



**Board of Trustees Meeting
October 17, 2019
Riverfront Library**



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**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
RIVERFRONT LIBRARY
OCTOBER 17, 2019**

MINUTES

[**ACTION ITEM**] Approve Minutes of Board Meeting September 18, 2019

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[**ACTION ITEM**] Approve change of Community Services Coordinator unit representation from Unrepresented to SEIU 704B

[**ACTION ITEM**]

Ratify the following appointments:

Luis Barcelo, P/T Custodial Worker, \$12.00/hr, eff. 9/20/19

Daniel Sabol, Librarian I, \$58,449.00/yr, eff. 10/4/19

Rose Avilés, Community Services Coordinator, \$64,141.00/yr, eff. 10/4/19

Kathleen Ciriello, P/T Page, \$12.00/hr, eff. 10/4/19

Acknowledge the following terminations:

Daniel Ogyiri, P/T Librarian I, \$21.00/hr, eff. 9/26/19

Laura DeMuro, P/T Librarian I, \$21.00/hr, eff. 9/26/19

COMMITTEE REPORTS

Finance, Budget & Planning- Guzmán-Santana, Maron, Jannetti

Employee Relations - Guzmán-Santana, Touba, Puglia

Buildings & Grounds - Guzmán-Santana, Saraceno

Policy - Guzmán-Santana, Ilarraza

Fundraising & Development – Guzmán-Santana, Maron, Jannetti



Foundation Update

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #808

UNFINISHED BUSINESS

[ACTION ITEM] Close Grinton I. Will Branch on November 22, 2019 for Staff Development Day

NEW BUSINESS

[ACTION ITEM] 2020 Holiday Schedule

FY21 Budget discussion

Tr. Toubia term to expire Dec. 31, 2019

EXECUTIVE SESSION

To discuss the performance of a particular employee

NEXT MEETING DATE: TBA



YONKERS PUBLIC LIBRARY
BOARD MEETING
GRINTON I. WILL BRANCH
SEPTEMBER 18, 2019

ATTENDANCE

TRUSTEES:	Anietra Guzmán-Santana Nancy Maron Stephen Jannetti Joseph Puglia Derrick Touba John Saraceno Josephine Ilarraza
LIBRARY DIRECTOR:	Ed Falcone
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Tr. Puglia
UNION REPRESENTATIVE:	Brandon Neider, PC Technician I
GUESTS:	Dominick Savarese, President, SEIU 704B

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

Pres. Guzmán-Santana announced that she accepted a position with JCY-Westchester Community Partners and, citing the possibility of a conflict of interest with Reading Buddies and other programs the Library partners with JCY-Westchester Community Partners on, will step down immediately from the office of President of the Board of Trustees and that Vice President Maron will serve as President until new officers are elected in January. Tr. Guzmán-Santana also announced that she would resign her term as Trustee (ending 2020) at the end of the year. The Board congratulated Tr. Guzmán-Santana on her new position and thanked her for her service on the Board.

MINUTES

On motions of Tr. Puglia and Guzmán-Santana, both seconded and unanimously carried, the Board approved the Minutes of the Board Meeting of July 18, 2019 and of the Special Meeting of August 19 respectively.

MANAGEMENT REPORT

Director Falcone announced that a dispute between the contractor and a tile supplier has delayed completion of the façade project at the Will Branch. He is hopeful it will be completed before the end of October.

Director Falcone updated the Board on the planning of the elevator replacement project at the Will Branch. The engineer consultant has prepared the documents necessary for the bidding process and they should be ready to seek bids within a month or two.

Director Falcone updated the Board on the status of several grants.

Deputy Director Thaler announced that the Summer Reading Buddies program at the Riverfront Library was very successful. The New York State Summer Food Service Program held at the Riverfront Library and the Will Branch was also very successful. The program at Riverfront in particular fed several thousand children.

Director Falcone formally announced his retirement at the end of the year and wished the Board well on their search for a new Director.

UNION REPRESENTATIVE'S REPORT

Representative Neider shared with the Board the staff's concern about the possible termination of Sunday service. Director Falcone stated that he reached out to the City Council to ask that money earmarked in the budget for Sunday service over the summer be restored and was hopeful it would be soon.

WLS REPORT

Tr. Puglia had nothing to report.

PERSONNEL REPORT

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

Lloyd Conley, P/T Page, \$12.00/hr, eff. 8/9/19
Haifa Bint-Kadi, Art Gallery Curator, \$25.00/hr, eff. 8/23/19

Acknowledged the following terminations:

Maiya Coleman, IT Assistant, \$45,536.00/yr, eff. 8/22/19
Antoinette Raniolo, P/T Page, \$12.00/hr, eff. 8/28/19
Arlene Marcano, Clerk I Spanish Speaking, \$43,075.00/yr, eff. 9/19/19
Natalie Aitkenhead, P/T Custodial Worker, \$12.00/hr, eff. 9/3/19



COMMITTEE REPORTS

Finance, Budget & Planning- Guzmán-Santana, Maron, Jannetti

Director Falcone stated that he would begin discussions with the Committee on the FY 2021 budget in October.

Employee Relations - Guzmán-Santana, Touba, Puglia

Buildings & Grounds - Guzmán-Santana, Saraceno

Policy - Guzmán-Santana, Ilarraza

The Committee announced that it had completed its review of the staff manual and was discussing policy revisions and updates with management.

Fundraising & Development – Guzmán-Santana, Maron, Jannetti

Foundation update: Tr. Guzmán-Santana informed the Board that the Foundation was planning its annual appeal and that it should be printed before Thanksgiving. Pres. Maron asked that the other Trustees help spread the word.

PAYMENT OF BILLS

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedules #806 & #807.

UNFINISHED BUSINESS

The Board discussed the CLUSTER gala on September 26 where the Library would be honored. Tr. Guzmán-Santana also announced that Director Falcone and Deputy Director Thaler would be honored at an upcoming JCY-Westchester Community Partners volunteer recognition ceremony.

NEW BUSINESS

Deputy Director Thaler updated the Board on the postponed Staff Development Day. It will be held in either November or December and asked that the Board vote to close the Grinton I. Will Branch to host it when a date is selected next month.

Pres. Maron asked Trustees to think about recommendations to make to the Yonkers Public Schools Board of Trustees to fill the expiring term of Tr. Touba and the term Tr. Guzmán-Santana will resign at the end of the year.

EXECUTIVE SESSION – Tr. Guzmán-Santana motioned to move into Executive Session to discuss the performance of a particular employee at 7:31 p.m. The session ended at 9:50 p.m.

On motion of Tr. Touba, seconded and unanimously carried, the Meeting was adjourned.

NEXT BOARD MEETING DATE – Thursday, October 17, 2019 at the Riverfront Library

Edward Falcone
Library Director & Secretary

Yonkers Public Library

Bill List SEPTEMBER 2019

<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
CAPITAL FUNDS				
BAKER & TAYLOR		MATERIALS	9/16/2019	27,836.58
TOTAL				27,836.58
CONTRIBUTIONS FUNDS				
AMERICAN EXPRESS		NETWORK SOLUTIONS	9/30/2019	4.40
AMERICAN EXPRESS		WACKY BUTTONS/NETWORK	9/3/2019	67.53
BISHOP, EVAN		REIMB EXP: YES YONKERS!	9/23/2019	93.35
BLACK BELT MAGAZINE		2 YRS SUBSCRIPTION	9/23/2019	59.99
FRIENDS OF PHILIPSE MANOR HALL		ANNUAL GALA-1 TKT	9/30/2019	100.00
GOVCONNECTION, INC.		INK TONER FOR TRAC	9/30/2019	644.08
GOVCONNECTION, INC.		HP 87X 2 PACK HIGH	9/23/2019	814.50
GROUNDWORK HUDSON VALLEY		URBAN RIVERFEST-3 GUESTS	9/11/2019	900.00
LIBRARY DEVELOPMENT & SOLUTI		INITIAL PAYMENT	9/10/2019	4,500.00
NY LIBRARY ASSOCIATION		NYLA CONFERENCE-FALCONE	9/23/2019	121.50
PRESEDO, VIVIAN		PETTY CASH: ART GALLERY	9/17/2019	1,000.00
SAWYER, CHRISTOPH		CON ED GRANT-STIPEND AUG	9/30/2019	500.00
SCHOLASTIC		HISPANIC HERITAGE	9/17/2019	200.00
YONKERS HISTORIC SOCIETY		ANNUAL DINNER 2 TKTS	9/23/2019	200.00
TOTAL				9,205.35

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 September 2019

Date	Num	Memo	Amount
Abbey Ice			
09/13/2019	4248	spring water	79.00
09/23/2019	5746	spring water	20.50
09/27/2019	4247	spring water	40.00
09/27/2019	166996	rental	33.00
09/27/2019	167088	rental	47.25
09/27/2019	167327	rental	47.25
09/27/2019	167350	rental	47.25
Total Abbey Ice			314.25
Amazon.com			
09/27/2019	434844598677	papermate pens	11.95
09/27/2019	449948577465	disposable gloves	11.95
09/27/2019	455539979963	bingo chips	8.99
09/27/2019	456975789535	library supplies	14.40
09/27/2019	463465439985	credit memo	-26.55
09/27/2019	466838947887	golf pencils	34.99
09/27/2019	467396495699	electric pencil sha...	26.55
09/27/2019	555676598698	popsicle sticks	17.99
09/27/2019	654563789559	industrial gloves	9.26
09/27/2019	664849688796	electric pencil sha...	16.49
09/27/2019	739836537688	deluxe audio strap	99.99
09/27/2019	753597473737	rulers	3.58
09/27/2019	755844967333	badge plastics	12.95
09/27/2019	783554984564	label cartridges an...	49.97
09/27/2019	793398393679	#2 pencils	10.48
09/27/2019	848643688784	cupcake liners	7.49
Total Amazon.com			310.48
American Paper Supply (APP)			
09/23/2019	J1218914	janitorial supplies	531.83
09/27/2019	J1219813	diamond deluxe mat	191.43
Total American Paper Supply (APP)			723.26
Amoils, Roseanne			
09/27/2019	70RA	job coach	720.00
Total Amoils, Roseanne			720.00
B & H Photo			
09/06/2019	161792516	blu-ray dvd player	388.50
Total B & H Photo			388.50
Baird, Zahra			
09/06/2019	082719ZB	reimbursement pr...	335.63
09/06/2019	08272019ZB	reimbursement pr...	72.83
09/06/2019	082919ZB	reimbursement pr...	160.95
09/06/2019	083019ZB	reimbursement pr...	58.82
Total Baird, Zahra			628.23
Barnes & Noble			
09/05/2019	3883578	materials	312.22
09/23/2019	3887088	materials	446.38
09/23/2019	3891139	materials	587.21
Total Barnes & Noble			1,345.81
Bitetti, Christine			
09/13/2019	090619CB	reimbursement pr...	28.00
Total Bitetti, Christine			28.00
Brodart			
09/27/2019	539682	two capacity disk ...	714.00
Total Brodart			714.00

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
September 2019

Date	Num	Memo	Amount
Budget Library Supplies			
09/23/2019	18167	6-pack dvd cases	894.00
Total Budget Library Supplies			894.00
Cablevision Lightpath			
09/23/2019	100169514	internet 9/1-9/30	5,233.55
09/23/2019	100169528	phone service 9/1-...	3,566.26
Total Cablevision Lightpath			8,799.81
Cablevision Optimum			
09/05/2019	07803544469sep19	cable boxes	16.80
09/23/2019	07803065546sep19	cable box	8.40
09/27/2019	07803550279oct19	internet and phone	141.13
Total Cablevision Optimum			166.33
Cengage Learning			
09/23/2019	68024013	subscription 9/1/1...	300.00
Total Cengage Learning			300.00
Con Edison (Consolidated Edison)			
09/13/2019	909214217sep19	gas	107.59
Total Con Edison (Consolidated Edison)			107.59
Das, Joy			
09/13/2019	128	sewing class	200.00
Total Das, Joy			200.00
Demco			
09/13/2019	6674830	hand stamp	5.65
09/23/2019	667886	library supplies	131.22
Total Demco			136.87
Displays2Go			
09/27/2019	PS11302941	wall mount sign hol...	129.28
Total Displays2Go			129.28
DPW Pasny			
09/06/2019	Jul-19	electric charges	12,490.64
09/06/2019	Jul-19	electric charges	1,077.20
Total DPW Pasny			13,567.84
Fecher, Louise			
09/06/2019	082919fecher	yoga class	50.00
Total Fecher, Louise			50.00
Filiberti, John			
09/27/2019	32787	quickbooks training	375.00
Total Filiberti, John			375.00
Gantzer, Ana			
09/27/2019	91819AG	reimbursement pr...	61.02
Total Gantzer, Ana			61.02
GovConnection			
09/06/2019	56983419	HP Clr Ljet Pro	1,398.06
09/06/2019	57013154	credit goodwill	-600.00
09/27/2019	57112288	Probook 450 G6	750.00
09/27/2019	57112313	waste toner contai...	55.88
09/27/2019	57112322	video adapter con...	47.80
09/27/2019	57112324	HP Ljet pro printers	766.66
09/27/2019	57112325	toner cartridge for...	530.03

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10/07/19

Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 September 2019

Date	Num	Memo	Amount
09/27/2019	57112327	toner cartridges	1,227.86
09/27/2019	57112331	toners and labels	1,359.52
09/27/2019	57116167	toner cartridges	949.62
Total GovConnection			6,485.43
Home Depot Credit Service			
09/06/2019	6074778	maintenance suppl...	111.90
Total Home Depot Credit Service			111.90
Ingram Library Services			
09/06/2019	41373467	materials	55.84
09/06/2019	41414426	materials	239.48
09/06/2019	41414427	materials	27.77
Total Ingram Library Services			323.09
Intrepid Control Services			
09/27/2019	16851	refurbish air comp...	9,250.00
09/27/2019	16852	replace main air di...	3,950.00
Total Intrepid Control Services			13,200.00
Keane & Beane			
09/23/2019	50010	legal fees	315.00
Total Keane & Beane			315.00
Kirkus Media LLC			
09/27/2019	091519	subscription	398.00
09/27/2019	091519	subscription	199.00
Total Kirkus Media LLC			597.00
Ledesma, Solyaris			
09/27/2019	9-19-19LS	zumba	70.00
Total Ledesma, Solyaris			70.00
Lexis-Nexis/Matt Bender			
09/23/2019	12948403	subscription	2,077.00
Total Lexis-Nexis/Matt Bender			2,077.00
LJD Concrete Corp			
09/23/2019	1229	removal of existing...	1,850.00
Total LJD Concrete Corp			1,850.00
Mason Crest			
09/25/2019	2000683	materials	154.40
Total Mason Crest			154.40
Metro Group, Inc.			
09/13/2019	PI 638777	cooling tower servi...	796.66
Total Metro Group, Inc.			796.66
Midwest Tape			
09/06/2019	97780878	materials	41.97
09/06/2019	97780879	materials	23.98
09/06/2019	97781321	materials	65.22
09/06/2019	97781322	materials	10.48
09/06/2019	9771323	materials	23.24
09/06/2019	97781324	materials	624.39
09/06/2019	97781325	materials	67.46
09/06/2019	97798385	materials	258.63
09/06/2019	97798386	materials	38.47
09/06/2019	97798387	materials	89.96
09/06/2019	97798388	materials	82.46
09/06/2019	97798389	materials	74.96

