

# **BOARD OF TRUSTEES**

## **MONTHLY MEETING**

**Thursday, December 17, 2020**

**Join Zoom Meeting**  
[zoom.us/j/95094939913](https://zoom.us/j/95094939913)

**Meeting ID:**  
950 9493 9913

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**YONKERS PUBLIC LIBRARY  
AGENDA FOR BOARD MEETING  
DECEMBER 17, 2020**

**MINUTES**

[ACTION ITEM] Approve Minutes of Meeting on November 19, 2020.

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE'S REPORT**

**WLS REPORT**

**PERSONNEL REPORT**

[ACTION ITEM]

Ratify the following appointments:

McCants, Mia, P/T Page, \$13.00/hr, eff. 11/20/20

**COMMITTEE REPORTS**

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

**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 #822

**UNFINISHED BUSINESS**

Continued COVID-19 Policies and Procedures Discussion



Continued FY22 Budget Discussion

**NEW BUSINESS**

Appointment of Nominating Committee for 2021 Officers

**EXECUTIVE SESSION**

**NEXT MEETING DATE**

NONE



YONKERS PUBLIC LIBRARY  
BOARD MEETING  
ELECTRONIC MEETING  
NOVEMBER 19, 2020

**ATTENDANCE**

TRUSTEES:	Nancy Maron Josephine Ibarra Stephen Jannetti Joseph Puglia Hon. Michael Sabatino
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, Mary Robison, Zahra Baird, Rose Aviles, Phyllis Cole, Tyisha Baker, Emily Power, Odalys Aguilar, Phillip Poggiali, Mary Ann Penzero, Russell Martinez, Eileen Fusco, Sumie Hernandez-Moss, Tara Somersall, Melinda Lance

The Board Meeting was held electronically via ZOOM®, Conference ID# 919 3407 6492.

The Board Meeting began at 7:03 pm.

**MINUTES**

On motion of Trustee Puglia, seconded and unanimously carried, the Board approved the Minutes of the Meeting of October 15, 2020.

**MANAGEMENT REPORT**

Director Montero announced that a staff member at the Grinton I. Will Library tested positive for the COVID-19 coronavirus. As a result of the positive test, the building was closed and staff were encouraged to test themselves. This produced a second positive test among the staff and the building remained closed for the week of November 9. After a thorough



cleaning and a review of workflows, staff rooms and common areas, the building was reopened November 16. Director Montero also noted that two staff members at the Riverfront Library reported being in close contact with someone positive for COVID-19, however their tests were negative. Riverfront was not closed. Director Montero acknowledged that as cases rise in Yonkers it will be challenging to mitigate the risk of exposure and has prepared updated policies and procedures.

Director Montero reported that, after some initial difficulty with long and dense queues, the mail voting and early voting hosted at Riverfront and Will was a success. Director Montero estimated nearly 20,000 cast their votes at the libraries and was proud Yonkers Public Library was one of only two library districts in the county to be part of early voting.

Director Montero announced the creation of a new library card profile for Yonkers educators who may not live in Yonkers. This new card will enable them to better access services normally available only to Yonkers residents, such as Gale Courses and Mango Languages, and integrate it into their lessons.

Director Montero updated the Board on the concluded Yonkers Counts 2020 Census effort. Mayor Mike Spano recognized YPL for its outreach campaign in a ceremony attended by Senator Andrea Stewart-Cousins.

## **UNION REPRESENTATIVE'S REPORT**

Union President Savarese expressed the Union's health and safety concerns and stated that he continues to be in touch with Director Montero about changing policies.

## **WLS REPORT**

NONE

## **PERSONNEL REPORT**

The Board acknowledged the following termination:  
Sumie Hernandez-Moss, P/T Page, \$13.00/hr, eff. 10/12/2020

## **COMMITTEE REPORTS**

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

The Committee did not meet to discuss the budget request for fiscal year 2022 but stated they intend to before the December Board Meeting.

