without charging a fee, he is available to notarize documents for the Library's patrons. During the last quarter, Ralph notarized 184 documents. (The notary service is available only by appointment).

## QUARTERLY REPORTS

Access to diverse ideas and resources is paramount to lifelong learning, servicing a diverse community, and supporting inclusion. All patrons are equally and respectfully welcomed to the Library. The Riverfront Library has tried to highlight more diversity in our programming, featuring speakers of diverse backgrounds. We are celebrating various notable months such as Hispanic Heritage, and LGBTQ+ History month.

The Adult Department continues to offer quality programming and research services, both virtual and in-person. A variety of adult and all-ages programs offered during the quarter were attended by 1,400 patrons. Among these programs, highlights included *Winter Wonderland* with Eugene Howell and part-time librarian Mary Jackson as Santa and Mrs. Claus, and the screening of the 2022 World Cup competition in Qatar. Other programming included a film screening and discussion honoring indigenous future storytellers, a graffiti and gang program with a retired police officer from the Yonkers Police Department, a field trip for patrons to the Woodlawn Cemetery in the Bronx, a history program on the Gilded Age, and ukulele lessons.

The Reference Department staff are available to proctor online examinations, though this service needs to be scheduled in advance. The proctoring is done in the study rooms, which are otherwise available for use by our patrons. Seven people were scheduled to be proctored during the last quarter; and during that quarter, there were 640 reservations of study rooms for adults and 300 reservations for the third floor's teen study rooms.

### **Community Engagement**

Partnerships and collaborations with other organizations and agencies continued to be a high priority for the Riverfront Library during the last quarter. Our hope is that by working together with these groups we can make a positive impact on the lives of people in the community.

Worthy of note are the following initiatives:

- *Sarah Lawrence College Internship Program*. Charlie Loftus worked closely with the SLC Wartburg Humanities Fellow on a course studying disability. He supported the SLC student interns in their project to review and improve YPL's access for people with disabilities. The students reviewed the library catalog to improve nonfiction holdings on this topic, offered ideas to improve library services, and assisted YPL in planning a sensory space at the Riverfront Library.
- *IB (International Baccalaureate) Day*. Mary Robison coordinated the Yonkers Public Library's IB Day for the juniors at Yonkers High School who are enrolled in the IB program. For about 20 years, YPL has offered this day-long program of instruction in library resources to familiarize students with some of the basics in college-level research. The program is conducted in partnership with Yonkers High School and Sarah Lawrence College. This year's session marked the first in-person IB event at the Riverfront Library since the pandemic. The Riverfront Library's extensive collection of books on African-American history (with a focus on slavery issues) played a primary role on IB Day, as librarians from the Riverfront Library and Sarah Lawrence College taught students how to conduct a historical investigation, develop a research strategy, and use the YPL and SLC resources. Nearly 60 students attended the event and demonstrated their engagement with the assigned topic by checking out more than 100 books from the African-American collection.
- *Westchester Breathes*. Ana Gantzer was trained in the Westchester Breathes program, offered by the Westchester Library System. The aim of the program is to reduce stress and anxiety by the experience of gentle movement and by breathing and relaxation exercises.
- *Feeding Westchester*. In November, YPL / the Riverfront Library partnered with Feeding Westchester, a nonprofit organization here in Westchester, to help distribute shelf-stable nutrition bags to families in need in our community. The distribution figures are as follows: Total number of bags delivered: 335; total number of children affected: 799; total number of adults affected: 895; total number of seniors affected: 154; total number of people served: 1,848.

# QUARTERLY REPORTS

Mary Robison and Aurora Cruz represented YPL at a Sarah Lawrence College career program in October to promote library internship opportunities. Two SLC interns are currently scheduled to assist in the Riverfront Library's local history archives in February.

Eugene Howell continues to serve as our liaison with the Yonkers Community Network, sharing information throughout the Yonkers Public Library system on the availability to local residents of various social services.