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 September 2019

Date	Num	Memo	Amount
09/06/2019	97798710	materials	24.28
09/06/2019	97829183	materials	119.93
09/06/2019	97829184	materials	69.39
09/06/2019	97829186	materials	37.47
09/06/2019	97829187	materials	33.73
09/06/2019	97829188	materials	29.98
09/23/2019	97878107	materials	67.44
09/23/2019	97878109	materials	22.48
09/23/2019	97879110	materials	209.91
09/23/2019	97879111	materials	112.45
09/23/2019	97879112	materials	251.11
09/23/2019	97879113	materials	116.20
09/23/2019	97879114	materials	67.47
09/23/2019	97879115	materials	362.12
09/23/2019	97879116	materials	10.48
09/23/2019	97879117	materials	37.48
09/23/2019	97905578	materials	142.43
09/23/2019	97905620	materials	97.44
09/27/2019	97937265	materials	22.48
09/27/2019	97937266	materials	22.49
09/27/2019	97937267	materials	50.96
09/27/2019	97937269	materials	476.74
09/27/2019	97937950	materials	67.47
09/27/2019	97937951	materials	532.27
Total Midwest Tape			4,385.42
Mota, Juan			
09/23/2019	000039A	sew amazing	175.00
Total Mota, Juan			175.00
National Business Furniture			
09/23/2019	ZK065156	task chair	463.00
Total National Business Furniture			463.00
Oriental Trading			
09/23/2019	697943579-01	program supplies	566.82
09/23/2019	697999027-01	program supplies	32.99
09/23/2019	697999027-02	program supplies	142.62
Total Oriental Trading			742.43
Overdrive			
09/23/2019	01322CO19158682	materials	1,214.88
09/23/2019	01322CO19167128	materials	528.54
Total Overdrive			1,743.42
Platt, Daphne			
09/06/2019	82819	dance with daphne	125.00
Total Platt, Daphne			125.00
Proquest			
09/23/2019	61862625	subscription	11,896.03
09/23/2019	61862625	subscription	11,896.03
Total Proquest			23,792.06
Recorded Books			
09/23/2019	76501662	materials	41.60
09/27/2019	76515604	materials	41.60
Total Recorded Books			83.20
S & S Worldwide			
09/23/2019	IN100260513	program supplies	125.80
Total S & S Worldwide			125.80

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 September 2019

Date	Num	Memo	Amount
Safeguard Lock & Key 09/27/2019	8409	installation	315.00
Total Safeguard Lock & Key			315.00
Schall Hardware 09/06/2019	17735	maintenance suppl...	445.00
Total Schall Hardware			445.00
Science Tellers 09/06/2019	10459	aliens program	350.00
09/06/2019	10461	aliens program	350.00
Total Science Tellers			700.00
Stanley Convergent 09/05/2019	16800749	alarm system moni...	239.39
09/05/2019	16800749	alarm system moni...	457.88
09/05/2019	16800133	access control ser...	197.01
09/05/2019	16796803	cctv monitoring/m...	68.56
Total Stanley Convergent			962.84
Sterling Sanitary Supply 09/23/2019	AL5685	monthly lease	300.00
09/23/2019	AL5632	janitorial supplies	848.49
Total Sterling Sanitary Supply			1,148.49
Thaler, Susan 09/13/2019	090419ST	reimbursement pr...	35.71
Total Thaler, Susan			35.71
Thrive Reiki 09/06/2019	33thrive	mindful monday an...	85.00
Total Thrive Reiki			85.00
Uline 09/27/2019	112350760	plastic corrugated ...	82.75
Total Uline			82.75
Utica National Insurance Group 09/26/2019	201151835	insurance	33,509.00
Total Utica National Insurance Group			33,509.00
Verizon 09/23/2019	9144109274sep19	phone service	43.82
09/27/2019	9143372191oct19	phone service	143.65
09/27/2019	9143373015oct19	phone service	49.81
Total Verizon			237.28
Verizon Wireless 09/05/2019	9836706638	cell phones	346.76
09/27/2019	9837811857	cell phones	213.21
09/27/2019	9837811858	cell phones	109.41
Total Verizon Wireless			669.38
WB Mason 09/05/2019	202208433	construction paper	2.18
09/05/2019	202226700	water bottles	20.04
09/13/2019	202583125	fruit juice pouches	33.66
09/23/2019	202490603	program supplies	102.01
09/23/2019	202640504	office and progra...	506.85
09/23/2019	202776562	program supplies	45.75
09/23/2019	202782662	copy paper	215.94
09/23/2019	202837171	program supplies	15.49

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10/07/19
Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
September 2019

Date	Num	Memo	Amount
09/27/2019	202546019	program supplies	111.67
09/27/2019	203071706	program and offic...	73.77
09/27/2019	203071706	program and offic...	359.90
09/27/2019	203076757	office supplies	112.20
09/27/2019	203080695	copy paper	215.94
Total WB Mason			1,815.40
We Do Lines			
09/25/2019	21323	conversion of spac...	1,137.50
Total We Do Lines			1,137.50
TOTAL			128,719.43

YPL OPERATING BUDGET 2020 – September

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month (Sept)	YTD	Balance	% used
101	Salaries	6,489,818	6,489,818	929,880	492,748	1,422,628	5,067,190	22%
103	Temp Services	660,600	660,600	86,608	41,600	128,208	532,392	19%
150	Termination Payments	35,000	35,000	4,818	6,044	10,862	24,138	31%
198	Overtime	270,450	270,450	63,436	27,054	90,490	179,960	33%
	Personal Services Total:	7,455,868	7,455,868	1,084,742	567,445	1,652,187	5,803,681	22%
280	Reference Materials	82,000	82,000	5,036	8,035	13,071	68,929	16%
	Materials Total	82,000	82,000	5,036	8,035	13,071	68,929	16%
301	Office Supplies	97,110	97,110	13,341	6,595	19,936	77,174	21%
306	Janitorial Supplies	33,100	33,100	4,271	1,572	5,843	27,257	18%
308	Wearing Apparel	2,971	2,971	0	0	0	2,971	0%
309	Fuel For Heating	85,500	85,500	0	0	0	85,500	0%
312	Hardware	7,025	7,025	776	872	1,648	5,377	23%
313	Misc. Supplies	1,000	1,000	0	0	0	1,000	0%
314	Electrical Supplies	750	750	202	0	202	548	27%
327	Nursery Supplies	300	300	0	0	0	300	0%
361	Gas	2,000	2,000	273	108	381	1,619	19%
	Material and Supplies Total	229,756	229,756	18,863	9,146	28,009	201,747	12%
401	Insurance	32,575	32,575	0	0	0	32,575	0%
402	Telephones	63,900	63,900	5,537	4,639	10,176	53,724	16%
403	Printing	13,310	13,310	4,865	950	5,815	7,495	44%
404	Lights and Power	170,226	170,226	0	0	0	170,226	0%
405	Postage	3,800	3,800	0	0	0	3,800	0%
406	Freight and Express	500	500	62		62	438	12%
407	Equipment Maint. And Repair	45,700	45,700	10,987	963	11,950	33,750	26%
408	Rental of Equipment	14,280	14,280	1,386	475	1,861	12,419	13%
409	Building Maint. And Repair	78,000	78,000	3,555	13,997	17,552	60,448	23%
410	Milage Allowance	685	685	0	0	0	685	0%
413	Professional Fees	183,950	183,950	22,014	36,324	58,338	125,612	32%
415	Outside Labor & Related Charges	45,500	45,500	3,000	2,988	5,988	39,513	13%
419	Misc. Expenses	16,750	21,164	6,374	0	6,374	14,790	30%
421	Rental of Space	750,000	750,000	0	0	0	750,000	0%
422	Janitorial Service	2,600	2,600	630	0	630	1,970	24%
424	Maint. Of Office Equipment	3,200	3,200	830	-830	0	3,200	0%
425	Subscriptions and Publicationns	121,183	121,183	1,436	26,766	28,202	92,981	23%
430	IT Hardware Maint.	44,000	44,000	8,820	5,636	14,456	29,544	33%
431	IT Software Licensing and Maint.	486,323	486,323	175,147	5,234	180,381	305,942	37%
436	Tuition/Bd/Travel Reimbursement	2,150	2,150	139	0	139	2,011	6%
446	Automobile Repair	6,000	6,000	1,055	0	1,055	4,945	18%
481	Binding of Books	700	700	0	0	0	700	0%
496	Special Projects	20,000	20,000	0	0	0	20,000	0%
	Contractual Services Total	2,105,332	2,109,746	245,837	97,140	342,977	1,766,769	16%
	Total Operating Budget	9,872,956	9,877,370	1,354,478	681,767	2,036,245	7,841,125	21%

COY created an eronious journal entry in July for \$830. They credited back the funds in a jounal entry in September

**YONKERS PUBLIC LIBRARY
 QUARTERLY BUDGET REPORT
 FOR THE YEAR JULY 1, 2019-JUNE 30, 2020
 REVENUE**

Revenue Category	Budgeted Revenue 2019-2020	Revenue Realized 7/1/2019-6/30/2020
	<hr/>	<hr/>
Fees & Fines	\$51,000	\$4,153
Rental of Property	11,000	3,135
Miscellaneous (Includes E-Rate)	41,050	0
Total Library Generated Revenues	<hr/> \$103,050	<hr/> \$7,288
State Funding	47,560	51,720
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<hr/> \$10,460,214	<hr/> \$10,368,612

**YONKERS PUBLIC LIBRARY
 QUARTERLY BUDGET REPORT
 FOR THE YEAR JULY 1, 2019-JUNE 30, 2020
 CAPITAL FUNDS**

		ORIGINAL AMOUNT	AMOUNT AVAILABLE 9/30/2019
C2099CP			
510647	Will Auditorium Improv.	55,000	48,229
510822	Computers & Library Equipment	47,000	28,619
510873	Exterior - Will Branch	2,400,000	0
510874	Boiler Upgrades	568,000	62,254
510906	Library Books and other Equipment	450,000	168,068

**YONKERS PUBLIC LIBRARY
QUARTERLY BUDGET REPORT
FOR THE YEAR JULY 1, 2019-JUNE 30, 2020
GRANTS FUNDS**

	AMOUNT AWARDED	AMOUNT AVAILABLE 9/30/2019
DANY	250,000	246,485
MONTEFIORE	142,942	0
SED-LDA	211,412	211,412
MONTEFIORE ADDITION	95,475	43,782

BANK ACCOUNT INFORMATION

SEPTEMBER 2019

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>9/30/2019</u>
<u>ENDOWMENTS AND TRUSTS</u>						
<u>SAUNDERS ENDOWMENT GOAL \$65,000</u>						
STERLING NATIONAL BANK	2.75%	SAUNDERS BOOK FUND	4658	6/4/2020	15 MO. CD	75,074.78
<u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.75%	JOHN JUTKOWITZ THEATER FUND	1100221	9/11/2020	15 MO. CD	10,673.86
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.05%	DAVID S. KOGAN MEM FUND	1085514	8/29/2020	12 MO. CD	5,109.57
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.75%	RITA G. MURPHY MEM FUND	1097874	6/26/2020	15 MO. CD	5,507.13
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK	N/A	YPL TRUST ACCOUNT	6700288970	----	CHECKING	5,664.86
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
STERLING NATIONAL BANK	2.75%	CONTRIBUTIONS ACCOUNT	4659	6/4/2020	15 MO. CD	27,440.62
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.05%	CONTRIBUTIONS ACCOUNT	1102029	8/7/2020	12 MO. CD	63,591.80
STERLING NATIONAL BANK	2.25%	CONTRIBUTIONS ACCOUNT	6249	10/2/2019	14 MO. CD	51,723.94
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK	0.01%	CONTRIBUTIONS ACCOUNT	6700289260	----	CHECKING	37,623.63

JOINT MANAGEMENT REPORT
OCTOBER 2019

Façade. The terracotta work on the façade is now completed, and the contractor is working on the remaining windows, some interior details, and the punch list. Substantial completion should be reached by the end of October.

New Staff. We welcomed two new full-time staffers to YPL this month. Rose Avilés is our new Community Services Coordinator, and Adult Services librarian Daniel Sabol started at the Will Branch.

Computer Lab. The large public computer room on the first floor at Riverfront received a much-needed refresh this month. All of the tables and chairs were replaced, a new attendant's station was installed, floors were refurbished and the room was repainted. The furniture replacement was made possible with Community Development Block Grant funding.

CLUSTER Award. CLUSTER Community Services honored YPL at their annual recognition dinner. YPL has partnered with CLUSTER for several years to provide valuable social services to Yonkers residents.

National Voter Registration Day. All three branches participated in a national campaign to encourage local citizens to register to vote. The Mayor's Office partnered with YPL and sent additional staff to Riverfront and Will to help with the effort. On a related note, the Riverfront Library and the Will Branch will be designated early voting sites for the November election.

Staff Development Day. Our annual event has been scheduled for Friday, November 22 at the Will branch. We're planning a full day of training and workshops, capped off by recognition of staff members who have reached longevity milestones. Trustees are invited to join us at 3:45 for the recognition part of the program.

