

# **BOARD OF TRUSTEES**

## **MONTHLY MEETING**

**Thursday, October 15, 2020**

**Join Zoom Meeting**  
[zoom.us/j/99481356925](https://zoom.us/j/99481356925)

**Meeting ID:**  
994 8135 6925

# **Table of Contents**

a.)	<b>Agenda</b>	<b>3</b>
b.)	<b>Minutes of September 17, 2020 Meeting</b>	<b>5</b>
c.)	<b>Bill List: Schedule #820</b>	<b>10</b>
d.)	<b>Management Report</b>	<b>18</b>
e.)	<b>Circulation</b>	<b>19</b>
f.)	<b>Turnstile Count</b>	<b>23</b>
g.)	<b>Electronic Resources</b>	<b>24</b>
h.)	<b>Virtual Programming</b>	<b>28</b>
i.)	<b>Quarterly Reports</b>	<b>29</b>
j.)	<b>Book Stock</b>	<b>42</b>
k.)	<b>Proposed 2021 Holiday Schedule</b>	<b>43</b>



**YONKERS PUBLIC LIBRARY  
AGENDA FOR BOARD MEETING  
OCTOBER 15, 2020**

**MINUTES**

[ACTION ITEM] Approve Minutes of Meeting on September 17, 2020.

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE'S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

**[ACTION ITEM]**

Ratify the following appointments:

Emma Azarcon, P/T Librarian II, \$25.35/hr, eff. 9/18/2020

Acknowledge the following terminations:

Magnus Guzman, P/T Page, \$13.00/hr, eff. 9/12/2020

William Buckhana, P/T Page, \$13.00/hr, eff. 9/12/2020

Maureen Crowley, P/T Page, \$13.00/hr, eff. 3/14/2020

**COMMITTEE REPORTS**

**Finance, Budget & Planning**- Maron, Jannetti, Puglia

**[ACTION ITEM]** This certificate will expire:

10/27/2020 Contributions Fund, Sunnyside Federal Savings & Loans Bank, 12 mo. CD,  
\$53,097.68, 2.05%

**Employee Relations** - Maron, Puglia

**Buildings & Grounds** - Maron, Saraceno

**Policy** – Maron, Ilarraza, Sabatino

**Fundraising & Development** – Maron, Ilarraza, Mack

Foundation Update



## **RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedule #820

## **UNFINISHED BUSINESS**

Discussion of racial sensitivity and implicit bias staff training

## **NEW BUSINESS**

**[ACTION ITEM]** 2021 Holiday Schedule

Trustee Mack term to expire December 31, 2020

FY22 Discussion

## **EXECUTIVE SESSION**

## **NEXT MEETING DATE**

Thursday, November 19, 2020



YONKERS PUBLIC LIBRARY  
BOARD MEETING  
ELECTRONIC MEETING  
SEPTEMBER 17, 2020

**ATTENDANCE**

TRUSTEES:	Nancy Maron Josephine Ilarraza Steve Jannetti Joseph Puglia Hon. Michael Sabatino Darryl J. Mack
LIBRARY DIRECTOR:	Jesse Montero
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Trustee Puglia
UNION REPRESENTATIVE:	Brandon Neider
GUESTS:	Dominick Savarese, Arnaldo Torres, Carlos Figueroa, Elizabeth Caruso, Tara Somersall, Phyllis Cole, Zahra Baird, Tyisha Baker, Odalys Aguilar, Sumie Hernandez-Moss, Mbanefo Frank Iwuchukwu

The Board Meeting was held electronically via ZOOM ®, Conference ID# 936 4081 1246.

The Board Meeting began at 7:07 pm.

**MINUTES**

On motion of Trustee Jannetti, seconded and unanimously carried, the Board approved the Minutes of the Meeting of July 16, 2020.

**MANAGEMENT REPORT**

Director Montero announced that it had been approximately ten weeks since Yonkers Public Library opened its doors to in-building service and there have been no known reports of COVID-19 from the staff or patrons. Computer and technology access was restored two weeks after opening. Most other technology has been restored since then, including juvenile and teen computers in anticipation of the new school year.



Director Montero reported that Riverfront and Grinton I. Will served as cooling centers and charging centers during several heat waves and Tropical Storm Isaias over the summer while many homes were without power and/or internet service. While there was no access to water fountains due to safety precautions, bottled water was available to the public as needed.

Director Montero discussed Yonkers Public Library's role in the 2020 Census and the Yonkers Counts complete count effort. Community Services Coordinator Rose Avilés led the census outreach effort by canvassing library patrons and visiting local community events. To date, YPL had assisted 688 residents be counted in 223 different Yonkers households. Riverfront Library also hosted the Census Bureau's training sessions, technology distribution and swearing-in of new enumerators.

Director Montero also discussed Yonkers Public Library's summer youth services. Riverfront Library's Event Space was a site for the Yonkers Public School's "Grab 'n' Go" summer meals distribution; YPL staff assisted in distributing 3,940 meals. Director Montero discussed YPL's partnership with JCY-Westchester Community Partners and its virtual version of the popular Summer Reading Buddies program where 208 students and 144 volunteers participated.

Director Montero updated the Board on virtual programming, including a full calendar of Hispanic Heritage programs that included a discussion of Puerto Rico's 65<sup>th</sup> Infantry Regiment. Director Montero also reported the few in-person programs that were conducted at YPL, including Planning Department public hearings, a police reform forum sponsored by the County Executive and parent-teacher technology workshops.

Deputy Director Thaler updated the Board on Yonkers Public Library's partnership with Sarah Lawrence College and its public humanities fellow, Dr. Kishauna Soljour. Dr. Soljour joined YPL in August as part of the Mellon Foundation grant and will be embedded with YPL for three years, working with teen patrons to help them produce podcasts that discuss the history of Yonkers and the impact of the library in the community, as well as assist them conduct art programs and oral history interviews.

Director Montero announced that as the Census count concludes YPL will begin to focus its efforts on voter registration. Director Montero also announced that Riverfront and Grinton I. Will will serve as the only early voting locations in Yonkers.

Trustee Sabatino shared that he had received an inquiry from a patron about expanding library hours. Director Montero discussed the availability of resources and the time needed for staff to conduct the additional daily tasks required to meet public health guidelines. Director Montero will reevaluate the hours of service and consider expanding them when possible.

## **UNION REPRESENTATIVE'S REPORT**

President Savarese inquired about the procedures used to monitor the number of patrons in library buildings at any time to make sure building capacities are not exceeded, specifically during early voting at Riverfront and Will. Director Montero discussed how security guards track the number of patrons in the buildings and how early voting will be conducted at each building to minimize the contact between voters and the staff and/or library patrons.



President Savarese also inquired about the status of full-time staff vacancies, specifically clerical, and expressed the Union's concern that some staff were experiencing difficulty scheduling unused vacation time before the end of the year. Representative Neider added that, although Management allowed the staff to carry over additional vacation time into 2021 as the buildings were closed during quarantine, some senior staff were still finding it difficult to maintain acceptable department staffing levels and schedule enough time off before the end of the calendar year. The Union asked that Management consider a stipulation of agreement to allow staff to carry over vacation time they would otherwise lose. Management confirmed that they had permitted staff to carry over an additional 25% beyond what they were already permitted to at their discretion and they agreed to discuss the matter further at another time.

## **WLS REPORT**

Trustee Puglia announced that WLS would meet later in the month, however he reported that he did meet with Library administration earlier in the week to discuss new protocols for regularly communicating the needs and priorities of Yonkers Public Library directly to the WLS Board.

## **PERSONNEL REPORT**

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

Magnus Guzman, P/T Page, \$13.00/hr, eff. 7/3/2020  
Catherine Alexandres, P/T Page, \$13.00/hr, eff. 8/21/2020  
Jasmine Tetteh, P/T Page, \$13.00/hr, eff. 8/28/2020  
Salem Murshed, P/T Page, \$13.00/hr, eff. 8/28/2020

Acknowledged the following terminations:

John Favareau, Librarian II, \$83,806.00/yr, eff. 8/6/2020  
Jody Maier, P/T Librarian II, \$25.35/hr, eff. 7/24/2020  
Kwame Kuffour-Berko, P/T Librarian II, \$25.35/hr, eff. 4/3/2020  
Lloyd Conley, P/T Page, \$13.00/hr, eff. 6/17/2020  
Elizabeth Sodano, Clerk I, \$52,085.00/yr, eff. 8/30/2020  
Peter Alaimo, P/T Page, \$13.00/hr, eff. 8/27/2020  
Daniela Ranallo, P/T Page, \$13.00/hr, eff. 9/3/2020  
Amy Kranes, P/T Page, \$13.00/hr, eff. 3/14/2020

## **COMMITTEE REPORTS**

**Finance, Budget & Planning** - Maron, Jannetti, Puglia.

**Employee Relations** - Maron, Puglia.

**Buildings & Grounds** - Maron, Saraceno

**Policy** – Maron, Ilarraza, Sabatino.

## **Fundraising & Development – Maron, Jannetti, Mack.**

Foundation update: President Maron announced that the Foundation received \$7,000 in funding for programming through the assistance of County Legislator Ruth Walter. President Maron also announced that the Foundation was preparing to launch a promotion campaign beginning in October to last through the end of the year.

The Board welcomed Children’s Librarian Tara Somersall. She thanked Director Montero for his leadership during the pandemic and spoke about an experience of racial insensitivity she encountered from another employee during the previous Library leadership and urged the Director Montero to provide more training for the staff on diversity and implicit bias. Director Montero agreed more training is a good idea and announced that he would assemble a diverse committee of staff to find the right training opportunities.

## **PAYMENT OF BILLS**

Trustee Jannetti thanked Business Manager Presedo and her office for their quick responses to his inquiries as they worked virtually during the pandemic. On motion of Trustee Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedules #818 & #819.

## **UNFINISHED BUSINESS**

NONE

## **NEW BUSINESS**

Director Montero updated the Board on the status of the Yonkers Public Library budget as a result of expected revenue shortfalls during the pandemic. \$21.6 million in aid and incentives for the City of Yonkers were withheld by New York State, causing the City to ask its departments to find additional savings. Director Montero announced that to find this savings while avoiding lay-offs to full-time staff and continuing to maintain high public safety standards, Sunday service would be eliminated through June 2021, vacant full-time positions would remain unfilled and the part-time budget would be substantially reduced. The savings would result in an effective 10% reduction of the operating budget. Vacancies would be filled and service returned upon restoration of the budget by the City.

## **EXECUTIVE SESSION**

President Maron motioned the Board into Executive Session at 8:00 pm to discuss a personnel matter. The session ended at 8:29 pm. On motion of Trustee Jannetti, seconded and unanimously carried, the Board adopted the following resolution:

RESOLVED, that the Board of Trustees of the Yonkers Public Library hereby ratifies and approves the stipulation of settlement between the Library, Local 704 B, Service Employees International Union, AFL-CIO, and employee #732671





President Maron also announced that Director Montero had completed probation and would continue to serve as permanent Library Director.

**NEXT BOARD MEETING DATE** – Thursday, October 15, 2020

On motion of Trustee Ilarraza, the Meeting adjourned at 8:31 pm.

Jesse Montero  
Library Director & Secretary



# Yonkers Public Library Bill List September 2020

<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
<b>CAPITAL FUNDS</b>				
AMERICAN EXPRESS		SOFTWARE AND MATERIALS	9/11/2020	1,874.38
BAKER & TAULOR		MATERIALS	9/21/2020	25,472.19
BARNES & NOBLE		MATERIALS	9/21/2020	90.31
BARNES & NOBLE		MATERIALS	9/11/2020	246.81
BARNES & NOBLE		MATERIALS	9/11/2020	300.54
BARNES & NOBLE		MATERIALS	9/21/2020	513.15
BARNES & NOBLE		MATERIALS	9/28/2020	623.07
BARNES & NOBLE		MATERIALS	9/21/2020	738.83
BARNES & NOBLE		MATERIALS	9/28/2020	748.81
BARNES & NOBLE		MATERIALS	9/11/2020	977.74
BARNES & NOBLE		MATERIALS	9/28/2020	2,011.01
INDEPENDENT PUBLISHERS		MATERIALS	9/28/2020	229.34
MIDWEST TAPE		MATERIALS	9/9/2020	4.89
MIDWEST TAPE		MATERIALS	9/21/2020	9.89
MIDWEST TAPE		MATERIALS	9/28/2020	12.59
MIDWEST TAPE		MATERIALS	9/21/2020	12.74
MIDWEST TAPE		MATERIALS	9/21/2020	13.99
MIDWEST TAPE		MATERIALS	9/28/2020	17.49
MIDWEST TAPE		MATERIALS	9/9/2020	19.59
MIDWEST TAPE		MATERIALS	9/28/2020	23.79
MIDWEST TAPE		MATERIALS	9/28/2020	24.58
MIDWEST TAPE		MATERIALS	9/9/2020	24.99
MIDWEST TAPE		MATERIALS	9/28/2020	25.48
MIDWEST TAPE		MATERIALS	9/28/2020	34.23
MIDWEST TAPE		MATERIALS	9/21/2020	47.56
MIDWEST TAPE		MATERIALS	9/9/2020	74.15
MIDWEST TAPE		MATERIALS	9/9/2020	125.94
MIDWEST TAPE		MATERIALS	9/28/2020	131.54
MIDWEST TAPE		MATERIALS	9/9/2020	137.10
MIDWEST TAPE		MATERIALS	9/21/2020	207.77
MIDWEST TAPE		MATERIALS	9/21/2020	307.84
OVERDRIVE		MATERIALS	9/21/2020	156.94
OVERDRIVE		MATERIALS	9/9/2020	1,328.77



