



Board of Trustees Meeting
May 29, 2019
Crestwood Branch

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**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
CRESTWOOD BRANCH
MAY 29, 2019**

MINUTES

[ACTION ITEM] Approve Minutes of Board Meeting April 25, 2019.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

[ACTION ITEM]

Ratify the following appointments:

Lawrence Farah, Clerk III, \$51,656.00/yr, eff. 5/3/19

Philip Poggiali, Librarian I, \$56,747.00/yr, eff. 5/17/19

Odalys Aguilar, Clerk I-Spanish Speaking, \$39,282.00/yr, eff. 5/17/19

Melinda Lance, Prov. Principal Library Clerk, \$51,656.00/yr, eff. 4/30/19

Samar Zagha, P/T Page, \$12.00/hr, eff. 5/23/19

Sevdi Simnica, P/T Page, \$12.00/hr, eff. 5/23/19

Philip Chopka, P/T Page, \$12.00/hr, eff. 5/23/19

Jacob Aponte, P/T Page, \$12.00/hr, eff. 5/23/19

Acknowledge the following terminations:

Manoj Devasahayam Geetha Kumari, P/T Page, \$12.00/hr, eff. 5/3/19

Abdul Holmes, P/T Page, \$12.00/hr, eff. 5/3/19

Travis Pierce, P/T Page, \$12.00/hr, eff. 5/3/19

Mirage Sarrar, P/T Page, \$12.00/hr, eff. 5/3/19

Hanade Sarrar, P/T Page, \$12.00/hr, eff. 5/3/19

Keith Scott, P/T Page, \$12.00/hr, eff. 5/3/19

Vishnu Viswanadh, P/T Page, \$12.00/hr, eff. 5/3/19

Raphael Gibbs, P/T Page, \$12.00/hr, eff. 5/3/19

Kavita Prasad, P/T Page, \$12.00/hr, eff. 5/3/19

Myles Robert, P/T Librarian, \$21.00/hr, eff. 5/3/19

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 #803

UNFINISHED BUSINESS

[ACTION ITEM] Revised Policy on Circulation

NEW BUSINESS

None

EXECUTIVE SESSION

To discuss the performance of a particular employee

NEXT MEETING DATE: Monday, June 17, 2019 at the Grinton I. Will Library



YONKERS PUBLIC LIBRARY
BOARD MEETING
RIVERFRONT LIBRARY
April 25, 2019

ATTENDANCE

| | |
|---------------------------|---|
| TRUSTEES: | Anietra Guzmán-Santana Nancy Maron Joseph Puglia Josephine Ilarraza Derrick Touba |
| LIBRARY DIRECTOR: | Ed Falcone |
| DEPUTY DIRECTOR: | Susan Thaler |
| BUSINESS MANAGER: | Vivian Presedo |
| ADMINISTRATIVE SECRETARY: | James Hackett |
| WLS BOARD REPRESENTATIVE: | Tr. Puglia |
| UNION REPRESENTATIVE: | Rose Bannister |
| GUESTS: | Dominick Saverese, President SEIU Local 704B Mary Robison Brandon Neider |

The Board Meeting began at 7:09 p.m.

MINUTES

On motion of Tr. Touba, seconded and unanimously carried, the Board approved the Minutes of the Board Meeting of March 21, 2019.

GUEST SPEAKER

Tr. Guzmán-Santana welcomed Dominick Savarese, President of SEIU Local 704B. Mr. Savarese expressed several safety concerns the Union had regarding the proposed expansion of service hours, specifically 9:00 p.m. on Mondays through Thursdays at the Riverfront Branch. Management and the Union discussed several possible solutions, including coordination with the police, security escorts for staff and seasonal adjustments to expanded service hours. The Board asked Director Falcone to continue discussions with the Union.

MANAGEMENT REPORT

Director Falcone updated the Board on progress of the façade project at the Will Branch. There has been more activity but progress is still disappointing. Exterior tiles have arrived and railings are beginning to be installed.

The boiler project at the Will Branch has been completed. Director Falcone announced that there is some unspent funds from the project and intends to direct it to address a groundwater problem in the boiler room.

Director Falcone informed the Board that the Mayor's Executive Budget proposal was released on the 15th. The Library's request for a second Y/A Librarian and second Technology Instruction Coordinator was denied. Requests to fund programming, homebound services and Sunday service during the summer were included.

Director Falcone announced that Library management met with the City Finance department to discuss how they would present their budget request to the City Council on May 1. Director Falcone invited the Trustees to join them at the hearing.

Director Falcone updated the Board on the Library's transition to the new Evergreen system. Many problems have been addressed but new problems continue to crop up. Operations continue mostly undisturbed as staff continue to learn the new system.

Director Falcone updated the Board on harassment training for the staff. Most of the staff have attended the training with Rebecca Mazin and new web-based training modules will soon be available courtesy of the City Human Resources department.

Director Falcone announced that Principal Library Clerk and supervisor of the Riverfront Circulation Department Norma Talton will be retiring at the end of the month after more than 30 years of service to the Yonkers Public Library.

Director Falcone informed the Board of an event at Tech Central in the Riverfront Library on June 12 celebrating the culmination of the Virtual Reality project the Library partnered with School 15 on.

UNION REPRESENTATIVE'S REPORT

Brandon Neider inquired about the state of vacancies at the Will Branch and progress in filling them. The Union and Management discussed appropriate levels of staffing across the branches.

WLS REPORT

Tr. Puglia reported that the film *Resilience* was presented at the last WLS meeting. Tr. Puglia and the Board discussed his impressions of the film.

PERSONNEL REPORT

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

Raphael Guida, Librarian I, \$55,043.00/yr, eff. 3/22/19
Valentina Vaccari, P/T Clerk, \$12.00/hr, eff. 3/28/19
Michael Allen, P/T Clerk, \$12.00/hr, eff. 4/26/19

The Board acknowledged the following terminations:
Gloria Dixon, P/T Page, \$12.00/hr, eff. 2/19/19
Norma Talton, Principal Library Clerk, \$67,187.00/yr, eff. 4/30/19
Karina Borrani, P/T Page, \$12.00/hr, eff. 5/1/19

COMMITTEE REPORTS

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

On motion of Tr. Puglia, seconded and unanimously carried, the Board authorized Business Manager Presedo to seek the highest rate to transfer or renew:

5/19/19 John Jutkowitz Theater Fund, Sterling National Bank, 14 mo. CD
\$10,673.86; 1.85%

Employee Relations - Guzmán-Santana, Touba, Puglia

Buildings & Grounds - Guzmán-Santana, Saraceno

Policy - Guzmán-Santana, Ilarraza

Fundraising & Development – Guzmán-Santana, Maron, Jannetti

Foundation update: Tr. Maron announced that the donor wall project at the Will Branch displaying sunshades from the old façade has been completed and will be unveiled at a ceremony on May 2. Tr. Maron reminded the Board of the upcoming gala on May 20 at the Riverfront Library.

PAYMENT OF BILLS

On motion of Tr. Puglia, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #802.

UNFINISHED BUSINESS

Director Falcone distributed final copies of the 2018 New York State Annual Report. Following a review, on motion of Tr. Maron, seconded and unanimously carried, the Board approved the Annual Report.

NEW BUSINESS

Director Falcone distributed copies of a revised circulation policy. The Board agreed to postpone its approval following a review.

NEXT BOARD MEETING DATE – Wednesday, May 29, 2019 at the Crestwood Branch

EXECUTIVE SESSION – Tr. Touba motioned to move into Executive Session to discuss the performance of a particular employee at 8:39 p.m.

The Board exited Executive Session at 9:25p.m. On motion of Tr. Maron, seconded and unanimously carried, the Meeting was adjourned.

Edward Falcone
Library Director & Secretary



Yonkers Public Library

Bill List April 2019

| <u>Vendor</u> | <u>Name</u> | <u>Description</u> | <u>Date</u> | <u>Amount</u> |
|-------------------------------|-------------|--------------------|-------------|------------------|
| CAPITAL FUNDS | | | | |
| BAKER & TAYLOR | | MATERIALS | 4/29/2019 | 21,564.18 |
| BAKER & TAYLOR | | MATERIALS | 4/29/2019 | 24,315.42 |
| HP INC. (HEWLETT-PACKARD CO.) | | COMPUTER | 4/12/2019 | 2,069.96 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 11.99 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 19.18 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 22.48 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 23.98 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 25.98 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 34.48 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 35.16 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 43.75 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 74.35 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 86.93 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 119.89 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 133.42 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 280.78 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 296.43 |
| MIDWEST TAPE | | MATERIALS | 4/29/2019 | 462.15 |
| SUPERINTENDENT OF DOCUMENTS | | MATERIALS | 4/29/2019 | 100.00 |
| TOTAL | | | | 49,720.51 |

| <u>Vendor Name</u> | <u>Description</u> | <u>Date</u> | <u>Amount</u> |
|-----------------------------|---------------------------|-------------|-----------------|
| CONTRIBUTIONS FUNDS | | | |
| AMERICAN EXPRESS | MISCELLANEOUS EXPENSES | 4/8/2019 | 268.98 |
| AMERICAN EXPRESS | MISCELLANEOUS EXPENSES | 4/2/2019 | 386.58 |
| AMERICAN MUSEUM OF NATURAL | PASSES | 4/24/2019 | 1,000.00 |
| BUTLER, MAUREEN | HOMEWORK HELPER-CREST | 4/2/2019 | 277.50 |
| CHEEKS-LOMAX, JAELA E. | HOMEWORK HELPER-RIV | 4/24/2019 | 345.00 |
| CHEEKS-LOMAX, JAELA E. | HOMEWORK HELPER-RIV | 4/2/2019 | 450.00 |
| FOLEY, SAMSON | CON EDISON GRANT | 4/24/2019 | 20.36 |
| HAWKINS, SARAH L. | HOMEWORK HELPER-CREST | 4/9/2019 | 90.00 |
| HUDSON RIVER COMMUNITY ASC | 41ST ANNUAL SPRING DINNER | 4/29/2019 | 130.00 |
| LARKIN, JOHN F. | HOMEWORK HELPER-CREST | 4/2/2019 | 360.00 |
| PRESEDO, VIVIAN | REIMB EXP: POM-POMS | 4/24/2019 | 9.03 |
| SIEGAL, MARTIN | HOMEWORK HELPER-WILL | 4/2/2019 | 705.00 |
| THE FRICK COLLECTION | LIBRARY MEMBERSHIP | 4/2/2019 | 200.00 |
| UPAC | ANNUAL AWARD COCTAIL PY | 4/24/2019 | 250.00 |
| URBAN LIBRARIAN UNITE | CONFERENCE 2019 | 4/24/2019 | 140.00 |
| W. B. MASON CO., INC. | CON EDISON GRANT | 4/24/2019 | 29.26 |
| W. B. MASON CO., INC. | NEO CON EDISON GRANT | 4/2/2019 | 29.26 |
| W. B. MASON CO., INC. | CON EDISON GRANT | 4/10/2019 | 40.18 |
| W. B. MASON CO., INC. | CON EDISON GRANT | 4/9/2019 | 69.03 |
| WESTCHESTER LIBRARY SYSTEM | LIBRARY BREAKFAST | 4/2/2019 | 250.00 |
| YONKERS DOWNTOWN BID | RIVERFEST 2019 | 4/2/2019 | 60.00 |
| YONKERS HISPANIC CULTURAL F | 1/2 PAGE AD IN JOURNAL | 4/3/2019 | 175.00 |
| YOUTH THEATRE INTERACTIONS | GALA TICKET (1) | 4/2/2019 | 75.00 |
| TOTAL | | | 5,360.18 |
| MONTEFIORE GRANT | | | |
| VERIZON WIRELESS | PHONES 3/11-4/10/2019 | 4/29/2019 | 133.93 |
| TOTAL | | | 133.93 |
| TRUSTS FUNDS | | | |
| BAKER & TAYLOR | RITA MURPHY MEM FUNDS | 4/24/2019 | 62.17 |
| BAKER & TAYLOR | SAUNDERS MEM FUNDS | 4/24/2019 | 288.54 |
| TOTAL | | | 350.71 |