Sandy Amoyaw continues to attend meetings of the Salvation Army, the Mayor's African-American Advisory Board, and the Yonkers Rotary International.

Arnaldo Torres continues to serve as a member of the Board of Trustees of the Yonkers YMCA.

## **Library Displays**

Displays in the library help to maintain an inviting, informative, and effective learning environment. Such displays, as well as bulletin boards, can also play a vital role in boosting circulation. Displays this quarter highlighted Halloween, Veterans Day, Thanksgiving, Chanukah, Christmas, Kwanzaa, Three Kings Day, Local History, Hispanic Heritage, Disability Awareness, Health Awareness, Suicide Prevention, The Gilded Age, Winter Sports, and Graphic Novels.

## **Staff Development**

The Riverfront Library staff are encouraged to participate in staff development workshops to enhance their work performance. In addition to sexual harassment training, staff attended the following professional workshops: *Mastering Uncomfortable Conversations with Library Visitors*, *Everyday Leadership Regardless of Your Job Title*, *Celebrating Indigenous Voices: New Native Stories for Your Classroom and Stacks*, and *Sparks: Little Things that Attract Library Users and Increase Circulation*. Staff also attended webinars and training sessions on library technology, on electronic resources, and on dealing with difficult patrons. Charlie Loftus attended his first NYLA conference and brought back useful tips on how to negotiate encounters with people who want to record staff in the library.

Charlie Loftus and Diane Mignault participate on the ADA/Accessibility Committee, which studies library access issues and services for people with disabilities. As noted above, the SLC student interns reviewed the library catalog to identify gaps in our holdings on these topics and have helped to plan the Library's new sensory space.

## **Collection Development**

The Local History Room was reorganized and weeded this quarter in order to make it more accessible to the public. The Adult Department continues to review and improve its holdings in such areas as disability, LGBTQ+, indigenous writers, and African-American issues.

As we begin 2023 the future of the Riverfront Library is bright, and we are excited for what lies ahead, including the plans for a sensory room on the second floor. I salute all members of the Riverfront staff for their hard work and dedication.

**Respectfully Submitted,**

**Sandy Amoyaw  
Branch Administrator  
Riverfront Library**

# QUARTERLY REPORTS

## GRINTON I. WILL LIBRARY QUARTERLY REPORT OCTOBER–DECEMBER 2022

Congratulations to Diane McCrink on her retirement as the Head of the Will Children's Department. We want to thank her for her 26 years of loyal service during which time she championed literacy, reading, imagination, and learning. She was a wonderful supervisor who led the department with grace and dedication. She will be greatly missed. We warmly welcome Samantha Morton as a Clerk II supervisor at the Will Library. She has many years of experience working at YPL as a part-time clerk and brings enthusiasm, knowledge, and a love of the community to her new position.

The Yonkers community is extremely united and they showed their library love at the 60<sup>th</sup> birthday party of the Grinton I. Will Library. Staff organized over 10 historical exhibits and displays and had a Library Love Wall. Many elected officials attended, as did our dedicated public who joined us for music, cake, and memories.

Promoting literacy and encouraging reading for relaxation and learning is integral to much of the work we do, especially through our e-book classes, book displays, and programs. We relaunched *1000 Books Before Kindergarten*, a program where the librarians encourage reading and the importance of early literacy to children and their parents. *Rather Be Reading and Mystery/Thriller* are two new hybrid books clubs librarians introduced. "The Famous Authors Born This Month" and "Author Recommendation" blogs continued to highlight interesting authors, introducing patrons to their works and lives. Taylor Jenkins Reid, Neil Gaiman, Zadie Smith, and Agatha Christie were featured this quarter.