MEETINGS ATTENDED THIS PERIOD

9/19	Ed & Susan	PLDA monthly meeting @WLS
	Ed & Susan	Lunch Club
	Ed & Susan	CoY Firefighter Recruitment meeting @Human Resources
	Ed & Susan	Groundwork Urban River event @H20
9/24	Ed & Susan	Chamber of Commerce networking breakfast @Zuppa
	Susan	CPCY board meeting
	Ed & Susan	Meeting with Senator Stewart-Cousins @28 Wells St.
	Susan	IT meeting
9/25	Susan	Women In Business board meeting @Homefield House
	Ed & Susan	JCY Volunteer Recognition event @Lake Isle Country Club
	Ed	Rosh Hashanah event @City Hall
	Ed	Foundation board meeting @Riverfront
9/26	Susan	Staff Development Day teleconference
	Ed	Chamber of Commerce board meeting

	Ed, Susan & Vivian	CLUSTER Gala @H20
9/27	Susan	Yonkers On The Move phone meeting
	Susan	Christoph Sawyer – PSA review
	Susan	IT meeting
9/30	Susan	Clerical interview
10/1	Ed & Susan	Façade construction meeting @Will
	Susan	MHVC project meeting
10/2	Susan	Blood pressure monitor teleconference
10/3	Ed & Susan	Monthly meeting with Deputy Mayor @City Hall
	Ed & Susan	Thursday Gallery Hop
	Ed & Susan	Historical Society Dinner @Dunwoodie
10/7	Susan	NNORC press event @City Hall
10/8	Ed & Susan	Police Commissioner Installation @Riverfront
	Ed	E-Content Committee @WLS
10/9	Ed & Susan	Pollinator Pathway event @Riverfront
10/10	Susan	Staff Development Day Committee
10/11	Susan	Mellon Grant Steering Committee @SLC
10/12	Susan	Hispanic Heritage program
10/15	Ed & Susan	Yonkers On The Move @Crestwood
10/16	Susan	Women In Business board meeting @Homefield House
	Ed & Susan	School Funding Roundtable with Sen. Mayer @ Riverfront
	Susan	Vendor Training @Will
10/17	Ed & Susan	PLDA monthly meeting @WLS
	Ed & Susan	YPS Latino Culture Fair @Riverfront

UPCOMING EVENTS

Chamber of Commerce Dinner	11/7/19
WLS Annual Meeting	11/21/19

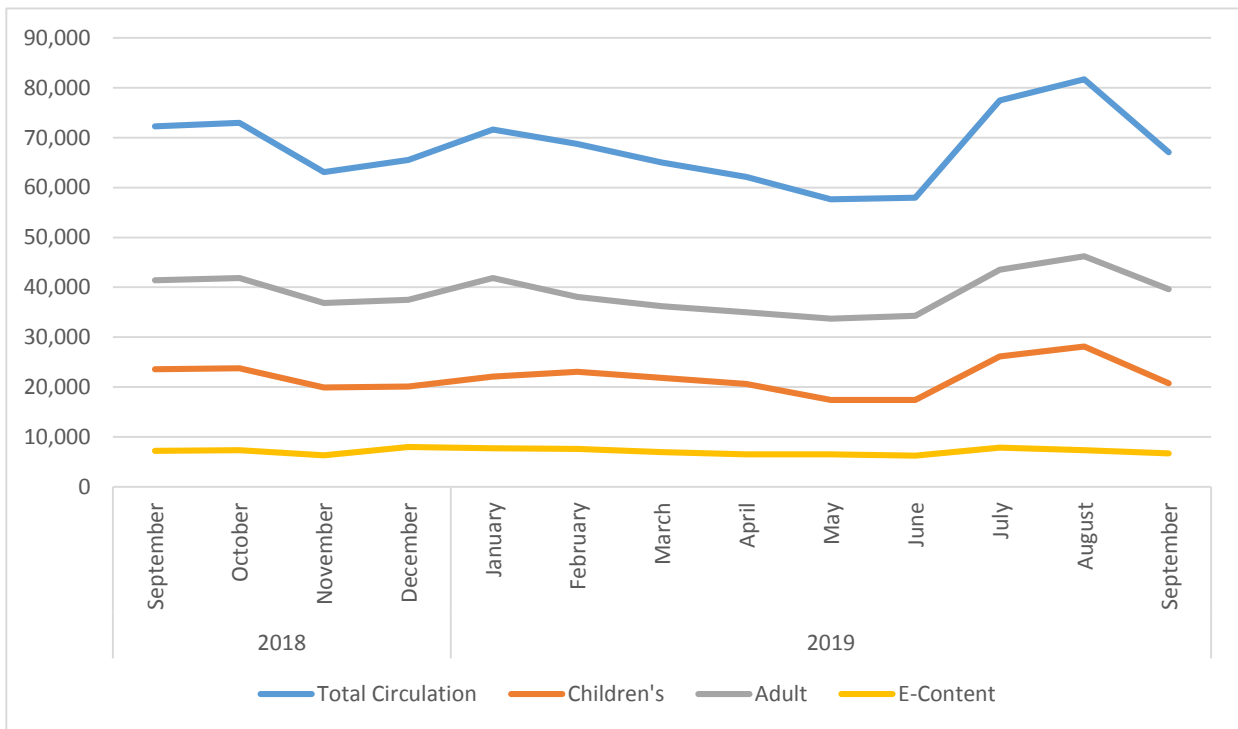
YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS September 2019

	<u>2018</u>		<u>2019</u>		<u>Dev.</u>	<u>%</u>
Days of Service	28		28			
Hours of Service	765		772			
RIVERFRONT LIBRARY		<i>per svc hr</i>		<i>per svc hr</i>		
Adult	15,098	19.7	13,396	17.4	(1,702) (2.4)	
Children's	8,148	10.7	6,340	8.2	(1,808) (2.4)	
Total Riverfront Circulation	23,246	30.4	19,736	25.6	(3,510) (4.8)	-15.1% -15.9%
GRINTON I. WILL LIBRARY						
Adult	22,250	29.1	21,933	28.4	(317) (0.7)	
Children's	13,398	17.5	12,619	16.3	(779) (1.2)	
Total Will Circulation	35,648	46.6	34,552	44.8	(1,096) (1.8)	-3.1% -4.0%
CRESTWOOD LIBRARY						
Adult	4,068	5.3	4,302	5.6	234 0.3	
Children's	2,035	2.7	1,761	2.3	(274) (0.4)	
Total Crestwood Circulation	6,103	8.0	6,063	7.9	(40) (0.1)	-0.7% -1.6%
E-CONTENT (ALL BRANCHES)	7,238		6,685		(553)	-7.6%
TOTAL CIRCULATION						
Total Current Month	72,235	94.4	67,036	86.8	(5,199) (7.6)	-7.2% -8.0%
Total Previous Months	<u>521,529</u>		<u>542,254</u>		<u>20,725</u>	<u>4.0%</u>
Total Year-to-Date	593,764		609,290		15,526	2.6%

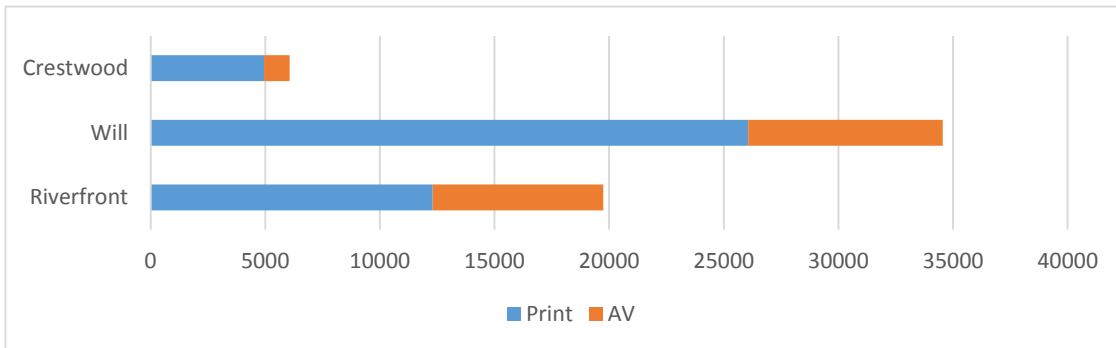
Circulation September 2018 - September 2019

		Total Circulation	Children's	Adult	E-Content
2018	September	72,235	23,581	41,416	7,238
	October	72,974	23,792	41,863	7,319
	November	63,080	19,888	36,868	6,324
	December	65,508	20,091	37,461	7,956
2019	January	71,637	22,092	41,836	7,709
	February	68,723	23,067	38,071	7,585
	March	65,041	21,851	36,224	6,966
	April	62,098	20,644	34,975	6,479
	May	57,630	17,421	33,685	6,524
	June	57,955	17,380	34,310	6,265
	July	77,481	26,125	43,515	7,841
	August	81,689	28,134	46,193	7,362
	September	67,036	20,720	39,631	6,685



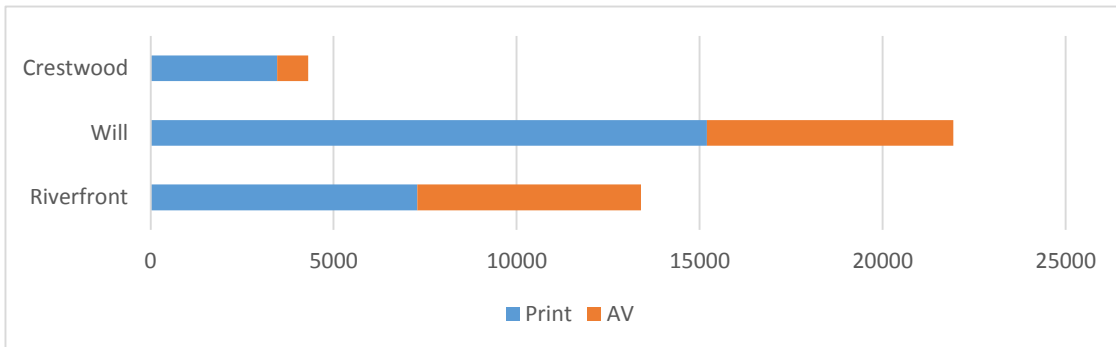
Print vs. AV by Branch - September

	Print	AV	Total
Riverfront	12299	7437	19736
Will	26070	8482	34552
Crestwood	4946	1117	6063
Total	43315	17036	60351



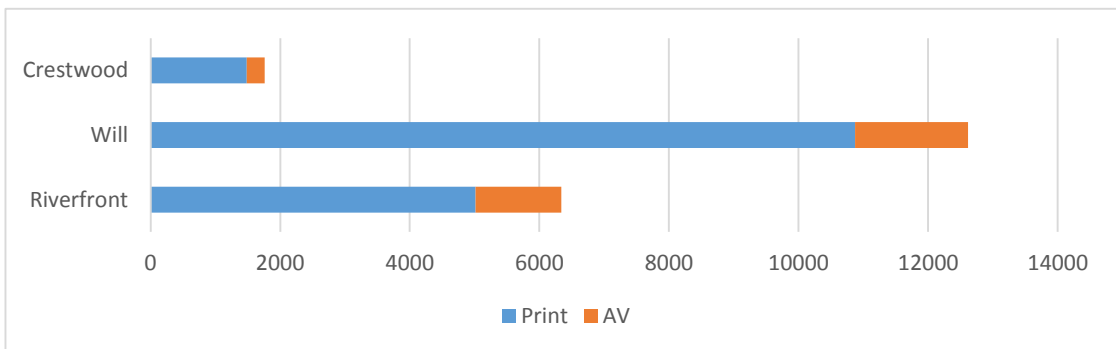
Adult Print vs. AV by Branch - September

	Print	AV	Total
Riverfront	7284	6112	13396
Will	15196	6737	21933
Crestwood	3461	841	4302
Total	25941	13690	39631



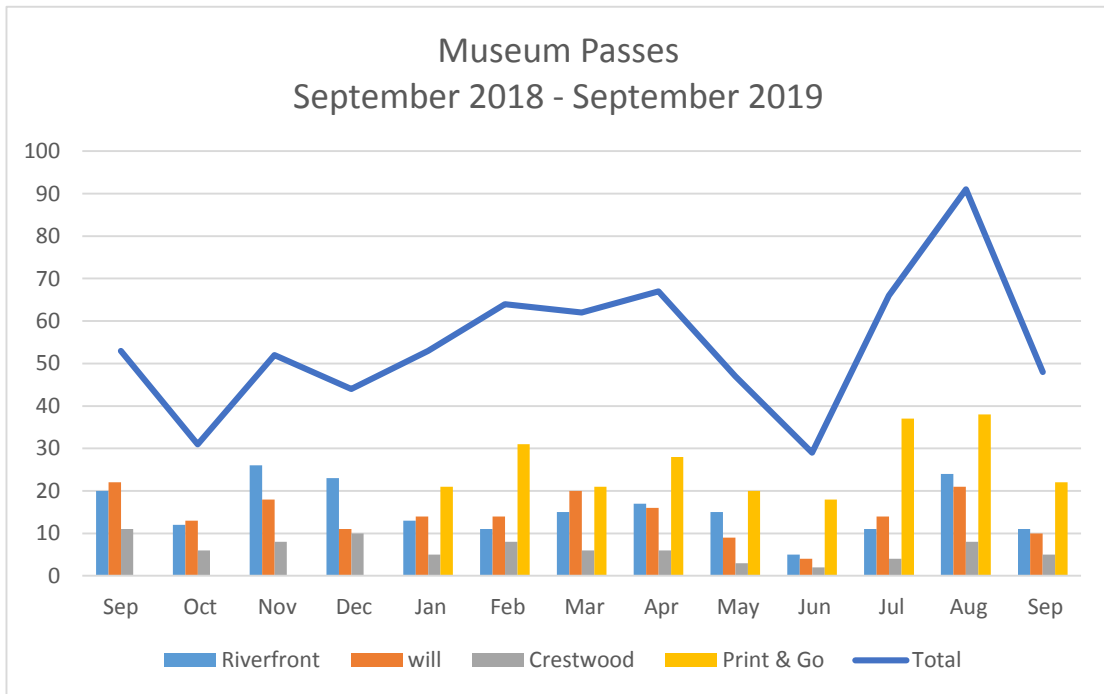
Juvenile Print vs. AV by Branch - September

	Print	AV	Total
Riverfront	5015	1325	6340
Will	10874	1745	12619
Crestwood	1485	276	1761
Total	17374	3346	20720