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05/20/19

Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2019

| Date | Num | Memo | Amount |
|---------------------------------------|--------------|------------------------|-----------------|
| Abbey Ice | | | |
| 04/05/2019 | 94306 | spring water | 79.00 |
| 04/15/2019 | 93076 | spring water | 53.00 |
| 04/15/2019 | 94305 | spring water | 59.50 |
| 04/15/2019 | 94307 | spring water-crest... | 45.50 |
| Total Abbey Ice | | | 237.00 |
| All Safe Fire Protection | | | |
| 04/15/2019 | 44698-pm | annual service 4-1-... | 2,171.00 |
| Total All Safe Fire Protection | | | 2,171.00 |
| Amazon.com | | | |
| 04/23/2019 | 893567575699 | library expenses | 30.95 |
| 04/23/2019 | 897576367583 | library expenses | 36.85 |
| 04/23/2019 | 444489546739 | library expenses | 175.99 |
| 04/23/2019 | 447579635343 | library expenses | 6.29 |
| 04/23/2019 | 453355454937 | library expenses | 42.90 |
| 04/23/2019 | 458497567983 | library expenses | 23.51 |
| 04/23/2019 | 469586958577 | library expenses | 130.43 |
| 04/23/2019 | 469699965435 | library expenses | 8.47 |
| 04/23/2019 | 559564344897 | library expenses | 79.99 |
| 04/23/2019 | 66797855773 | library expenses | 282.98 |
| 04/23/2019 | 774697556876 | library expenses | 15.99 |
| 04/23/2019 | 776877579966 | library expenses | 29.95 |
| 04/23/2019 | 869879666564 | library expenses | 300.66 |
| 04/23/2019 | 875854488968 | library expenses | 852.59 |
| Total Amazon.com | | | 2,017.55 |
| American Express | | | |
| 04/08/2019 | 32119ae | expenses | 968.99 |
| 04/08/2019 | 32119ae | expenses | 91.17 |
| 04/08/2019 | 32119ae | expenses | 38.00 |
| Total American Express | | | 1,098.16 |
| Amoils, Roseanne | | | |
| 04/08/2019 | 64 | job search coachin... | 960.00 |
| Total Amoils, Roseanne | | | 960.00 |
| Argento & Sons | | | |
| 04/01/2019 | 360790 | service and repair... | 135.42 |
| 04/08/2019 | 361572 | mount new tire on ... | 95.79 |
| 04/15/2019 | 361781 | auto parts | 181.75 |
| 04/15/2019 | 361948 | auto parts-will | 34.08 |
| Total Argento & Sons | | | 447.04 |
| Art & Soul Studio | | | |
| 04/01/2019 | 3-26-2019as | womantide exhibit ... | 975.00 |
| Total Art & Soul Studio | | | 975.00 |
| Arteaga, Kelly | | | |
| 04/08/2019 | 3-28-19 | zumba on 3/28/19 | 70.00 |
| Total Arteaga, Kelly | | | 70.00 |
| Barnes & Noble | | | |
| 04/05/2019 | 3812594 | materials | 796.64 |
| 04/15/2019 | 3816048 | materials | 337.69 |
| 04/23/2019 | 3819479 | materials | 362.29 |
| Total Barnes & Noble | | | 1,496.62 |
| Bitetti, Christine | | | |
| 04/15/2019 | 040519cb | reimburse. prog. b... | 70.09 |

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 05/20/19
 Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2019

| Date | Num | Memo | Amount |
|--|------------------|-------------------------|-----------|
| Total Bitetti, Christine | | | 70.09 |
| Bridgell Libraries | | | |
| 04/18/2019 | SIN004111 | annual subscriptio... | 20,250.00 |
| Total Bridgell Libraries | | | 20,250.00 |
| Cablevision Lightpath | | | |
| 04/23/2019 | 100085199 | internet 3/1-3/31/19 | 5,233.55 |
| 04/23/2019 | 100085238 | phones 3/1-3/31/19 | 3,551.00 |
| Total Cablevision Lightpath | | | 8,784.55 |
| Cablevision Optimum | | | |
| 04/01/2019 | 07803544469apr19 | phones-crestwood | 140.88 |
| 04/08/2019 | 07803544469may19 | cable tv | 16.80 |
| 04/23/2019 | 07803065546apr19 | cable-will | 8.40 |
| Total Cablevision Optimum | | | 166.08 |
| Cengage Learning | | | |
| 04/01/2019 | 66768288 | gale courses subs... | 7,033.73 |
| 04/01/2019 | 66768288 | gale courses subs... | 4,133.00 |
| 04/01/2019 | 66768288 | gale courses subs... | 2,126.78 |
| 04/01/2019 | 66768288 | gale courses subs... | 1,706.49 |
| Total Cengage Learning | | | 15,000.00 |
| Citadel Pest Control | | | |
| 04/01/2019 | 3591 | inspection and tre... | 200.00 |
| Total Citadel Pest Control | | | 200.00 |
| Con Edison (Consolidated Edison) | | | |
| 04/15/2019 | 5909214217apr19 | gas charges 3/4-4/... | 86.53 |
| Total Con Edison (Consolidated Edison) | | | 86.53 |
| Crown Janitorial | | | |
| 04/05/2019 | 432080-2 | janitorial supplies-... | 29.91 |
| 04/08/2019 | 432080-1 | janitorial supplies | 2,219.77 |
| Total Crown Janitorial | | | 2,249.68 |
| Demco | | | |
| 04/23/2019 | 6583885 | book jacket covers | 135.22 |
| Total Demco | | | 135.22 |
| DPW Pasny | | | |
| 04/03/2019 | 12-2018 | electric charges | 6,595.14 |
| 04/03/2019 | 12-2018 | electric charges | 823.71 |
| 04/03/2019 | 01-2019 | electric charges | 7,159.33 |
| 04/03/2019 | 01-2019 | electric charges | 823.74 |
| 04/03/2019 | 09-2018 | electric charges | 12,770.26 |
| 04/03/2019 | 09-2018 | electric charges | 887.41 |
| 04/03/2019 | 10-2018 | electric charges | 9,959.01 |
| 04/03/2019 | 10-2018 | electric charges | 771.88 |
| 04/04/2019 | 02-2019 | electric charges | 6,655.78 |
| 04/04/2019 | 02-2019 | electric charges | 510.82 |
| Total DPW Pasny | | | 46,957.08 |
| Filiberti, John | | | |
| 04/01/2019 | 32781 | quickbooks trainin... | 375.00 |
| Total Filiberti, John | | | 375.00 |
| Fred B. Design | | | |
| 04/08/2019 | 032919 | website maintenanc... | 390.00 |
| Total Fred B. Design | | | 390.00 |

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05/20/19

Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2019

| Date | Num | Memo | Amount |
|-------------------------------------|-----------|-------------------------|-----------|
| Gantzer, Ana | | | |
| 04/23/2019 | 041019ag | reimburse. jewelry... | 62.62 |
| Total Gantzer, Ana | | | 62.62 |
| GovConnection | | | |
| 04/05/2019 | 56621923 | computer license | 52.32 |
| 04/18/2019 | 56664522 | logitech type and k... | 179.04 |
| 04/18/2019 | 56664523 | battery cartridge r... | 197.66 |
| 04/18/2019 | 56664525 | video adapters | 61.80 |
| 04/18/2019 | 56664527 | portable headphone | 51.20 |
| 04/18/2019 | 56664531 | computer supplies | 197.85 |
| Total GovConnection | | | 739.87 |
| Halpern, Michelle | | | |
| 04/23/2019 | 041519mh | reimburse.prog.su... | 39.98 |
| Total Halpern, Michelle | | | 39.98 |
| Home Depot Credit Service | | | |
| 04/05/2019 | 9050691 | ryobi 16" 37cc cha... | 139.00 |
| Total Home Depot Credit Service | | | 139.00 |
| ISE OP Office Plus | | | |
| 04/18/2019 | 411652 | business cards | 30.49 |
| Total ISE OP Office Plus | | | 30.49 |
| Jewish Council Of Westchester | | | |
| 04/08/2019 | srb2019 | 2019 summer read... | 12,000.00 |
| Total Jewish Council Of Westchester | | | 12,000.00 |
| Johnson, Suzanne | | | |
| 04/23/2019 | 0412129sj | reimburse.library ... | 59.00 |
| Total Johnson, Suzanne | | | 59.00 |
| Keane & Beane | | | |
| 04/15/2019 | 4543 | professional servic... | 262.50 |
| Total Keane & Beane | | | 262.50 |
| Language Lizard LLC | | | |
| 04/18/2019 | 12004 | will-juv 3/12 materi... | 276.15 |
| Total Language Lizard LLC | | | 276.15 |
| Marshall, Nancy | | | |
| 04/23/2019 | 4-11-19 | zumba 4/11/19 | 70.00 |
| Total Marshall, Nancy | | | 70.00 |
| Metro Group, Inc. | | | |
| 04/23/2019 | PI 612749 | cooling tower servi... | 796.74 |
| Total Metro Group, Inc. | | | 796.74 |
| Midwest Tape | | | |
| 04/01/2019 | 97104770 | materials | 189.31 |
| 04/01/2019 | 97104771 | materials | 160.32 |
| 04/01/2019 | 97104773 | materials | 46.46 |
| Total Midwest Tape | | | 396.09 |
| Mota, Juan | | | |
| 04/01/2019 | 000031 | sew amazing 3/16/... | 175.00 |
| 04/15/2019 | 000032jm | sew amazing baby ... | 175.00 |
| Total Mota, Juan | | | 350.00 |
| National Learning Corp | | | |

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05/20/19

Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2019

| Date | Num | Memo | Amount |
|--|-----------------|------------------------|----------|
| 04/01/2019 | 0054959 | materials | 813.42 |
| 04/01/2019 | 0054959 | materials | 341.55 |
| 04/01/2019 | cm9235 | materials (credit m... | -341.55 |
| 04/05/2019 | 0055305 | materials | 49.95 |
| Total National Learning Corp | | | 863.37 |
| North State Mechanical Corp. | | | |
| 04/01/2019 | 17040-8 | repairs-air fan-will | 3,220.00 |
| Total North State Mechanical Corp. | | | 3,220.00 |
| Penguin Random House | | | |
| 04/01/2019 | 1086867651 | materials | 142.16 |
| Total Penguin Random House | | | 142.16 |
| Recorded Books | | | |
| 04/05/2019 | 76196811 | materials | 41.60 |
| Total Recorded Books | | | 41.60 |
| Recruit Right | | | |
| 04/15/2019 | 976 | training-sexual har... | 1,750.00 |
| Total Recruit Right | | | 1,750.00 |
| Schall Hardware | | | |
| 04/15/2019 | 17264 | hardware supplies | 477.39 |
| Total Schall Hardware | | | 477.39 |
| Sirsi Dynix dbaEOS International | | | |
| 04/15/2019 | invmt033124 | web e-library expr... | 2,001.28 |
| Total Sirsi Dynix dbaEOS International | | | 2,001.28 |
| Sprague Operating Resources | | | |
| 04/08/2019 | 00010045202 | bioheat oil-will | 8,542.80 |
| 04/15/2019 | 00010045211 | oil- crestwood | 514.49 |
| Total Sprague Operating Resources | | | 9,057.29 |
| Stanley Convergent | | | |
| 04/15/2019 | 16413214 | maintenance cctv ... | 64.68 |
| 04/15/2019 | 16416124 | maintenance alar... | 683.54 |
| Total Stanley Convergent | | | 748.22 |
| Sterling Sanitary Supply | | | |
| 04/15/2019 | aj3398 | janitorial supplies | 1,053.85 |
| 04/23/2019 | a5406 | monthly lease | 300.00 |
| Total Sterling Sanitary Supply | | | 1,353.85 |
| Team Viewer | | | |
| 04/08/2019 | 2105378805 | teamviewer corpor... | 1,779.00 |
| Total Team Viewer | | | 1,779.00 |
| Tech Pilot Labs | | | |
| 04/17/2019 | 3325 | subscription rene... | 550.00 |
| Total Tech Pilot Labs | | | 550.00 |
| Vandross, Gwendolyn | | | |
| 04/08/2019 | 032019gv | zumba-will 3/20/19 | 70.00 |
| Total Vandross, Gwendolyn | | | 70.00 |
| Verizon | | | |
| 04/01/2019 | 9143372191apr19 | phone service 3/16... | 158.18 |
| 04/01/2019 | 9143373015apr19 | phone service 3/16... | 49.65 |
| 04/01/2019 | 9147931065apr19 | phones and alarms | 49.08 |