**Employee Relations** - Maron, Puglia.

**Buildings & Grounds** - Maron, Saraceno

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



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

Foundation update: Board President Maron reported that the Foundation met the night before and was pleased to announce that the grant secured by Legislator Ruth Walter from Westchester County cleared and should be available to YPL for online programming shortly. President Maron also reported that the Foundation's annual appeal would not include events or mailings this year, but would be exclusively online and would be open through the end of the year. She asked the other trustees to help promote it through their own networks.

## **PAYMENT OF BILLS**

On motion of Trustee Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #821.

## **UNFINISHED BUSINESS**

Director Montero would meet with the Finance, Budget and Planning Committee to discuss the budget request for fiscal year 2022 before the next Board Meeting. Business Manager Presedo added that there has been no update from the City of Yonkers since the last meeting.

Director Montero announced that he met with the equity and inclusion committee of staff members to discuss ideas on staff training, programming, collection development and patron and staff interactions to help raise awareness and sensitivity. The committee will meet regularly for a long-term basis.

## **NEW BUSINESS**

The Board discussed the various closings and disruptions throughout the region in the past month as a result of the pandemic, including the closing of New York City schools and the designation of several local ZIP codes as a "yellow zone" with additional public restrictions.

Director Montero discussed YPL's accomplishments since the outbreak of the pandemic and the ongoing challenges to staff safety and public service. He presented the Board with updated policies and schedules to better control the spread of the disease among staff and patrons, including a reduction of public service hours and the elimination of Saturday service, the return to a hybrid staff schedule where staff would be assigned to isolated "teams" and alternate working from home and in-building, and the restriction of many in-building services. Board President Maron expressed concerns of new outbreaks following the Thanksgiving holiday and suggested a temporary return to contact-free pickup services, where the public would not enter the buildings but could pick up reserved materials and maintain adequate social distancing. Director Montero agreed to discuss contact-free pickup with his team and would be prepared to launch the service after the holiday if necessary. Union President Savarese also asked that security be present for any modified contact-free pickup service to ensure patrons be appropriately masked and distanced.



Trustee Puglia discussed long-term safety concerns for the winter months and how the library may be utilized differently after a return to in-building service, especially by patrons with insecure housing. Union President Savarese suggested that existing building capacities be enforced by asking those without masks or those not using library services to leave. Director Montero agreed and added that masks would be provided to those who do not have them. Trustee Ilarraza thanked everyone for making sure Yonkers Public Library remains a safe place for the public and equitable for all of its patrons.

**EXECUTIVE SESSION**

NONE

**NEXT BOARD MEETING DATE** – Thursday, December 17, 2020

On motion of Trustee Puglia, the Meeting adjourned at 7:50 pm.