<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
<b>CAPITAL FUNDS</b>				
OVERDRIVE		MATERIALS	9/28/2020	1,419.90
PETERSON'S		MATERIALS-RIVERFRONT	9/28/2020	53.63
PETERSON'S		MATERIALS-GRINTON I WILL	9/28/2020	53.63
PETERSON'S		MATERIALS-GRINTON I WILL	9/28/2020	58.48
PETERSON'S		MATERIALS-RIVERFRONT	9/28/2020	58.48
RECORDED BOOKS		MATERIALS	9/9/2020	41.60
<b>TOTAL</b>				<b>38,253.76</b>
<b>CONTRIBUTIONS FUNDS</b>				
AMAZON		MULTIPLE INVOICES	9/2/2020	33.69
AMAZON		BOOKS BY MAIL	9/23/2020	199.91
AMERICAN EXPRESS		FOUNDATION: RENEWAL	9/30/2020	4.40
AMERICAN EXPRESS		LATE FEE	9/9/2020	39.00
AVILES, ROSE		REIMB EXP: HISP HERITAGE	9/30/2020	11.96
FUSCO, EILEEN		REIMB EXP: HISP HERITAGE	9/23/2020	50.00
HEITNER, LOIS		WELLNESS FOUNDATION	9/30/2020	250.00
HUDSON RIVER MUSEUM		MEMBERSHIP 9/15/20-9/30/21	9/2/2020	600.00
LEDESMA, SOLYARIS		WELLNESS FOUNDATION	9/30/2020	70.00
LEDESMA, SOLYARIS		1 HR ZUMBA ON ZOOM	9/16/2020	70.00
LEDESMA, SOLYARIS		ZUMBA HEALTH FITNESS	9/23/2020	70.00
MAXI AIDS		LIBRARY BY MAIL	9/23/2020	683.94
PROJECTME, LLC		WELLNESS FOUNDATION	9/30/2020	300.00
QUALITY OF LIFE, LLC		WELLNESS FOUNDATION	9/30/2020	375.00
SOLJOUR, KISHAUNA		REIMB EXP: PARKING	9/30/2020	41.00
SOMOS ARTE		HISP HERIT\AUTHOR TALK	9/23/2020	500.00
TRACSYSTEMS, INC.		MAINTENANCE & SUPPORT	9/30/2020	4,862.00
<b>TOTAL</b>				<b>8,160.90</b>
<b>TRUSTS FUNDS</b>				
BAKER & TAYLOR		RITA G. MURPHY MEMORIAL	9/9/2020	88.50
<b>TOTAL</b>				<b>88.50</b>



**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
**September 2020**

Date	Num	Memo	Amount
<b>A &amp; C Furia Electric Motors</b>			
09/18/2020	3543	repairs-will library	6,544.65
<b>Total A &amp; C Furia Electric Motors</b>			<b>6,544.65</b>
<b>Abbey Ice</b>			
09/18/2020	29163	spring water	40.00
09/18/2020	29164	spring water	46.50
09/28/2020	31134	spring water	40.00
<b>Total Abbey Ice</b>			<b>126.50</b>
<b>Adams, Luann</b>			
09/28/2020	Nomi2020Crest	nomi & the magic fish (zoom)	150.00
09/28/2020	Tip2020Crestwood	mouse that barked & other siz...	150.00
<b>Total Adams, Luann</b>			<b>300.00</b>
<b>Amazon.com</b>			
09/28/2020	436638665764	wite-out	16.48
09/28/2020	438888646486	telephone cord detangler	19.96
09/28/2020	439378793677	trimmer	28.00
09/28/2020	449877654796	window privacy film	71.94
09/28/2020	459644599544	avery labels	11.95
09/28/2020	465543389385	telephone stand and foam tape	34.17
09/28/2020	467747848943	velcro	31.99
09/28/2020	468855936378	security cameras & internet c...	1,234.99
09/28/2020	567683459593	surveillance internal hard drive	198.00
09/28/2020	599945554667	program supplies	140.04
09/28/2020	643488773469	label peeler	7.35
09/28/2020	785368339367	mason jars	42.98
09/28/2020	793657983793	paint jar set	47.88
09/28/2020	799576637937	label tape	50.00
09/28/2020	839864946397	mason jars	21.49
09/28/2020	845794845796	cordless string trimmer & tur...	471.12
09/28/2020	845794845796	cordless string trimmer & tur...	68.85
09/28/2020	446869565356	disposable face masks (covid...	99.99
09/28/2020	464784895445	disposable face masks (covid...	5.99
09/28/2020	653563743793	disposable face masks (covid...	86.00
09/28/2020	675993338767	disposable face masks (covid...	72.06
09/28/2020	683853983447	sneeze guard panel (covid-19)	273.48
09/28/2020	765687593547	tally counters (covid-19)	27.90
09/28/2020	855698667653	disposable gowns (covid-19)	129.74
09/28/2020	945686485984	sneeze guard shields (covid-19)	1,194.00
09/28/2020	947389459677	sneeze guard shields (covid-19)	398.00
09/28/2020	976856589483	reusable cotton masks (covid-...	19.99
<b>Total Amazon.com</b>			<b>4,804.34</b>
<b>American Express</b>			
09/11/2020	082120covid-19	software	624.85
09/11/2020	082120	software and materials	142.80
09/11/2020	082120	software and materials	318.00
<b>Total American Express</b>			<b>1,085.65</b>
<b>American Library Association</b>			
09/28/2020	55964185	hispanic heritage bookmarks	51.50
<b>Total American Library Association</b>			<b>51.50</b>
<b>American Paper Supply (APP)</b>			
09/11/2020	J1250795	vinyl gloves (small) (covid-19)	460.48
09/28/2020	J1252460	janitorial supplies	445.25
<b>Total American Paper Supply (APP)</b>			<b>905.73</b>
<b>Amoils, Roseanne</b>			
09/08/2020	77	job coach (zoom)	1,020.00
<b>Total Amoils, Roseanne</b>			<b>1,020.00</b>



**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 September 2020

Date	Num	Memo	Amount
<b>Bergamini, Gina</b>			
09/18/2020	81720GB	children's music & movement ...	50.00
09/18/2020	8320GB	children's music & movement ...	50.00
09/18/2020	91220GB	children's music & movement ...	50.00
09/28/2020	070620GB	children's music & movement ...	50.00
09/28/2020	072020GB	children's music & movement ...	50.00
<b>Total Bergamini, Gina</b>			<b>250.00</b>
<b>Brodart</b>			
09/18/2020	563331	classification labels	18.13
<b>Total Brodart</b>			<b>18.13</b>
<b>Cablevision Lightpath</b>			
09/18/2020	100376697	internet 9/1-9/30/20	4,733.55
09/18/2020	100376740	phones 9/1-9/30/20	3,560.19
<b>Total Cablevision Lightpath</b>			<b>8,293.74</b>
<b>Cablevision Optimum</b>			
09/08/2020	07803544469sep20	cable boxes 9/1-9/30/20	16.80
09/11/2020	07803065546sep20	cable box 9/8-10/7/20	8.40
<b>Total Cablevision Optimum</b>			<b>25.20</b>
<b>Chloe's Kids</b>			
09/08/2020	YPL V5	children's music & movement ...	100.00
<b>Total Chloe's Kids</b>			<b>100.00</b>
<b>Citadel Pest Control</b>			
09/08/2020	3962	pest control	200.00
09/08/2020	3970	pest control	250.00
09/28/2020	3985	pest control	330.00
<b>Total Citadel Pest Control</b>			<b>780.00</b>
<b>Con Edison (Consolidated Edison)</b>			
09/11/2020	5909214217sep20	gas 7/30-8/28/20	102.64
<b>Total Con Edison (Consolidated Edison)</b>			<b>102.64</b>
<b>Crown Janitorial</b>			
09/11/2020	462604-2	febreze	49.32
09/11/2020	464743-1	janitorial supplies	2,451.44
09/11/2020	464743-2	janitorial supplies	450.24
09/11/2020	462604-1	janitorial supplies	1,140.62
09/11/2020	462153-1	vinyl gloves (covid-19)	260.96
09/18/2020	464743-3	janitorial supplies	382.18
<b>Total Crown Janitorial</b>			<b>4,734.76</b>
<b>Demco</b>			
09/11/2020	6835664	slatwall book holders	98.25
09/28/2020	6842450	assorted h-bands	14.37
09/28/2020	6842454	assorted h-bands	57.48
09/28/2020	6842477	label protectors	32.50
<b>Total Demco</b>			<b>202.60</b>
<b>Displays2Go</b>			
09/08/2020	PSI1609727	wall mount sign holders	53.50
<b>Total Displays2Go</b>			<b>53.50</b>
<b>DPW Pasny</b>			
09/03/2020	Jun-20	electric charges	8,713.41
09/03/2020	Jun-20	electric charges	695.23
<b>Total DPW Pasny</b>			<b>9,408.64</b>
<b>Fecher, Louise</b>			



**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
**September 2020**

Date	Num	Memo	Amount
09/28/2020	072720LF	yoga for yogis (zoom)	150.00
Total Fecher, Louise			150.00
Five Star Equipment			
09/28/2020	R59368	maintenance supplies	2,145.50
Total Five Star Equipment			2,145.50
Gibbons Family Fitness			
09/18/2020	9-10-20	kickboxing (zoom)	75.00
Total Gibbons Family Fitness			75.00
GovConnection			
09/08/2020	70251037	replacement battery cartridge	223.12
09/08/2020	70302481	laserjet toners	836.15
09/18/2020	70377257	printers	771.22
Total GovConnection			1,830.49
Grainger			
09/11/2020	9638630195	plastic dividers (covid-19)	956.56
09/18/2020	9646186651	v-belts	70.74
09/28/2020	9657684958	maintenance supplies	448.02
Total Grainger			1,475.32
Home Depot Credit Service			
09/08/2020	4033059	maintenance supplies	167.98
Total Home Depot Credit Service			167.98
Katta Protective Service LLC			
09/11/2020	1800	guard service crestwood (cov...	726.64
Total Katta Protective Service LLC			726.64
Keane & Beane			
09/18/2020	60922	legal fees	126.00
Total Keane & Beane			126.00
LE Health Inc.			
09/28/2020	0730	story yoga (zoom)	75.00
09/28/2020	0810	story yoga (zoom)	75.00
09/28/2020	0921	yoga for yogis (zoom)	200.00
Total LE Health Inc.			350.00
Ledesma, Solyaris			
09/08/2020	072620	zumba (zoom)	100.00
09/08/2020	8-25-20SL	zumba (zoom)	70.00
09/08/2020	9-1-20SL	zumba (zoom)	70.00
09/11/2020	9-8-20	zumba (zoom)	70.00
Total Ledesma, Solyaris			310.00
Lexis-Nexis/Matt Bender			
09/18/2020	20188064	materials	2,201.00
Total Lexis-Nexis/Matt Bender			2,201.00
Metro Group, Inc.			
09/08/2020	PI 701384	cooling tower service	836.50
Total Metro Group, Inc.			836.50
National Business Furniture			
09/11/2020	ZK102450	task chair w/ leather seat	494.50
Total National Business Furniture			494.50
Oriental Trading			



11:12 AM  
 10/01/20  
 Accrual Basis

**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
**September 2020**

Date	Num	Memo	Amount
09/28/2020	705096799-01	mega pencil assortment	121.77
Total Oriental Trading			121.77
09/08/2020	090120VP	reimbursement program supp...	250.00
Total Presedo, Vivian			250.00
09/28/2020	PM10.02.19A	mindful monday yoga (zoom)	300.00
Total Project Me LLC			300.00
09/08/2020	62115450	subscriptions NY Times, Jour...	24,684.29
Total Proquest			24,684.29
09/08/2020	9804147	smead labels	44.90
Total Quill Corp.			44.90
09/28/2020	073020SR	yoga (zoom)	225.00
Total Reilly, Shannon			225.00
09/08/2020	083120MR	reimbursement for parking	30.00
Total Robison, Mary			30.00
09/08/2020	IN100587557	program supplies	81.04
Total S & S Worldwide			81.04
09/28/2020	7590578	general tree care	4,394.00
Total Savatree			4,394.00
09/08/2020	082120	auto repairs & inspection	99.90
09/18/2020	9-8-20	auto repairs-dodge ram	385.00
Total Scaringella Auto Repair			484.90
09/11/2020	18694	maintenance supplies	141.93
Total Schall Hardware			141.93
09/28/2020	1126	so magic (virtual)	200.00
Total So Fun City, LLC			200.00
09/11/2020	17746403	maintenance monitoring crest...	287.28
09/11/2020	17442669	cctv monitoring 6/1-6/30/20	68.56
09/11/2020	17717142	access control 10/1-12/31/20	208.83
09/11/2020	17717407	cctv monitoring 10/1-10/31/20	72.67
09/11/2020	17719761	alarm monitoring 10/1-10/31/20	462.45
Total Stanley Convergent			1,099.79
09/28/2020	AP0722	janitorial supplies	54.98
Total Sterling Sanitary Supply			54.98