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05/20/19

Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2019

| Date | Num | Memo | Amount |
|---------------------------------|-----------------|-----------------------|-------------------|
| 04/15/2019 | 9144109274apr19 | service 4/1-4/30 | 43.54 |
| Total Verizon | | | 300.45 |
| 04/08/2019 | 9826800216 | phones 2/24-3/23/19 | 374.14 |
| Total Verizon Wireless | | | 374.14 |
| 04/23/2019 | 4-15-19 | tai chi class 4/15/19 | 75.00 |
| Total WAH CHAN, YAO | | | 75.00 |
| WB Mason | | | |
| 04/18/2019 | cr6664714 | credit-prog. supplies | -13.50 |
| 04/18/2019 | I64941651 | splenda | 35.32 |
| 04/23/2019 | I65168585 | library supplies | 13.50 |
| 04/23/2019 | I65246332 | coin envelopes | 46.50 |
| 04/23/2019 | I65300825 | library supplies | 226.69 |
| 04/23/2019 | I65348413 | office supplies | 28.77 |
| Total WB Mason | | | 337.28 |
| Xerox | | | |
| 04/15/2019 | 096400411 | maintenance | 95.00 |
| Total Xerox | | | 95.00 |
| Yonkers Parking Authority | | | |
| 04/01/2019 | 19-0476 | parking for 27 emp... | 5,898.96 |
| Total Yonkers Parking Authority | | | 5,898.96 |
| Zev Haber Music by Zev | | | |
| 04/01/2019 | 3292 | children music con... | 275.00 |
| Total Zev Haber Music by Zev | | | 275.00 |
| TOTAL | | | 148,769.03 |

| YPL Operating Budget 2018-19 | | | | | | | | | |
|------------------------------|----------------------------------|----------------|------------------------------------|-----------------------|---------------------------|-----------|-----------|--------|--|
| Code | Account Name | Adopted Budget | Current Budget (with transfers) | Spent Previous Months | Spent This Month April | YTD | Balance | % used | |
| 101 | Salaries | 6,335,062 | 6,335,062 | 4,347,704 | 457,807 | 4,805,511 | 1,529,551 | 76% | |
| 103 | Temp Services | 613,900 | 613,900 | 348,095 | 38,170 | 386,265 | 227,635 | 63% | |
| 119 | Contractual Settlements | 130,537 | 130,537 | 132,892 | 0 | 132,892 | -2,355 | 102% | |
| 150 | Termination Payments | 35,000 | 35,000 | 78,791 | 2,923 | 81,714 | -46,714 | 233% | |
| 198 | Overtime | 263,040 | 263,040 | 110,255 | 23,185 | 133,440 | 129,600 | 51% | |
| | Personal Services Total: | 7,377,539 | 7,377,539 | 5,017,737 | 522,085 | 5,539,822 | 1,837,717 | 75% | |
| 280 | Reference Materials | 82,000 | 82,000 | 37,598 | 8,427 | 46,025 | 35,975 | 56% | |
| | Materials Total | 82,000 | 82,000 | 37,598 | 8,427 | 46,025 | 35,975 | 56% | |
| 301 | Office Supplies | 89,110 | 89,110 | 59,804 | 2,754 | 62,558 | 26,552 | 70% | |
| 306 | Janitorial Supplies | 22,200 | 29,200 | 19,442 | 3,304 | 22,746 | 6,454 | 78% | |
| 308 | Wearing Apparel | 2,971 | 2,971 | 0 | 0 | 0 | 2,971 | 0% | |
| 309 | Fuel For Heating | 85,500 | 58,500 | 35,779 | 9,057 | 44,836 | 40,664 | 77% | |
| 312 | Hardware | 7,025 | 7,025 | 3,876 | 616 | 4,492 | 2,533 | 64% | |
| 313 | Misc. Supplies | 1,000 | 1,000 | 783 | 0 | 783 | 217 | 78% | |
| 314 | Electrical Supplies | 800 | 800 | 0 | 0 | 0 | 800 | 0% | |
| 327 | Nursery Supplies | 100 | 100 | 0 | 0 | 0 | 100 | 0% | |
| 361 | Gas | 2,000 | 2,000 | 1,563 | 87 | 1,650 | 350 | 82% | |
| | Material and Supplies Total | 210,706 | 190,706 | 121,247 | 15,817 | 137,064 | 80,642 | 72% | |
| 401 | Insurance | 22,700 | 22,700 | 22,700 | 0 | 22,700 | 0 | 100% | |
| 402 | Telephones | 74,700 | 74,700 | 40,631 | 4,520 | 45,151 | 29,549 | 60% | |
| 403 | Printing | 13,310 | 13,310 | 4,247 | 125 | 4,372 | 8,938 | 33% | |
| 404 | Lights and Power | 194,268 | 194,268 | 68,423 | 7,167 | 75,590 | 118,678 | 39% | |
| 405 | Postage | 5,800 | 5,800 | 13 | 0 | 13 | 5,787 | 0% | |
| 406 | Freight and Express | 750 | 750 | 51 | 0 | 51 | 699 | 7% | |
| 407 | Equipment Maint. And Repair | 35,400 | 35,400 | 22,528 | 0 | 22,528 | 12,872 | 64% | |
| 408 | Rental of Equipment | 14,988 | 14,988 | 4,702 | 300 | 5,002 | 9,986 | 33% | |
| 409 | Building Maint. And Repair | 73,000 | 73,000 | 29,477 | 10,566 | 40,043 | 32,957 | 55% | |
| 410 | Milage Allowance | 710 | 710 | 59 | 0 | 59 | 651 | 8% | |
| 413 | Professional Fees | 176,450 | 196,450 | 142,638 | 1,668 | 144,306 | 32,145 | 73% | |
| 415 | Outside Labor & Related Charges | 27,500 | 27,500 | 20,532 | 300 | 20,832 | 6,668 | 76% | |
| 419 | Misc. Expenses | 16,750 | 64215 | 45,312 | 38 | 45,350 | 18,865 | 71% | |
| 421 | Rental of Space | 750,000 | 750,000 | 750,000 | 0 | 750,000 | 0 | 100% | |
| 422 | Janitorial Service | 2,600 | 2,600 | 2,600 | 0 | 2,600 | 0 | 100% | |
| 424 | Maint. Of Office Equipment | 10,200 | 10,200 | 1,050 | 457 | 1,507 | 8,693 | 15% | |
| 425 | Subscriptions and Publicationns | 147,183 | 147,183 | 133,899 | 0 | 133,899 | 13,284 | 91% | |
| 430 | IT Hardware Maint. | 24,000 | 24,000 | 19,374 | 345 | 19,719 | 4,281 | 82% | |
| 431 | IT Software Licensing and Maint. | 486,323 | 486,323 | 417,431 | 29,507 | 446,938 | 39,385 | 92% | |
| 436 | Tuition/Bd/Travel Reimbursement | 2,150 | 2,150 | 234 | 0 | 234 | 1,916 | 11% | |
| 446 | Automobile Repair | 6,000 | 6,000 | 3,230 | 312 | 3,542 | 2,458 | 59% | |
| 481 | Binding of Books | 1,550 | 1,500 | 470 | 0 | 470 | 1,080 | 31% | |
| 496 | Special Projects | 0 | 0 | 0 | 0 | 0 | 0 | 0% | |
| | Contractual Services Total | 2,086,332 | 2,153,747 | 1,729,601 | 55,304 | 1,784,905 | 368,842 | 83% | |
| | Total Operating Budget | 9,756,577 | 9,823,992 | 6,906,183 | 601,633 | 7,507,816 | 2,323,176 | 76% | |
| | budget transfer | | | | | | | | |

JOINT MANAGEMENT REPORT
MAY 2019

Façade. Terracotta tiles are going up on the Children’s Room and Auditorium wings, and new window glass is being installed in the Children’s Room. The project remains behind schedule, with a June 30 completion date likely.

Elevator. Funds for the replacement of the Will elevator are now available to us. An engineer under CoY contract has been retained, and plans for the project will be drawn up soon.

Budget. The budget is currently under consideration by the City Council. The YPL budget was reviewed on May 1st, and two public hearings were held. Our labor union is currently lobbying the Council to reduce the YPL allocation for summer Sundays and extended evening hours at Riverfront.

Foundation Gala. The Foundation’s second gala event was held on May 20th and featured noted author Sandra Cisneros. By all accounts, it ran smoothly and was well-received by the attendees. An initial accounting should be ready by the May meeting.

Sarah Lawrence. SLC President Cristle Collins Judd convened a group of community organizations on May 16th to gather information for a Mellon Grant that the College is applying for. It was a productive meeting with the potential to improve communication and coordination among Yonkers’ many organizations.

Yonkers Arts Weekend. The sixth annual YAW was held on May 18-19, and Riverfront participated by hosting a fashion show and the unveiling of the YES! Yonkers community quilt.

Shauna Porteus. We’re sad to say goodbye to our Community Services Librarian, who will be moving out-of-state in early June. Shauna has done a great job expanding our reach into the community and has been a tremendous asset to YPL. We wish her all the best in her next chapter.

MEETINGS ATTENDED THIS PERIOD

| | | |
|------|---------------------|---|
| 4/26 | Susan | Day conference: Libraries As Places @ NYU |
| 4/29 | Ed, Susan, & Vivian | Norma Talton retirement |
| 4/30 | Ed & Susan | Façade construction meeting @ Will |
| | Susan | Yonkers On The Move kickoff @ City Hall |
| | Ed | Meeting with Gallery Curator |
| 5/1 | Susan | IT meeting |
| | Susan | Summer Reading meeting |
| | Ed | Staff counseling session @ Will |
| | Susan | Competencies Committee meeting @ Will |
| | Ed, Susan & Vivian | YPL Budget Hearing @ City Hall |

| | | |
|------|--------------------|---|
| 5/2 | Susan | Gale Courses phone meeting |
| | Ed | Thursday Lunch Club |
| | Susan | Gala walk-thru |
| | Ed, Susan & Vivian | Foundation donor wall dedication @ Will |
| | Ed & Susan | First Thursday Gallery Hop |
| | Ed & Susan | UPAC Awards Dinner @ Olde Stone Mill |
| 5/3 | Susan | Yonkers Basics Planning Meeting @ BoE |
| 5/6 | Ed | Will & Crestwood visits |
| 5/8 | Ed & Susan | Monthly meeting with Deputy Mayor @ City Hall |
| 5/9 | Susan | Grant writing workshop |
| | Ed | Staff counseling session |
| | Ed & Susan | YPIE College Zone dedication |
| 5/10 | Susan | Smoking Cessation Planning Meeting |
| | Susan | Yonkers Basics Planning Meeting @ BOE |
| | Ed & Susan | HRCAs Awards Dinner @ Riverview |
| 5/11 | Ed | Science Barge opening event |
| 5/13 | Susan | STEHP Grant meeting |
| | Susan | City Council budget hearing @ City Hall |
| 5/14 | Ed & Susan | Facade construction meeting @ Will |
| 5/15 | Susan | Literacy Solutions board meeting |
| 5/16 | Ed & Susan | Grant planning meeting @ Sarah Lawrence College |
| | Ed | PLDA monthly meeting @ WLS |
| | Ed | Electronic Resources Committee meeting @ WLS |
| | Ed & Susan | METRO Director Nate Hill @ Will |
| 5/17 | Ed | Engineering meeting @ Will |
| | Ed, Susan & Vivian | CPCY Awards Luncheon @ X20 |
| 5/18 | Ed & Susan | Yonkers Arts Weekend |
| 5/20 | Ed, Susan & Vivian | Foundation Gala |
| 5/21 | Ed & Susan | Chamber of Commerce Networking Breakfast @ Dunwoodie |
| | Ed & Vivian | Stratus-On-Hudson ribbon cutting |
| | Susan | Yonkers Basics planning meeting @ BoE |
| | Ed | Jordanian flag-raising @ City Hall |
| 5/23 | Ed & Susan | Thursday Lunch Club |
| 5/24 | Ed & Susan | Planning Department revitalization grant @ 87 Nepperhan |
| 5/29 | Ed & Susan | Yonkers Basics 2nd Anniversary event |

MARK YOUR CALENDARS

| | |
|---------|---|
| June 1 | Senior Law Day @ Will, 9:15 – 2 |
| June 3 | Harassment Policy training with Rebecca Mazin @ Will, 10 am |
| June 5 | Student Art Fair & Reception @ Riverfront, 6:30 pm |
| June 12 | Verizon VR Grant event @ Riverfront, 11 am |