Museum Passes - September

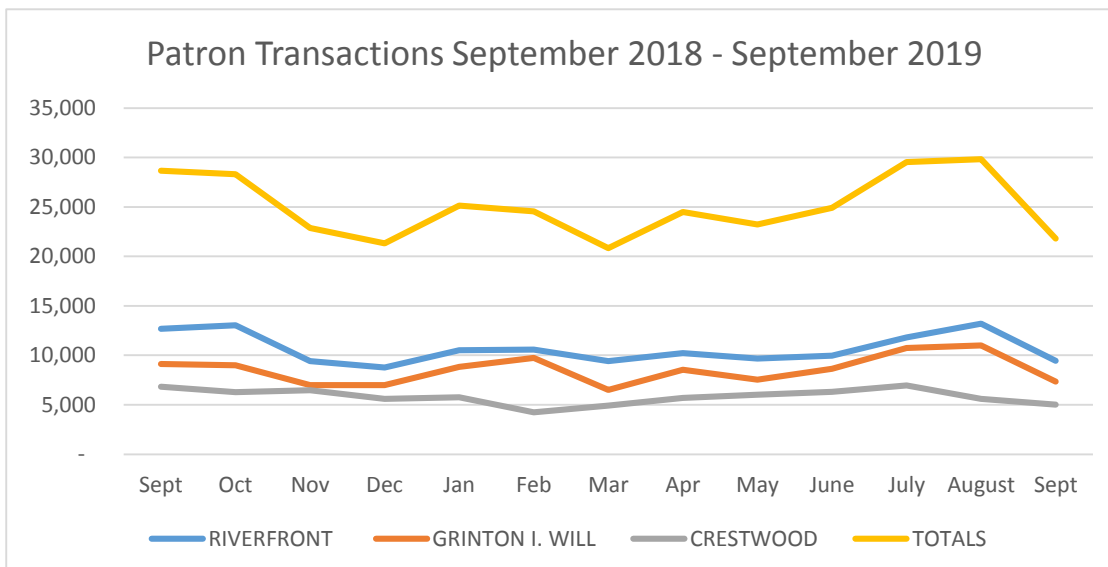
	Month	Riverfront	Will	Crestwood	Print & Go	Total
2018	September	20	22	11		53
	October	12	13	6		31
	November	26	18	8		52
	December	23	11	10		44
2019	January	13	14	5	21	53
	February	11	14	8	31	64
	March	15	20	6	21	62
	April	17	16	6	28	67
	May	15	9	3	20	47
	June	5	4	2	18	29
	July	11	14	4	37	66
	August	24	21	8	38	91
	September	11	10	5	22	48



PATRON TRANSACTIONS

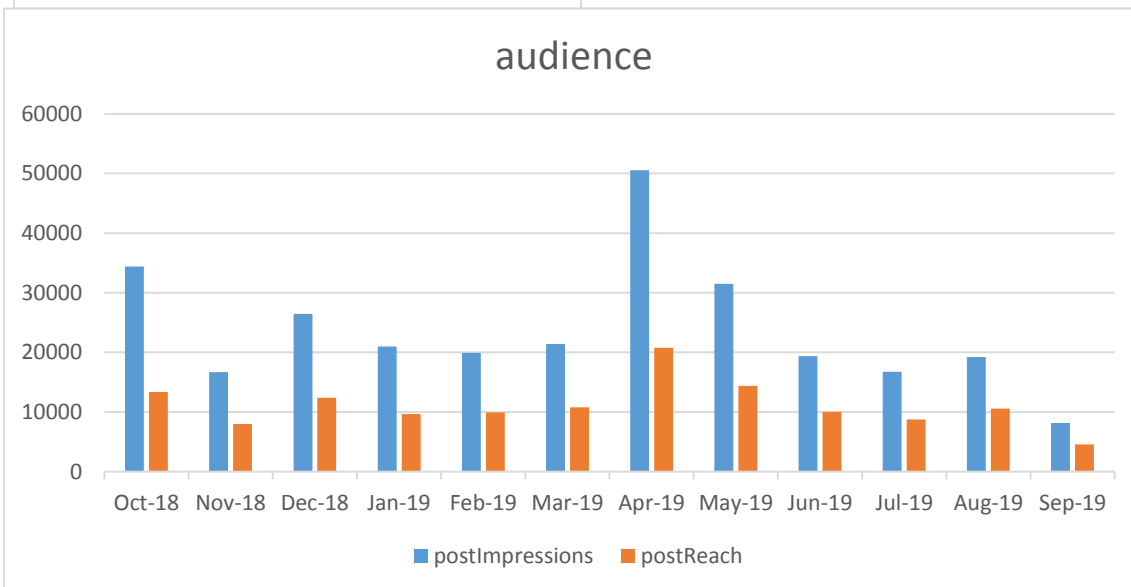
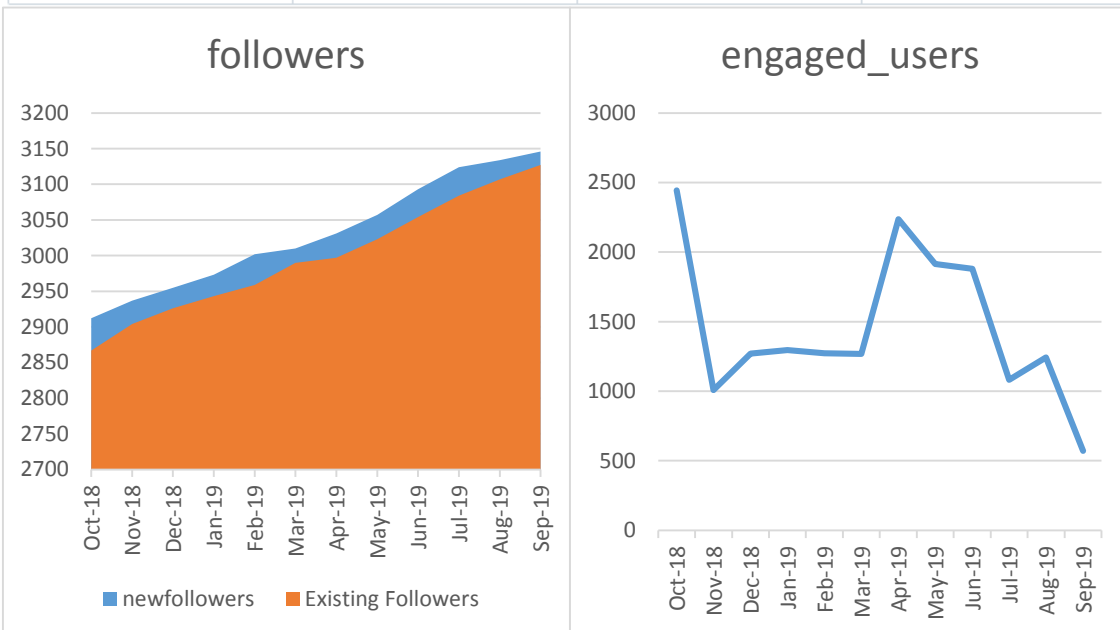
September 2019

	<u>Sept 2018</u>	<u>Sept 2019</u>	<u>Deviation</u>	<u>%</u>
RIVERFRONT LIBRARY				
Circulation	5,025	3,213	(1,812)	
Directional/Other	4,708	4,200	(508)	
Reference	2,955	2,021	(934)	
Total	12,688	9,434	(3,254)	-25.6%
GRINTON I. WILL BRANCH				
Circulation	5,064	3,484	(1,580)	
Directional/Other	1,757	1,972	215	
Reference	2,317	1,898	(419)	
Total	9,138	7,354	(1,784)	-19.5%
CRESTWOOD BRANCH				
Circulation	1,835	1,669	(166)	
Directional/Other	1,680	877	(803)	
Reference	3,330	2,471	(859)	
Total	6,845	5,017	(1,828)	-26.7%
TOTALS				
Current Month	28,671	21,805	(6,866)	-23.9%

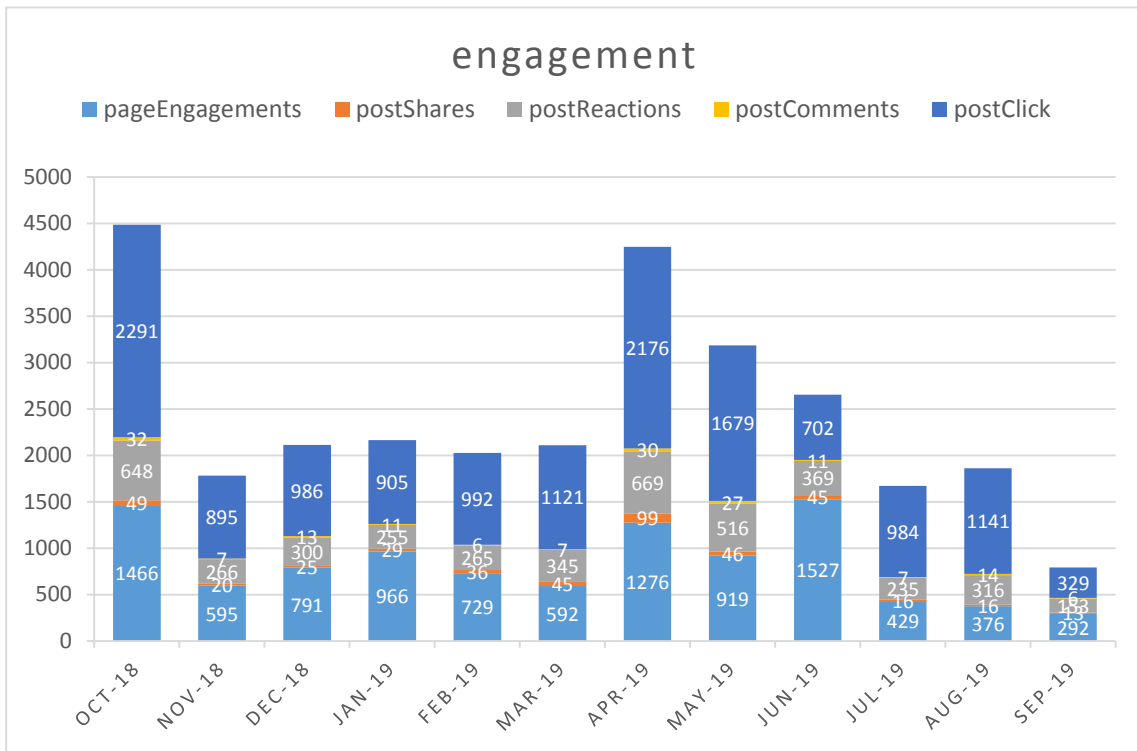


Performance for the selected 30 days compared to the previous period




Posts 13 ↓ 23%	Post Reach 4,540 ↓ 54%	Post Impressions 8,144 ↓ 55%	Link Clicks 37 ↓ 36%
Reactions 229 ↓ 54%	Engaged Users 572 ↓ 52%	Page & Post Engagements 793 ↓ 55%	New Fans 19 ↓ 26%



Impressions are the number of times a post from your page is displayed. For example, if someone sees a page update in their Facebook newsfeed and then sees that same update when a friend shares it, that counts as 2 impressions. **Reach** refers to the number of people who see your content, while impression refers to the number of times the content is displayed.

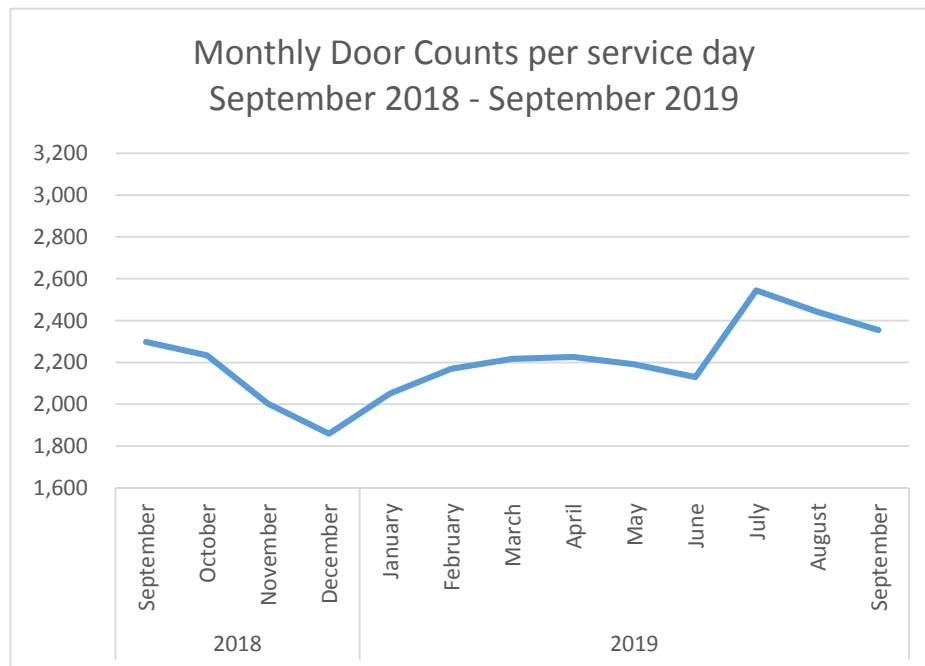


Engagement is any action someone takes on your Facebook Page or one of your posts. The most common examples are likes, comments, and shares, but it can also include checking in to your location or tagging you in a post

Posts and Stories	Engagements	Audience
26 September 11:41 am VIEW POST  Almost there! Daniel has already read 900 books! Not long before #1000booksbeforekindergarten! ❤️❤️ ❤️❤️	71 post clicks 16 reactions 1 comments 1 shares	1,184 post impressions 809 post reach
15 September 03:37 pm VIEW POST  Mommy and I both got our Library Cards Today—and I signed up for 1,000 Books Before Kindergarten!	23 post clicks 35 reactions 1 comments 1 shares	872 post impressions 634 post reach
30 September 04:35 pm VIEW POST  Congratulations to our own Christian Zabriskie, Branch Administrator of the Grinton I. Will Branch! He and Urban Librarians Unite co-founder Lauren Comito will be honored at the New York Library Association's annual conference for their groundbreaking work to make sure that library services are available to all.	35 post clicks 20 reactions 4 comments 1 shares	581 post impressions 457 post reach