The public enjoyed virtual and in person programs hosted by the Teen and Adult departments. Adult and teen program highlights include: *César E. Chávez National Monument Virtual Tour*; *Saving at the Supermarket*; *Eat This: Not That*; *Can Sustainable Food Systems Save the Climate?*; *The Pound Ridge Massacre History Talk*; *1919: The World Series is Fixed*; *All Things Bakelite*; *Fall Planters*; *Mix and Match Mondays*; *Sahaja Yoga Meditation*; *Painting with Teresa*; *Freedomland U.S.*; *AARP Smart TEK*; *Demystifying Medicare*; *The Gilded Age in New York*; and *Kentomania*. The "Movies at Will" program continues and attendance has remained steady. The staff created inviting displays on monthly celebrations and topics of interest. A few of them included: Halloween, Breast Cancer Awareness, Italian Heritage Month, Pearl Harbor Remembrance Day, National Special Education Day, American Diabetes Month, Happy Holidays, Read a New Book Month, World Aids and Veterans' Day.

Creativity and imagination were very much part of Children's programming this month. The kids built with Legos, designed their dream library, created unique Thanksgiving, Italian American Heritage, Day of the Dead, Las Posadas, and Native American crafts, and were further inspired to make elephants, and paper tote bags. They ended the year with a Winter Wonderland Event where children enjoyed a surprise visit from Santa and one of his elves, arts and crafts, hot cocoa, free books, goodie bags, a reading of the *Twas The Night Before Christmas* and a sing-along of "Feliz Navidad," "Jingle Bells" and "Santa Claus is Coming to Town."

The library continues to host important events including the Sister to Sister International screening of the award-winning documentary, *Aftershock*. The film follows two fathers whose partners died due to preventable childbirth complications, and documents their fight for justice. The Mayor's Office of Constituent Services and the City's Tax Department assisted Yonkers residents and accepted City property tax payments at the library. Registered voters were eligible to cast their ballots in our lower lobby when the Westchester County Board of Elections held Early Voting ahead of the November 3<sup>rd</sup> general election. The Yonkers Coalition of Youth, the Yonkers Youth Bureau, joined our Teen department to offer our teens an "Escape the Room" experience in honor of Red Ribbon week which raises awareness for drug abuse during the third week of October. The Medicare counselors expanded their service hours during open enrollment. New York State of Health, VIP Network partnered with the library to offer Covid-19 vaccinations and flu shots. Westchester Library System Career Coaching Services presented the *Managing Your Career In Changing Times* seminar. We also partnered with the Senior Law Collaborative to host a successful Senior Law Day 2022. Over 90 seniors attended presentations on Financial Fitness, Will and Power of Attorney documents, and Housing Applications/Emergency Placements. Attendees were also able to schedule appointments to meet privately with an attorney. Additionally, the Friends of the Yonkers Public Library sponsored the "Retro Smash Concert, Mi Gente Live: A Latin Music Celebration" and the Pelham Piano School Recital.



## QUARTERLY REPORTS

The staff continued to attend professional development trainings and webinars. Some of them included: *NYLA 2022 Conference: Strengthening our Core*; *Spark! Little Things that Attract Library Users and Increase Circulation: Retail Merchandising Tips on a Tiny Budget*; *Mastering Uncomfortable Conversations with Library Visitors*; *Everyday Leadership, Regardless of Your Job Title*; *Passive-Aggressive Behavior: Sources and Solutions for Library Workspaces*; and a *Westchester County Archives Local History* tour and presentation. Yonkers Public Library Staff Development Day was held at Will. Staff attended informative workshops on basic first aid and de-escalation, and connected with colleagues to discuss improving library services.

The Branch Administrator attended State Senator Shelley B. Mayer's Holiday Open House. She met with Asher Banks, and David Scotto from AARP to begin preparations for in-person tax assistance by AARP volunteers. She also met with Roosevelt High School teacher, Kimberly Cardillo and administrator, Mrs. A. Vazquez to discuss special education class visits to the library. The Teen librarian, Victoria Addo-Prempeh and Adult/Reference librarian, Margaret Andracchi now welcome 8 special education classes monthly. The students are becoming familiar with library materials, learning library skills, utilizing computers, and participating in arts and crafts projects. It is incredibly rewarding to see the students engaged with our materials, librarians, and projects. The Branch Administrator also met with Phyllis Blake from WLS career coaching services to brainstorm and discuss job and career programs.