Jesse Montero  
Library Director & Secretary





## Yonkers Public Library Bill List November 2020

<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
<b>CAPITAL FUNDS</b>				
LANGUAGE LIZARD, LLC		MATERIALS	11/16/2020	128.99
LANGUAGE LIZARD, LLC		MATERIALS	11/5/2020	197.88
MIDWEST TAPE		MATERIALS	11/5/2020	6.99
MIDWEST TAPE		MATERIALS	11/5/2020	7.49
MIDWEST TAPE		MATERIALS	11/16/2020	11.19
MIDWEST TAPE		MATERIALS	11/5/2020	19.58
MIDWEST TAPE		MATERIALS	11/5/2020	36.07
MIDWEST TAPE		MATERIALS	11/5/2020	104.26
MIDWEST TAPE		MATERIALS	11/5/2020	104.92
MIDWEST TAPE		MATERIALS	11/16/2020	112.85
MIDWEST TAPE		MATERIALS	11/5/2020	237.80
MIDWEST TAPE		MATERIALS	11/16/2020	340.70
MIDWEST TAPE		MATERIALS	11/16/2020	569.44
<b>TOTAL</b>				<b>1,878.16</b>
<b>CONTRIBUTIONS FUNDS</b>				
ARCHFORKIDS LLC		ARTS ALIVE GRANT FUNDS	11/24/2020	300.00
CELESA		SPANISH BOOKS	11/24/2020	286.43
GIBBONS FAMILY FITNESS		OFFICE EXERCISE ON ZOOM	11/12/2020	75.00
LE HEALTH INC.		YOGA FOR YOGIS PROGRAM	11/12/2020	450.00
LEDESMA, SOLYARIS		ZUMBA ON ZOOM 11/17/2020	11/18/2020	70.00
LEDESMA, SOLYARIS		ZUMBA ON ZOOM 11/10/2020	11/12/2020	70.00
PROJECT ME, LLC		MINDFUL MONDAY YOGA (4)	11/12/2020	300.00
QUALITY OF LIFE, LLC		BODY/MIND FITNESS	11/12/2020	300.00
<b>TOTAL</b>				<b>1,851.43</b>
<b>TEEN CTR RENOVATION GRANTS</b>				
KG+D ARCHITECTS	PROFESSIONAL SERVICES		11/30/2020	15,000.00
<b>TOTAL</b>				<b>15,000.00</b>

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

Date	Num	Memo	Amount
<b>Abbey Ice</b>			
11/10/2020	33834	spring water	40.00
11/18/2020	170861	water cooler rental	33.00
11/18/2020	33835	spring water	33.50
11/18/2020	170952	rental equipment	47.25
<b>Total Abbey Ice</b>			<b>153.75</b>
<b>Adams, Luann</b>			
11/18/2020	11-07-20	family storytelling (zoom)	150.00
<b>Total Adams, Luann</b>			<b>150.00</b>
<b>Amazon.com</b>			
11/20/2020	459434598344	medium disposable gloves (c...	78.95
11/20/2020	467537386654	sani wipes (covid-19)	360.00
11/20/2020	757779666756	vinyl gloves	167.49
11/20/2020	839983473786	isolation gowns (covid-19)	85.99
11/20/2020	956559657657	hair net covers	16.88
11/20/2020	434987456439	smead labels	44.90
11/20/2020	435897338496	laminator pouches	64.81
11/20/2020	437953676548	permanent markers	10.58
11/20/2020	448978934768	glue dots	24.50
11/20/2020	449333698665	rubber bands	126.80
11/20/2020	449795867755	pillar candles	92.97
11/20/2020	453834433894	office supplies	15.84
11/20/2020	455484696469	hanging files	41.23
11/20/2020	455873633369	photo frames for awards	25.49
11/20/2020	456544538488	office supplies	39.92
11/20/2020	463889848777	label maker	59.99
11/20/2020	537897444484	walkie talkies	99.98
11/20/2020	549695337693	badge holders	17.07
11/20/2020	636488693366	glass jars	107.97
11/20/2020	639899696683	sharpies	22.33
11/20/2020	645968853348	cardstock	31.99
11/20/2020	649968944373	fitness tracker	36.88
11/20/2020	657774887864	smead labels	35.90
11/20/2020	673748674738	procell D batteries	75.01
11/20/2020	745569853885	power strips	65.98
11/20/2020	746689983539	office supplies	267.47
11/20/2020	754568735637	chair mats	109.96
11/20/2020	773878388846	splenda	6.97
11/20/2020	874375699588	snap hooks w/ key rings	8.98
11/20/2020	898535349878	file jackets	29.57
11/20/2020	966579696489	office supplies	78.07
<b>Total Amazon.com</b>			<b>2,250.47</b>
<b>American Express</b>			
11/05/2020	102120AE	software	2,674.67
<b>Total American Express</b>			<b>2,674.67</b>
<b>American Library Association</b>			
11/20/2020	56309512	bookmarks	170.80
<b>Total American Library Association</b>			<b>170.80</b>
<b>American Paper Supply Co.</b>			
11/18/2020	J1256801	purell foam sanitizer (covid-19)	1,340.00
<b>Total American Paper Supply Co.</b>			<b>1,340.00</b>
<b>Amoils, Roseanne</b>			
11/18/2020	79	job coach (zoom)	1,020.00
<b>Total Amoils, Roseanne</b>			<b>1,020.00</b>
<b>Bergamini, Gina</b>			
11/18/2020	10-31-20	music & movement class	100.00