**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 September 2020

Date	Num	Memo	Amount
<b>Thrive Reiki</b>			
09/18/2020	51	mindful monday (zoom)	75.00
09/18/2020	52	mindful monday (zoom)	75.00
09/18/2020	53	mindful monday (zoom)	75.00
09/18/2020	54	mindful monday (zoom)	75.00
<b>Total Thrive Reiki</b>			<b>300.00</b>
<b>Torres, Arnaldo</b>			
09/28/2020	092120AT	reimbursement for materials	59.97
09/28/2020	092120AT	reimbursement for materials	59.97
09/28/2020	092120AT	reimbursement for materials	59.97
<b>Total Torres, Arnaldo</b>			<b>179.91</b>
<b>Utica National Insurance Group</b>			
09/28/2020	100520	auto commercial policy renewal	34,906.00
<b>Total Utica National Insurance Group</b>			<b>34,906.00</b>
<b>Verizon</b>			
09/11/2020	9144109274sep20	phones 9/1-9/30/20	44.09
09/28/2020	9143372191oct20	phones 9/16-10/15/20	144.92
09/28/2020	9143373015oct20	phones 9/16-10/15/20	49.45
<b>Total Verizon</b>			<b>238.46</b>
<b>Verizon Wireless</b>			
09/08/2020	9861398608	cell phones 7/24-8/23/20	656.68
09/28/2020	9862552822	cell phones 8/11-9/10/20	62.96
09/28/2020	9862552821	cell phones 8/11-9/10/20	187.18
<b>Total Verizon Wireless</b>			<b>906.82</b>
<b>WB Mason</b>			
09/11/2020	213447555	alcohol wipes	46.47
09/11/2020	213196750	program supplies	7.55
09/11/2020	213422782	smead labels	40.90
09/11/2020	211636758	water bottles	13.58
09/11/2020	212063605	rubber bands	6.42
09/11/2020	212100129	clasp envelopes	15.61
09/11/2020	212108148	water bottles	10.02
09/11/2020	212256418	library supplies	31.37
09/11/2020	212261479	library supplies	111.50
09/11/2020	212534107	sharpies	31.98
09/11/2020	212611552	office supplies	43.93
09/11/2020	212010443	hand sanitizer (covid-19)	155.75
09/11/2020	212332126	water bottles (covid-19)	200.40
09/11/2020	212407526	face masks (covid-19)	89.90
09/11/2020	212750117	sanitizing alcohol wipes (covi...	109.90
09/11/2020	212877089	vinyl gloves-medium (covid-19)	109.90
09/18/2020	213496685	labels	10.99
09/18/2020	213506066	googone cleaner	11.98
09/18/2020	213584022	office supplies	7.59
<b>Total WB Mason</b>			<b>1,055.74</b>
<b>Westchester Library System</b>			
09/28/2020	20200101-135	wireless services Jan-June 20...	1,050.00
<b>Total Westchester Library System</b>			<b>1,050.00</b>
<b>TOTAL</b>			<b>120,446.04</b>





YPL Operating Budget 2021

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month Sept	YTD	Balance	% used
101	Salaries	6,444,649	6,444,649	884,618	470,710	1,355,328	5,089,321	21.03%
103	Temp Services	626,664	626,664	35,400	26,135	61,535	565,129	9.82%
150	Termination Payments	35,000	35,000	0	29,010	29,010	5,990	82.88%
198	Overtime	410,651	410,651	6,153	1,706	7,859	402,792	1.91%
	Personal Services Total:	7,516,964	7,516,964	926,171	527,561	1,453,732	6,063,232	19.34%
280	Reference Materials	100,000	100,000	0	180	180	99,820	0.18%
	Materials Total	100,000	100,000	0	180	180	99,820	0.18%
301	Office Supplies	97610	97,610	6574	7,534	14,108	83,502	14.45%
306	Janitorial Supplies	34100	34,100	28	8274	8,302	25,798	24.35%
308	Wearing Apparel	2,971	2,971	0	0	0	2,971	0.00%
309	Fuel For Heating	76,500	76,500	8,562	0	8,562	67,938	11.19%
312	Hardware	7,675	7,675	4,476	1,201	5,677	1,998	73.96%
313	Misc. Supplies	1,000	1,000	117	0	117	883	11.70%
314	Electrical Supplies	600	600	0	0	0	600	0.00%
327	Nursery Supplies	300	300	0	0	0	300	0.00%
361	Gas	2,000	2,000	134	103	237	1,763	11.83%
	Material and Supplies Total	222,756	222,756	19,891	17,111	37,002	185,754	16.61%
401	Insurance	32,575	32,575	0	0	0	32,575	0.00%
402	Telephones	63,900	63,900	8,637	4,846	13,483	50,417	21.10%
403	Printing	13,310	13,310	581	1,064	1,645	11,665	12.36%
404	Lights and Power	170,226	170,226	0	22,509	22,509	147,717	13.22%
405	Postage	3,550	3,550	0	0	0	3,550	0.00%
406	Freight and Express	500	500	0	0	0	500	0.00%
407	Equipment Maint. And Repair	45,700	45,700	9,696	7,367	17,063	28,637	37.34%
408	Rental of Equipment	14,080	14,080	380	0	380	13,700	2.70%
409	Building Maint. And Repair	78,000	78,000	1,368	1,649	3,017	74,983	3.87%
410	Milage Allowance	685	685	0	0	0	685	0.00%
413	Professional Fees	213,950	213,950	7,304	35,759	43,063	170,887	20.13%
415	Outside Labor & Related Charges	45,500	45,500	3,400	5,327	8,727	36,773	19.18%
419	Misc. Expenses	21,750	21,750	0	2,097	2,097	19,653	9.64%
422	Janitorial Service	2,900	2,900	200	780	980	1,920	33.79%
424	Maint. Of Office Equipment	3,200	3,200	0	0	0	3,200	0.00%
425	Subscriptions and Publicationns	121,183	121,183	15,365	26,885	42,250	78,933	34.86%
430	IT Hardware Maint.	50,000	50,000	10,057	4,151	14,208	35,792	28.42%
431	IT Software Licensing and Maint.	494,542	494,542	164,082	7,532	171,614	322,929	34.70%
436	Tuition/Bd/Travel Reimbursement	2,150	2,150	45	30	75	2,075	3.49%
446	Automobile Repair	6,000	6,000	971	485	1,456	4,544	24.27%
481	Binding of Books	700	700	0	0	0	700	0.00%
496	Special Projects	25,000	25,000	3,821	4,997	8,818	16,182	35.27%
	Contractual Services Total	1,409,401	1,409,401	225,907	125,478	351,385	1,058,016	24.93%
	Total Operating Budget	9,249,121	9,249,121	1,171,969	670,331	1,842,300	7,406,821	19.92%



## Management Report Board Meeting October 15, 2020

**Reopening Update:** All Yonkers Public Library (YPL) locations remain open. To date we have not experienced a known case of COVID-19 among staff or regular library patrons. As cases begin to rise elsewhere in the state, YPL is reviewing its pandemic response plans in coordination with the City of Yonkers.

**Newspapers.com Update:** Over the summer, YPL entered into an agreement to digitize its extensive local newspapers microfilm collection. YPL sent 960 reels of microfilm to the company's digitization labs in Utah. Last week, newspapers.com released the digitized files to YPL through its new portal, the Yonkers News Archive. The site contains over one million pages of searchable newsprint (ranging from 1850s to 1990s) from local papers including the Yonkers Herald, Yonkers Statesman, and the Yonkers Herald Statesman. It is accessible to anyone on a YPL computer or its free wireless network, and after three years will be accessible to anyone through a remote portal ([ypl.newspapers.com](http://ypl.newspapers.com)). This is an exciting development for researchers and we are currently working on plans to train staff and promote the service widely.

**Census Update:** Last month, YPL received \$9,387 in grant funding through the 2020 NYS Census outreach program. This helped YPL's community outreach coordinator, Rose Aviles, and dedicated part-time staff to conduct in-branch census assistance and outreach to over a dozen community events. Altogether, YPL staff helped 337 households (with a combined 953 household members) complete the 2020 Census during the grant project period which ended on September 30. Based on the Westchester County Department of Planning's estimate that each uncounted resident results in the loss of \$2500 in federal funding per year, YPL helped recover \$2,382,000 per year (or \$23,825,000 over the decade) for the city and state. YPL will continue to provide census outreach for the remainder of the month.

**Programming:** YPL continues to offer an eclectic series of virtual classes, workshops and performances. Some newer programs include health insurance enrollment assistance, grant application assistance, free online SAT practice testing, and assistance with the Common Application for college admissions. YPL's Riverfront Art Gallery also hosted its first new exhibition since reopening, "From New York to Amman: The Lifeworks of Fares Rizk." The opening received positive attention from gallery aficionados, and was covered by *Out* magazine. YPL's meeting rooms also host the City's police reform meetings and school bus monitor trainings.

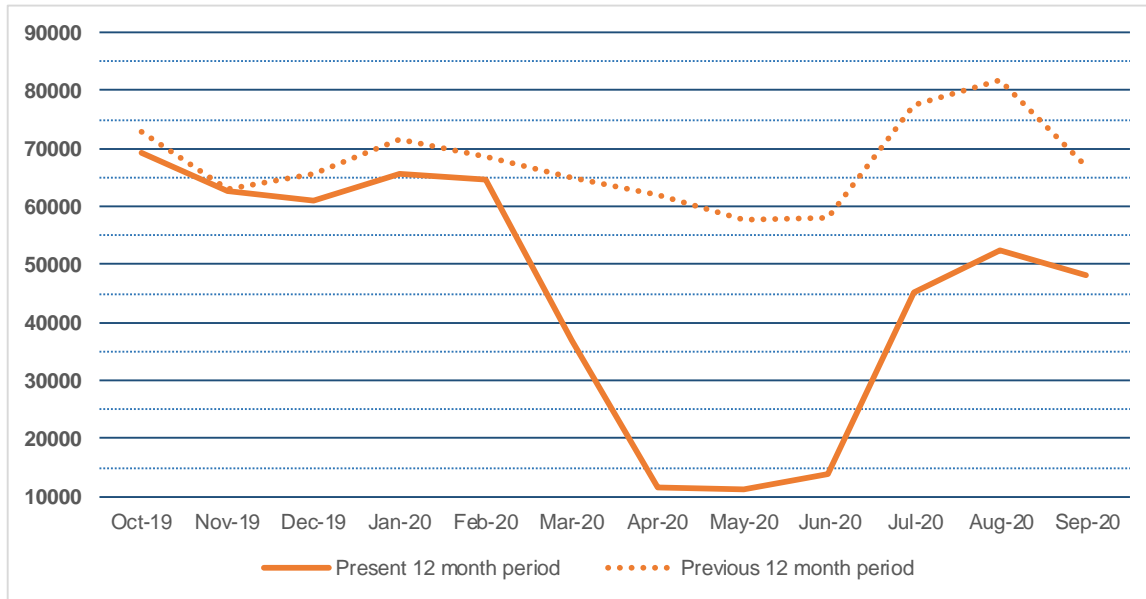
**Early Voting:** As discussed last month, YPL will host early voting from October 24th - November 1st. YPL is working with the Board of Elections to ensure a safe and smooth experience for voters as well as YPL staff and patrons.

**Susan Thaler Retirement:** YPL Deputy Director Susan Thaler announced her plans to retire in early 2021. YPL has benefited from Ms. Thaler's leadership and commitment, and although we are sorry to see her leave we are happy for her and wish her well in her retirement. To ensure continuity of service and institutional knowledge, Ms. Thaler will spend her remaining time at YPL working with the management team to hand off responsibilities.



# CIRCULATION SUMMARY

## YONKERS PUBLIC LIBRARY



	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
<b>Present 12 month period</b>	<b>69319</b>	<b>62605</b>	<b>61094</b>	<b>65766</b>	<b>64816</b>	<b>37052</b>	<b>11424</b>	<b>11111</b>	<b>13859</b>	<b>45281</b>	<b>52569</b>	<b>48249</b>
<b>Previous 12 month period</b>	<b>72974</b>	<b>63047</b>	<b>65508</b>	<b>71637</b>	<b>68723</b>	<b>65041</b>	<b>62092</b>	<b>57630</b>	<b>57955</b>	<b>77481</b>	<b>81689</b>	<b>67036</b>
	-5.0%	-0.7%	-6.7%	-8.2%	-5.7%	-43.0%	-81.6%	-80.7%	-76.1%	-41.6%	-35.6%	-28.0%

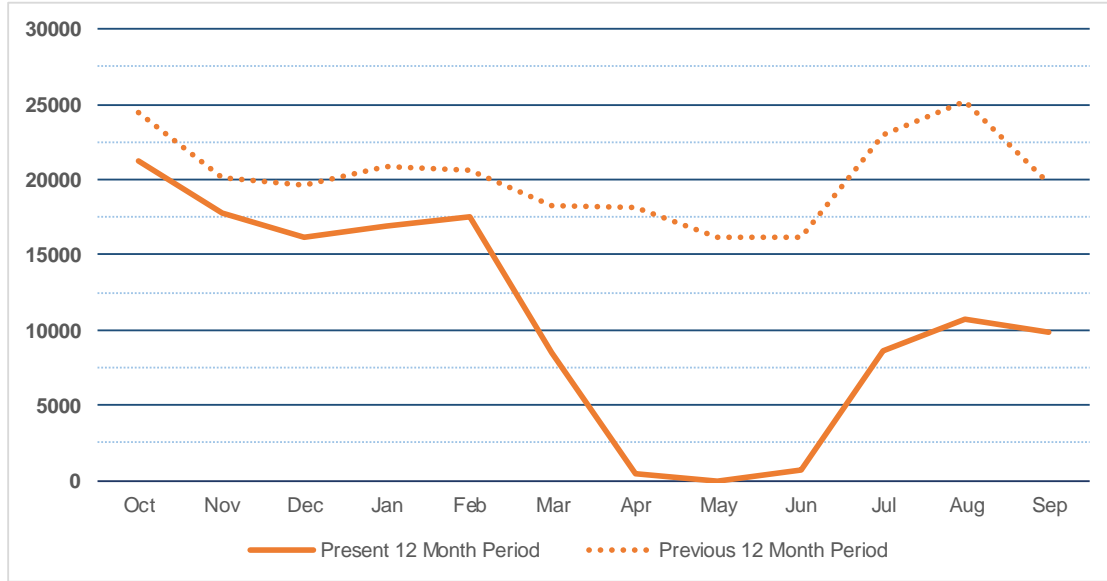
	Sep-19	Sep-20		
_audiobook	892	591	-301	-33.7%
_biography	483	505	22	4.6%
_express	779	341	-438	-56.2%
_fiction	5927	5397	-530	-8.9%
_foreign_language	350	234	-116	-33.1%
_juv_audiobook	75	71	-4	-5.3%
_juv_fiction	15950	9095	-6855	-43.0%
_juv_foreign	379	197	-182	-48.0%
_juv_movie	3561	1576	-1985	-55.7%
_juv_nonfiction	2366	1540	-826	-34.9%
_magazine	138	135	-3	-2.2%
_movie	14833	8896	-5937	-40.0%
_music	1951	1527	-424	-21.7%
_new_book	3529	1931	-1598	-45.3%
_nonfiction	5445	4094	-1351	-24.8%
_ya_av	275	103	-172	-62.5%
_ya_fiction	1831	1462	-369	-20.2%
_ya_nonfiction	354	305	-49	-13.8%
Electronic Content Use	6685	9496	2811	42.0%