We received a wonderful compliment on a computer class taught by Ralph Cooper, and received a donation to the library thanking Alan Houston for all the books he sent to a library-by-mail patron. These are just two of the many acknowledgments we often receive thanking and appreciating the staff for all that they do. At the end of this year, I would also like to publically thank the entire staff for their passion, energy, efforts, and commitment to public service and making 2022 successful and memorable.

**Aurora Cruz,**

**Grinton. I Will Branch Administrator**

# QUARTERLY REPORTS

## CRESTWOOD LIBRARY QUARTERLY REPORT OCTOBER- DECEMBER 2022

The Fall Quarter rounded out another unprecedented year. Crestwood Crew concentrated on cultivating a balance of online and in person library experiences bolstered by solid community partnerships. Our people-first customer service model now relies on a balance of hybrid services. Our patrons appreciate the option of contactless pick up during our opening hours and we are experimenting with different permutations of Library ZOOM programming with in person components. Grab 'n' go activity kits are still popular and In-person programming is back in full gear.

Carlos Figueroa continues to work with Crestwood Crew to navigate the challenging WLS Computer Challenges we face every day and Russell Martinez, Sandra D'Angelo and John Patterson continue to maintain a building (that will turn 100 in 2026!) and grounds so we have a clean and comfortable space.

We continue to grow staff in the library arena - Jackie Leone finished 3 courses at the beginning of December 2022 from the University of Buffalo: LIS 507 Information Life Cycle; LIS 507 Information Uses and Users; LIS 575 Introduction to Research Methods. Phil Chopak finished 4 courses towards his Computers in Libraries Certificate from Three Rivers Community College: LIB-K101 Intro to Library Public Services, LIB-K116 Cataloging and Classification, Lib-K125 Digital Media, and Lib-K127 Management Strategies. Phil placed on the Honors List for the Fall 2022 Semester. Crestwood Crew members have attended online City of Yonkers sexual harassment training, IT computer scam trainings, plus other meetings and trainings offered via Westchester Library System and METRO.

Fall programming highlights included a robust vegetable garden harvest, a call to action via our Sustainable You! sessions, weekly evening YOM walks, a Halloween Birthday Party for Cooper the Therapy Dog, and a Halloween Night Trick or Treating soiree. The core group of children attending Homework Helper with Sarah Hawkins grew, and Music & Merriment with Ms. Judy had special guests from the North Pole in December. Bake the World a Better Place with Liz Caruso drew patrons in for Halloween and Reindeer edible fun.

The Crestwood Grand Tree Lighting Ceremony tradition kicked off the holiday season at Veterans Plaza. Director Montero, Deputy Director Porteus and Jackie Leone attended and Friends of Crestwood Library donated candy canes that Santa gave out. On December 13th, Friends of Crestwood Library served hot chocolate to the public at The Grand Illumination at Untermyer Garden and Mary Nowak, Jackie Leone, Chris Sheerin, Gabby Monaco, Z and several Crestwood community members/library patrons went to see the lights that night to support them.

During vacation week, we offered opportunities to connect via movies, art, chess and activity stations based on holiday and new year's traditions from around the world. Take home activity kits on the various December holidays (Hanukkah, Shabe Yalda, Navidad, Dia de Reyes, Kwanzaa, Christmas & New Year's) highlighted different cultural celebrations. Under the curation of Mary Nowak's vision, our cozy library was transformed into a magical place where books and people inspire.

NNORC partnership programs included intergenerational art, the popular indoor/outdoor in person cultural celebrations of Hispanic Heritage Day, Italian Heritage, Dia de Los Muertos, plus December Holidays from many cultures really brought our community together via live music, food demos/tastings and joyful camaraderie. Thanks to a partnership with Armour Villa, NNORC, The Wicked Wolf and Crestwood Library, seniors in Crestwood had the opportunity to receive a free turkey dinner for Thanksgiving.