Monthly Door Counts Per Service Day - September

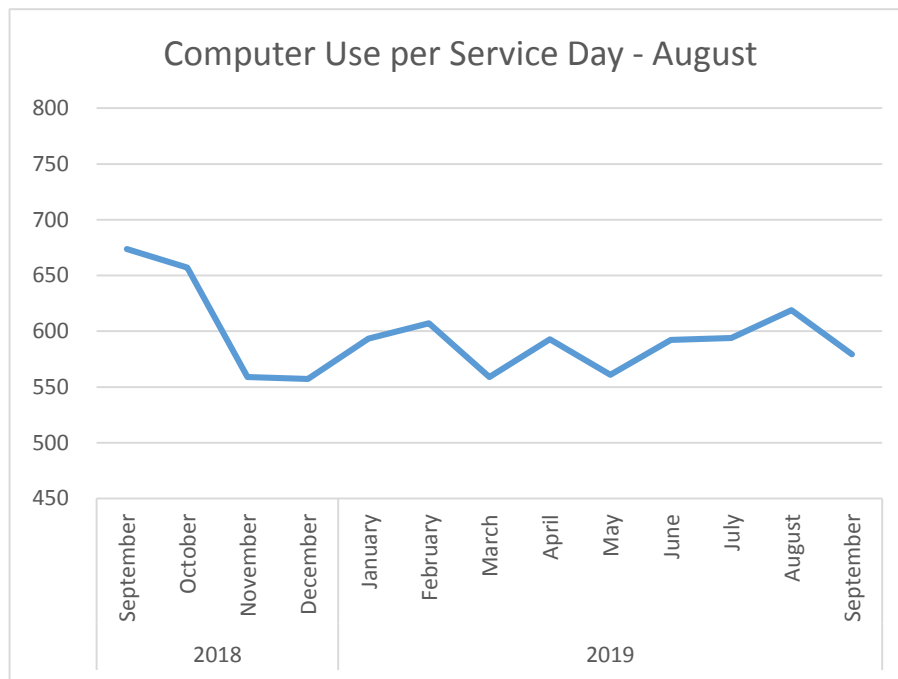
		TOTAL	Days Open	Per day Avg
2018	September	64,355	28	2,298
	October	66,997	30	2,233
	November	54,076	27	2,003
	December	55,752	30	1,858
2019	January	59,508	29	2,052
	February	56,420	26	2,170
	March	68,748	31	2,218
	April	64,556	29	2,226
	May	65,726	30	2,191
	June	63,899	30	2,130
	July	76,333	30	2,544
	August	75,720	31	2,443
	September	65,936	28	2,355



Impressions are the number of times a post from your page is displayed. For example, if someone sees a page update in their Facebook newsfeed and then sees that same update when a friend shares it, that counts as 2 impressions. **Reach** refers to the number of people who see your content, while impression refers to the number of times the content is displayed.

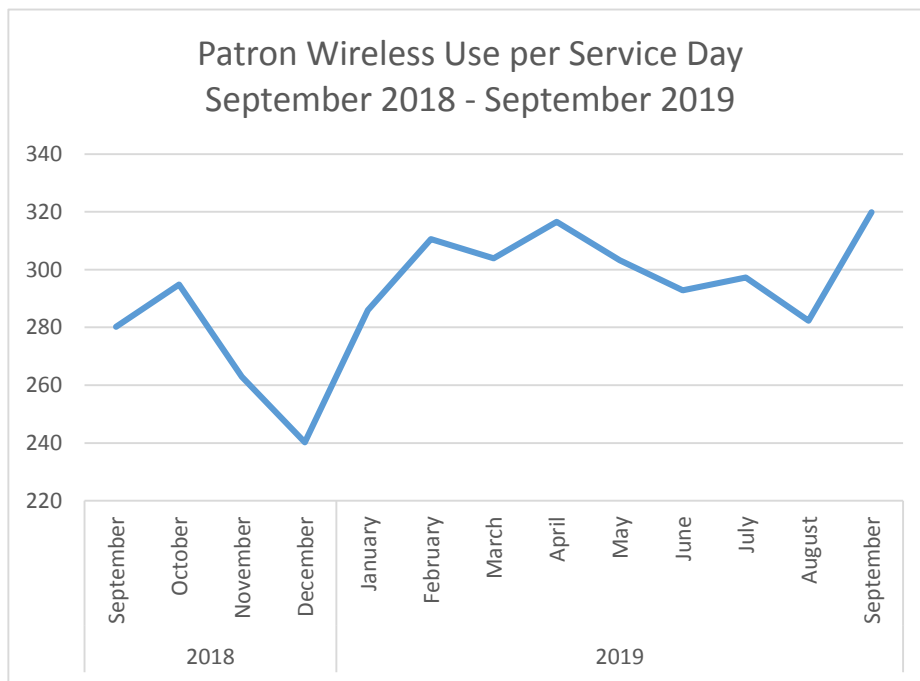
Computer Use Per Service Day - September

		TOTAL	Days Open	Per day Avg
2018	September	18,864	28	674
	October	19,710	30	657
	November	15,087	27	559
	December	16,712	30	557
2019	January	17,203	29	593
	February	15,786	26	607
	March	17,324	31	559
	April	17,191	29	593
	May	16,831	30	561
	June	17,768	30	592
	July	17,821	30	594
	August	19,187	31	619
	September	16,222	28	579



Patron Wireless Use Per Service Day - September

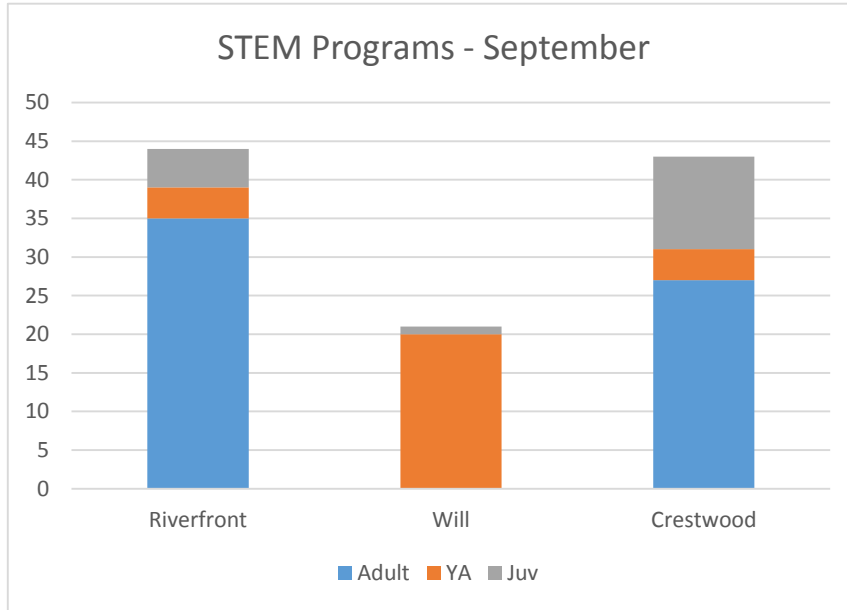
		TOTAL	Days Open	Per day Avg
2018	September	7847	28	280
	October	8846	30	295
	November	7098	27	263
	December	7207	30	240
2019	January	8292	29	286
	February	8074	26	311
	March	9420	31	304
	April	9179	29	317
	May	9097	30	303
	June	8786	30	293
	July	8917	30	297
	August	8751	31	282
	September	8957	28	320



STEM Programs - September 2019

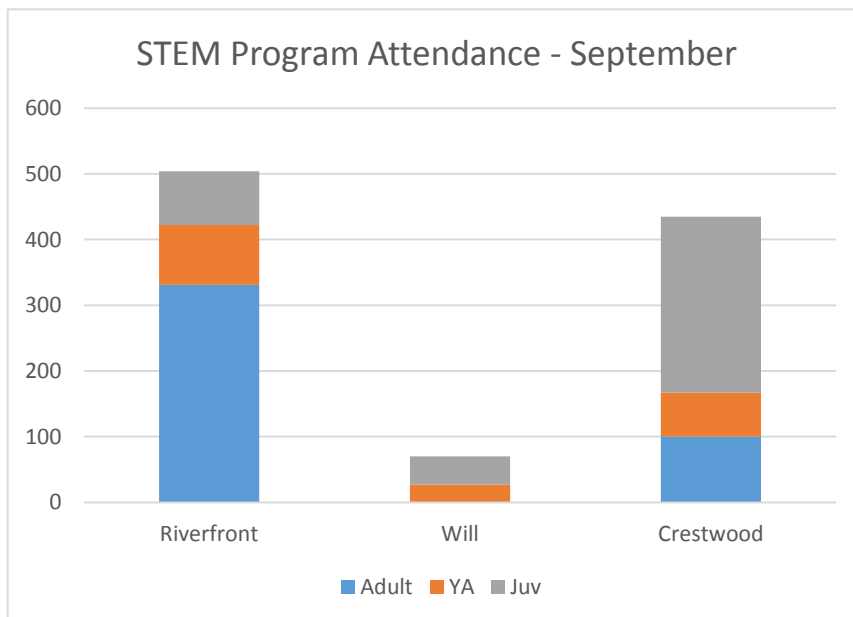
Sessions

	Adult	YA	Juv	Total
Riverfront	35	4	5	44
Will	0	20	1	21
Crestwood	27	4	12	43
Total	62	28	18	108



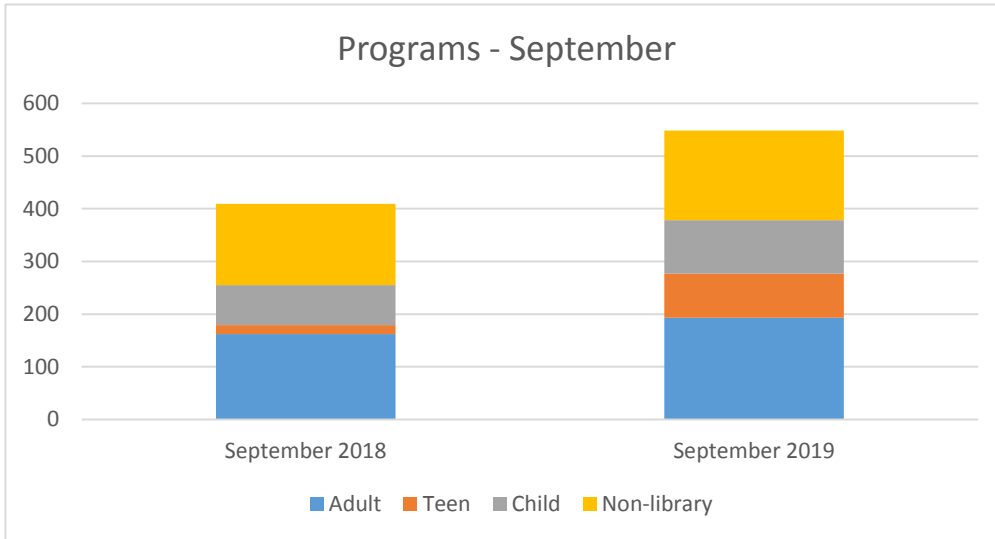
Attendance

	Adult	YA	Juv	Total
Riverfront	331	91	82	504
Will	0	27	43	70
Crestwood	100	67	268	435
Total	431	185	393	1009



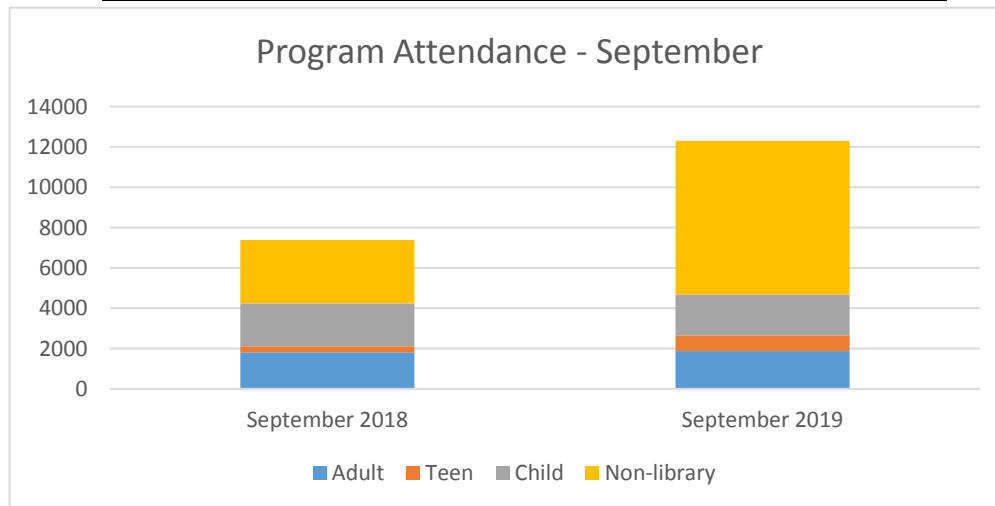
One-Year Comparison PROGRAMS

	September 2018	September 2019
Adult	162	193
Teen	17	84
Child	76	101
Non-library	154	170
Total	409	548



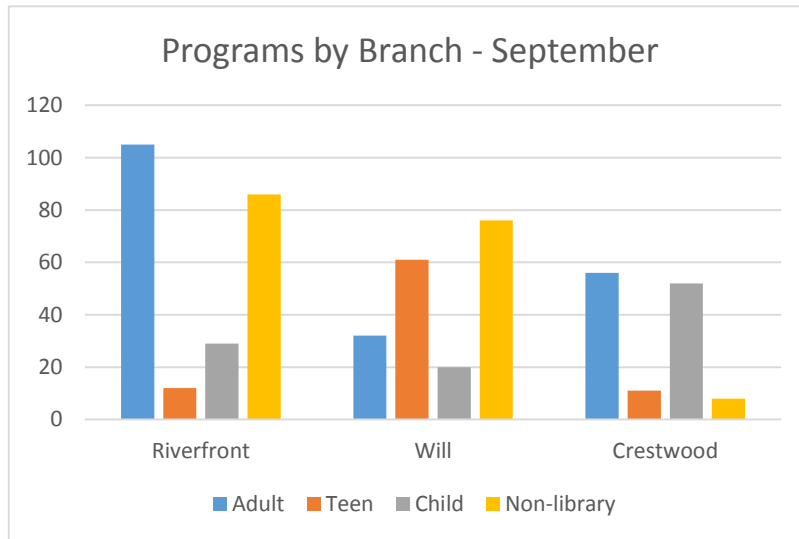
ATTENDANCE

	September 2018	September 2019
Adult	1818	1879
Teen	294	774
Child	2128	2031
Non-library	3138	7615
Total	7378	12299