Circulation Profile:	Sep-19	Sep-20	
_audiobook	1.3%	1.2%	-0.1%
_biography	0.7%	1.0%	0.3%
_express	1.2%	0.7%	-0.5%
_fiction	8.8%	11.2%	2.3%
_foreign_language	0.5%	0.5%	0.0%
_juv_audiobook	0.1%	0.1%	0.0%
_juv_fiction	23.8%	18.9%	-4.9%
_juv_foreign	0.6%	0.4%	-0.2%
_juv_movie	5.3%	3.3%	-2.0%
_juv_nonfiction	3.5%	3.2%	-0.3%
_magazine	0.2%	0.3%	0.1%
_movie	22.1%	18.4%	-3.7%
_music	2.9%	3.2%	0.3%
_new_book	5.3%	4.0%	-1.3%
_nonfiction	8.1%	8.5%	0.4%
_ya_av	0.4%	0.2%	-0.2%
_ya_fiction	2.7%	3.0%	0.3%
_ya_nonfiction	0.5%	0.6%	0.1%
Electronic Content Use	9.97%	19.68%	9.7%



# CIRCULATION SUMMARY

## RIVERFRONT LIBRARY



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Present 12 Month Period</b>	<b>21240</b>	<b>17738</b>	<b>16212</b>	<b>16888</b>	<b>17557</b>	<b>8554</b>	<b>491</b>	<b>9</b>	<b>650</b>	<b>8644</b>	<b>10739</b>	<b>9807</b>
<b>Previous 12 Month Period</b>	<b>24426</b>	<b>20150</b>	<b>19684</b>	<b>20897</b>	<b>20605</b>	<b>18225</b>	<b>18154</b>	<b>16156</b>	<b>16222</b>	<b>22931</b>	<b>25192</b>	<b>19736</b>
	-13.0%	-12.0%	-17.6%	-19.2%	-14.8%	-53.1%	-97.3%	-99.9%	-96.0%	-62.3%	-57.4%	-50.3%

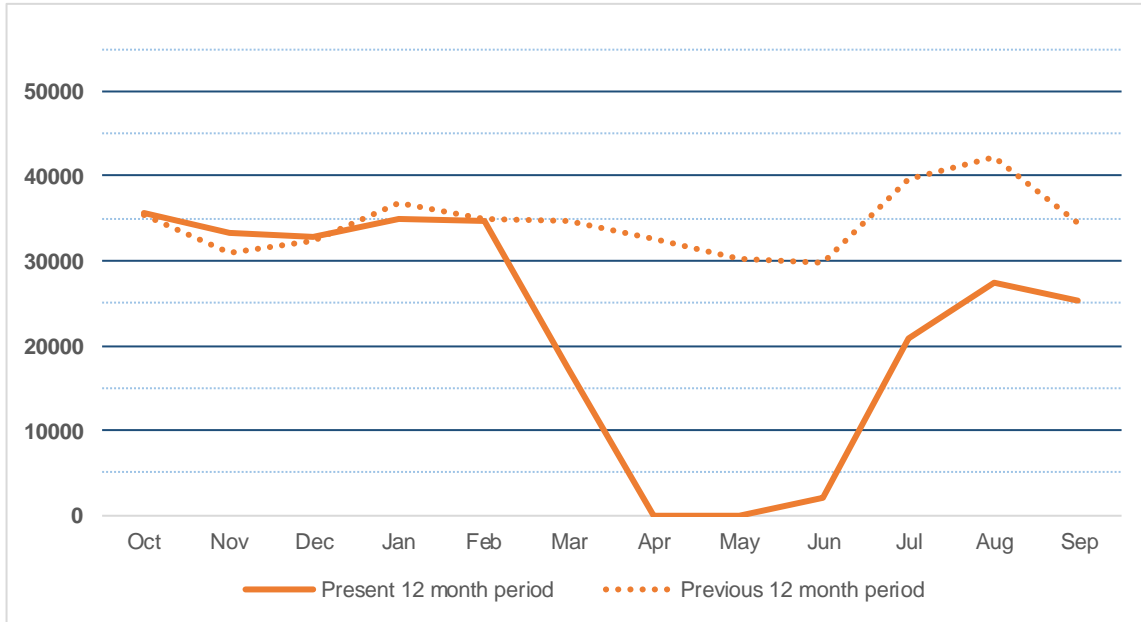
	Sep-19	Sep-20		
_audiobook	203	112	-91	-44.8%
_biography	89	110	21	23.6%
_express	446	176	-270	-60.5%
_fiction	1009	1024	15	1.5%
_foreign_language	226	127	-99	-43.8%
_juvenile_audiobook	6	13	7	116.7%
_juvenile_fiction	4414	2197	-2217	-50.2%
_juvenile_foreign	232	121	-111	-47.8%
_juvenile_movie	1468	447	-1021	-69.6%
_juvenile_nonfiction	562	261	-301	-53.6%
_magazine	10	6	-4	-40.0%
_movie	6840	2353	-4487	-65.6%
_music	420	187	-233	-55.5%
_new_book	614	433	-181	-29.5%
_nonfiction	1440	1124	-316	-21.9%
_young_adult_av	149	23	-126	-84.6%
_young_adult_fiction	750	555	-195	-26.0%
_young_adult_nonfiction	130	90	-40	-30.8%

Circulation Profile:	Sep-19	Sep-20	
_audiobook	1.0%	1.1%	0.1%
_biography	0.5%	1.1%	0.7%
_express	2.3%	1.8%	-0.5%
_fiction	5.1%	10.4%	5.3%
_foreign_language	1.1%	1.3%	0.1%
_juvenile_audiobook	0.0%	0.1%	0.1%
_juvenile_fiction	22.4%	22.4%	0.0%
_juvenile_foreign	1.2%	1.2%	0.1%
_juvenile_movie	7.4%	4.6%	-2.9%
_juvenile_nonfiction	2.8%	2.7%	-0.2%
_magazine	0.1%	0.1%	0.0%
_movie	34.7%	24.0%	-10.7%
_music	2.1%	1.9%	-0.2%
_new_book	3.1%	4.4%	1.3%
_nonfiction	7.3%	11.5%	4.2%
_young_adult_av	0.8%	0.2%	-0.5%
_young_adult_fiction	3.8%	5.7%	1.9%
_young_adult_nonfiction	0.7%	0.9%	0.3%



# CIRCULATION SUMMARY

## GRINTON I. WILL LIBRARY



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Present 12 month p</b>	<b>35766</b>	<b>33251</b>	<b>32841</b>	<b>35005</b>	<b>34799</b>	<b>17208</b>	<b>37</b>	<b>25</b>	<b>2033</b>	<b>20880</b>	<b>27527</b>	<b>25283</b>
<b>Previous 12 month</b>	<b>35475</b>	<b>30981</b>	<b>32368</b>	<b>36902</b>	<b>34947</b>	<b>34765</b>	<b>32680</b>	<b>30315</b>	<b>29811</b>	<b>39635</b>	<b>42145</b>	<b>34552</b>
	0.8%	7.3%	1.5%	-5.1%	-0.4%	-50.5%	-99.9%	-99.9%	-93.2%	-47.3%	-34.7%	-26.8%

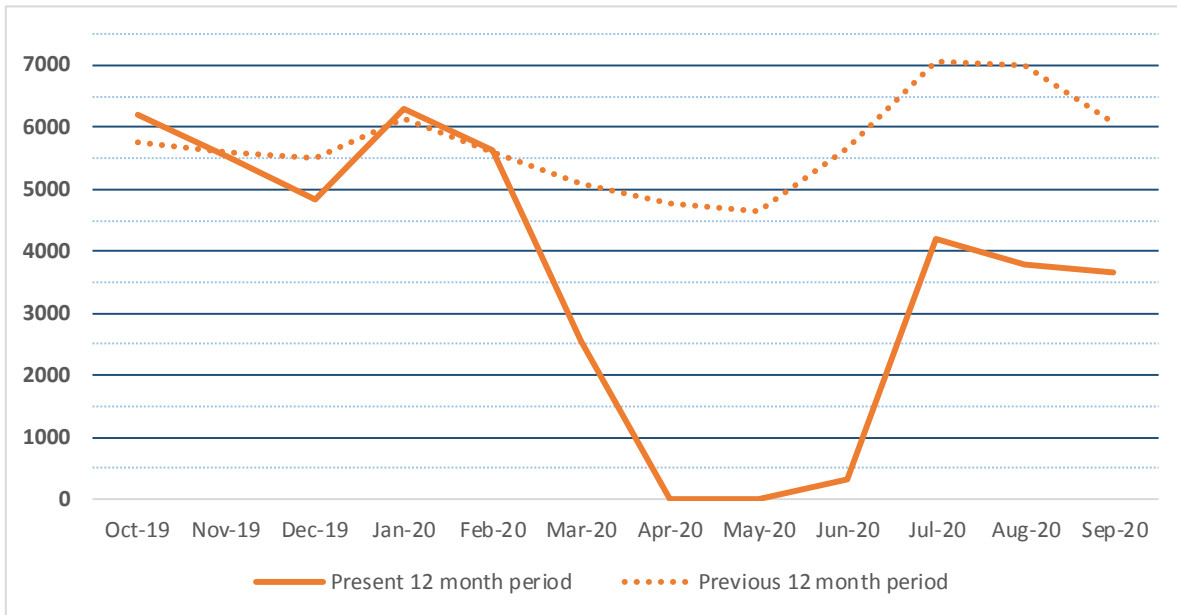
	Sep-19	Sep-20		
_audiobook	601	441	-160	-26.6%
_biography	346	324	-22	-6.4%
_express	281	158	-123	-43.8%
_fiction	4143	3740	-403	-9.7%
_foreign_language	103	102	-1	-1.0%
_juv_audiobook	53	45	-8	-15.1%
_juv_fiction	10058	6164	-3,894	-38.7%
_juv_foreign	129	75	-54	-41.9%
_juv_movie	1786	1054	-732	-41.0%
_juv_nonfiction	1369	1033	-336	-24.5%
_magazine	51	95	44	86.3%
_movie	6859	6055	-804	-11.7%
_music	1370	1205	-165	-12.0%
_new_book	2544	1144	-1,400	-55.0%
_nonfiction	3324	2443	-881	-26.5%
_ya_av	99	47	-52	-52.5%
_ya_fiction	818	708	-110	-13.4%
_ya-nonfiction	192	183	-9	-4.7%

Circulation Profile:	Sep-19	Sep-20	
_audiobook	1.7%	1.7%	0.0%
_biography	1.0%	1.3%	0.3%
_express	0.8%	0.6%	-0.2%
_fiction	12.0%	14.8%	2.8%
_foreign_language	0.3%	0.4%	0.1%
_juv_audiobook	0.2%	0.2%	0.0%
_juv_fiction	29.1%	24.4%	-4.7%
_juv_foreign	0.4%	0.3%	-0.1%
_juv_movie	5.2%	4.2%	-1.0%
_juv_nonfiction	4.0%	4.1%	0.1%
_magazine	0.1%	0.4%	0.2%
_movie	19.9%	23.9%	4.1%
_music	4.0%	4.8%	0.8%
_new_book	7.4%	4.5%	-2.8%
_nonfiction	9.6%	9.7%	0.0%
_ya_av	0.3%	0.2%	-0.1%
_ya_fiction	2.4%	2.8%	0.4%
_ya-nonfiction	0.6%	0.7%	0.2%



# CIRCULATION SUMMARY

## CRESTWOOD LIBRARY



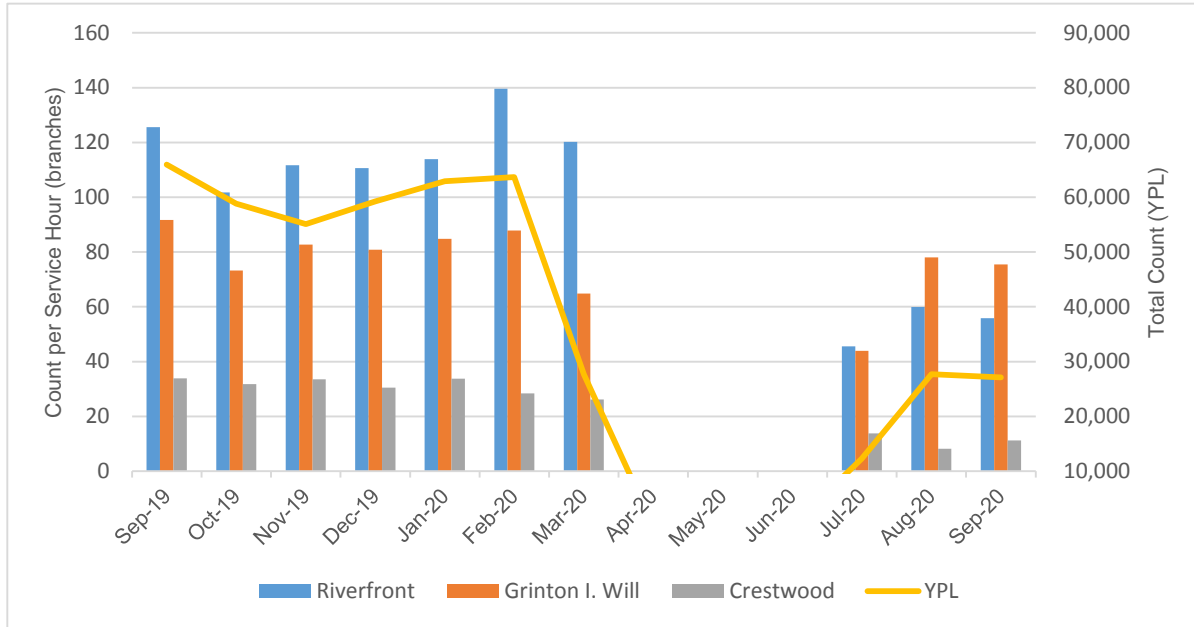
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
<b>Present 12 month p</b>	<b>6210</b>	<b>5539</b>	<b>4823</b>	<b>6300</b>	<b>5617</b>	<b>2540</b>	<b>2</b>	<b>11</b>	<b>323</b>	<b>4208</b>	<b>3778</b>	<b>3663</b>
<b>Previous 12 month</b>	<b>5754</b>	<b>5587</b>	<b>5500</b>	<b>6129</b>	<b>5586</b>	<b>5085</b>	<b>4779</b>	<b>4635</b>	<b>5657</b>	<b>7074</b>	<b>6990</b>	<b>6063</b>
	7.9%	-0.9%	-12.3%	2.8%	0.6%	-50.0%	-100.0%	-99.8%	-94.3%	-40.5%	-46.0%	-39.6%