YONKERS PUBLIC LIBRARY  
 Bill List- Operating Account  
 November 2020

Date	Num	Memo	Amount
11/18/2020	11-07-20	music & movement class	50.00
Total Bergamini, Gina			150.00
Brodart			
11/10/2020	566786	cd binders	2,805.60
11/18/2020	566737	spine labels	492.45
11/18/2020	566737	spine labels	77.76
11/18/2020	567629	cd jewel cases	322.00
Total Brodart			3,697.81
Cablevision Lightpath			
11/18/2020	100411728	internet 11/1-11/30/20	5,233.55
11/18/2020	100411738	phones 11/1-11/30/20	3,565.17
Total Cablevision Lightpath			8,798.72
Cablevision Optimum			
11/05/2020	07803544469nov20	cable boxes 11/1-11/30/20	16.80
11/20/2020	07803065546nov20	cable box 11/8-12/7/20	8.40
Total Cablevision Optimum			25.20
Caruso, Elizabeth			
11/10/2020	103020EC	employee reimbursement	56.36
Total Caruso, Elizabeth			56.36
Con Edison (Consolidated Edison)			
11/18/2020	5909214217nov20	gas 9/29-10/28/20	113.56
Total Con Edison (Consolidated Edison)			113.56
Cooper, Marcia			
11/18/2020	1142020	vegetarian cooking class (zoo...	150.00
Total Cooper, Marcia			150.00
Demco			
11/18/2020	6863847	library supplies	41.34
11/18/2020	6866141	demco book tape	249.50
11/20/2020	6869215	library supplies	44.95
Total Demco			335.79
Ebsco			
11/20/2020	2003543	subscription (credit memo)	-20.00
11/20/2020	2100389	subscription (credit memo)	-20.00
11/20/2020	2100390	subscription (credit memo)	-190.80
11/20/2020	2100546	subscription (credit memo)	-14.97
11/20/2020	2100799	subscription (credit memo)	-39.00
11/20/2020	2100800	subscription (credit memo)	-27.00
11/20/2020	9221696	subscription	68.85
11/20/2020	9221697	subscription	7,704.68
11/20/2020	9221698	subscription	10,979.26
11/20/2020	9221699	subscription	2,663.85
11/20/2020	9221701	subscription	880.40
Total Ebsco			21,985.27
GovConnection			
11/10/2020	70553787	address labels	37.16
11/10/2020	70553788	hp lcd monitor & paper	535.60
11/10/2020	70558878	surface pro type cover	102.69
Total GovConnection			675.45
Hershatter, Nancy J.			
11/05/2020	102920NH	music & movement (zoom)	75.00
Total Hershatter, Nancy J.			75.00