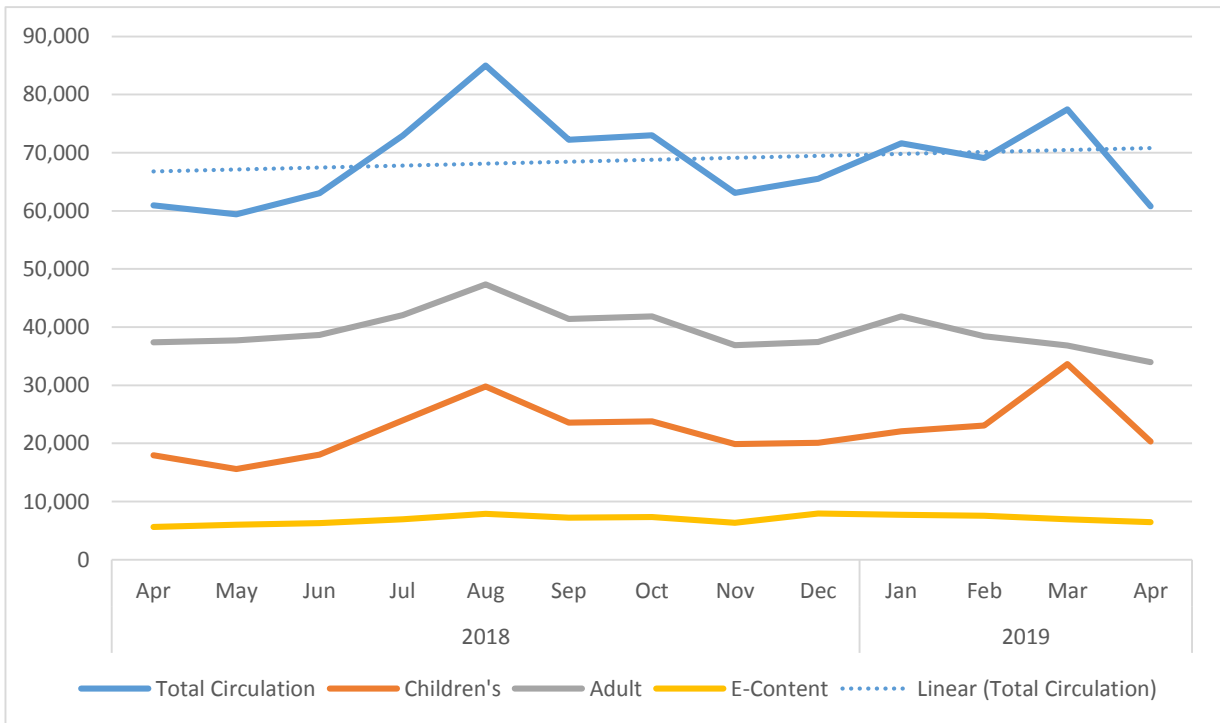
YONKERS PUBLIC LIBRARY

CIRCULATION STATISTICS April 2019

| | <u>2018</u> | <u>2019</u> | <u>Dev.</u> | <u>%</u> |
|-------------------------------------|----------------|----------------|---------------|--------------|
| Days of Service | 29 | 29 | | |
| RIVERFRONT LIBRARY | | | | |
| Adult | 12,242 | 11,209 | (1,033) | |
| Children's | 5,452 | 6,275 | 823 | |
| Total Riverfront Circulation | 17,694 | 17,484 | (210) | -1.2% |
| GRINTON I. WILL LIBRARY | | | | |
| Adult | 21,699 | 19,288 | (2,411) | |
| Children's | 10,699 | 12,595 | 1,896 | |
| Total Will Circulation | 32,398 | 31,883 | (515) | -1.6% |
| CRESTWOOD LIBRARY | | | | |
| Adult | 3,460 | 3,473 | 13 | |
| Children's | 1,804 | 1,446 | (358) | |
| Total Crestwood Circulation | 5,264 | 4,919 | (345) | -6.6% |
| E-CONTENT (ALL BRANCHES) | 5,610 | 6,479 | 869 | 15.5% |
| TOTAL CIRCULATION | | | | |
| Total Current Month | 60,966 | 60,765 | (201) | -0.3% |
| Total Previous Months | <u>180,168</u> | <u>218,168</u> | <u>38,000</u> | <u>21.1%</u> |
| Total Year-to-Date | 241,134 | 278,933 | 37,799 | 15.7% |

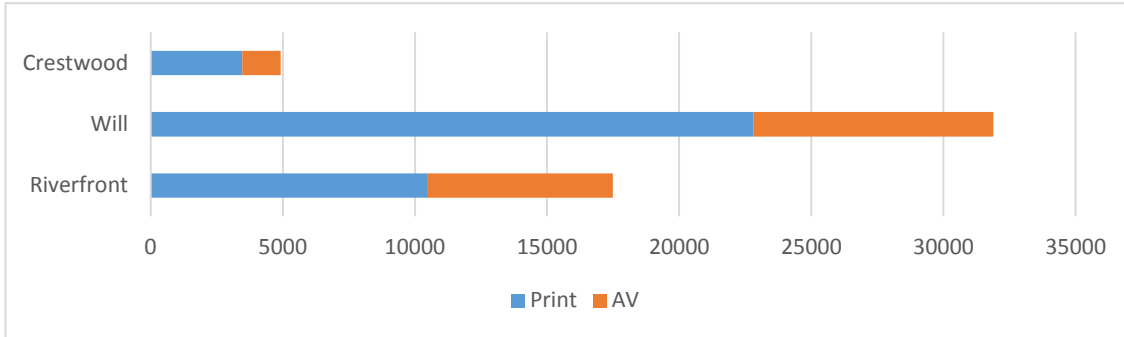
Circulation April 2018 - April 2019

| | | Total Circulation | Children's | Adult | E-Content |
|------|-----|-------------------|------------|--------|-----------|
| 2018 | Apr | 60,966 | 17,955 | 37,401 | 5,610 |
| | May | 59,384 | 15,619 | 37,747 | 6,018 |
| | Jun | 63,016 | 18,069 | 38,653 | 6,294 |
| | Jul | 72,971 | 23,948 | 42,072 | 6,951 |
| | Aug | 85,024 | 29,803 | 47,326 | 7,895 |
| | Sep | 72,235 | 23,581 | 41,416 | 7,238 |
| | Oct | 72,974 | 23,792 | 41,863 | 7,319 |
| | Nov | 63,080 | 19,888 | 36,868 | 6,324 |
| | Dec | 65,508 | 20,091 | 37,461 | 7,956 |
| 2019 | Jan | 71,637 | 22,092 | 41,836 | 7,709 |
| | Feb | 69,094 | 23,067 | 38,442 | 7,585 |
| | Mar | 77,437 | 33,625 | 36,846 | 6,966 |
| | Apr | 60,765 | 20,316 | 33,970 | 6,479 |



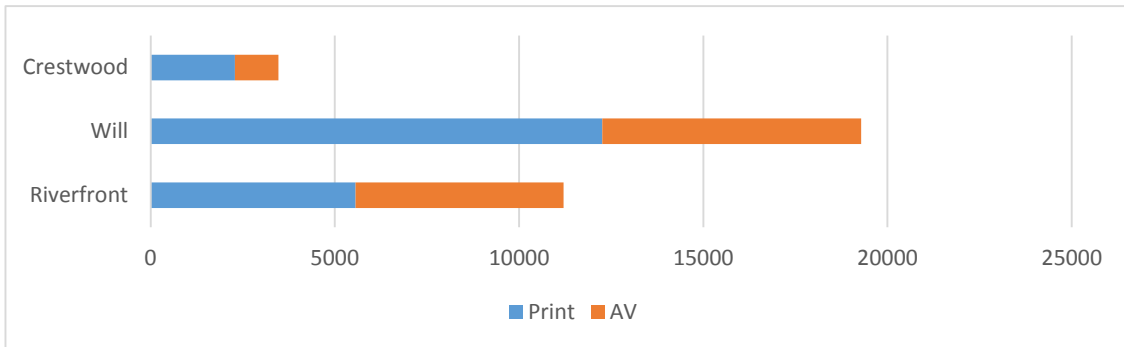
Print vs. AV by Branch - April

| | Print | AV | Total |
|------------|-------|-------|-------|
| Riverfront | 10490 | 6994 | 17484 |
| Will | 22811 | 9072 | 31883 |
| Crestwood | 3466 | 1453 | 4919 |
| Total | 36767 | 17519 | 54286 |



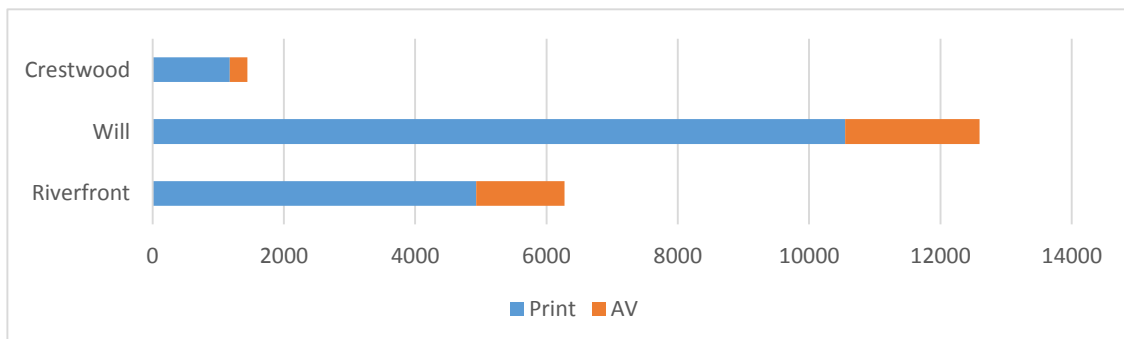
Adult Print vs. AV by Branch - April

| | Print | AV | Total |
|------------|-------|-------|-------|
| Riverfront | 5561 | 5648 | 11209 |
| Will | 12262 | 7026 | 19288 |
| Crestwood | 2288 | 1185 | 3473 |
| Total | 20111 | 13859 | 33970 |



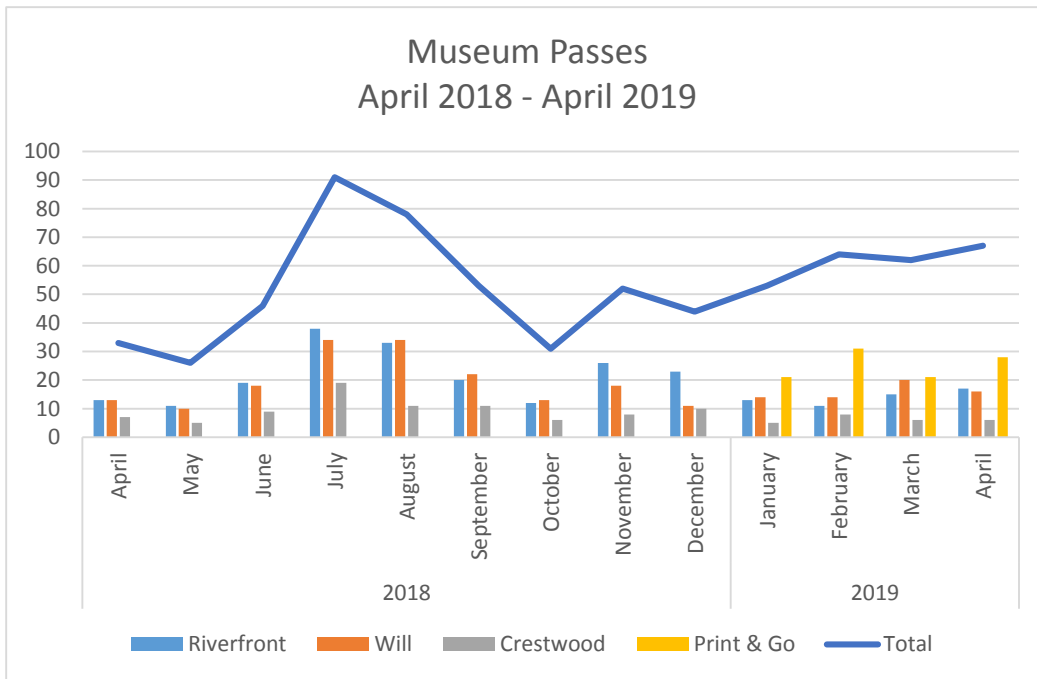
Juvenile Print vs. AV by Branch - April

| | Print | AV | Total |
|------------|-------|------|-------|
| Riverfront | 4929 | 1346 | 6275 |
| Will | 10549 | 2046 | 12595 |
| Crestwood | 1178 | 268 | 1446 |
| Total | 16656 | 3660 | 20316 |