	Sep-19	Sep-20		
_audiobook	88	38	-50	-56.8%
_biography	48	71	23	47.9%
_express	52	7	-45	-86.5%
_fiction	775	633	-142	-18.3%
_foreign_language	21	5	-16	-76.2%
_juv_audiobook	16	13	-3	-18.8%
_juv_fiction	1478	734	-744	-50.3%
_juv_foreign	18	1	-17	-94.4%
_juv_movie	307	75	-232	-75.6%
_juv_nonfiction	435	246	-189	-43.4%
_magazine	77	34	-43	-55.8%
_movie	1134	488	-646	-57.0%
_music	161	135	-26	-16.1%
_nonfiction	681	527	-154	-22.6%
_new_book	371	354	-17	-4.6%
_ya_av	27	33	6	22.2%
_ya_fiction	263	199	-64	-24.3%
_ya_nonfiction	32	32	0	0.0%

Circulation Profile:	Sep-19	Sep-20	
_audiobook	1.5%	1.0%	-0.4%
_biography	0.8%	1.9%	1.1%
_express	0.9%	0.2%	-0.7%
_fiction	12.8%	17.3%	4.5%
_foreign_language	0.3%	0.1%	-0.2%
_juv_audiobook	0.3%	0.4%	0.1%
_juv_fiction	24.4%	20.0%	-4.3%
_juv_foreign	0.3%	0.0%	-0.3%
_juv_movie	5.1%	2.0%	-3.0%
_juv_nonfiction	7.2%	6.7%	-0.5%
_magazine	1.3%	0.9%	-0.3%
_movie	18.7%	13.3%	-5.4%
_music	2.7%	3.7%	1.0%
_nonfiction	11.2%	14.4%	3.2%
_new_book	6.1%	9.7%	3.5%
_ya_av	0.4%	0.9%	0.5%
_ya_fiction	4.3%	5.4%	1.1%
_ya_nonfiction	0.5%	0.9%	0.3%



# TURNSTILE COUNTS



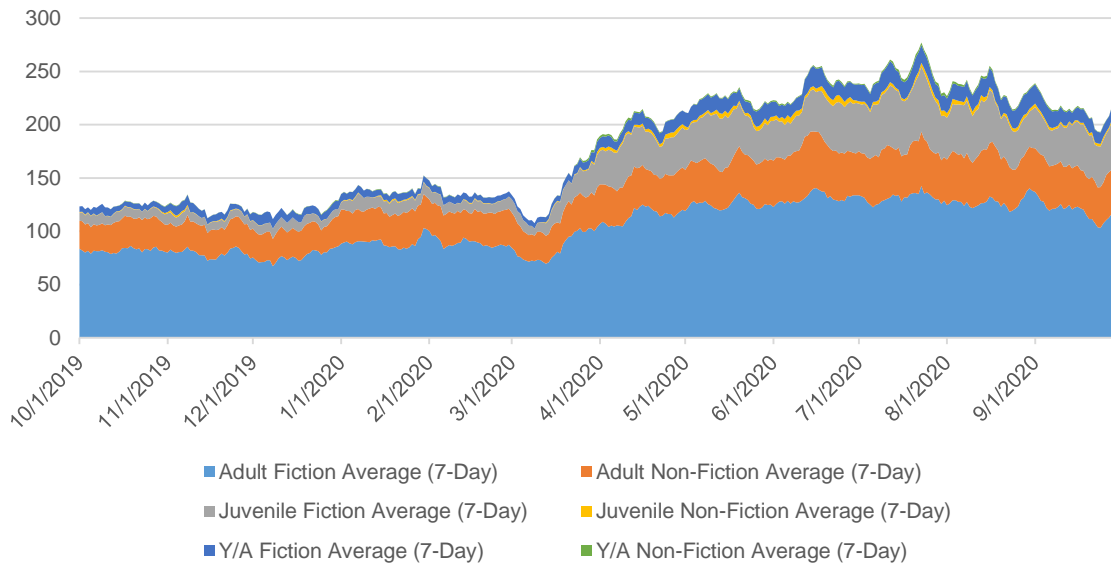
	Riverfront			Grinton I. Will			Crestwood			YPL Total Count
	Count	Hours	Per Hour	Count	Hours	Per Hour	Count	Hours	Per Hour	
<b>Sep-19</b>	32,645	260	126	25,302	276	92	7,989	236	34	<b>65,936</b>
<b>Oct-19</b>	28,687	282	102	21,963	300	73	8,198	258	32	<b>58,848</b>
<b>Nov-19</b>	26,807	240	112	20,843	252	83	7,436	222	33	<b>55,086</b>
<b>Dec-19</b>	29,318	265	111	22,650	280	81	7,292	239	31	<b>59,260</b>
<b>Jan-20</b>	30,509	268	114	24,070	284	85	8,336	247	34	<b>62,915</b>
<b>Feb-20</b>	34,327	246	140	22,854	260	88	6,476	228	28	<b>63,657</b>
<b>Mar-20</b>	15,623	130	120	8,948	138	65	3,084	118	26	<b>27,655</b>
<b>Apr-20</b>										-
<b>May-20</b>										-
<b>Jun-20</b>										-
<b>Jul-20</b>	6,052	133	46	5,837	133	44	399	29	14	<b>12,288</b>
<b>Aug-20</b>	11,865	198	60	15,460	198	78	390	48	8	<b>27,715</b>
<b>Sep-20</b>	11,284	202	56	15,236	202	75	574	51	11	<b>27,094</b>

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



# ELECTRONIC RESOURCES SUMMARY

## Daily OverDrive Checkouts



	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Y/A Fiction	Y/A Non-Fiction	TOTAL
Sep-19	2506	916	219	15	193	6	3855
Oct-19	2539	848	275	15	181	6	3864
Nov-19	2349	808	237	21	204	7	3626
Dec-19	2422	832	250	3	242	8	3757
Jan-20	2808	961	359	24	201	9	4362
Feb-20	2536	892	280	9	160	4	3881
Mar-20	2713	950	587	30	209	22	4511
Apr-20	3464	1095	1080	77	327	29	6072
May-20	3892	1257	1224	102	422	32	6929
Jun-20	3960	1402	1201	130	432	29	7154
Jul-20	4039	1396	1568	103	499	62	7667
Aug-20	3981	1370	1285	96	514	42	7288
Sep-20	3519	1198	1213	64	387	22	6403

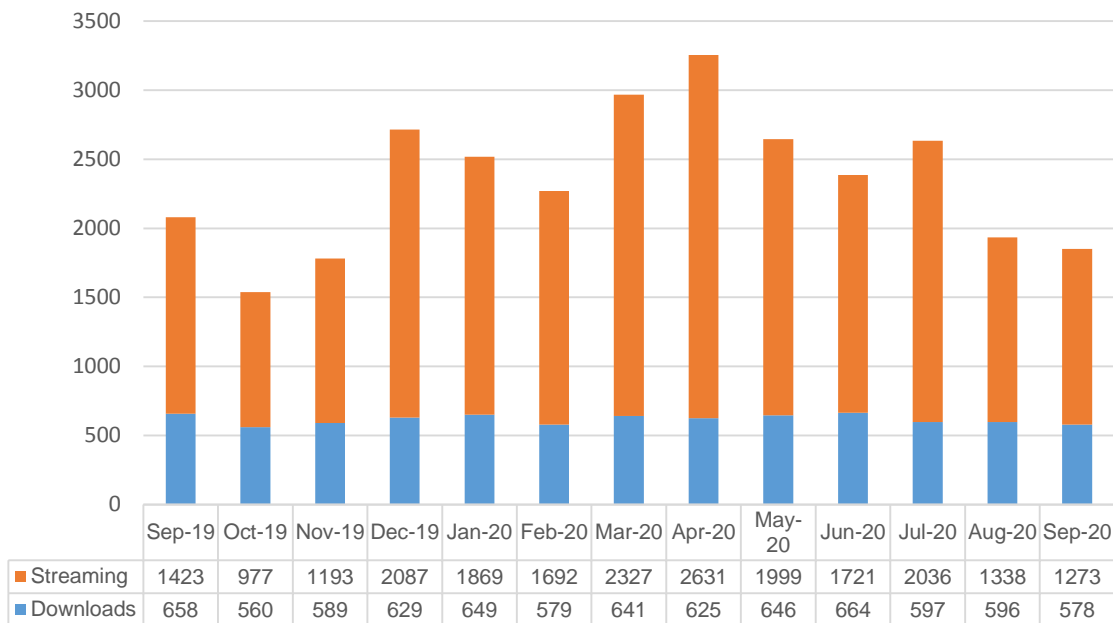


# ELECTRONIC RESOURCES SUMMARY

## Hoopla Circulation

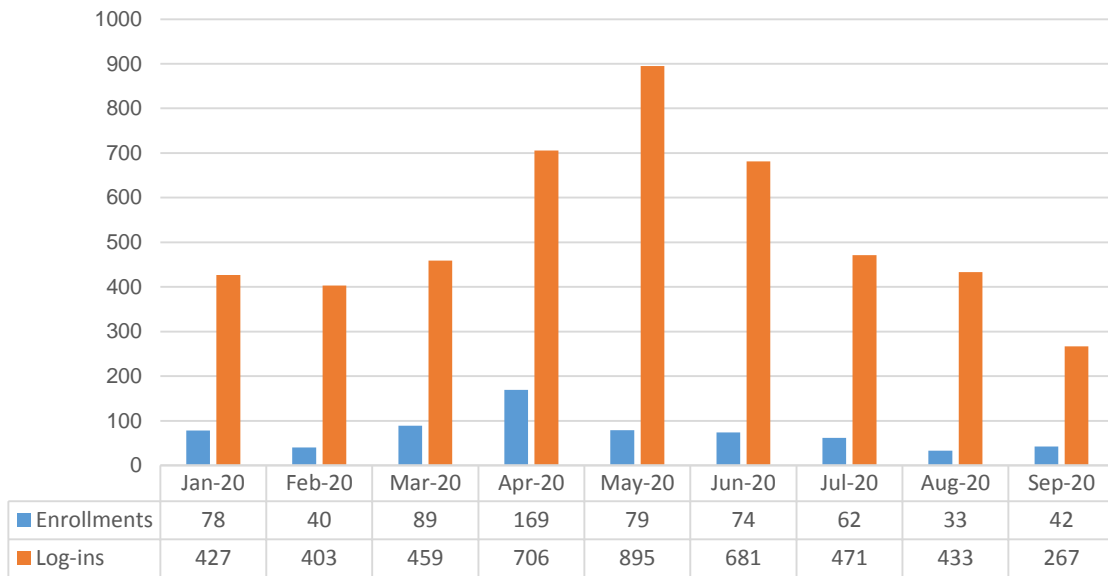
	Audiobook	Comic	eBook	Movie	Music	Television	Total	New Patrons
Aug-19	316	75	169	104	68	55	787	32
Sep-19	295	63	178	97	59	50	742	25
Oct-19	281	54	175	91	39	52	692	20
Nov-19	246	43	186	92	40	59	666	13
Dec-19	245	71	189	94	53	68	720	22
Jan-20	269	40	196	83	34	59	681	20
Feb-20	272	49	176	74	55	49	675	10
Mar-20	386	111	312	204	70	147	1230	78
Apr-20	423	183	463	247	54	154	1524	52
May-20	416	147	451	185	70	191	1460	41
Jun-20	391	123	407	206	50	101	1278	34
Jul-20	379	107	403	147	52	143	1231	49
Aug-20	446	132	377	148	43	133	1279	14
Sep-20	421	115	325	147	49	162	1219	19