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

Date	Num	Memo	Amount
Mackenzie Automatic Doors			
11/18/2020	404151	repair and service	1,982.64
<b>Total Mackenzie Automatic Doors</b>			<b>1,982.64</b>
Metro Group, Inc.			
11/05/2020	PI 712713	cooling tower service 11/1-11/...	836.50
<b>Total Metro Group, Inc.</b>			<b>836.50</b>
Oriental Trading			
11/10/2020	705846889-01	program supplies	205.99
11/10/2020	705846889-02	program supplies	219.89
11/20/2020	706204976-01	library supplies	53.96
<b>Total Oriental Trading</b>			<b>479.84</b>
Overdrive			
11/10/2020	1322CO20367031	materials	2,086.84
11/20/2020	01322CO20405021	materials	2,096.68
<b>Total Overdrive</b>			<b>4,183.52</b>
Presedo, Vivian			
11/20/2020	111820	employee reimbursement	22.98
<b>Total Presedo, Vivian</b>			<b>22.98</b>
Quill Corp.			
11/10/2020	11615185	laminating pouches & machine	79.98
11/18/2020	11930446	smead alpha labels	98.27
11/20/2020	12042021	flip a week calendars	152.37
11/20/2020	12043875	smead labels	31.43
<b>Total Quill Corp.</b>			<b>362.05</b>
Safeguard Lock & Key			
11/18/2020	10027	repairs-basement closet	150.00
<b>Total Safeguard Lock &amp; Key</b>			<b>150.00</b>
Scaringella Auto Repair			
11/20/2020	11-6-20	repairs & inspection 2006 Jeep	331.10
<b>Total Scaringella Auto Repair</b>			<b>331.10</b>
Schall Hardware			
11/18/2020	18868	maintenance supplies	157.88
<b>Total Schall Hardware</b>			<b>157.88</b>
So Fun City, LLC			
11/05/2020	1133	so magic workshop	200.00
<b>Total So Fun City, LLC</b>			<b>200.00</b>
Sprague Operating Resources			
11/05/2020	00010593315	bioheat oil-crestwood	436.68
<b>Total Sprague Operating Resources</b>			<b>436.68</b>
Stanley Convergent Security			
11/05/2020	17858757	cctv monitoring 12/1-12/31/20	72.67
11/05/2020	17858892	alarm monitoring 12/1-12/31/20	462.45
<b>Total Stanley Convergent Security</b>			<b>535.12</b>
Sweetwater Music Instruments & Pro Audio			
11/20/2020	24751365	multimedia mic interface ada...	199.98
<b>Total Sweetwater Music Instruments &amp; Pro Audio</b>			<b>199.98</b>
Teator, Mike			

2:02 PM  
 12/02/20  
 Accrual Basis

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

Date	Num	Memo	Amount
11/18/2020	102420MT	cartooning program (zoom)	85.00
Total Teator, Mike			85.00
Uline			
11/05/2020	125710419	poly bushel trucks (covid-19)	668.19
Total Uline			668.19
Verizon			
11/18/2020	9144109274nov20	phones 11/1-11/30/20	44.21
Total Verizon			44.21
Verizon Wireless			
11/05/2020	9865571670	cell phones 9/24-10/23/20	288.87
Total Verizon Wireless			288.87
WB Mason			
11/05/2020	214879304	calendars	150.93
11/05/2020	214884989	calendars	33.57
11/05/2020	214952215	construction paper	6.38
11/05/2020	214958794	refill calendars	226.62
11/05/2020	215038148	scissors	14.70
11/05/2020	215097186	office supplies	62.58
11/18/2020	215142661	desk pad calendars	8.37
11/18/2020	215177094	copy paper	107.97
11/18/2020	215312880	smead labels	136.86
11/18/2020	CR7037587	credit memo	-5.50
11/20/2020	CR8519074	library supplies	-155.75
11/20/2020	215340926	smead labels	22.74
11/20/2020	215429357	desk pad calendars	5.58
Total WB Mason			615.05
Zev Haber Music by Zev			
11/18/2020	11-04-20	fb live children's music (zoom)	125.00
Total Zev Haber Music by Zev			125.00
<b>TOTAL</b>			<b>55,527.46</b>