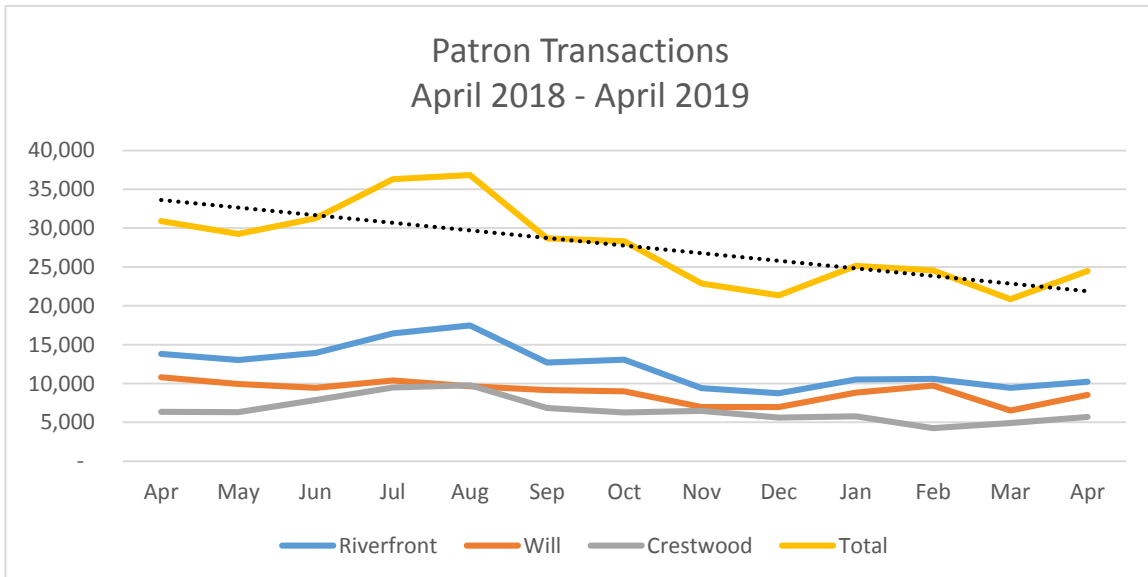
Museum Passes

| | Month | Riverfront | Will | Crestwood | Print & Go | Total | |
|--------------|------------------|-----------------|------|-----------|------------|-------|----|
| 2018 | April | 13 | 13 | 7 | | 33 | |
| | May | 11 | 10 | 5 | | 26 | |
| | June | 19 | 18 | 9 | | 46 | |
| | July | 38 | 34 | 19 | | 91 | |
| | August | 33 | 34 | 11 | | 78 | |
| | 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 | |



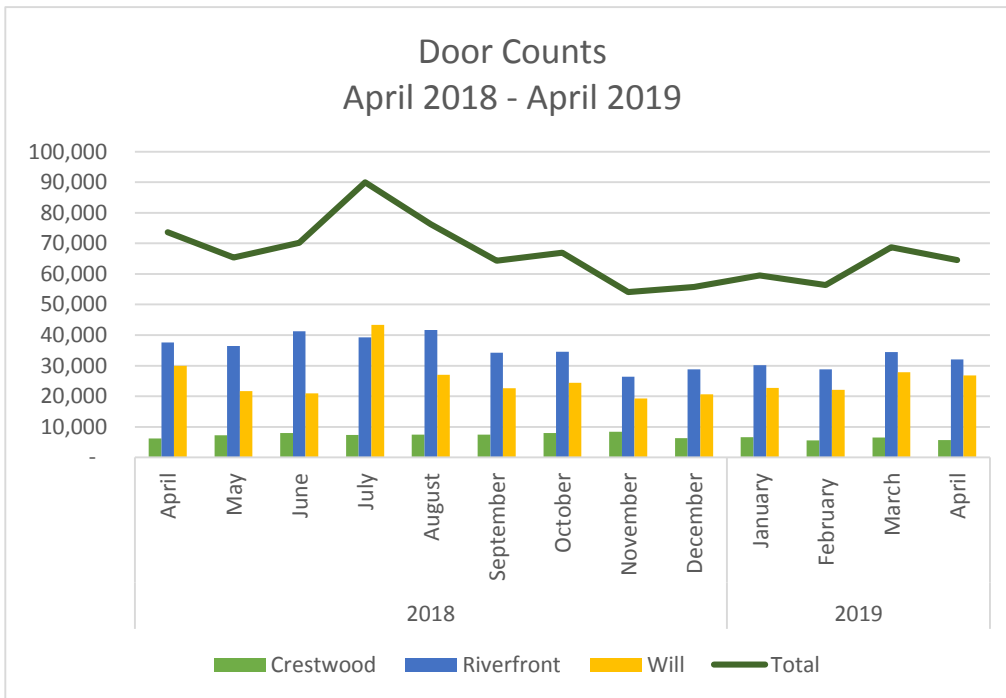
PATRON TRANSACTIONS April 2019

| | <u>Apr 2018</u> | <u>Apr 2019</u> | <u>Deviation</u> | <u>%</u> |
|-------------------------------|---------------------|---------------------|------------------|---------------|
| RIVERFRONT LIBRARY | | | | |
| Circulation | 5,070 | 3,165 | (1,905) | |
| Directional/Other | 6,505 | 4,222 | (2,283) | |
| Reference | 2,220 | 2,844 | 624 | |
| Total | 13,795 | 10,231 | (3,564) | -25.8% |
| GRINTON I. WILL BRANCH | | | | |
| Circulation | 6,016 | 4,679 | (1,337) | |
| Directional/Other | 2,216 | 2,019 | (197) | |
| Reference | 2,546 | 1,851 | (695) | |
| Total | 10,778 | 8,549 | (2,229) | -20.7% |
| CRESTWOOD BRANCH | | | | |
| Circulation | 2,704 | 1,856 | (848) | |
| Directional/Other | 1,198 | 1,112 | (86) | |
| Reference | 2,436 | 2,738 | 302 | |
| Total | 6,338 | 5,706 | (632) | -10.0% |
| TOTALS | | | | |
| Current Month | 30,911 | 24,486 | (6,425) | -20.8% |



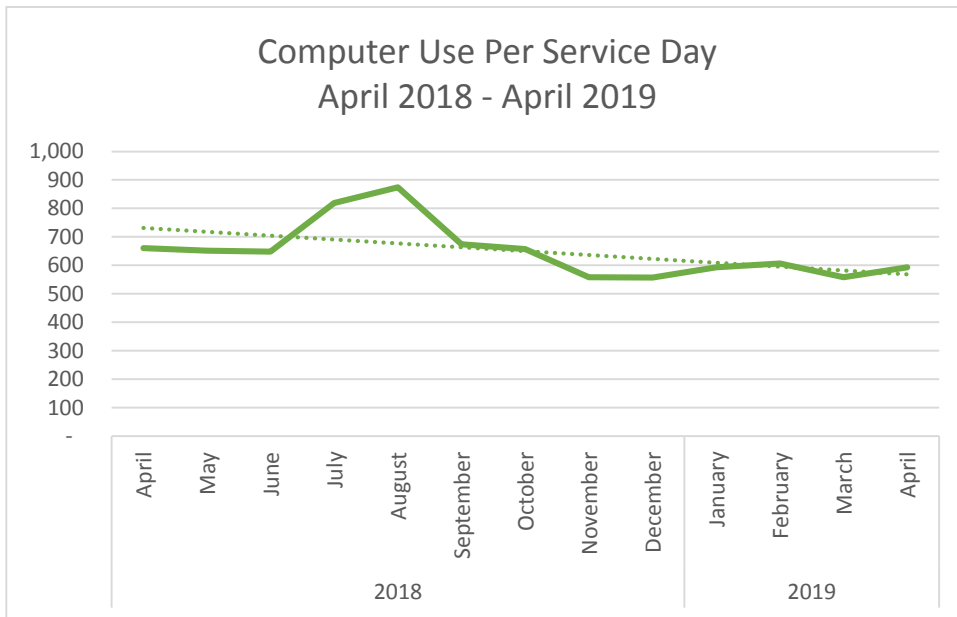
Door Counts

| Year | Month | Crestwood | Riverfront | Will | Total | |
|-------|-----------|-----------|------------|--------|--------|--------|
| 2018 | April | 6,145 | 37,567 | 29,952 | 73,664 | |
| | May | 7,287 | 36,425 | 21,713 | 65,425 | |
| | June | 7,961 | 41,221 | 20,999 | 70,181 | |
| | July | 7,327 | 39,310 | 43,329 | 89,966 | |
| | August | 7,485 | 41,716 | 27,015 | 76,216 | |
| | September | 7,404 | 34,282 | 22,669 | 64,355 | |
| | October | 7,983 | 34,599 | 24,415 | 66,997 | |
| | November | 8,387 | 26,388 | 19,301 | 54,076 | |
| | December | 6,260 | 28,829 | 20,663 | 55,752 | |
| | 2019 | January | 6,648 | 30,160 | 22,700 | 59,508 |
| | | February | 5,578 | 28,773 | 22,069 | 56,420 |
| | | March | 6,468 | 34,443 | 27,837 | 68,748 |
| April | | 5,685 | 32,032 | 26,839 | 64,556 | |



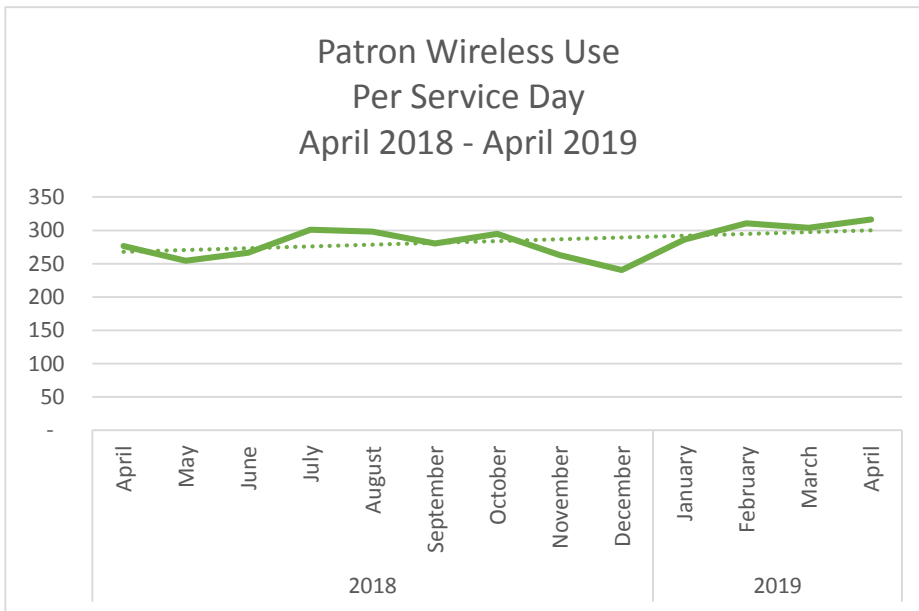
Computer Use Per Service Day

| | | TOTAL | Days Open | Per day Avg |
|------|-----------|--------------|-----------|-------------|
| 2018 | April | 19,169 | 29 | 661 |
| | May | 19,562 | 30 | 652 |
| | June | 19,454 | 30 | 648 |
| | July | 20,469 | 25 | 819 |
| | August | 23,590 | 27 | 874 |
| | 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 |



Patron Wireless Use Per Service Day

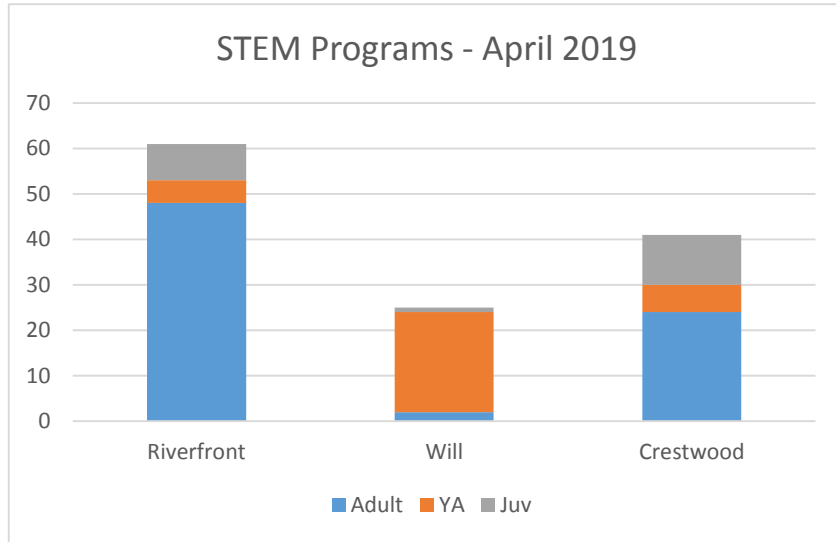
| | | TOTAL | Days Open | Per day Avg | |
|-------|-----------|--------------|-----------|-------------|-----|
| 2018 | April | 8,015 | 29 | 276 | |
| | May | 7,630 | 30 | 254 | |
| | June | 7,997 | 30 | 267 | |
| | July | 7,528 | 25 | 301 | |
| | August | 8,053 | 27 | 298 | |
| | September | 7,847 | 28 | 280 | |
| | October | 8,846 | 30 | 295 | |
| | November | 7,098 | 27 | 263 | |
| | December | 7,207 | 30 | 240 | |
| | 2019 | January | 8,292 | 29 | 286 |
| | | February | 8,074 | 26 | 311 |
| | | March | 9,420 | 31 | 304 |
| April | | 9,179 | 29 | 317 | |