## Freegal

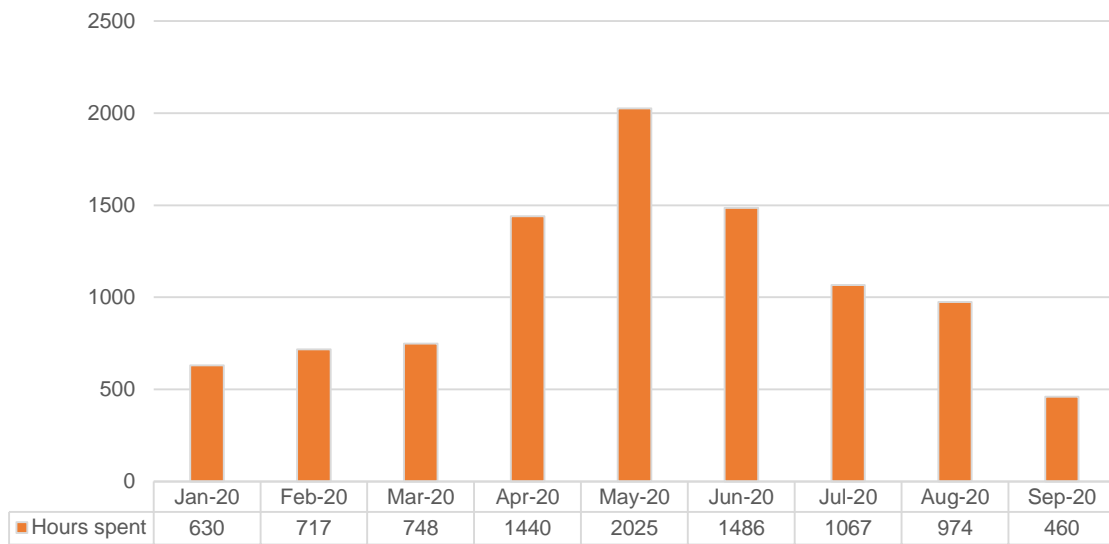


# ELECTRONIC RESOURCES SUMMARY

## Gale Courses

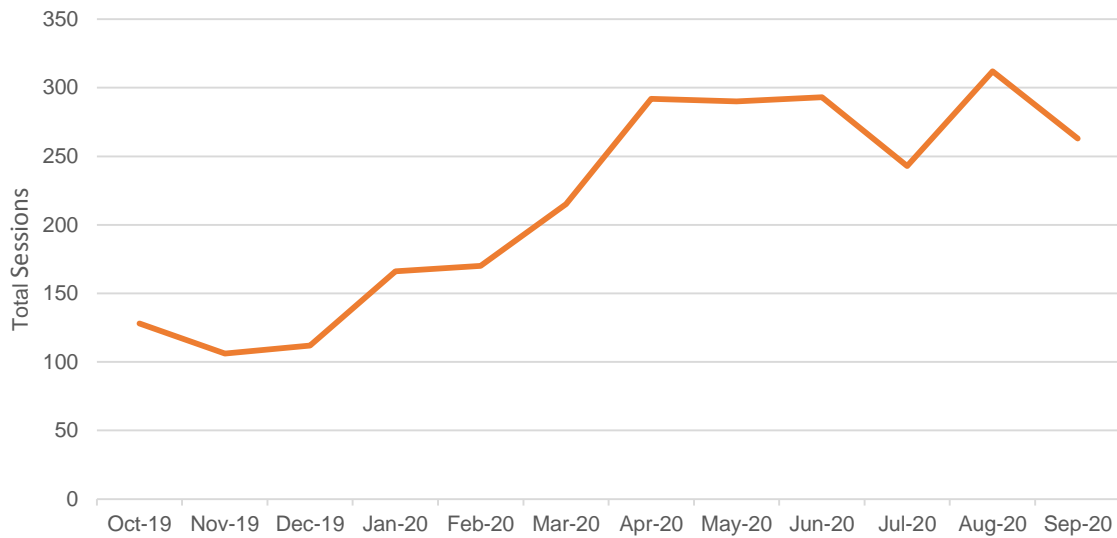


## Gale Courses



# ELECTRONIC RESOURCES SUMMARY

## Mango Languages



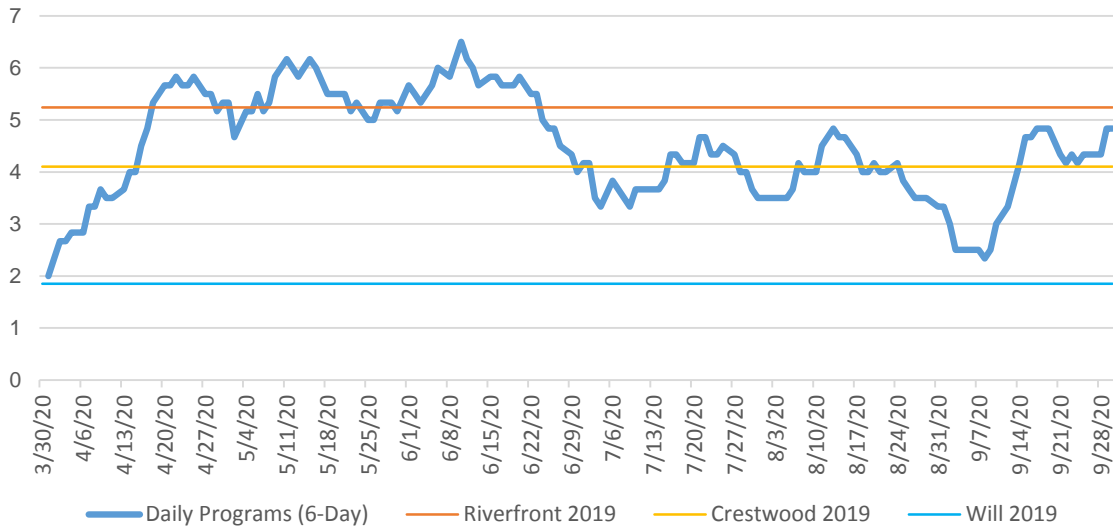
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
Total Sessions:	128	106	112	166	170	215	292	290	293	243	312	263
Total Course Uses:	103	91	109	177	157	199	286	276	283	203	278	266
Mobile Sessions:	55	56	33	77	83	81	91	148	154	113	190	167
Avg Session Length (min):	14	12	17	16	15	16	17	16	12	15	17	13
Total Learning Time (hours):	29.4	21.9	32.6	44.6	42.5	59.1	81.2	79.3	60.4	60.1	89.4	56.5
Total Learning Time:	1766	1311	1957	2673	2549	3547	4872	4759	3625	3607	5362	3389

	COURSES											TOTAL	
Spanish, Latin American	38	22	43	36	46	69	75	87	87	59	99	95	756
ESL Spanish (Latin American)	23	12	2	14	16	28	51	61	53	52	82	2	396
French	9	15	9	21	21	19	22	21	12	9	9	12	179
Italian	2	3	3	8	10	31	41	27	13	4	7	3	152
Russian	0	0	0	5	1	2	7	15	24	18	10	43	125
Japanese	11	17	4	6	4	2	4	6	14	16	18	15	117
Arabic, Levantine	1	2	12	16	14	12	15	10	7	3	2	20	114
German	7	0	0	2	6	12	7	17	26	10	10	7	104
Korean	3	0	3	3	1	2	6	16	16	2	8	7	67
Icelandic	0	0	6	13	4	7	8	0	0	0	0	12	50
ESL Spanish-Lenguaje de Text	0	0	0	0	0	0	1	1	0	0	0	27	29
Portuguese (Brazil)	0	0	0	2	7	0	14	2	0	1	0	1	27
Hebrew	0	1	0	0	1	0	0	0	0	0	15	9	26
Haitian Creole	2	5	2	3	3	0	0	0	0	6	4	0	25
Turkish	0	0	0	0	1	0	0	0	0	10	10	3	24
Arabic, MSA	2	2	11	3	1	0	0	0	1	1	0	0	21
Chinese, Mandarin	2	0	3	6	0	2	0	2	0	0	1	1	17
Spanish, Castilian	0	0	0	11	2	3	1	0	0	0	0	0	17
Romance, Spanish	0	1	0	2	1	4	3	1	2	0	0	1	15
Tagalog	0	3	0	1	0	0	4	0	2	2	1	0	13
Business, Spanish	0	0	0	1	1	0	3	0	2	1	1	1	10
ESL Arabic (MSA)	0	1	0	4	0	0	0	4	0	0	0	0	9
Hindi	0	0	5	0	1	0	0	0	3	0	0	0	9
Spanish for Librarians	0	1	0	0	0	0	7	0	0	1	0	0	9
Dutch	0	0	1	2	3	1	0	1	0	0	0	0	8

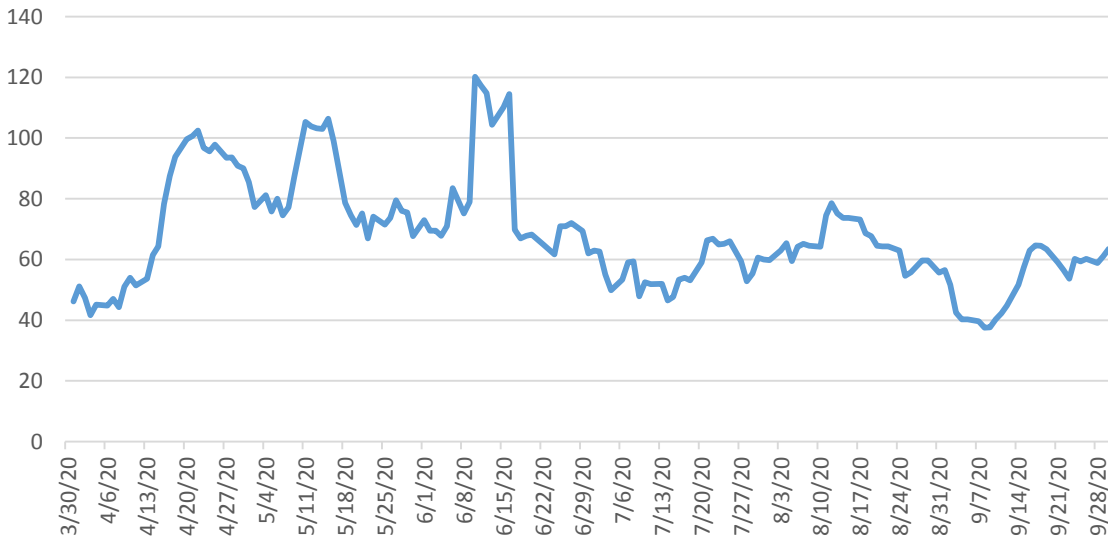


# VIRTUAL PROGRAMMING SUMMARY

### Programs per Day



### Daily Attendance (6-Day)



<b><u>Total Programs</u></b>	<b><u>Total Attendance</u></b>
<b>726</b>	<b>11,001</b>

**NOTE:** Through September 30. Attendance on non-Zoom platforms represent estimates.



# QUARTERLY REPORTS

## RIVERFRONT JULY, AUGUST, AND SEPTEMBER 2020

Anticipating our gradual reopening in the midst of a national health emergency, the Riverfront Library took various steps to safeguard the health of our staff and the community.

The unprecedented situation, in which the government has set limits to the occupancy of public and private spaces, compelled the Library both to prioritize its resources and to assess the ways in which those services that best meet the needs of our patrons could be suitably modified. Sad enough to say, moreover, we needed also to consider the possibility of eliminating, at least temporarily, some programs and services with lesser benefit to the community.

Having been locked down since the middle of March, we reopened our doors on July 15.

The reopening has been slow and gradual. This has allowed us to assess the risks, to ensure that appropriate health and safety measures are in place, and to work out the kinks in our “new normal” procedures. We are happy to state, however, that we have seen a marked increase of patrons in the library each week even though our public service hours have been reduced.

To continue serving our patrons-- both during the lockdown and during the phased-in reopening -- the Riverfront Library ramped up its online presence, providing online reading lists of resources of children’s activities, virtual programs for improving adult job skills, virtual exercise classes, and additional social media platforms.

Attracting both new and old library users, and designed for multiple purposes, these platforms provided our patrons with needed information, including up-to-date public service information on Yonkers municipal services, the national census, various health directives, and of course, COVID-19 resources.

Adult and teen programs continue to be offered virtually, in addition to grab-and-go craft programs and limited in-person teen activities related to the summer reading program. The Adult Service department hosted numerous virtual programs during the quarter, including programs on technology, job coaching, exercise, meditation, and bilingual Spanish-English programs. Among the online offerings were *Mystery Mondays* (Nina Smith), *Zumba Class* and *Kickboxing Class* (Elyse Schreiber), *Introduction to Microsoft Word* (Eugene Howell), *Introduction to PowerPoint* (Anne Campbell), *Vivan los libros!* ( Ana Gantzer), and the *English Language Conversation Group* (Arnaldo Torres). Numerous online *Technology classes* were presented by Christine Bitetti, *Art classes* by Haifa Bint-Kadi, and several Hispanic heritage events were hosted by Rose Aviles, Arnaldo and Ana Gantzer.

The mission of the Riverfront Children’s Department, to support younger readers of all ages and to provide activities and programs that foster early literacy, has of course been rendered more difficult by the pandemic, particularly inasmuch as the staff has been prevented from welcoming the children on site. But programs have been made available to the youngsters through virtual outlets like Facebook Live, Instagram, and Zoom; and they have provided the kids not only with fun and enriching experiences, but also with the comfort of seeing a familiar face during an otherwise scary and isolating time. Taking to



## QUARTERLY REPORTS

cyberspace to reach our young patrons were librarians Ralph Guida, with *Tuesday Storytime* on YouTube (for children 3 to 5 years old); Michelle Halpern, with *Dial-a-story*, *SOMagic for kids*, and (as co-host) *Music and Movement* with Chloe; and Renee Rabadi, co-hosted the online programs *Zumba for kids*, *Arch for kids*, *Music with Kurt*.

A state-certified notary public, Mr. Ralph Guida also continued to notarize documents for our patrons, notarizing 144 documents during the last quarter. (The service is provided free; but it is available only by appointment.)

Since the library reopened, the staff has streamlined its reader's advisory services and assisted patrons with digital resources -- as well as with photocopiers, printers, and fax machines; all done in a way that places the safety of the staff and patrons first. In July, patron use of computers was phased-in on a very limited scale. Very strict social distancing procedures were enforced in the computer room, computer stations were disinfected between users, and patrons (and staff) were required to wear proper protective masks and gloves.

The Summer Reading program was offered this year through an online reading program called READSquared. This program is user friendly and it allows the flexibility of recording books from home. It also offers some fun activities for kids. Our reading program encourages children, teenagers, and families to appreciate reading as a way to develop lifelong learning skills. 514 kids registered for the program this year, 233 kids logged their books in, and a total of 1,397 books were read. 963 teens participated in the Teen-READSquared program. The READSquared program was ably coordinated by librarian Eileen Fusco.