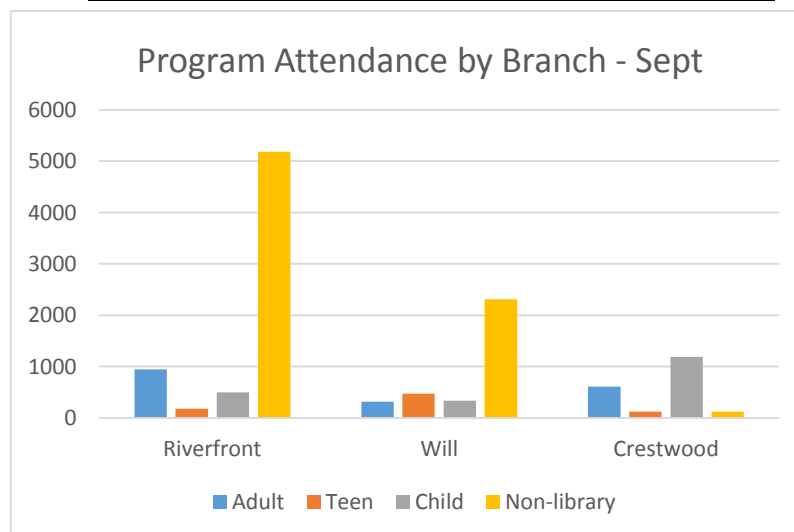


Yonkers Public Library Programs - September 2019

Number of Programs				
	Riverfront	Will	Crestwood	Total
Adult	105	32	56	193
Teen	12	61	11	84
Child	29	20	52	101
Non-library	86	76	8	170
Total	232	189	127	548



Attendance				
	Riverfront	Will	Crestwood	Total
Adult	946	321	612	1879
Teen	179	473	122	774
Child	501	337	1193	2031
Non-library	5184	2309	122	7615
Total	6810	3440	2049	12299



**Yonkers Public Library
Riverfront Branch
ACTIVITIES REPORT - September 2019**

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Adult Ceramics	Adult			6
1	Anime Club	Y/A			12
1	Apuntar y hacer clic	Adult	Yes		0
1	Ayuda con la tecnologia	Adult	Yes		3
4	Babies and Books	JUV			97
2	Baby Signing Time	JUV			66
4	Bilingual Story Time	JUV			78
1	Bingo Social	Adult			15
1	Books before bedtime	Adult			5
2	Ceramic apples	JUV			18
2	Christoph vinyl cutter & printer	Adult			6
3	Citizenship Class	Adult			39
1	Craft Tuesday	Adult			13
6	ESOL & USCFI - Multi-level	Adult			115
6	ESOL & USCFI -Beginner	Adult			77
1	Excel I	Adult	Yes		8
1	Excel II	Adult	Yes		7
1	Finding Grants	Adult			5
1	Genealogy Club	Adult			8
1	Google Docs and Drive	Adult	Yes		2
1	Internet Basico	Adult	Yes		0
1	Internet for Beginners	Adult	Yes		5
1	Intro to 3D printing	Adult	Yes		8
1	Intro to finding Grants	Adult			5
1	Intro to Photoshop	Adult	Yes		5
1	Intro to Publisher	Adult	Yes		3
1	Intro to Windows 7	Adult	Yes		7
1	Intro to Word	Adult	Yes		2
1	iPad games for seniors (green screening)	Adult	Yes		5
4	Job Search Help	Adult			46
1	Jumpstart Resume	Y/A			9
3	Knitting/ Crocheting / Coloring	Adult			59
1	Legorama	JUV	Yes		23
1	Literacy Solutions- Learning Center	Adult	Yes		75
26	Literacy Solutions- Tutors	Adult			67
2	Mother Goose Time	JUV			43
1	Movie: Captain Marvel	Adult			20
1	Movie: Shazzam	Adult			25
1	MR & Dr. Levine in Maker lab	Adult			2
2	Neo Teen Art Club	Y/A			19
1	Nutrition program	Adult			15
1	PowerPoint I	Adult	Yes		6
1	PowerPoint II	Adult	Yes		4
4	Preschool Playdate	JUV			70
2	Puppy Love Time	JUV			14

1	QuickBooks	Adult	Yes		5
1	Read Away your Fines	Adult			27
1	Riverfest- VR	Adult	Yes		55
1	Riverfront Book Club - Like Water for Chocolate	Adult			11
1	Salad Lunch Club	Adult			17
1	SAT Prep Class	Y/A			21
2	Sew Amazing	Y/A			18
1	Sewing Club	Adult			4
14	Tasc	Adult	Yes		111
1	Tech Drop In	Adult	Yes		5
1	Tech for Seniors	Adult	Yes		13
4	Teen Gaming	Y/A	Yes		91
1	Teen Job Workshop	Y/A			9
4	Toddler Time	JUV			33
1	Traffic Safety - Road Rage	Adult			6
4	Tween Tech Time	JUV	Yes		59
1	Word Basico	Adult	Yes		2
3	Word Boot Camp	Adult			8
1	Zumba	Adult			14

STEM		Class Visits	
Sessions	Attendance	Sessions	Attendance
44	504	0	0

	<u>Sessions</u>	<u>Attendance</u>
Adult	105	946
Y/A	12	179
JUV	29	501

Total Regular Library Programming

146

1626

NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
1	6th Borough Film Collective	6	
1	American Safety School - Defensive Driving Class	9	\$25
1	Andrus Community Services	30	
1	Avon - Sales Meeting	46	\$75
1	Birth from the Earth -Community Information Session	96	
1	Black men Feel	11	
1	Chi Eta Phi	12	
1	City of Yonkers - Career Center	300	
1	City of Yonkers - Department of Planning and Community	10	
1	Community Planning Council	6	
1	Economic Development for Westchester County	10	
1	Effiduaseman Association of USA	121	\$1,698
1	Families United For Solutions - Wealth building	55	
4	Family Service Society of Yonkers - YES! Program/ Kinship	106	
2	Family Services of Westchester - Trainings	72	
4	Feeding Westchester - Survey for Montefiore	41	
3	Fidelis Care -Meeting	55	
1	Friends Of Phillipse Manor Hall	12	
1	Happy and Healthy Club	26	\$75
1	Hope and Love Book Club	6	
1	Legal Services of Hudson Valley - Housing Training	39	
1	LGBTQ Advisory Board	9	
1	Lyfe Coalition	22	
1	Milestones For Love	11	
3	MTA Explorer Program - Weekly meeting	42	
1	Mustardseed Vocal School	5	
1	National Council of Negro Women	8	
1	NYCD16 Indivisible	96	
1	NYS Department of Financial Services	16	
2	Presbyterian Church of Ghana - Conference	86	\$696
6	Score - Successfully Growing Your Business	120	
2	Sister to Sister International	30	
1	The Revealing of the 12 Tribes of Israel	11	
1	TLC Bus Company	46	\$100
3	US Small Business Administration	58	
1	Worth - Women on the Road Healing	3	
3	YMCA - Board Meeting	47	
1	Yonkers Coalition for Youth	26	
1	Yonkers Fire Department - General Meeting	20	
1	Yonkers Fire Department - Swearing in ceremony	500	
1	Yonkers Human Rights Commission	42	
8	Yonkers Public Schools - Bus Monitors Assignments & inquiries	2400	
1	Yonkers Public Schools - Language Services	13	
2	Yonkers Public Schools - Professional Development	63	
1	Yonkers Public Schools - Special Ed - Training	62	
5	Yonkers Public Schools - Transportation - Bus Monitor Refresher	210	
1	Yonkers Public Schools - Transportation - Sexual Harassment Training	36	

1	Yonkers Public Schools - YPS Teachers Training	86	
1	Yonkers SEPTA	15	
2	YPIE - Coach Kick off	20	
1	Zip Cleaning - Interviewing	12	\$25

	<u>Sessions</u>	<u>Att.</u>
Total Non-Library Programming	86	5184
GRAND TOTAL PROGRAMMING	232	6810

**Yonkers Public Library
GRINTON I. WILL BRANCH
ACTIVITIES REPORT - SEPTEMBER 2019**

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
4	Knitting/Crocheting Club	Adult			39
4	Bridge Club	Adult			40
2	Friends of YPL Programs	Adult			175
2	String Meet Up	Adult			7
9	Senior Benefit Information Center	Adult			10
8	WEBS Career Counseling	Adult			8
1	Job Hunting	Adult			1
1	Zumba	Adult			16
1	Book Club	Adult			25
1	Teen Advisory Group	Y/A			7
20	Teen Lounge	Y/A			112
20	Electronic Games	Y/A	YES		27
20	YA Groups ex AHRC, Another Step, Day Break	Y/A			327
3	Gruffalo Story & Craft	JUV			15
1	Bilingual Story	JUV			10
2	Mother Goose Time	JUV			64
3	Nursery Rhyme Time	JUV			84
1	Baby Time	JUV			42
1	Happy Hobbit Day	JUV			13
3	Lego Club	JUV	YES		43
1	Apploe Story and Craft	JUV			16
1	Feature Film : Wonder Park	JUV			40
4	Homework Helper	JUV			10

	Sessions	Attendance
Adult	32	321
Y/A	61	473
JUV	20	337
STEM	23	70
Class Visits	0	0
Total Regular Library Programming	113	1,131

NON-LIBRARY PROGRAMMING

Sessions	Program	Attendance	Fee
12	Westchester Board of Elections	630	
4	Al-Anon	32	
3	Meditation Seminars with Indra	15	
1	Yonkers Police Dept	325	
1	Writers' Workshop	15	
2	Toastmaster's	30	
1	Yonkers Historical Society	10	
2	Parliamo Italiano	15	
2	LaLeche League of Yonkers	16	
1	Indian Center of Westchester	250	
2	Sing Memorable Songs	25	
1	Yonkers Philharmonic Society	15	
1	CSEA	40	
2	AARP	60	
1	Park Ave. Investors	24	
1	National Council of Negro Women	35	
1	National Association of Hispanic Nurses	6	
1	City of Yonkers	7	
2	Guiding Eyes	35	
6	UFT Retired Teacher	89	
1	Housing Action Center	30	
1	Empire Safety Driving Program	30	50
6	Little Learners-Yonkers Parks Dept	150	
1	Driver's Safety	25	50
20	Senior Center-Parks Dept	400	

	<u>Sessions</u>	<u>Att.</u>
Total Non-Library Programming	76	2,309
GRAND TOTAL PROGRAMMING	189	3,440

Yonkers Public Library Crestwood Branch -September 2019

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
4	1000 Book Thursdays	Juv			67
1	Adult Reading Celebration - Sweet End of Summer	Adult			35
1	Alzheimer's Support through the Generations	Adult			22
1	Art for Homeschoolers - Meet the Masters: Matisse	Juv			36
1	Back to School Party	Juv			24
4	Color at Crestwood	Adult			60
1	Crestwood Book Club	Adult			11
4	Crestwood Cinema	Juv			41
1	Crestwood Fireside: Carolyn McLaughlin Author Visit	Adult			32
1	Crestwood Fireside: Musical Interlude	Adult			28
2	Crestwood Literary Lego Challenge	Juv	Yes		31
1	Crestwood Reiki Experience	Adult			14
1	Experience VR	Y/A	Yes		7
1	Get Organized!	Adult			12
3	Grandparent's Craft Station	Juv			89
19	Help Desks	Adult	Yes		22
1	Homeschoolers Unlocking the Library Mystery	Juv			42
5	Homework Helper	Juv			50
1	Jumpstart Your New School Year	Juv			11
1	Mediumship Message Circle	Adult			14
1	Mindful Mondays	Adult			8
4	Minecraft Mania	Juv	Yes		49
1	Monarch Butterfly Party	Juv	Yes		25
8	Music & Merriment	Juv			377
4	News & Brews	Adult			123
1	Parents: Jumpstart Your Children's School Year	Adult			6
1	Paws for Reading	Juv			29
4	PC Cruzin'	Adult	Yes		40
1	Relax & Restore Sound Meditation	Adult			25
4	Saturday Chess @Crestwood	Juv			52
1	Saturday Storytime	Juv			16
2	Sing Memorable Songs: Crestwood Crooners	Adult			16
4	StoryCraft	Juv			79
1	Tech Drop-In: Everything E-Books	Adult	Yes		4
1	Tech Drop-In: Google Docs	Adult	Yes		12
1	Tech Drop-In: Kahoot & Online Games	Juv	Yes		12
1	Tech Drop-In: Learning Express	Y/A	Yes		11
1	Tech Drop-In: Tutor.com	Y/A	Yes		12
1	Tech Drop-In: YPL Website	Adult	Yes		10
1	Teen Talk: Alzheimer's Support through the Generations	Y/A			13
4	Teen Tuesday	Y/A	Yes		37

1	Teens: Jumpstart Your School Year	Y/A			8
1	Terrific Tuesday Night Science	Juv	Yes		18
1	Tumblebooks	Juv	Yes		49
1	Volunteens	Y/A			14
2	Wordplay	Juv			12
1	YA Book Buzz	Y/A			20
4	Yoga for Yogis	Adult			51
4	YOM Walks	Adult			55
2	Young Science Explorers	Juv	Yes		84
1	YPS PD Free Online Resources with your YPL Library Card	Adult	Yes		12

STEM		Class Visits	
Sessions	Attendance	Sessions	Attendance
46	435		

	Sessions	Attendance
Adult	56	612
Y/A	11	122
JUV	52	1193

Total Regular Library Programming 119 1927

QUARTERLY REPORT JULY, AUGUST, AND SEPTEMBER 2019

RIVERFRONT LIBRARY

The Riverfront Library is a tremendous community resource offering information, enrichment, entertainment, access to technology, and public gathering space where people can learn and work together. We are proud of the invaluable resources we offer and the sterling service of our staff. We trust that during this last quarter, we have provided our patrons with as great a return as ever on their investment, as we have striven to maintain the highest possible standards of public service and to provide our growing and changing population with the informational, cultural, and recreational resources they need.

Our Mission: Service for all

Summer brought an abundance of teen volunteers to the Young Adult Department. Over 30 young people signed on to help the Reference and Young Adult Departments with tasks such as straightening shelves, edging books, and pulling books for display. Some of them also assisted the librarians with administering the summer lunch program and with the various demands of our organizational presence at the City's annual Riverfest celebration.

The theme for this year's Summer Reading program was *A Universe of Stories* and, thanks to Eileen Fusco, our Teen Librarian, the program was once again a tremendous success, with a total of 129 participants and a total of 449 books read.