Friends of Crestwood Library are continuing work on creating their own website that will launch soon. Their dedicated support of library programming enables us to buy materials to enhance our literacy intergenerational initiatives. The fall marked the end of their Yonkers on the Move walks that were enjoyed by patrons of all ages. The December Holiday Breakfast with Friends of Crestwood Library was a big celebration with George Latimer, Shelley Mayer, Jesse Montero and Shauna Porteus in attendance.

## QUARTERLY REPORTS

High school student Volunteers continue to use our library as a community learning opportunity and a creative place to complete their community service hours.

Literacy is the core of our mission and we will continue to provide literary, informational & educational experiences via our collections and programs this quarter. From Homework help to fitness, from Book clubs to story crafts, it is our hope to bring our community together, making memories and having fun. All this is possible with the wonderful work of our Crestwood Crew whom I would like to thank for their tireless service to make "Crestwood the Little Library that COULD!" Crew members: Jackie Leone, Librarian Trainee, Mary Nowak, Clerk II, Christopher Sheerin, Clerk I and our part time clerks/pages - Phil Chopak, Nina Colavolpe-Leone, Radilsa De Leon, Saredys Marte, Hali Mentzer, Gabriella Monaco, John Patterson (Custodian), Alison Robles, Matthew Rodrigues, Valentina Saccente, Judith Schavrien (Librarian II), Erin Schoenlank, Caroline Sullivan, Natalie Varker, Nancy Wissman (Librarian I) & Carina Zegers. Sarah Hawkins (Homework Helper), and Maureen Butler (Substitute Homework Helper)

We forge ahead, hopeful as ever for a wonderful New Year as we continue to pivot to meet our library patrons where they are and bring them into the library or bring the library to them.

We invite you to stop by the library to discover your next good read, participate in a program, or join us online via ZOOM. Whatever you do, we hope that checking out your local library is on your "To Do List" in the upcoming year :)

With wishes for a happy and healthy 2023,

**Z. Baird,**  
**Crestwood Library Branch Manager**

# **QUARTERLY REPORTS**

## **TECHNICAL PROCESSING DEPARTMENT QUARTERLY REPORT OCTOBER-DECEMBER 2022**

The Tech. Processing Department continues to order, process, and link materials for patron use.

After another, although shorter, disruption in service on the Baker & Taylor ordering site things seem to be back to normal. With this being the case, as many orders as possible are placed using the processed accounts so that they arrive ready to be checked in and placed on the shelves for patron use. This gives the Tech. Processing staff more time to process AV materials and other items that do not have processed accounts with Baker & Taylor.

The Baker & Taylor Book Leasing Program continues to provide shelf ready new books for the branches that use their monthly quotas to obtain titles for their collections. These titles are then returned when they are no longer popular circulating items.

Several Tech. Processing staff members, full time and part time, have continued to participate in the DEI meetings.

Tech Processing accommodates all requests from the departments for information, processed materials, and orders using whatever resources are necessary and available. Contacting and working with vendors is a large part of our work.

Monthly budget balances are provided to each Department Head so that they can manage their ordering allotments.

**Mary DiChiara**  
**Technical Processing Dept.**

# QUARTERLY REPORTS

## CUSTODIAL DEPARTMENT QUARTERLY REPORT OCTOBER-DECEMBER, 2022

In this quarter, my staff in all three facilities have been focused on constant disinfecting of high touch areas multiple times daily. We will continue this practice for the foreseeable future.

### Crestwood

- This year for the holiday season I was asked to hang new lights on the exterior of the building. The difference this year from last, lights were hung across the entire front not just above the entrance. The patrons and neighbors liked them very much.

### Will

- To ensure the cleanest possible air quality, all air handler filters have again been replaced with the high quality Merv 13 filters.
- The temporary chiller that was rented for the summer was removed . Wayne Electric removed the connection that powered the transformer for that chiller, all connections electrical and otherwise remain for reconnection next year,
- The winterization of our air handlers was performed as well.
- To increase seating in the main reading room I rearranged our furniture and created rows of tables like the row next to the Reference service desk. Three more rows were added. Wayne Electric ran floor top power cables and power outlets so we could instal tabletop power for those tables
- Six new reading and four new computer tables with thirty chairs were assembled and installed in the Fine Arts area giving that area a fresh clean appearance.