### **Community Engagement**

The value of the Library is not reducible to the number of books we circulate each month, vital though our service in that area is. At least equally important is the impact we have on the residents of this community. Listening to them and striving to incorporate their needs into our programs and services, we do our best to provide them with the answers and resources they need. Our Outreach programs during the quarter included the following:

- With staff visits to houses of worship, the Library assisted City Hall in promoting the Yonkers Counts- Census 2020 program.
- The Library collaborated with the City Council's President Office in arranging a program for Hispanic Heritage Month at Philipse Manor Hall.
- The Library successfully hosted the National Voter Registration Day in the Riverfront Library atrium.
- The Library partnered with the City of Yonkers Counts- Census 2020 program to visit and count residents at the Yonkers Community Arts Education Center on Ashburton Avenue.

The Riverfront Library staff continued during this difficult period to maintain the Library's partnership with various community organizations. Eugene Howell has continued his work as a community liaison, Arnaldo Torres has continued to serve on the Board of the Yonkers YMCA, and Sandy Amoyaw has continued to



## QUARTERLY REPORTS

attend, through Zoom, meetings of the Salvation Army, and the Rotary International. And members of the staff have been collaborating with the Yonkers Counts- Census 2020 program by alerting through both book displays and printed census materials-- to the importance of being counted as residents of the United States.

### **Professional Development**

The Library's collection development process is being re-envisioned, and the staff are being trained on a new book ordering process. In order to improve purchasing decisions in collection development, they are learning how to use data generated from a program called CollectionHQ.

The staff also continue to update their public-service skills through the training offered by the Librarians' Guide to Homelessness program.

Several webinars were attended during the quarter by Children's Department librarians Michelle Halpern, Renee Rabadi and Ralph Guida. Michelle attended the webinars *The Best in Fall Nonfiction; For the Love of Facts; Even More Fall Nonfiction*. Renee attended the webinars *Whose Turn is it, Anyway? Online Board Gaming and Libraries; The Best in Fall Nonfiction; Picture Books for Fall; Keys to Sparking Student Reader Enthusiasm in The Age of The Pandemic; Storytelling Man; Celebrate Diversity, Math and the Power of Storytelling*, and Ralph attended the webinars *The Best in Fall Nonfiction; For the Love of Facts: Even More Fall Nonfiction*.

On a personal note, I extend my heartfelt thanks to the entire Riverfront Library staff for all that you do during these hard times. Your bravery does not go unnoticed. We appreciate your hard work and dedication. We do our part as one team, working to end this scourge by wearing masks, maintaining social distance, and frequently washing hands. Our hope is to get back to a more normal life as soon as possible. May all of you keep safe and healthy.

Sandy Ernest Amoyaw  
Branch Administrator  
Riverfront Library



# QUARTERLY REPORTS

## **GRINTON I. WILL JULY-SEPTEMBER 2020**

The Will library reopened its doors to its public in early July. Patrons were able to browse our shelves, utilize computers, access our Wi-Fi, utilize study tables, borrow summer reading books and receive readers advisory, referrals, and reference services. Patrons expressed their joy and gratitude for the staff and the library. We welcomed them back with smiles and engaging displays that featured materials on women's suffrage, Hispanic Heritage, landscape art, cooking and grilling, July 4<sup>th</sup>, Rosh Hashanah, 9/11, autumn apples, back to school, staycation, summer, college preparation, and voting.

Our virtual presence is very strong and evident in our programming, online blog content, and web presence. Evening lectures were organized and included an author talk with Patricia Vaccarino; a kickoff Hispanic Heritage event with historian Miguel Hernandez, who led a presentation on Puerto Rico's 65<sup>th</sup> Infantry Regiment; and an Enslaved Africans' Rain Garden discussion with Vinnie Bagwell. Blog posts were plentiful and useful topics covered included the following: Rent Relief, Shark Week, July 4<sup>th</sup>, Women to the Fore: The Hudson River, and Are You Registered to Vote? The children's department celebrated Happy Hobbit Day with a Lego movie created with Stop Motion Studio that can now be viewed on our Facebook page. Animal Action Songs with Zev, Petite Concert, Puppy Love Time, and Cartooning with Mike Teator are some of the fun programs organized by the children's department staff. Members of the Teen Advisory Board met virtually to discuss ways they can assist with virtual programs and library activities. Our ReadSquared summer reading program winners, adults and children both, were excited to receive their baskets filled with fun treats.

We welcomed Little Learners back to the Will Library. They are currently using the area outside of their classroom, on the parking lot level. Custodians have stanchioned the area to provide them with a safe and socially distant space. Hearing the children sing, seeing them draw and read books triggered warm smiles. We also met with the Board of Elections to prepare for early voting for the General Election. The MetroCard van returned to the Will Library's lower lobby entrance. A scholarship winner was selected from the Chaminade Club music scholarship audition held in our auditorium, and the Yonkers Public Schools used our space to hold technology training for parents. The Will Library served as a drop off location for the 9<sup>th</sup> Backpack to School Donation Drive. Patrons graciously filled two large boxes filled with crayons, rulers, notebooks and more. A fall art exhibit was discussed when Rosa Sudol, from the City of Yonkers Department of Planning and Development, visited the Will branch.

Libraries have always played an essential role in encouraging community engagement. We continued to advocate involvement with two Vote 2020 virtual workshops and participation in National Voter Registration Day and Census outreach efforts. We provided patrons with voter registration forms in English and Spanish, an Early Voting Calendar with dates and times, absentee ballot applications, and answers to voter reference questions. It is never too late to participate, as displayed by a 76-year-old patron who registered to vote on National Voter Registration Day. Library-by-Mail is the new name for our homebound services as we gear up to circulate more than just books. The website, information sheet and application form have all been revised and a patron can now apply for the service online. A very special thanks to The Foundation of the Yonkers Public Library who have supported the Library-by-Mail program and designated the program to receive funds raised from the Julia Alvarez event. Thanks to their generosity we purchased and will soon circulate book lights, page turners, voice amplifiers and Kindle e-readers.

Departmental staff have been busy updating and sprucing up collections. Reports were run for dead and grubby items. Audiobooks, biographies and children's nonfiction were weeded. Outdated, tattered, and





## QUARTERLY REPORTS

heavily utilized materials have been replaced. Children's genre, non-traditional family, special needs, and gender book lists were updated. Book lists for Hispanic Heritage and Spanish language were created and included in our displays.

This quarter many library staff participated in professional development workshops and meetings, including the following: How to Deal with Problem Behaviors Related to COVID-19, Evergreen Circulation refresher, ESP Ranking training, Baker and Taylor Leasing review, Basic Book Repair, Yonkers on the Move committee meeting, SLJ Teen Live, CLRC: Book Clubs, and Keys to Sparking Student Reader Enthusiasm webinars.

Congratulations to the newest Yonkers Historical Society board member, our very own Michael Walsh! His interests in history and work with recording oral history naturally align with the mission of the Historical Society. We look forward to expanding our services to the public and are appreciative of all those who remain enamored with all that we offer.

Aurora Cruz

Grinton. I Will Branch Administrator



# QUARTERLY REPORTS

## **CRESTWOOD BRANCH QUARTERLY REPORT - JULY, AUGUST & SEPTEMBER 2020**

Crestwood Crew took our cue from the 2020 Summer Reading Theme (Imagine Your Story) and worked tirelessly as a unit to reimagine our story. This quarter presented us with many challenges to surmount and we rose to the occasion with integrity, grace, flexibility, and a “can-do” attitude. Our commitment to the core values of literacy, excellence in customer service and quality programming upholds us as one of the pillars in the Crestwood Community.

July brought the re-opening of our library doors to the public. We lost 21 hours of full time coverage (14 librarian hours & 7 clerk hours) when full timer Will staff support was withdrawn from Crestwood. Due to the budget constraints, we eliminated two thirds of our part time staffing hours. Due to the building space constraints we had to re-imagine what our “new normal” would look like. Our workable solution was to offer hybrid service, with 11 hours of in person browsing open to the public time per week and 18 hours of contact free pick up service which our public was grateful for. We had the temporary services of Calvin, a security guard, to ensure mask and other policy compliance.

In August, Daniela Ranalo resigned her position as part-time clerk. Beloved Crestwood Community members Brendan Moyna (library patron) and Peter Alaimo (part-time clerk) both passed away this month; Peter, in his sleep on August 27, 2020. These two deaths were a big shock to our community, shaking both staff and patrons alike. It was a big wake up call, forcing Crestwood Crew to reexamine and reprioritize and ask the question “What really matters?” in both our personal and professional lives.

August also heralded destruction (downed trees and power lines) in the Crestwood area that Tropical Storm Isaias caused (several staff members and patrons were without power for days). We rallied to help charge electronic devices, print and fill out Con Ed services and outages forms and help find hotels for patrons to stay at.

Census outreach efforts at Crestwood include outreach to groups meeting at Schultze Field, reaching out to community groups, commuters on the way to the train station and passers by who walk, bike and run by the library.

Mary Nowak celebrated her second anniversary at Crestwood – and now more than ever, her flair for displays, warm and welcoming manner with the patrons and craft resourcefulness have been a boon during the re-vamping of services during Covid. She continues to serve as a ZOOM mistress assisting with the controlling of the Zoom Room while online programming is going on and has created over 100 “Take it to Make it” Kits on diverse themes including Summer Fun, Back to School and Hispanic Heritage Month, this quarter which patrons have picked up to take.

This quarter, building improvements included having an outside contractor level the patio; Russell Martinez and his custodial crew maintained our beautiful grounds and restored the outdoor furniture with paint and weatherproofing, resulting in the extension of the user-friendly footprint of our space. Special thanks to Sandra D’Angelo and Luis Barcello for keeping our building clean for us, as they are the two full time custodians who for the most part, are sent over from Will and Riverfront to clean at Crestwood since our part-time custodian position remains vacant. IT improvements included Carlos Figueroa’s installing an all in one printer/scanner/fax machine, shifting of the wifi equipment placement to extend the signal into the patio area/street, along with laying the groundwork for an express printing station. Carlos arranged the loaning of a wifi jetpack and the purchase of a MacBook Pro Air computer

so that Crestwood Crew members could provide seamless ZOOM programming (141 programs this quarter) and video editing for Library YouTube channel content creation (44 additions to our playlists).

Programming continues to be at the core of our community engagement and our attendance numbers remain strong despite ZOOM technology issues/ZOOM fatigue, craving for face to face engagement and the harsh reality that there will be no in-person programs at our branch before 2021. We successfully transferred more programs into the online format. BookChat (hour where anyone can talk about what they are currently reading, just read/want to read) joins the ranks of our quality offerings. Helena Svedin from Adventure to Peace has been leading our Mindful Monday since August and explores the practice of Yoga Nidra with us. Collaboration is the name of the game and we partnered with professor Myra Goldberg and a group of Sarah Lawrence College students to provide a six session online writing program for teens via ZOOM. We also successfully offered three adult health and wellness programs via ZOOM with Alisa Holland of New York Presbyterian Lawrence Hospital's Department of Community and Government Affairs. For children, we continue to offer literacy programming with Music and Movement and Storytelling being at the core of these programs.

This year marks the first year that we truly had a OneYPL Summer Reading program for children, teens and adults, with the reporting of our statistics as one group, not three separate branches and we had over 1000 registered readers. For a second year, YPL participated in the National Voter Registration Day - our outdoor picnic table voter registration station full of resources was frequented by 54 civic minded people of all ages with 2 new voter registrations and 12 absentee ballot requests completed.

Staff development this quarter revolved around Covid-19 best practices and procedures for safety, Evergreen best circulation practices and the increase in communication both verbal and email around changes in YPL policies and procedures. The end result was the modifications of work processes in order to be more effective and efficient with the limited resources available.

Community Connections this quarter included our being the steadfast and true community partner to Sally Pinto from NNORC (Neighborhood Naturally Occurring Retirement Community), the completion of Teen Tuesday segments led by our local Girl Scout Livvie Dower and extending them by the two Acting 101 Teen Tuesday programs underwritten by Friends of Crestwood Library. For the second year in a row, we partnered with Rockefeller Preserve on a Monarch Butterfly Project underwritten by Friends of Crestwood Library. We birthed ten Monarch Butterflies all raised from eggs and assisted two caterpillars to attain metamorphosis into butterflies. Special thanks to PT Clerk Jackie Leone who was instrumental in this project. We hosted a Yonkers on the Move Phase 1 Zoom recognition ceremony, tabulated miles for Phase 2 which just ended and continue to promote this City-wide program as an intergenerational opportunity for wellness.

County Legislator Ruth Walter bestowed funding to support wellness programming via YPL Library Foundation to cosponsor the continuation of Wellness programming that we have been providing via ZOOM. The funding is much appreciated and is being used to ensure that people have access to the regular health programs that serve to stabilize them both physically and emotionally during this trying time. We thank her for her support and for recognizing the essential service that libraries are providing to the public.

Friends of Crestwood Library continue to meet monthly via Zoom and provide essential support and co-funding for library programs. They sponsored a new set of bellydancing programs on Monday nights in September at 8pm as a trial and it was successful. 29 participants in all. Treasurer Lois Heitner added Melt Method Workshops to our online ZOOM programming starting in July on Tuesday mornings and it has developed quite a following.





We continue to partner with Paideia School 15 - we spotlighted online resources during a ZOOM PTA meeting and have spent considerable time figuring out how to support teachers, students, parents/grandparents. We laid the groundwork for the pilot tutoring project with Sarah Lawrence College which will launch in October.

Crestwood Library continues our longstanding tradition of keeping people productive, safe, healthy, informed and connected to each other during this unprecedented time. With all of the uncertainties that loom we can say with confidence that we will continue to adapt and change to meet the needs of our Yonkers Community and be there for them with literacy and love.