Among the creative programs in which our teen patrons participated during the quarter were *Rocket Pops, Macramé Bracelets, Teen VR, Energy Healing Meditation, Moon Shot, Ice Cream Sundaes, Sound Meditation & Reiki Healing, Holy Guacamole, and Fajita Festival*. They also took part in various Virtual Reality exercises.

The Library served over the summer months as a free lunch site, as part of the Yonkers Board of Education's Food program, which makes free lunches available to students 18 years old and younger who may not otherwise have a lunch to eat. We served 2,890 meals over a period of seven weeks. Very often our staff go above and beyond the call of duty, and this is a case in point, for without Eileen Fusco, Samar Zaghar, and the Riverfront Custodial Department the free lunch program for kids and teens would not have been possible.

John Favareau and Christine Bitetti assisted Boy Scout David Stinga in his effort to win a Citizenship in the Community merit badge. He was required to interview workers of the local government about an issue of importance to the community, but David Stinga chose to look into the role of the public library in the age of the Internet. John Favareau provided David Stinga with evidence of the continuing importance of the Library as a repository of local documentation and Christine Bitetti introduced him to the marvels of the Library's Tech Center.

Ana Gantzer hosted a *DoNut Worry Party*, where the celebration included making, decorating, and eating this yummy hole food. Alice DeWaters helped patrons protect themselves from road rage by hosting an educational program offered by the Westchester County Traffic Safety Office. Alice also coordinated the annual *Introduction to Finding Grants* workshop, where attendees learned how to find potential funders and what funders are looking for in nonprofits. Nurse Janet Levine, RDN, DMD, showed patrons how

simple it is to prepare plant based foods that are satisfying, nutrition-packed, and delicious in the program *The Power of Plant-Based Nutrition*, coordinated by Mary Robison. Mary also coordinated the summer blood drive (the donors were each given gift cards to Dunkin Donuts).

The Riverfront Library offers Notary Public Services at no cost to the residents of our community. During the quarter Children's Librarian Ralph Guida, a state-certified notary, did 75 notarizations for patrons in the Library. The library's notaries are scheduled during the Library's hours of operation.

The Riverfront Library Children's Department continued during the last quarter to offer a variety of fun and educational events designed for kids and toddlers, whether it was watching a movie, attending a story time or a STEM workshop, or participating in the Legorama Club program. With such events the Department succeeds in bringing the community together at the Library. And of course, the weekly story time in the Children's Department continues to be popular.

Children's programs during the summer included *Cartooning workshops, Friendship Bracelet, Zumba for Kids, Mad Science, Kindermusik, and Fitness Fun for kids.*

The Children's Department also hosted the JCY-Westchester Community Partners' annual six-week Reading Buddies program. With the invaluable help of Sally Pinto and her staff, the program was a great success. The Summer Reading program in the Children's Department registered 498 students. In addition to its successful summer reading program, the Children's Department hosted some STEM programs that focused on science, technology, engineering, art and math. Children had the opportunity to participate in hands-on activities including building their own robots and bridges by using all four of the focused areas of STEM.

The Children's Department is pleased to announce that it hosted its first *Puppy Love Time*, a program designed to improve the literacy skills of children through the assistance of a registered therapy dog. The children were to read their favorite story to therapy dog Cooper, an Old English sheepdog.

The Library continues to promote early literacy through our special program 1,000 Books before Kindergarten. We have so far registered 441 children, with a total of 16,400 books read, and eight children have read 1,000 books each.

Community Engagement

The Riverfront Library partners with schools, cultural groups, non-profit organizations, and other community groups to promote and enhance the well-being and civic life of the community. The Library participated in several community programs including the following:

Summer Sparkle program by South Broadway BID - Sandy Amoyaw, Lawrence Farah and Unique Carson attended this successful program for kids.

Community Baptist Church end of summer family celebration - the program was attended by Sandy Amoyaw and Lawrence Farah.

Double Dutch program hosted by the South Broadway BID - the program was attended by Sandy Amoyaw, and Lawrence Farah, who offered bookmarks, library cards and signed kids up for the 1,000 Books before Kindergarten program.

The Mayor's African-American Advisory Board 2nd Annual Family and Friends Day program - the Library was represented by Sandy Amoyaw and Unique Carson.

The Yonkers Public Library once again partnered with Barnes & Noble for a successful fundraising **Book Fair**.

As always, the Riverfront Library will strive to continue its track record of providing to the Yonkers community exceptional service and materials, exciting and informative programs as well. In October, the Adult Department will host the program Understanding Breast Health, a discussion of breast cancer risk, prevention, screening, and treatment.

Professional Development

The Riverfront Library staff continues to work hard to update their professional skills in order to improve their service to the public. The following meetings and workshops were attended by members of staff during the quarter.

Else Schreiber and Eugene Howell went to the WLS *Evergreen Buckets, Baskets, and List* workshop.

Susan Thaler and Aurora Cruz attended the 4th Police Precinct's National Night Out. They offered bookmarks, library cards, and program flyers to participants.

Deputy Director Susan Thaler, Tara Somersall, and Renee Rabadi attended the Yonkers Basics training program at the Yonkers Board of Education.

Renee Rabadi attended the *Back to School and Beyond* workshop at WLS.

Meetings attended by the Branch Administration during the last quarter; the St. Peter's Childcare Advisory Board, the Yonkers Salvation Army Advisory Board, the Yonkers Police Department's 2nd Precinct (for National Night Out), the Mayor's African American Advisory Board, and the East Yonkers Rotary International.

Thank you to all who continue to give of their time, talents, and resources in support of our community and the Riverfront Library. Your efforts continue to help the Library provide exceptional value to this community.

Sandy Ernest Amoyaw

Construction: Construction has had numerous delays during this period but the renovation project is finally nearing completion. The large windows in administration & technical services have been replaced. There was a large issue regarding the terracotta panels between the supplier and the contractor and this delayed progress for some weeks. The vast majority of the work has now been completed and we have small details still outstanding. As we get closer to final completion it will be important to generate excitement about the renovation. It has been impossible to maintain excitement as the job has dragged on but when the building is finally complete we will have an incredible opportunity to highlight the Will Library. In many ways this renovation is the realization of a vision for the library that the technology of the time would not allow. Planning for public outreach around the completion of construction has begun.

Summer Meals: Staff served 524 meals to children over the course of six weeks. Staff supported the program well and worked hard to get kids served in a friendly welcoming manner.

Adult Services: Adult Services continues to work together as an integrated department. Collections are still being developed, some notable additions to the collection include a segment of literature around addiction recovery, new cookbooks focusing on baking, and new materials for our literature collection.

Mike Walsh has been doing excellent work with the local history incubator. He is working with local historian Theresa Murphy to record podcasts. He arranged for more photos from the Yonkers Police Museum to be sent to the library to continue to expand that collection. He also did an interview with author/historian Michael Virgintino about Freedomland as well as coordinating an author talk/lecture by Mr Virgintino which had over 40 people in attendance. Mike has author interviews pending with Patricia Vaccarino and Lisa Belkin. He has become very conversant with analog-to-digital conversion tools we have in the incubator as well as with the new microfiche machine which can convert microfilm to digital images for patrons.

Alan Houston has been very active in supporting Senior and Special Populations. He has circulated approximately 86 shipment of books to homebound patrons as well as created a new procedures manual for homebound services and developed a proposal to expand the program. He's been coordinating with WLS and the City of Yonkers on a new grant regarding seniors creating a NORC (Naturally Occurring Retirement Community) here in Yonkers. He will be working with the City to help them with meeting/training space, offering library programs, and spreading the word about homebound services. Alan has also met with the head of Coordinated Outreach Services for Brooklyn Public Library and attended a training session with them as well as librarians at the Andrew Heiskell Talking Book and Braille Library at New York Public Library. He is currently working with Elena Falcone from WLS to set up a pilot project to provide Braille, talking books, and low vision technology here at the Will Library. This is currently in the planning stages but we hope to be able to move forward with it. He is also preparing a possible lending set of adaptive technology aids for low vision (magnifiers, sheet magnifiers, etc). Alan also presented at the Yonkers Partnership for Elderly South West Livable Communities Regional Council Meeting where he represented the library and highlighted the work we are engaged in with these populations.

Youth Services: Youth Services had a busy summer as usual. They did nine programs a week as weekly programs with numerous one time programs in addition. Summer offerings included Sloppy Science, Arch for Kids, Cartooning, a regular Art Cart, and an author visit with Allison Pataki. Altogether they held 55 programs serving 1,731 attendees. They registered 261 kids for summer reading and 2,433 books were read by summer reading participants. After a brief pause programming resumed in September with activities like Happy Hobbit Day, Gruffalo Story and Craft, and bilingual storytime. Shades have been installed in the children's office and story room and both have had a deep cleaning.

Administration: Branch Administrator Christian Zabriskie has been awarded the New York Library Association Distinguished Service to Libraries award for 2019 in recognition of his work with his business partner Lauren Comito running the not-for-profit organization Urban Librarians Unite.

CRESTWOOD BRANCH QUARTERLY REPORT - JULY, AUGUST & SEPTEMBER 2019

It was a sweet summer quarter for us. Mary Nowak celebrated her first anniversary at Crestwood – her flair for displays, kind manner with the patrons and craft resourcefulness have been a bolster all year. We added part-time Custodian Luis Barcelo, part-time clerk Theodora Aina, former Yonkers High School Storyteller Philip Chopak and former Volunteer Matthew Rodrigues to our Crew. Sumie Hernandez-Moss took a full time job at Children’s Village but will work on occasional Sundays.

We are grateful that there were no major building improvements that needed to be made. Russell Martinez and his custodial crew have been keeping the grounds well maintained. Minor but very helpful improvements included getting smaller American and POW flags, hanging of a new squirrel proof bird feeder, blind repair, rug cleaning and light bulb replacements. IT improvements included Carlos Figueroa’s overseeing of the WLS hardware network upgrade on our network equipment, new headphones and mice for public computers, iPad app software installation for library apps on our library iPads and 3D Printer wireless software installation and an order of filament for the 3-D Printer .

Programming continues to be at the core of our community engagement. People of all age ranges had an opportunity to participate in the “Universe of Stories” themed 2019 Summer Reading Program. Adult, Teen and Children’s summer reading programs were well attended and our patrons’ reading accomplishments were celebrated at an intergenerational ice cream party at the end of August. This summer, we focused on our tried and true intergenerational programming including weekly Wednesday Crafternoon, Fit & Fun Friday and Tuesday/Thursday We Read Together programs. Pajama storytimes twice a month were a big hit. Summer technology program highlights included teen volunteer assisted programs of Ozobots and Scratch, Online Games & KAHOOT, Hour of Code, all facilitated by Part-Time Clerk Matthew Rodrigues. Sumie Hernandez Moss ran Summer of Science weekly programs that were “out of this world” and helped us discover new STEM concepts. For a third year in a row, our Adult Summer Reading Program was well received and culminated in a lovely Sweet End of Summer literary celebration in mid-September.

Staff development this quarter revolved around all Crew members getting more familiar with best practices for Evergreen. Justine Osterman continues her Queens College Library School courses for her final semester before graduation. Librarian I Philip Poggiali started his Human Resources course for the completion of the Certificate of Public Library Administration through the Palmer School at LIU. He continues to take on more responsibilities and was instrumental in launching our new Adult Reader’s Theater program this summer, offering 3-D Printing sessions, leading an “Unlocking the Library Mystery” Homeschooler program and assisting with the Yonkers Public Schools Free Online Resources with your YPL Library Card workshop.

Community Connections this quarter included the completion of local boy scout Sean Gaughan’s Little Free Libraries project. He installed a Little Free Library on our property and five others around the Crestwood Community. We are happy to have mentored him in his Eagle Scout Project and assisted him in his mission of keeping literacy and the love of reading alive. Our latest community partnership is with Rockefeller Preserve Monarch Butterfly Project. We birthed six Monarch Butterflies all raised from eggs and assisted one caterpillar to attain their metamorphosis into butterflies. Crestwood Historical Society held their annual meeting in September on “Who Lived in Your House?” with President Gigi Carnes. Yonkers on the Move Phase 2 walks continue to be well attended with a strong intergenerational showing, proving that we are truly a whole community resource.

Friends of Crestwood Library continue to meet monthly and provide co-funding for programs. They have lost their 501(c)(3) status and are working towards reinstating it. This September parents, teens and children started the school year by having the opportunity to attend board member Patricia Manning’s “Back to School Get Organized” sessions specially curated towards each group. Treasurer Lois Heitner is continuing to teach Chair Yoga in the fall with the addition of a monthly Melt Method Program.

Paideia School 15 experienced a loss of their elementary school librarian. We will continue to work with the PTA and ELA Specialist Kathleen Goggin, as well as individual teachers to provide support and resources to the students.

Selected Highlights of Branch Manager's Professional Meetings and Activities during this period included:

July:

- 1-5: Gong Craft Gong Summit (Sound Studies, Manchester CT, on own time)
- 11: Corporate Fun Run at Purchase College
- 12: Not Just for YA Book Group Meeting Co-Moderating at Savor in The Westchester, White Plains
- 17: Friends of Crestwood Library Board Meeting, Crestwood Library
- 18: Scholastic Reading Summit, Old Greenwich, CT
- 19: Shelly Mayer Open Office Hours, Crestwood Library
- 23: Simon & Schuster Book Preview, NYC
- 27: YPL Barnes & Noble Book Fair, Yonkers, NY

August:

- 1: Youth Services Unconference, Darien Library, CT
- 2: Branch Management Meeting at Grinton I. Will Library
- 7: Friends of Crestwood Library Board Meeting, Crestwood Library
- 8-12: Et Tuba Caneret (Sound Studies Training), 9 Ways Academia, Perkasio, PA (on own time)
- 13: Homeschooling Collaboration Meeting, Crestwood Library
- 15: Monarch Ambassador Training at Rockefeller Preserve, Pleasantville, NY
- 20: Wake for Caroline Sullivan's Father
- 21: Mass for Caroline Sullivan's Father, Annunciation Church, Crestwood, NY
- 26: Staff Development Day Meeting, Grinton I Will Library
- 28: WLS YSAG Teleconference Meeting

September:

- 3: Management Meeting at Grinton I. Will Library
- 4: School 15 Back to School Meet & Greet at Paideia School 15 Cafeteria
- 5: Westchester One Read Meeting, Westchester Library System Headquarters, Elmsford, NY
- 13: Yonkers Public School Professional Development Planning Meeting with Gina Bell, Crestwood Library
- 14: WLA Anne IZARD Storyteller's Choice Award Ceremony, Ossining Library & Crestwood Historical Society Board Meeting, Crestwood Library
- 13: Not Just for YA Book Group Meeting Co-Moderating at Savor, The Westchester in White Plains
- 18: SEIU Union Meeting at Grinton I Will Library & Friends of Crestwood Library Board Meeting, Crestwood Library
- 20: Random House Book Preview, NYC
- 24: Friends of Crestwood Library Meeting at Crestwood Library
- 25: Author Visits Seminar at BOCES School Library Headquarters, Harrison
- 28: Crestwood Historical Society Meeting

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager

Custodial Department
Quarterly Report
July, August, September, 2019

Crestwood

We installed a new bird feeder.