### Riverfront

- The endcap signage replacement on all floors has been completed.
- We recreated the office space on the fourth floor outside Carlos Figueroa's for his new assistant. The hanging files rehung and the desk reinstalled.
- The study room on the second floor that was being used as an office was converted back to a study room. The desk was removed. The walls were patched and painted and a reading table and four Chairs installed.

Staff:  
Nothing to report.

**Russell Martinez,  
Supervisor of Custodians**

# QUARTERLY REPORTS

## GRAPHICS DEPARTMENT QUARTERLY REPORT OCTOBER-DECEMBER 2022

1919 World Series (Flickr, flyers, posters)  
ABC 123 Storytime, November, December, January (Flickr)  
African American Genealogy (Flickr, flyers, Posters)  
Annual Christmas Ornament Workshop (Flickr, flyers, posters)  
Arch for Kids: Design Your Dream Library (Flickr, flyers, poster)  
Art With Julie: Gift Tags (Flickr)  
Art With Phil, November (Flickr)  
Art With Teresa (Flickr)  
Beginner Ukulele Class (Flickr, flyers, poster)  
Black History Month: Cody Childs (Flickr, flyers, posters)  
The Bling's the Thing (Flickr, flyers, posters)  
Body Mind Fitness (Flickr)  
Book Chat (Flickr)  
Bracelet Making, September, October, January (Flickr, flyers, poster)  
Brief History of West Indian Regiment (Flickr, flyers, poster)  
Build With Lego, November, December (Flickr, flyers, poster)  
Can Sustainable Foods Save the Climate (Flickr, flyers, poster)  
CAPE Community Adventure Play (Flickr, flyers, posters) Celebrating Italian Artists (Flickr)  
Cesar Chavez National Monument (Flickr, flyers, poster) Cheers to the New Year (Flickr)  
Christmas Toddler Time (Flickr, flyers, posters)  
Color Your Own Pencil Case (Flickr, flyers, poster)  
Coach Charlie, November, December, January (Flickr)  
Coach Elaine (Flickr)  
Countdown to New Years (Flickr)  
Crafternoon (Flickr)  
Crash Course in Online Shopping (Flickr, flyers, poster)  
Create Your Own Gift Bag (Flickr)  
Creative Writing Fun (Flickr, flyers, posters)  
Dance With Daphne (Flickr)  
Day of the Dead (Flickr, flyers, poster)  
Declutter in 2023 (Flickr, flyers, posters)  
Decoding the Mysteries of Cats (Flickr, flyers, poster)  
Deconstructed Anatomies (Flickr, flyers, poster)  
Demystifying Medicare (Flickr, flyers, posters) Dental Storytime, Will (Flickr, flyers, poster)  
Dental Storytime, Riverfront (Flickr, flyers, poster)  
Dental Storytime, Crestwood (Flickr)  
Dia De Los Muertos (Flickr, flyers, posters)  
E-Library Apps (Flickr, flyers, posters)  
Eat This, Not That (Flickr, flyers, posters)  
Empowerment Physical Therapy (Flickr, flyers, posters)  
Entrepreneurship Mindset (Flickr, flyers, posters)  
Escape the Room (Flickr, flyers, posters)  
Evan Bishop: Facial Anatomy (Flickr, flyers, poster) Expressionistic Portraits (Flickr, flyers, posters)  
Fall Story & Craft, Riverfront (Flickr, flyers, poster)  
Fall Story & Craft, Will (Flickr, flyers, poster)  
Fall Planters: Cultivate an Attitude of Gratitude (Flickr, flyers, poster)  
Family Board Games (Flickr, flyers, posters)  
Family Collage Workshop (Flickr, flyers, posters)  
Family Movie, November, December (Flickr, flyers, poster)  
Fax & Notary Services (bookmarks)  
FDR & the Hudson Valley (Flickr, flyers, posters)  
Feature Films, July, August, September (Flickr, flyers, poster)  
Financial Empowerment Through Debt Management (Flickr, flyers, posters)  
Fine Arts Films, November, December, January (Flickr, flyers, posters)  
Friends of YPL, Weekend Book Sale (Flickr, flyers, posters)  
Forever YA Book Club, December, January (Flickr)  
Freedomland USA (Flickr, flyers, poster)  
Free Hearing Tests (Flickr, flyers, posters)  