Small selection of highlights of Branch Manager's Professional Meetings and Activities during this period include:

**July:**

- 1: Signage Walk Through at Crestwood with Director and Mario; The Road Ahead: Library Service in a Post-COVID World Webcast & Crestwood Crew Check-in via ZOOM
- 2,9,16,23 & 30: Crestwood Community Senior Outreach Meeting via ZOOM
- 6: Collaboration Meeting w Mara Gross from Sarah Lawrence College via ZOOM
- 7: Yonkers on the Move Committee Meeting via ZOOM
- 7, 14, 21 & 28: HELP Workshop via ZOOM
- 8: Children's Services YPL Meeting via ZOOM & Security Walk Through at Crestwood Library w/ Katta Protective Service
- 10: Not Just for YA Book Group Meeting Co-Moderating via GoogleMeet
- 15: Recognition Committee Meeting & YPL Security Meeting via ZOOM & Friends of Crestwood Library Board Meeting via ZOOM
- 16: Reactivating Public PCs Meeting & YPL Board of Trustees Monthly Meeting via ZOOM
- 17: Chair Yoga Class with Satish Gambhir (trial for teacher) via ZOOM
- 20: Yonkers NNORC Advisory Board Meeting via ZOOM
- 26: Field Studies via ZOOM (own time)
- 27: Understanding Implicit Biases Workshop via ZOOM
- 28: Meeting with Director and Deputy Director at Crestwood
- 29: Yonkers on the Move Virtual Recognition Ceremony via ZOOM

**August:**

- 3, 10, 17, 24 & 31: Library Management Meetings via ZOOM
- 4 & 11: HELP Workshop via ZOOM
- 5: Chair Yoga with Ann Casapini (trial for teacher) via ZOOM, Children's Services YPL Meeting & Meeting with Mara Gross, Sarah Lawrence College via ZOOM
- 7: IT Meeting with Carlos Figueroa at Crestwood Library
- 10: YPL YA Planning Meeting via ZOOM & YPS School Town Hall via FaceBook
- 12: YPL School year planning for school aged children via ZOOM
- 18: Yonkers on the Move ByLaws Meeting via ZOOM
- 19: YPS School year services follow-up via ZOOM & Friends of Crestwood Library Board Meeting via ZOOM
- 21: Mass for Brendan Moyna, Annunciation Church, Crestwood, NY via STREAMSPOT
- 25: Visit with Deputy Director at Crestwood Library
- 26: Monarch Ambassador Meeting at Rockefeller Preserve, Pleasantville, NY
- 27: Senior Voice Meeting via ZOOM



**September:**

- 2: Promoting Your National Voter Registration Day Event & YPL Monthly collection development meeting via ZOOM
- 3, 10, 17 & 24: Crestwood Community Senior Outreach Meetings via ZOOM
- 4: Management Meeting to discuss Crestwood PT staffing & Crestwood Full Time Staff Meeting via ZOOM
- 8,14,21 & 29 Management Meetings via ZOOM
- 9: Collaboration with Sarah Lawrence College Meeting with Mara Gross via ZOOM
- 11: YPL Management Meeting to discuss Crestwood Part-time Staffing Part 2 via ZOOM
- 11:Not Just for YA Book Group Meeting Co-Moderating via GoogleMeet
- 15: VOTE 2020! Workshop via ZOOM
- 15 & 29: Yonkers on the Move Committee Meeting via ZOOM
- 16: Crash Course in Literary Fiction Webinar via WebEx & Site Visit from YPL Director at Crestwood Library
- 22: WLS E-content / central library committee meeting via ZOOM
- 23: Friends of Crestwood Library Board Meeting via ZOOM
- 24: YPL Recognition Committee Meeting via ZOOM
- 25: SLC/YPL Collaboration Meeting via ZOOM
- 30: YPL Monthly Collection Development Meeting via ZOOM

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager



# QUARTERLY REPORTS

## **Custodial Department**

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

### Crestwood

In July Allsafe fire protection services performed our annual fire extinguisher service. Also in July we repainted the outdoor furniture and placed that furniture on the patio.

### Will

In July Allsafe fire protection services performed our annual fire extinguisher service. All patio furniture was clean and placed on the patio, spaced out for social distancing. The following month two broken chaise lounge chairs were discarded. Also in this quarter Mackenzie automatic door repair was called to make repairs to both upper and lower sliding doors. The upper door has been repaired; we are still waiting for parts for the lower door.

### Riverfront

In early July we finished patching and painting the hallway outside the first floor computer room.

Also in July my staff disassembled, relocated and reassembled Frank Iwuchukwu's desk from the fourth floor to a study room on the second floor. We also removed an old tv/vcr combo from that study room. I then frosted the windows to provide Frank with some privacy.

This quarter we've been working with the Reference department disposing of weeded books.

### **Staff:**

The part – time position at Crestwood remains open.

Russell Martinez  
Supervisor of Custodians



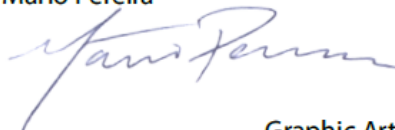
# Yonkers Public Library - Graphics Department

## Quarterly Report: July-September 2020

In addition to numerous signs for the stacks, desks, tables, walls, etc for every department in all 3 branches:

0001 Library Cars Sign-Up Sheets (stock forms)  
2013Part-Time Time Sheets (stock forms)  
3D Design with Tinkercad (flyers, posters, Flickr)  
3D Printing Demonstration at Will: October (flyers, posters, Flickr)  
Adult Readers' Theater: July-September (Flickr)  
Animal Action Songs with ZEV!: August (Flickr)  
Arch For Kids - Plan a Playground: August (Flickr)  
Arch For Kids - Make a Haunted House: October (Flickr)  
Banned Books Week (display signs)  
Bilingual Arts & Crafts: July-September (Flickr, posters)  
Blood Drive: July-August (flyers, posters, Flickr)  
Body/Mind Fitness with Coach Karl: July-September (Flickr)  
Book Chat: August, October (Flickr)  
Budding Buddhas (Flickr)  
Cartooning with Mike Teator: September (Flickr)  
Cartooning with Mike Teator: October (Flickr)  
Celebrating the Arts & Culture of Hispanic Heritage (flyers, posters)  
Chair Yoga: July-October (Flickr)  
Civil Service Jobs on the Web (bookmarks)  
Coder Heroes: July-August; September-October (Flickr)  
College Tuition-Free at SUNY & CUNY Schools (posters, flyers, Flickr)  
Dance with Daphne: July (Flickr)  
Dog Days of August (display sign)  
Dungeons & Dragons, July & August (Flickr)  
Early Voting (Flickr, flyers)  
The Enslaved Africans' Rain Garden: July & August (posters, Flickr)  
Fares Rizk Exhibit (Flickr)  
Fax & Notary Services (bookmarks)  
Finding Your Voice Through Theater & Performance: August (Flickr)  
Get Hired!: September, October (flyers, posters, Flickr)  
Get Organized, October (Flickr)  
Grab & Go Craft: July - Paracord Bracelets (flickr, posters, flyers)  
Grab & Go Crafts, September: Inspiration Rocks (Flickr, flyers)  
Grab & Go Crafts, October: Halloween Night Light (Flickr, flyers)  
Grant Resources (Flickr)  
Grants Classes: October & November (Flickr, posters, flyers )  
Health & Fitness Program: September & October (Flickr)  
Healthy Aging: July (Flickr)  
The Heart of Yonkers with Yonkers Author Patricia Vaccarino (Flickr)  
Hispanic Heritage Month (bookmarks)  
Hispanic Heritage Month: Fiesta Concert with Flor & her Amigos,  
English/Spanish: October (Flickr)  
Hispanic Heritage Month: September & October, English/Spanish  
(flyers, posters, Flickr)  
Hispanic Heritage Month (display sign)  
iPhoneography: August (posters, Flickr)  
Job Search Help (flyers, Flickr)  
Juan Bobo & His Pig with Luann Adams (Flickr)  
Kickboxing Class: July, August, September (Flickr)  
Learning Express (bookmarks)  
Libros en Español (bookmarks)  
The Magic of Music & Movement: July, August, September, October  
(Flickr)  
Mammograms (Flickr)  
Melt Method: July-October (Flickr)  
Mindful Monday: July-October (Flickr)  
Movie Talk: July (Flickr)  
Music & Movement: July, August, September (Flickr)  
Musical Fun with ZEV!: September (Flickr)  
Musical Instruments From Around the World with Zev: July (Flickr)  
National Voter Registration Day: September (Flickr)  
New Rochelle - A Community Built: October (Flickr)  
By ImmigrantsOrigami for All: July, August (Flickr)  
Online Book Club: July, August, September, October (Flickr)  
Online Computer Classes (Flickr)  
Overcoming Loneliness During the COVID-19 Pandemic: August (Flickr)  
Petite Concert: August (Flickr)  
Podcast Club: July (Flickr)  
Puppy Love (Flickr)  
Robert's Music and Movement Party: September (Flickr)  
Shark Week Jello Cups: August (Flickr)  
Snapseed: September (Flickr)  
SO Magic! (Flickr)  
Spooky Halloween Concert with Zev (Flickr)  
Story Yoga: July, August (Flickr)  
Storytime with Mr. Ralph: July-September (Flickr)  
Tackling Heartburn and Other Digestive Problems: September (Flickr)  
Teen Acting 101: September (Flickr)  
Teen Advisory Group (Flickr)  
Transformation Tuesdays: July-October (Flickr)  
Tutor.com, English/Spanish (flyers)  
U.S. Constitution (display sign)  
Vegetarian Cooking: July-October (Flickr)  
Vivan Los Libros: July, September-October (posters, flyers, Flickr)  
Volunteer Opportunities (flyers)  
Vote! (display sign)  
Vote 2020 With Westchester County Legislator Ruth Walter:  
September (Flickr)  
Voter Workshops 2020 (Flyers, posters, Flickr)  
Welcome to the Yonkers Public Library (stock forms)  
WLS - High School Equivalency Diploma (flyers)  
WLS - Job Search, English/Spanish (flyers)  
WLS - Read Better, English/Spanish (flyers)  
Word Wednesdays (Flickr)  
YA Book Club: October (Flickr)  
Yonkers Public Library Hours (bookmarks)  
YPL Speakeasy: October (Flickr)  
Zumba for Kids: July-September (Flickr)

Mario Pereira



Graphic Artist

# QUARTERLY REPORTS

## IT Department Quarterly Report

We are glad to be back into the flow of the workplace and seeing a bit of normalcy in the branches during the COVID pandemic.

While we are making changes to the workflow we are excited to have Christine Bitetti join the IT department in the library. Christine has been investing her time into patron assistance and teaching online classes while also giving staff development training to cover the in-house training needs. Throughout the summer she has performed twenty-four virtual technology workshops, has collaborated with staff members to re-introduce the VHS conversion service to the public and has helped setting up the YPL health and fitness programs. She has also been demoing the 3D printer at the branches while also taking in requests for 3D printing and is heading up the Code Heroes Program. We are excited to have her as a part of the team.

Upon reopening to the public we have followed social distancing guidelines and have worked hand-in-hand with administration to create a plan of service that best serves the public and their technology needs. In the computer room of the Riverfront branch we started off with ten PCs in June and added more user terminals in the month of September in the 2<sup>nd</sup> and 3<sup>rd</sup> floors. At the Will branch we started off with four PCs on the reference floor and have added twelve more in the month of September in the YA, Reference and the Children's area.

During the next few months we will be working on installing additional security cameras at the Will branch and also working on boosting the performance on the WIFI system in all three branches.

### 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	489
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# QUARTERLY REPORTS

## TECHNICAL PROCESSING DEPARTMENT QUARTERLY REPORT JULY, AUGUST, SEPTEMBER 2020

Tech. Processing continues to order, catalog and process materials for patron use. The backlog from the library's closing have all been processed and sent to the respective departments.

The new Baker & Taylor book leasing program is ready to begin with all the accounts set up and the librarians ready to make their selections. This program will allow books to be delivered to us processed, linked, and ready for patron use. These titles can then be returned to Baker & Taylor when they no longer circulate.

Tech. Processing is changing our work flow to accommodate the loss of some part time staff hours. So far this reduction has not had a negative effect on our work. By reassigning some tasks and modifying others the ordered materials are getting to the departments as soon as possible.

The Continuations and Periodicals list has been updated and subscriptions renewed or deleted according to the librarians' requests.

Tech Processing accommodates all requests from the departments for information, processed materials, and orders using whatever resources are necessary and available.

Mary DiChiara  
Technical Processing Dept.



# BOOK STOCK

## FOR THE MONTH OF SEPTEMBER 2020

<b>RIVERFRONT LIBRARY</b>	<b>2020</b>	<b>2019</b>
Number of volumes at end of previous month	<b>146,732</b>	
Number of volumes added this month	<b>1,352</b>	
<b>TOTAL</b>	<b>148,084</b>	
Number of volumes lost/withdrawn this month	<b>1,821</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>146,263</b>	<b>151,622</b>
<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>147,146</b>	
Number of volumes added this month	<b>856</b>	
<b>TOTAL</b>	<b>148,002</b>	
Number of volumes lost/withdrawn this month	<b>773</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>147,229</b>	<b>146,019</b>
<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>27,755</b>	
Number of volumes added this month	<b>456</b>	
<b>TOTAL</b>	<b>28,211</b>	
Number of volumes lost/withdrawn this month	<b>33</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>28,178</b>	<b>26,487</b>
<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>321,670</b>	<b>324,128</b>





**HOLIDAY SCHEDULE – 2021**

<b><u>Holiday</u></b>	<b><u>Date</u></b>
New Year's Day	Friday, January 1
Dr. Martin Luther King Jr.'s Birthday	Monday, January 18
Lincoln's Birthday	Friday, February 12
Washington's Birthday	Monday, February 15
Easter	Sunday, April 4
Memorial Day	Monday, May 31
Independence Day	*Monday, July 5
Labor Day	Monday, September 6
Columbus Day	Monday, October 11
Election Day	Tuesday, November 2
Veteran's Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Christmas Eve	**Friday, December 24
Christmas Day	**Saturday, December 25

**Close at 5 p.m.:**

Thanksgiving Eve	Wednesday, November 24
New Year's Eve	Friday, December 31

\*: When a holiday falls on Sunday, the Library shall be closed on Monday.

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

**Approved by the YPL Board of Trustees on October 15, 2020**