Will

During routine inspection we found multiple leaks in our pneumatic system, we consulted with ABM Management who referred us to Intrepid Control Services. Intrepid determined that our very old drying system had failed and was leaking oil into the pneumatic system and that our compressors were also filling with oil, causing it to fail. Intrepid was hired to make the needed repairs. There are still pneumatic lines at the air handlers containing oil that my staff and I will be replacing.

In September we installed new outdoor trash barrels.

Also to comply with new no smoking laws Director Falcone supplied new signs for Crestwood and Will, and those signs were installed.

Our handicapped parking spaces have been redrawn and new signs installed to bring us up to code.

Riverfront

Nothing to report this Quarter.

Staff:

The Crestwood branch welcomed part-time custodian Louis Barcelo.

Russell Martinez
Supervisor of Custodians

IT Department Quarterly Report

Completed Projects

- **Riverfront Computer Renovation**
 - Through a CDBGB grant that was awarded to Yonkers Public Library, we were able to renovate the room and purchase new furnishings for the public computer room on the first floor. Eighteen tables and the corresponding chairs were replaced with new equipment and a new attendant desk was installed to create a dedicated area for computer room staff to work from. This change also allowed us to move some equipment to create a copying, faxing, printing and scanning area. City maintenance crews compounded and painted the walls that needed fixing and Russell and his team cleaned and re-waxed the floors. So far the room has a much better aesthetic feel, look and new signage will be created for directional purposes.
- **RIV Network Upgrades**
 - Network equipment on the YPL network in the Riverfront branch was replaced due to End-of-Life support and parts replacement issues.

Ticket System

The IT department at the library is currently using a ticketing system to keep track of work that each technician is assigned. The tickets can range from general help desk calls to repairs of various types. Below is the department count:

Tickets resolved	648
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Ongoing Projects

Projects that we are still currently working on:

- **Evanced Migration**
 - We are coordinating a migration with Demco to move the library to an upgraded and revised event and room management software solution. The current software that YPL uses is self-managed and is not supported by the manufacturer at this time.

Best Regards,

Carlos Figueroa

Yonkers Public Library - Graphics Department Quarterly Report: July-October, 2019

YONKERS PUBLIC LIBRARY

Columbus Day Closings (signs)
Election & Veterans Day Closings (signs)
Programs & Events - October 2019 (calendars)

RIVERFRONT LIBRARY

Director's Office

2018 Annual Report

Deputy Director's Office

Museum Pass, English/Spanish (fliers)
Blood Pressure Cuffs (fliers, poster)

Circulation Dept.

#2013 Part-Time Time Sheets (stock forms)
#0001 Library Card Sign-Up (stockforms)
#1005 Cash Collection Report Sheet (stockforms)

Children's Department

Fall Story & Craft (fliers, posters, Flickr)
Yoom Kids, September (fliers, poster, Flickr)
Baby Signing Time, September-June (fliers, poster, Flickr)
Legorama Club, September (fliers, poster, Flickr)
Fitness Fun (fliers, poster, Flickr)
Halloween Programs (fliers, poster, Flickr)
Legorama Club, October (fliers, poster, Flickr)

Young Adult Department

Feature Films, September (fliers, poster, Flickr)
Teen Tutor Time (fliers, Flickr)
Tutor.com, English/Spanish (fliers)
Puppy Love Time (fliers, poster, Flickr)
Come Paint Apples (fliers, poster, Flickr)
Teen Jumpstart (fliers, poster, Flickr)
Escape the Werewolf (fliers, poster, Flickr)
SAT/ACT (fliers)
Halloween Party (fliers, posters, Flickr)

Tech Central

STEM, September (fliers, Flickr)
Science Dad (fliers, poster, Flickr)
Coding with Scratch (fliers, poster, Flickr)

Reference/Adult

Macrame, English/Spanish Brittany Allen
Case Managers (fliers)
Tech Central, August (fliers)
Hispanic Heritage Month (bookmarks)
Evening Book Club, September (fliers, poster, Flickr)
Café con Libros, October (fliers, poster, Flickr)
Riverfront Book Club, September (fliers, poster, Flickr)
Fall Into Family History (fliers, poster, Flickr)
Hispanic Heritage Month: Vento Trio (fliers, poster, Flickr)
Test Guides (bookmarks)
English Conversation Group (fliers, poster, Flickr)
Case Managers (fliers reprints)
Clases de Computacion, September (fliers)
Tech Central, September (fliers)
Craft Tuesdays (fliers)
Plant Based Nutrition (fliers, poster, Flickr)
Yonkers Reader Voting Article (fliers, posters)
#7000 Request for Printed Materials (stockforms)
#5009 Employment Application Form (stockforms)
Grant Writing (fliers, posters, Flickr)
A Night of Salsa, English/Spanish (fliers, posters, Flickr)
Torillas for Tacos, English/Spanish (fliers, posters, Flickr)
DNA and Genealogy (fliers, posters, Flickr)
Breast Cancer Awareness Month (fliers, poster, Flickr)
Food and Housing Resources (pamphlets)
Directory of Services (fliers)
Homework Resources (fliers)
eBooks (fliers)
Textbooks (bookmarks)
Cite Your Sources (bookmarks)
Evening Book Club, October (fliers, poster, Flickr)
Clases de Computacion, October (fliers)
Tech Central, October (fliers)
Spanish Conversation Group (fliers, poster, Flickr)
Salad Club (fliers, poster, Flickr)
Genealogy Club, Fall (fliers)
Read Your Fines Away (fliers)
Mango Languages, English/Spanish (fliers)
SAT/ACT (fliers)
Riverfront Book Club, October (fliers, posters, Flickr)
Books for the Homebound (fliers)
Borrowing Materials (bookmarks)
Hours & Departments (bookmarks)
The Power of Self-Healing (fliers, posters, Flickr)
Breast Cancer Awareness (fliers, poster, Flickr)

Riverfront Art Gallery

Genderbread Person (fliers)
Black Panther and Fashion (fliers)
NEO Society (fliers)
University of Fashion (fliers)
Smartphone Photography (fliers)
Art Stories for Families and Children (fliers)
New Teen Art Club (fliers)
Mixed Media Mondays (fliers)

Yonkers Public Library - Graphics Department Quarterly Report: July-October, 2019

GRINTON I. WILL BRANCH

Branch Administrator's Office

#2013 Part Time Time Sheets (stock forms)

Circulation Department

Museum Program Borrower Agreement (fliers)

Children's Department

Aliens: Escape from Earth (fliers, poster, Flickr)

It's Time for Watermelon (fliers, poster, Flickr)

Lego Club, September-December (fliers, poster, Flickr)

Get Started with Chess (fliers, poster, Flickr)

Hobbit Day (fliers, poster, Flickr)

Gruffalo Story & Craft (fliers, poster, Flickr)

Storytimes, Fall (fliers, poster, Flickr)

Bilingual Storytime, September-December (fliers, poster, Flickr)

Apple Story & Craft (fliers, poster, Flickr)

Homework Helper (fliers, poster, Flickr)

Hispanic Heritage Month: Make a Jaguar Mask (fliers, poster, Flickr)

Hispanic Heritage Month: Dance Celebration (fliers, poster, Flickr)

Hooray for the Mets (fliers, poster, Flickr)

Ghosts & Goblins on Parade (fliers, poster, Flickr)

Farm Animals Story & Craft (fliers, poster, Flickr)

Read with Ruby (fliers, poster, Flickr)

Thanksgiving with Zev (fliers, poster, Flickr)

Dia de los Muertos (fliers, poster, Flickr)

Spooky Cartooning (fliers, posters, Flickr)

Dinosaurs Rock (fliers, posters, Flickr)

Young Adult Department

Friday Flicks (fliers, posters, Flickr)

Sew Amazing, August (fliers, poster, Flickr)

Zumba (fliers, posters, Flickr)

Young Adult Book Club, October (fliers, poster, Flickr)

Acting Workshop (fliers, posters, Flickr)

Sew Amazing, November (fliers, posters, Flickr)

Adult/Fine Arts Department

Will Book Club, September (fliers, poster, Flickr)

Will Movies, September (fliers, poster, Flickr)

Art Film, September (fliers, poster, Flickr)

Movie of the Month, September (fliers, poster, Flickr)

Will Movies, October (fliers, poster, Flickr)

Summer Reading Program (certificates)

Will Movies, October (fliers, poster, Flickr)

Movie of the Month, October (fliers, poster, Flickr)

Art Film, October (fliers, poster, Flickr)

Art Film, November (fliers, poster, Flickr)

Will Book Club, November (fliers, poster, Flickr)

CRESTWOOD BRANCH

Crestwood Computing, August (fliers)

Crestwood Book Club (bookmarks)

Crestwood Computing, September (fliers)

Crestwood Computing, October (fliers)

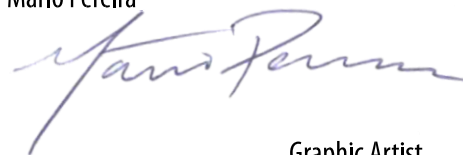
FRIENDS OF THE YONKERS PUBLIC LIBRARY

September Events (fliers, poster, Flickr)

October Events (fliers, poster, Flickr)

25 cents Children's & Young Adult Book Sale (fliers, poster, Flickr)

Mario Pereira



Graphic Artist

TECHNICAL PROCESSING DEPARTMENT
QUARTERLY REPORT
JULY, AUGUST, SEPTEMBER 2019

The continuations and periodicals list was updated for the 2020 subscription year. All departments reviewed their current subscriptions and standing orders and made additions or deletions as necessary. The various vendors have been notified and adjustments to the collections are being made.

During this quarter Tech. Processing has been busy with ordering, cataloging, processing, and linking materials for patron us in all three branches. The issues with Evergreen and the changes to our vendor accounts have still not been resolved. Despite repeated contact with WLS and B&T, our main vendor, the necessary information has not been added to the data base. Because of this, Tech. Processing is still processing and linking materials that otherwise would go directly to the departments. We are doing this in as timely a manner as possible.

Tech. Processing provides monthly budget balances for each department so that they can reconcile their orders and allotments. All departments use these monthly budget allotments to order their new materials.

Our department continues to answer any questions that Librarians and staff may have about their orders or vendors. We provide whatever information is requested and try to accommodate their needs.

Mary DiChiara
Technical Processing Dept.

BOOK STOCK

For the Month of SEPTEMBER 2019

RIVERFRONT LIBRARY	2019	2018
Number of volumes at end of previous month	150,976	
Number of volumes added this month	895	
TOTAL	151,871	
Number of volumes lost/withdrawn this month	249	
TOTAL VOLUMES RIVERFRONT LIBRARY	151,622	151,129

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	145,609	
Number of volumes added this month	837	
TOTAL	146,446	
Number of volumes lost/withdrawn this month	427	
TOTAL VOLUMES GRINTON I. WILL BRANCH	146,019	130,081

CRESTWOOD BRANCH		
Number of volumes at end of previous month	26,034	
Number of volumes added this month	482	
TOTAL	26,516	
Number of volumes lost/withdrawn this month	29	
TOTAL CRESTWOOD BRANCH	26,487	23,389

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	324,128	305,049
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Carlos Moran
Commissioner of Human Resources

DEPARTMENT OF HUMAN RESOURCES
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Yonkers, NY 10701

Tel. 914.377.6180
carlos.moran@yonkersny.gov

TO: All Commissioners, Department Heads, Supervisors and Payroll Clerks
FROM: Carlos Moran
Commissioner of Human Resources
DATE: September 9, 2019
RE: **2020 Holiday Schedule**

The following is the holiday schedule for the year 2020. This notice is to be posted on all departmental bulletin boards and communicated to all employees in your department. Pursuant to City labor agreements, New York State Law and past City practices, City Hall offices will be closed on these holidays. This announcement is not intended to supersede other agreements covering special units of employees.

Holiday	Date	Day of the Week
New Year's Day	January 1	Wednesday
Dr. Martin Luther King Jr.'s Birthday	January 20	Monday
Lincoln's Birthday	February 12	Wednesday
Washington's Birthday	February 17	Monday
Memorial Day	May 25	Monday
Independence Day (Observed)	July 3	Friday
Labor Day	September 7	Monday
Columbus Day	October 12	Monday
Election Day	November 3	Tuesday
Veteran's Day	November 11	Wednesday
Thanksgiving Day	November 26	Thursday
Christmas Day	December 25	Friday

§63 of New York Public Officers Law requires the veterans not be scheduled to work on that day prescribed by law as a public holiday for the observance of Memorial Day and the eleventh day of November, now as Veteran's Day. Accordingly, Department Heads are required not to schedule veterans to work on Monday, May 25 and November 11. If a veteran must be scheduled to work on either of these holidays, such veteran shall be entitled to applicable premium pay provisions in accordance with City agreements.



HOLIDAY SCHEDULE – 2020

Holiday

Date

New Year's Day	Wednesday, January 1
Dr. Martin Luther King Jr.'s Birthday	Monday, January 20
Lincoln's Birthday	Wednesday, February 12
Washington's Birthday	Monday, February 17
Easter	Sunday, April 12
Memorial Day	Monday, May 25
Independence Day	*Saturday, July 4
Labor Day	Monday, September 7
Columbus Day	Monday, October 12
Election Day	Tuesday, November 3
Veteran's Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Christmas Day	Friday, December 25

Close at 5 p.m.:

Thanksgiving Eve	Wednesday, November 25
Christmas Eve	Thursday, December 24
New Year's Eve	Thursday, December 31

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

Approved by the YPL Board of Trustees on October 17, 2019