Free Help with Resumes (bookmarks)  
Friends of YPL, October-December (Flickr, flyers, posters)  
Friday Fun: Giving Plates (Flickr)  
From Saint to Santa (Flickr, flyers, posters)  
Fun Family Films, November, December (Flickr, flyers, poster)  
Fun Fridays with Imagination Playground (Flickr, flyers, posters)  
Fun Funny Juggling Show (Flickr, flyers, posters)  
Gastroenterologist Dr Katka (Flickr)  
Get Organized, November, December (Flickr)  
Gilded Age in New York (Flickr, flyers, poster)  
Gingerbread Pajama Storytime (Flickr)  
Grab & Go Craft, Summer Reading Weeks 6-8 (Flickr, flyers, posters)  
Grafitti/Gang Platforms II (Flickr, flyers, posters)  
Graham Clarke Music Show (Flickr, flyers, posters)  
Graphic Novel Club Holiday Movies at Will (Flickr, flyers, posters)  
Grinton I. Will 60th Birthday (Flickr, flyers, posters, invites, programs)  
Halloween Treats: Caramel Apples (Flickr, flyers, posters)  
Healthy Living For Your Mind & Body (Flickr, flyers, posters)  
History Lover's Book Club, October, November, December (Flickr)  
History Vs. Hollywood: Hacksaw Ridge (Flickr, flyers, posters)  
Holiday Bingo & Trivia (Flickr)  
Holiday Breakfast at Crestwood (Flickr)  
Holiday Movies at Will (Flickr, flyers, posters)  
Holiday Movies at Riverfront (Flickr, flyers, posters)  
Holiday Speakeasy (Flickr, posters)  
Holiday Wreath Making (Flickr, flyers, posters)  
Homework Helper, Riverfront (Flickr, flyers, posters)  
Homework Helper, Will (Flickr, flyers, posters)  
Homework Helper, Crestwood (Flickrs)  
Honoring Indigenous Futures with Storytelling (Flickr, flyers, posters)  
Horror Double Feature (Flickr, flyers, posters)  
How to Deal with Loneliness & Social Isolation (Flickr)  
The Human Brain (Flickr, flyers, posters)  
Indoor Recess, November, December, January (Flickr, flyers, posters)  
James Bond Film Series, November, December (Flickr, flyers, poster)  
Katori's Little Shakers, August, September, October (Flickr, flyers, posters)  
Kentomaina (Flickr, flyers, posters)  
Kids Chess Club, November, December, January (Flickr, flyers, poster)  
Kids Holiday Bingo (Flickr, flyers, posters)  
Knitting Club at Will (Flickr, flyers, posters)  
Las Posadas Craft (Flickr, flyers, posters)  
Learning Microsoft (Flickr, flyers, posters)  
Legorama Club, September-January (Flickr, flyers, poster)  
Lego Club, Will, January (Flickr, flyers, poster)  
Letters to Santa (Flickr, flyers, posters)  
LGBTQ+ Affinity Group (Flickr, flyers, poster)  
Library Hours (bookmarks)  
Maker Monday, Teens November, December, January (Flickr, flyers, poster) The Making of It's a Wonderful Life (Flickr, flyers, posters)  
Managing Money A Caregiver's Guide (Flickr, flyers, posters)  
Mayflower Compact (Flickr, flyers, posters)  
Mix & Match Mondays: December, January (Flickr, flyers, posters)  
Mixed Media Thursdays (Flickr, flyers, posters)  
Movies at the Will Library, October, November, December, January (Flickr, flyers, posters)  
Movies at your Library: November, December, January (Flickr, flyers, posters)  
Music & Merriment Holiday Edition (Flickr)  
Music with Zev - Will, October, December (Flickr, flyers, poster)  
Music With Zev - Riverfront, December, January (Flickr, flyers, posters)  
Mystery Thriller Book Club, December, January (Flickr, flyers, posters)  
National Games & Puzzle Month (Flickr)  
Native American Heritage Month (Flickr)  
Native American History (Flickr, flyers, posters)  
Native American Story & Craft (Flickr, flyers, poster)  
A Necessary Conversation (Flickr, flyers, posters)  
The New Sustainable You, November, December (Flickr)  
Northeast Native American Storytelling (Flickr)  
Nutcracker Story & Craft (Flickr, flyers, posters)