STEM Programs - April 2019

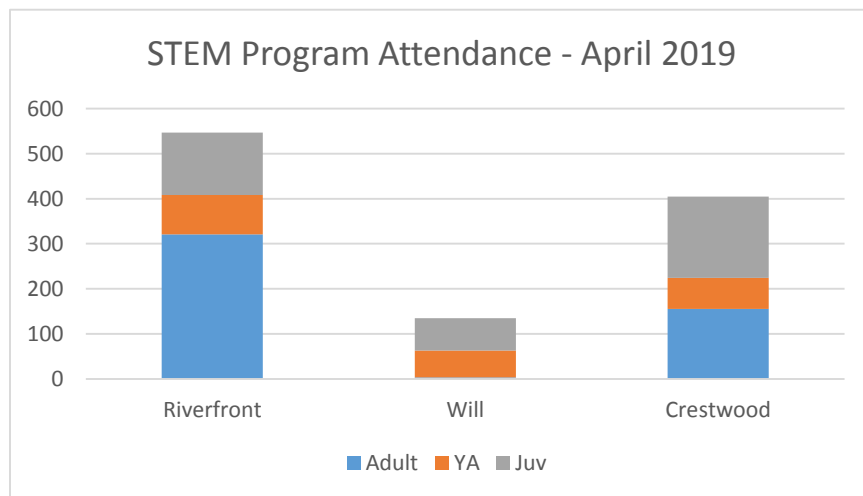
Sessions

| | Adult | YA | Juv | Total |
|-------------------|-----------|-----------|-----------|------------|
| Riverfront | 48 | 5 | 8 | 61 |
| Will | 2 | 22 | 1 | 25 |
| Crestwood | 24 | 6 | 11 | 41 |
| Total | 74 | 33 | 20 | 127 |



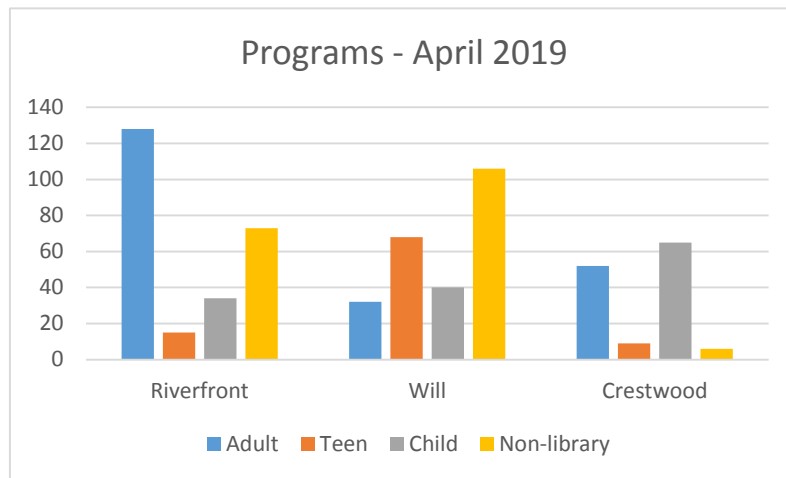
Attendance

| | Adult | YA | Juv | Total |
|-------------------|------------|------------|------------|-------------|
| Riverfront | 321 | 87 | 139 | 547 |
| Will | 3 | 60 | 72 | 135 |
| Crestwood | 155 | 69 | 181 | 405 |
| Total | 479 | 216 | 392 | 1087 |

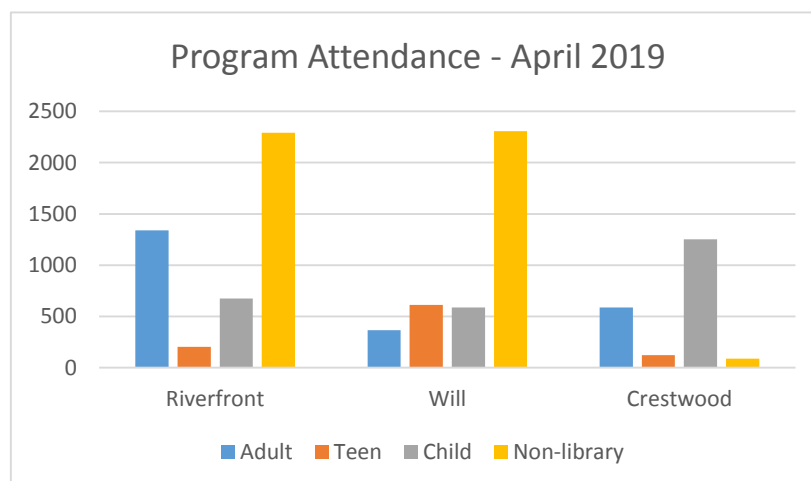


Yonkers Public Library Programs - APRIL 2019

| Number of Programs | | | | |
|--------------------|------------|------------|------------|------------|
| | Riverfront | Will | Crestwood | Total |
| Adult | 128 | 32 | 52 | 212 |
| Teen | 15 | 68 | 9 | 92 |
| Child | 34 | 40 | 65 | 139 |
| Non-library | 73 | 106 | 6 | 185 |
| Total | 250 | 246 | 132 | 628 |



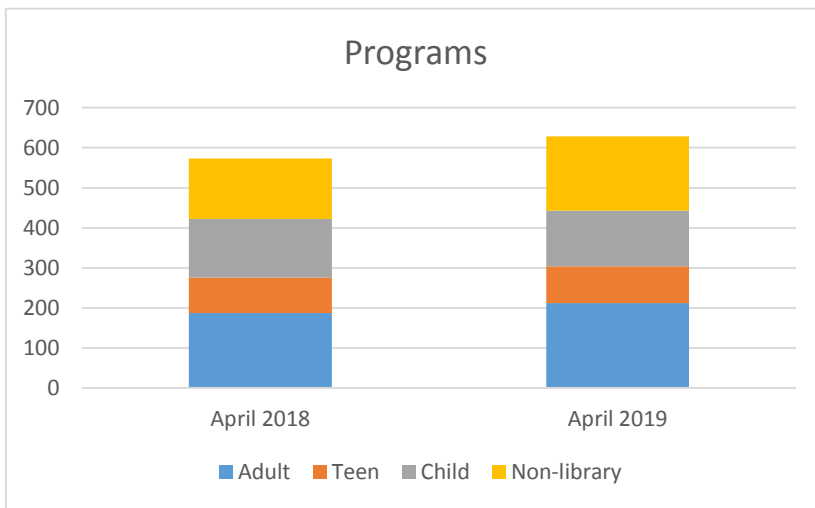
| Attendance | | | | |
|--------------------|-------------|------------|-------------|--------------|
| | Riverfront | Will | Crestwood | Total |
| Adult | 1341 | 365 | 587 | 2293 |
| Teen | 202 | 611 | 121 | 934 |
| Child | 673 | 587 | 1253 | 2513 |
| Non-library | 2293 | 230 | 6 | 4688 |
| Total | 4509 | 386 | 2050 | 10428 |



One-Year Comparison

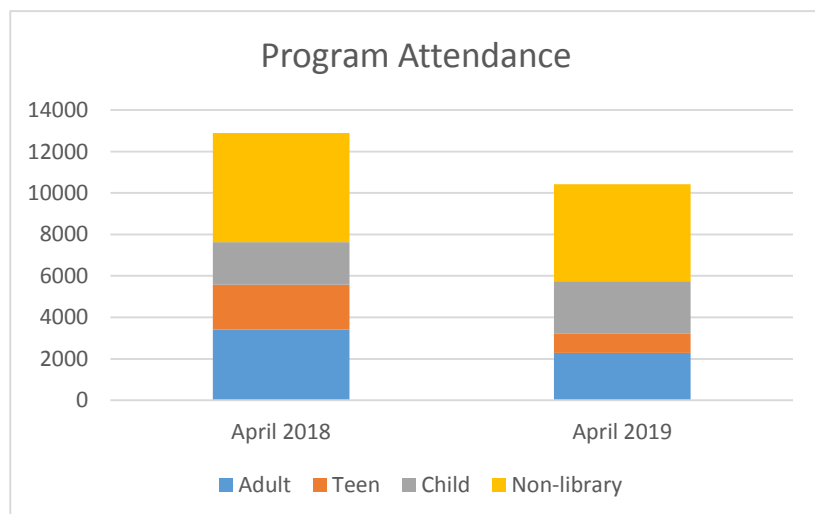
PROGRAMS

| | April 2018 | April 2019 |
|--------------------|------------|------------|
| Adult | 187 | 212 |
| Teen | 89 | 92 |
| Child | 146 | 139 |
| Non-library | 151 | 185 |
| Total | 573 | 620 |



ATTENDANCE

| | April 2018 | April 2019 |
|--------------------|--------------|--------------|
| Adult | 3414 | 2293 |
| Teen | 2159 | 934 |
| Child | 2058 | 2513 |
| Non-library | 5258 | 4688 |
| Total | 12889 | 10428 |



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

REGULAR LIBRARY PROGRAMS

| Sessions | Program | Age | STEM? | Class Visit? | Attendance |
|----------|---|-------|-------|--------------|------------|
| 2 | 3D Printing | Adult | YES | | 5 |
| 3 | 5th Graders Who Code | JUV | YES | | 68 |
| 1 | America Reads | JUV | | | 95 |
| 2 | Apuntar y hacer clic | Adult | YES | | 5 |
| 1 | ayuda con tecnologia | Adult | YES | | 2 |
| 4 | Babies and Books | JUV | | | 63 |
| 2 | Baby Signing Time | JUV | | | 63 |
| 2 | Bilingual Storytime | JUV | | | 58 |
| 1 | Bingo Social | Adult | | | 17 |
| 1 | BOB Info Session | Y/A | | | 4 |
| 1 | Books before Bedtime - Willa Cather | Adult | YES | | 4 |
| 1 | Calligraphy | Adult | | | 13 |
| 1 | Earth Day Story & Craft: Origami Flowers | JUV | | | 11 |
| 1 | Easter Story and Craft | JUV | | | 52 |
| 2 | Esl Conversation Group | Adult | | | 20 |
| 1 | Excel I | Adult | YES | | 5 |
| 1 | Excel II | Adult | YES | | 4 |
| 1 | Family Films: Ralph Breaks the Internet | JUV | | | 37 |
| 4 | Gaming/VR | Y/A | YES | | 83 |
| 1 | Girls Who Code | JUV | YES | | 20 |
| 1 | Google docs & drive | Adult | YES | | 3 |
| 1 | Internet basico | Adult | YES | | 3 |
| 1 | Internet for Beginners | Adult | YES | | 3 |
| 1 | introduction to 3D Printing | Adult | YES | | 3 |
| 1 | Introduction to Genealogy | Adult | YES | | 5 |
| 1 | Introduction to Microsoft Word | Adult | YES | | 7 |
| 1 | Introduction to Publisher | Adult | YES | | 7 |
| 1 | Introduction to Social Media | Adult | YES | | 3 |
| 1 | Introduction to Windows 7 | Adult | YES | | 5 |
| 1 | iPad games for seniors | Adult | YES | | 4 |
| 4 | Job search help | Adult | YES | | 39 |
| 4 | Knitting/Crocheting/Coloring | Adult | | | 72 |
| 1 | Legorama Club | JUV | | | 42 |
| 8 | Literacy Solutions: Basic Classes | Adult | | | 124 |
| 1 | Literacy Solutions: Learning Center Usage | Adult | YES | | 65 |
| 7 | Literacy Solutions: Multi-Level Classes | Adult | | | 111 |
| 43 | Literacy Solutions: Tutoring Sessions | Adult | | | 113 |
| 1 | Manualidades de | Adult | | | 16 |
| 1 | Microsoft word basico | Adult | YES | | 3 |
| 1 | Movie: Instant Family | Adult | | | 12 |
| 1 | Movie: The Green Book | Adult | | | 20 |