Oh Deer the Holidays are Here (Flickr)  
Online Adult Book Club, November, December (Flickr)  
Online Holiday Shopping Guide (Flickr, flyers, poster)  
Operation Pedro Pan (Flickr, flyers, posters)  
Paint & Juice, November, January (Flickr, flyers, poster)  
Painting with Teresa (Flickr, flyers, poster)  
Penguin Pajama Storytime (Flickr)  
Petite Concerts (Flickr, flyers, posters)  
Pilates, November, December, January (Flickr)  
Play Board Games (Flickr, flyers, posters)  
Pop Up Covid Vaccine Clinic Flickr, flyers, poster)  
Precubs of Love (Flickr)  
Protecting Your Assets From the Costs of Long Term Care (Flickr)  
Protecting Yourself from Scams (Flickr)  
Qi Gong For Beginners, November, December, January (Flickr, flyers, posters)  
Rather Be Reading, November, December, January (Flickr, flyers, poster)  
Read with Cooper, Crestwood, November, December (Flickr)  
Read with Cooper, Will, November, December, January (Flickr, flyers, posters)  
Robert the Guitar, November, December (Flickr, flyers, poster)  
Sew Amazing (Flickr, poster)  
Sign Language for Beginners (Flickr, flyers, posters)  
Sing, Sign & Storytime, November, December, January (Flickr, flyers, posters)  
Snowy Day and Craft (Flickr, flyers, posters)

Sound Meditation, November, December, January (Flickr)  
STEM: Lincoln Logs (Flickr, flyers, posters)  
Teen Tuesdays, December, January (Flickr) Test Guides for Civil Service Exams (flyers)  
Thanksgiving Grab & Go Craft  
Thanksgiving Story & Craft (Flickr, flyers, poster)  
Thanksgiving Storytime (Flickr)  
Thanksgiving Pajama Storytime (Flickr)  
Thanksgiving Toddler Time & Craft (Flickr, flyers, posters)  
Tune in Tuesday (Flickr)  
Virtual Author Talks, November, December, January (Flickr, flyers, poster)  
Wednesday Night Yoga, November, December (Flickr)  
What You Need to Know About Alzheimer's (Flickr, flyers, posters)  
Wednesday Night Yoga , November, December, January (Flickr)  
Winter Reading Program (Flickr, flyers, posters)  
Winter Wonderland at the Library (Flickr, flyers, posters)  
Winter Wonderland: Making Snowglobes (Flickr, flyers, posters)  
World Celebrations (flyers)  
YA Book Buzz, November, December, January (Flickr)  
Yin Yoga, November, December (Flickr)  
Yoga for Yogis November, December (Flickr)  
Yoga Nidra, November, December (flickr)  
Yonkers On the Move Recognition Ceremony (Flickr)  
Your Health is Your Greatest Wealth (Flickr, flyers, posters)  
YPL Calendars, November, December, January (flyers)  
YPLF Appeal Letter (flyers)

*Mario Pereira, Graphic Artist* 