| | | | | | |
|---|---|-------|-----|--|-----|
| 1 | National Library Week Film: Harry Potter and the Sorcerer's Stone | Adult | | | 23 |
| 4 | Neo Teen Art Club | Y/A | | | 64 |
| 1 | Otaku Anime Teen Spot | Y/A | | | 7 |
| 1 | Paper Bead Jewelry I | Adult | | | 8 |
| 1 | Paper Bead Jewelry II | Adult | | | 4 |
| 1 | Poetry with Monette | Y/A | | | 13 |
| 1 | Point and click | Adult | YES | | 2 |
| 1 | Popcornopolis | Y/A | | | 13 |
| 3 | Preschool Playdate | JUV | | | 40 |
| 1 | Quick Books | Adult | YES | | 11 |
| 1 | Read Away Your Fines | Adult | | | 16 |
| 1 | Read Away Your Fines | Y/A | | | 1 |
| 2 | Sew Amazing! | Adult | YES | | 15 |
| 1 | Sewing Club | Adult | YES | | 5 |
| 1 | Social Media | Adult | YES | | 3 |
| 1 | strong zumba | Adult | | | 10 |
| 2 | Tai Chi | Adult | | | 15 |
| 9 | TASC tutoring | Adult | YES | | 40 |
| 5 | Tech Central Open Lab | Adult | YES | | 31 |
| 2 | Tech drop-in | Adult | YES | | 11 |
| 1 | Tech Talk: Drones | Y/A | YES | | 4 |
| 2 | Technology for Seniors | Adult | YES | | 28 |
| 1 | Teen Calligraphy | Y/A | | | 13 |
| 2 | Toddler Time | JUV | | | 39 |
| 4 | Tween Tech Time | JUV | YES | | 51 |
| 2 | AJUMA: A Journey U Make Alone | Adult | | | 200 |
| 1 | Yonkers Summer Camp Fair | Adult | | | 166 |
| 1 | First Thursday Gallery Hop | Adult | | | 60 |
| 8 | Homework Helper | JUV | | | 34 |

| STEM | | Class Visits | |
|----------|------------|--------------|------------|
| Sessions | Attendance | Sessions | Attendance |
| 61 | 547 | 0 | 0 |

| | <u>Sessions</u> | <u>Attendance</u> |
|-------|-----------------|-------------------|
| Adult | 128 | 1341 |
| Y/A | 15 | 202 |
| JUV | 34 | 673 |

Total Regular Library Programming

177

2216

NON-LIBRARY PROGRAMMING

| Sessions | Program | Attendance | Fee |
|----------|---|------------|-------|
| 4 | SUNY Purchase: New Media Graduate Class | 26 | |
| 3 | YPS Autism Art Show Installation & Rehearsals | 81 | |
| 2 | YPIE Volunteer Advisory Board Meeting | 24 | |
| 1 | YSEPTA Parent Member Training | 32 | |
| 5 | Sarah Lawrence College What Matters to You: PhotoVoice Sessions | 49 | |
| 1 | JDRF School Nurse Training: Type I Diabetes in School | 76 | |
| 1 | Horizon Healthcare School Nurse Training | 9 | \$150 |
| 1 | Israelite Church of God in Jesus Christ: Revealing the 12 Tribes of Israel | 12 | |
| 1 | Andrus Community Services: Healthy Families | 38 | |
| 1 | YPS Annual Autism Art Show & Reception | 250 | |
| 1 | City of the Lords Praise Temple | 11 | |
| 1 | City of Yonkers Workforce Development Board Meeting | 32 | |
| 2 | DORENEX Model UN Workshop | 49 | |
| 1 | YPS My Brother's Keeper: Quest for Success Saturdays | 13 | |
| 3 | Yonkers Writing Group: Meetup Group | 18 | |
| 1 | YPS Early Childhood Education Parent Workshop | 32 | |
| 1 | Academy for Jewish Religion Ordination Rehearsal | 15 | |
| 1 | Yonkers Arts Board Meeting | 11 | |
| 1 | Local 628 Firefighters Meeting | 11 | |
| 1 | City of Yonkers - Career Center: MGM Empire City Casino Job Fair | 100 | |
| 1 | Yonkers Coalition for Youth | 32 | |
| 3 | Hope & Love Book Club | 18 | |
| 1 | YPS Language Acquisition: YMHS Parent Workshop | 53 | |
| 1 | Marist College: Leadership Perspectives in Law Enforcement Panel Discussion | 35 | |
| 1 | Youth Theater Interactions Teen Night | 20 | |
| 1 | Relative Caregivers Support Group | 10 | |
| 1 | National Council of Negro Women | 13 | |
| 1 | Sister to Sister International STEAM Study Session | 32 | |
| 1 | DORENEX Model UN Graduation | 56 | |
| 1 | NYCD16 Indivisible | 143 | |
| 1 | LGBTQ Advisory Board Meeting | 11 | |
| 2 | YPS ELA Scoring Audit | 48 | |
| 1 | Family Services Society of Yonkers: Youth Empowered for Success (YES) | 22 | |
| 1 | Academy for Jewish Religion Ordination | 300 | |
| 1 | YMCA: Hate U Give Youth Symposium & Social Justice Discussion | 150 | |
| 1 | Liga de Yonkers Soccer League | 6 | |
| 2 | Hudson Valley Community Services: Seeking Safety Womens Support Group | 12 | |
| 1 | City of the Lords Praise Temple | 11 | |
| 1 | Family Services Society of Yonkers: Kinship Support Program (Spanish) | 6 | |
| 1 | Westchester Disabled On the Move ACCES-VR Orientation | 15 | |
| 1 | The Sanctuary: Domestic Violence Awareness | 26 | |
| 1 | Congressman Elliot Engel: Congressional Art Competition | 36 | |
| 1 | Mature Women Spilling Tea: Women's Empowerment Networking | 12 | |
| 1 | LYFE Coalition: Community Collective Impact Training | 72 | |
| 1 | Foundation for the Yonkers Public Library Board Meeting | 6 | |

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|---|--|----|--|
| 1 | Diamondz in the Rough Social Club | 11 | |
| 1 | Community Planning Council: Grant Research Workshop | 25 | |
| 1 | Project Inspire: it's All About the Benjamins Financial Seminar | 23 | |
| 1 | Alpha Kappa Alpha: More Money, Less Problems Financial Literacy Workshop | 48 | |
| 1 | Survive to Thrive Global | 12 | |
| 1 | Chi Eta Phi Meeting | 13 | |
| 1 | Sister to Sister International Girl Power Forum | 78 | |
| 1 | Community After School ESL Tutoring | 12 | |
| 1 | District Council 1707 Contract Ratification | 6 | |
| 1 | Yonkers On the Move Kick-Off | 26 | |
| 1 | District Council 1707 Contract | 5 | |

| | | |
|--------------------------------------|-----------------|-------------|
| | <u>Sessions</u> | <u>Att.</u> |
| Total Non-Library Programming | 73 | 2293 |
| GRAND TOTAL PROGRAMMING | 250 | 4509 |

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

REGULAR LIBRARY PROGRAMS

| Sessions | Program | Age | STEM? | Class Visit? | Attendance |
|----------|--|-------|-------|--------------|------------|
| 4 | Knitting/Crocheting Workshop | Adult | | | 35 |
| 4 | Bridge Club | Adult | | | 40 |
| 1 | Demystifying Medicare | Adult | | | 10 |
| 1 | String Meet Up | Adult | | | 3 |
| 1 | Friends of YPL Programs | Adult | | | 80 |
| 9 | Senior Benefit Information Center | Adult | | | 24 |
| 2 | Feature Films | Adult | | | 66 |
| 1 | Book Discussion | Adult | | | 28 |
| 1 | The History of the OSS | Adult | | | 9 |
| 2 | Job Hunting | Adult | YES | | 3 |
| 6 | WEBS Career Counseling | Adult | | | 67 |
| 2 | Zumba for Teens & Adults | Y/A | | | 20 |
| 21 | Teen Lounge | Y/A | | | 153 |
| 1 | Teen Advisory | Y/A | | | 8 |
| 21 | Electronic Games | Y/A | YES | | 57 |
| 21 | YA Groups ex AHRC, Another Step, Day Break | Y/A | | | 361 |
| 1 | Community Voices Acting for the fun of it | Y/A | | | 9 |
| 1 | Teen Tech | Y/A | YES | | 3 |
| 3 | Baby Time | JUV | | | 74 |
| 1 | Puppet Making | JUV | | | 24 |
| 8 | Nursery Rhyme Time | JUV | | | 59 |
| 8 | Mother Goose | JUV | | | 143 |
| 1 | Lego Club | JUV | YES | | 72 |
| 1 | African Drumming | JUV | | | 26 |
| 1 | Earth Day | JUV | | | 46 |
| 1 | April Fools Day Story & Craft | JUV | | | 30 |
| 1 | Bilingual Story Time | JUV | | | 13 |
| 1 | Montessori | JUV | | Yes | 22 |
| 2 | Richmond Center | JUV | | Yes | 19 |
| 12 | Homework Helper | JUV | | | 59 |

| | Sessions | Attendance |
|--|------------|--------------|
| Adult | 32 | 365 |
| Y/A | 68 | 611 |
| JUV | 40 | 587 |
| STEM | 25 | 135 |
| Class Visits | 3 | 41 |
| Total Regular Library Programming | 140 | 1,563 |

NON-LIBRARY PROGRAMMING

| Sessions | Program | Attendance | Fee |
|-----------------|--|-------------------|------------|
| 15 | Little Radical Theatrics | 450 | |
| 1 | Community Housing Initiative | 40 | |
| 4 | AARP Tax Preparation | 280 | |
| 4 | Meditation Seminars with Indra | 15 | |
| 1 | Westchester Black Women's Political Caucus | 23 | |
| 3 | CTS Study Group | 45 | |
| 1 | Writers' Workshop | 10 | |
| 1 | National Council of Negro Women | 20 | |
| 1 | National Association of Hispanic Nurses | 6 | |
| 4 | UFT Retired Teacher | 80 | |
| 1 | American Irish Society | 15 | |
| 2 | Toastmaster's | 20 | |
| 2 | Parliamo Italiano | 20 | |
| 1 | LaLeche League of Yonkers | 6 | |
| 1 | Sons of Italy | 25 | |
| 1 | Yonkers Historical Society | 15 | |
| 1 | NYS Assemblyman Nader J. Sayegh | 70 | |
| 1 | Yonkers Housing Authority | 30 | |
| 4 | Enrico Fermi Scholarship Committee | 35 | |
| 4 | Al-Anon | 20 | |
| 1 | Score | 20 | |
| 4 | Salerno Club | 40 | |
| 1 | Community Housing Initiative | 45 | |
| 1 | Brandeis Women's Club | 20 | |
| 1 | Romance Writers | 10 | |
| 1 | Yonkers Philharmonic Society | 10 | |
| 1 | NAMI | 8 | |
| 1 | Star Talk | 20 | |
| 1 | Empire Safety Driving Program | 28 | 50 |
| 1 | Driver's Safety | 20 | 50 |
| 2 | Alpha Kappa Alpha | 45 | |
| 16 | Little Learners - Parks Dept | 375 | |
| 22 | Senior Center-Parks Dept | 440 | |

| | | |
|--------------------------------------|-----------------|--------------|
| | <u>Sessions</u> | <u>Att.</u> |
| Total Non-Library Programming | 106 | 2,306 |
| GRAND TOTAL PROGRAMMING | 246 | 3,869 |

Yonkers Public Library Crestwood Branch - April 2019

REGULAR LIBRARY PROGRAMS

| Sessions | Program | Age | STEM? | Class Visit? | Attendance |
|----------|---|-------|-------|--------------|------------|
| 1 | Tech Drop-In: Social Media | Adult | Yes | | 6 |
| 1 | Tech Drop-In: Wheel of Info | Adult | Yes | | 46 |
| 4 | Tech Drop-In: Exploring Evergreen | Adult | Yes | | 36 |
| 4 | News & Brews | Adult | | | 97 |
| 4 | PC Cruzin' | Adult | Yes | | 51 |
| 2 | Sing Memorable Songs: Crestwood Crooners | Adult | | | 16 |
| 5 | Color at Crestwood | Adult | | | 73 |
| 1 | Get Organized! | Adult | | | 10 |
| 1 | Crestwood Reiki Experience | Adult | | | 18 |
| 1 | Crestwood Book Club | Adult | | | 12 |
| 1 | Relax & Restore Sound Meditation | Adult | | | 16 |
| 2 | Non-Pretzel Yoga | Adult | | | 15 |
| 2 | Yoga for Yogis | Adult | | | 32 |
| 2 | Mindful Mondays | Adult | | | 14 |
| 1 | Crestwood Fireside: Musical Interlude | Adult | | | 63 |
| 4 | YOM Walks | Adult | | | 37 |
| 1 | Musical Bingo | Adult | | | 14 |
| 1 | MELT Method | Adult | | | 15 |
| 14 | Help Desks | Adult | Yes | | 16 |
| 1 | Children's Book Party | Juv | | | 31 |
| 1 | National Library Week Fun with Wickity Stitch & Tibbits | Juv | | | 28 |
| 1 | Homeschool Spelling Bee | Juv | | | 49 |
| 5 | MineCraft Monday | Juv | Yes | | 48 |
| 2 | Crestwood Literary Lego Club | Juv | Yes | | 31 |
| 1 | Tech Drop In: Kanopy for Kids | Juv | Yes | | 38 |
| 17 | Homework Helper | Juv | | | 135 |
| 4 | Crestwood Cinema | Juv | | | 52 |
| 8 | Music & Merriment | Juv | | | 417 |
| 4 | Chess @Crestwood | Juv | | | 33 |
| 4 | Discovery Storytime | Juv | | | 79 |
| 1 | Paws for Reading | Juv | | | 26 |
| 1 | Spring Into The Library | Juv | | | 18 |
| 2 | Art with Madison | Juv | | | 40 |
| 2 | Young Science Explorers | Juv | Yes | | 48 |
| 1 | Saturday Story Time | Juv | | | 25 |
| 4 | 1000 Book Thursdays | Juv | | | 79 |
| 4 | Saturday Chess | Juv | | | 37 |
| 1 | Arbor Day Celebration | Juv | | | 23 |
| 1 | Tech Drop-In: Kahoot & Online Games | Juv | Yes | | 16 |
| 1 | Teen Readers: Poetry Edition | Y/A | | | 11 |
| 1 | Tech Drop-In: Poetry Online | Y/A | Yes | | 14 |

| | | | | | |
|---|--------------|-----|-----|--|----|
| 5 | Teen Tuesday | Y/A | Yes | | 55 |
| 1 | YA Book Buzz | Y/A | | | 33 |
| 1 | Volunteens | Y/A | | | 8 |
| | | | | | |

| STEM | | Class Visits | |
|----------|------------|--------------|------------|
| Sessions | Attendance | Sessions | Attendance |
| 41 | 405 | 0 | 0 |

| | <u>Sessions</u> | <u>Attendance</u> |
|-------|-----------------|-------------------|
| Adult | 52 | 587 |
| Y/A | 9 | 121 |
| JUV | 65 | 1253 |

Total Regular Library Programming 126 1961

NON-LIBRARY PROGRAMMING

| Sessions | Program | Attendance | Fee |
|----------|---|------------|-----|
| 2 | Drop-In MahhJong | 8 | N/A |
| 1 | Friends of Crestwood Library Board Meeting | 9 | N/A |
| 1 | Crestwood Historical Society Board Meeting | 6 | N/A |
| 1 | Crestwood Historical Society Meeting | 28 | N/A |
| 1 | Friends of Crestwood Library Annual Meeting | 38 | N/A |
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| | <u>Sessions</u> | <u>Att.</u> |
| Total Non-Library Programming | 6 | 89 |
| GRAND TOTAL PROGRAMMING | 132 | 2050 |

YONKERS PUBLIC LIBRARY

PERSONNEL REPORT MAY 1, 2019

| Element Number & Category | Total # of Positions | Positions Filled | Positions Vacant |
|--|---------------------------------|-----------------------------|-----------------------------|
| <u>7410 Administration</u> | | | |
| Professional | 2 | 2 | 0 |
| Clerical | 8 | 6 | 2 |
| <u>7411 Technical Processing</u> | | | |
| | 4 | 3 | 1 |
| <u>7412/13 Maintenance</u> | | | |
| | 17 | 16 | 1 |
| <u>7412/13/14 Public Service</u> | | | |
| Professional | 39 | 35 | 4 |
| Clerical | <u>37</u> | <u>27</u> | <u>10</u> |
| TOTAL | 107 | 87 | 20 |

BOOK STOCK

For the Month of APRIL 2019

| RIVERFRONT LIBRARY | 2019 | 2018 |
|---|----------------|----------------|
| Number of volumes at end of previous month | 153,303 | |
| Number of volumes added this month | 732 | |
| TOTAL | 154,035 | |
| Number of volumes lost/withdrawn this month | 470 | |
| TOTAL VOLUMES RIVERFRONT LIBRARY | 153,565 | 152,324 |

| GRINTON I. WILL BRANCH | | |
|---|----------------|----------------|
| Number of volumes at end of previous month | 132,178 | |
| Number of volumes added this month | 1,074 | |
| TOTAL | 133,252 | |
| Number of volumes lost/withdrawn this month | 898 | |
| TOTAL VOLUMES GRINTON I. WILL BRANCH | 132,354 | 141,139 |

| CRESTWOOD BRANCH | | |
|---|---------------|---------------|
| Number of volumes at end of previous month | 25,347 | |
| Number of volumes added this month | 92 | |
| TOTAL | 25,439 | |
| Number of volumes lost/withdrawn this month | 211 | |
| TOTAL CRESTWOOD BRANCH | 25,228 | 22,587 |

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY

311,147 **316,050**

CIRCULATION

Intent of the Circulation Policy

A key goal of the YPL Strategic Plan is to engage the entire Yonkers community and to present the Library as a welcoming and accommodating resource for everyone to enjoy. A specific objective of this goal is to offer patrons a dynamic print and digital collection that will inform, entertain, and delight all ages. The circulation of books and other items has always been a core service of public libraries, and will remain so in the foreseeable future. This policy will focus on YPL's physical collection. In conjunction with the Registration Policy, it will define rules for what may be borrowed, by whom, and for how long. It will also list current remedies for late and lost material.

Material That Circulates

In general, most items found on the open shelves may be borrowed. Major exceptions include items marked 'Reference', recent journals, microfilm, and local history material.

YPL also lends a variety of non-traditional items such as musical instruments, telescopes, and dolls. This collection is growing, is subject to change, and is often not displayed in public spaces. A staff member will have the latest information on this material and how it can be borrowed.

Note that although YPL issues a different class of library card to children, teens, and adults, there is no restriction on borrowing any circulating item in the collection based on a patron's age. It is the sole responsibility of parents or caregivers to monitor what their children borrow from the library.

Loan Periods/Late Fees

| Item Type | Loan Period | Limit* | Renewals** | Daily Late Fee*** | Max. Fee |
|----------------------------|-------------|--------|------------|-------------------|----------|
| Hardcovers & Paperbacks | 3 Weeks | 50 | Yes | .10 | 5.00 |
| New Titles | 2 Weeks | 50 | No | .10 | 5.00 |
| Express Books | 1 Week | 3 | No | .50 | 5.00 |
| Magazines | 1 Week | 50 | No | .10 | 5.00 |
| Music CDs | 3 Weeks | 15 | Yes | .10 | 5.00 |
| Audio Books | 3 Weeks | 50 | Yes | .10 | 5.00 |
| DVDs | 1 Week | 15 | Yes | 1.00 | 5.00 |
| Blu-Rays | 1 Week | 6 | Yes | 1.00 | 5.00 |
| New Films | 1 Week | 2 | No | 1.00 | 5.00 |
| TV Series (Multiple Disks) | 2 Weeks | 2 | Yes | 1.00 | 5.00 |
| Electronic Games | 1 Week | 2 | Yes | 2.00 | 10.00 |

Note* Further limits may be imposed due to demand

Note** An item may not be renewed if there is a waiting list for it.

Note*** YPL currently does not charge late fees for its juvenile material

At its discretion, YPL may waive fines or fees for patrons who have experienced long-term hospitalization, imprisonment, eviction, fire, or theft. Patrons who have experienced such hardship should speak to a supervisor and be prepared to provide documentation if asked.

Returns & Renewals

When items are presented at the Circulation Department for checkout, the patron is given a receipt that shows every item borrowed along with its due date. There is no charge for borrowing material if it is returned on or before its due date, and it is returned in good condition.

If an item is approaching its due date, the patron will receive an automated reminder. That is the only reminder issued until 90 days later, when the item status is changed to 'Lost'

Each branch has a book drop or chute outside which can be used at any time to return borrowed material. Items returned in the book drop before opening time will be considered returned the day before.

As a member of the WLS consortium, YPL accepts items borrowed from other public libraries in Westchester and will arrange to have them returned to the owning location. If the owning library has policies on fines, lost fees, loan periods, etc. that differ from local policy, the rules of the owning library prevail.

Currently, most circulating items in the YPL collection are getting one automatic renewal as a courtesy to its patrons. However, if there is a waiting list for an item, it cannot be renewed.

Lost and Damaged Material

When YPL material is lost in circulation, or returned in a damaged condition, a patron may either pay the cost that is on record for that item or replace it with a duplicate copy. If the patron chooses to replace the item, it must be a new copy in the same format and the same (or newer) edition.

If the lost or damaged item was obtained from another library, it should be noted that most libraries do not accept replacement copies, and some add a service charge to the cost of the item. YPL is obligated to follow the policies of the owning library.

The Library will issue a refund for lost items that are then found within 90 days. A processing fee of \$5 (adult items) or \$1 (juvenile items) will be deducted from the refund.

Claims Returned

If a patron claims that an item was properly returned, yet the library's records indicate it is still checked out, the staff will initiate a search throughout the county library system. If the item is located, the patron's account will be cleared of that charge. If the item is not located, the owning library has the discretion to impose or waive the fee for lost material.

Patron Accounts

Patrons with valid library cards may check their personal account by visiting the WLS web site, www.westchesterlibraries.org. To access an account, the patron enters the 14-digit barcode number found on the card, plus the PIN (usually the last four digits of their phone number). Once logged in, patrons can review and verify their personal information, see what they have checked out or placed on hold, renew items, and pay overdue charges. They can also change their preference for receiving notifications (phone, text, or email).

Blocked Accounts

When a patron's account has reached a threshold of \$25 for accumulated overdue fines and/or lost item charges, that patron will be blocked from further borrowing until the balance on the account drops below the threshold.

Museum Passes

Museum passes may be borrowed by Yonkers Public Library resident cardholders only. Except for "Print & Go" passes and vouchers, passes are due back to the library by the close of business two days after check-out (unless the library is closed that day). Passes must be returned to the branch where they were borrowed and they cannot be returned in a book drop. Only one pass may be borrowed or reserved at a time and no more than two passes may be borrowed in a 30-day period. Juvenile cards may not be used to reserve or check out museum passes. Museum passes returned late incur an overdue fine of \$10 per day, up to the value of the pass.

Sharing Library Cards

Library cards are not meant to be shared, and patrons are not permitted to use another person's card without permission. An exception will be made for parents or guardians who are checking out juvenile material for their children.

Library cards remain the property of the Yonkers Public Library and will be confiscated if they are misused.

Intra/Inter Library Loans

If a particular item is not in the YPL collection, or is currently unavailable, patrons may reserve a copy by placing a hold on it. Holds may be placed via the YPL home page, the mobile app, or at any library information desk. YPL is a member of the Westchester Library System (WLS), a consortium of 38 independent libraries, and all member libraries share their circulating collections. When the next available copy of the item is delivered, the patron is sent a notification and has 7 days to pick it up. There is no charge for this service.

When an item is not available from any WLS library, it may be possible to obtain it from a neighboring public, university, or corporate library. Ask a librarian for more information about this service.

Summer Loans

During the summer months, YPL will extend the loan periods for some material so that patrons can take items on vacation without incurring late fees. Information on the material that may be borrowed, and the length of the borrowing period, will be posted in June of each year.

Bronx Patrons

YPL issues library cards to Bronx County residents. These cards can be used only to borrow items in the YPL collection, and may not be used to place holds on material owned by other libraries.

Privacy

A patron's borrowing record is private, and will not be disclosed to anyone without proper legal authority. Parents and caregivers should be aware that they will not have access to information about the material their children have borrowed. YPL has a separate, comprehensive policy statement on patron privacy.