YPL Operating Budget 2021

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month NOVEMBER	YTD	Balance	% used
101	Salaries	6,444,649	6,444,649	2,060,872	469,699	2,530,571	3,914,078	39.27%
103	Temp Services	626,664	400,818	88,529	18,831	107,360	293,458	26.79%
150	Termination Payments	35,000	35,000	38,726	0	38,726	-3,726	110.65%
198	Overtime	410,651	410,651	8,950	3,746	12,696	397,955	3.09%
	Personal Services Total:	7,516,964	7,291,118	2,197,077	492,276	2,689,353	4,601,765	36.89%
280	Reference Materials	100,000	100,000	47,402	4,184	51,586	48,414	51.59%
	Materials Total	100,000	100,000	47,402	4,184	51,586	48,414	51.59%
301	Office Supplies	97610	97,610	23944	8,103	32,047	65,563	32.83%
306	Janitorial Supplies	34100	34,100	15798	1507	17,305	16,795	50.75%
308	Wearing Apparel	2,971	2,971	0	0	0	2,971	0.00%
309	Fuel For Heating	76,500	76,500	8,562	437	8,999	67,501	11.76%
312	Hardware	7,675	7,675	6,095	158	6,253	1,422	81.47%
313	Misc. Supplies	1,000	1,000	127	0	127	873	12.70%
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	365	114	479	1,521	23.93%
	Material and Supplies Total	222,756	222,756	54,891	10,318	65,209	157,547	29.27%
401	Insurance	32,575	32,575	30,297	0	30,297	2,278	93.01%
402	Telephones	63,900	63,900	18,398	4,207	22,605	41,295	35.38%
403	Printing	13,310	13,310	1,970	80	2,050	11,260	15.40%
404	Lights and Power	170,226	170,226	22,509	18,292	40,801	129,425	23.97%
405	Postage	3,550	3,550	0	0	0	3,550	0.00%
406	Freight and Express	500	500	0	78	78	422	15.55%
407	Equipment Maint. And Repair	45,700	45,700	18,148	150	18,298	27,402	40.04%
408	Rental of Equipment	14,080	14,080	775	80	855	13,225	6.07%
409	Building Maint. And Repair	78,000	78,000	12,648	1,372	14,020	63,980	17.97%
410	Milage Allowance	685	685	0	0	0	685	0.00%
413	Professional Fees	213,950	213,950	44,663	8,204	52,867	161,083	24.71%
415	Outside Labor & Related Charges	45,500	45,500	9,136	1,983	11,119	34,381	24.44%
419	Misc. Expenses	21,750	21,750	7,197	0	7,197	14,553	33.09%
422	Janitorial Service	2,900	2,900	1,180	0	1,180	1,720	40.69%
424	Maint. Of Office Equipment	3,200	3,200	0	0	0	3,200	0.00%
425	Subscriptions and Publicationns	121,183	121,183	42,250	21,985	64,235	56,948	53.01%
430	IT Hardware Maint.	50,000	50,000	17,773	838	18,611	31,389	37.22%
431	IT Software Licensing and Maint.	494,542	494,542	179,018	7,908	186,926	307,616	37.80%
436	Tuition/Bd/Travel Reimbursement	2,150	2,150	75	0	75	2,075	3.49%
446	Automobile Repair	6,000	6,000	1,794	331	2,125	3,875	35.42%
481	Binding of Books	700	700	0	0	0	700	0.00%
496	Special Projects	25,000	25,000	9,710	2,630	12,340	12,660	49.36%
	Contractual Services Total	1,409,401	1,409,401	417,541	68,138	485,679	923,722	34.46%
	Total Operating Budget	9,249,121	9,023,275	2,716,911	574,916	3,291,827	5,731,448	36.48%





**Management Report  
Board Meeting  
December 17, 2020**

**Public Service Changes:** Since the last board meeting, Yonkers Public Library (YPL) implemented the hybrid service plan, which divides Will and Riverfront staff into two teams, and includes onsite and work-from-home responsibilities. The reasons behind this plan was to:

- Keep staff socially distanced and safer from risk of infection by reducing crowdedness at service points, workrooms and common areas.
- Mitigate the number of staff required to quarantine, or the need for lengthy closures.

The two weeks following Thanksgiving also saw a temporary return to a contact-free pickup service model as staff waited to assess the effects of a post-Thanksgiving spread in the virus. Starting this week, YPL introduced a “holiday plan of service”: Riverfront Library and Will Library have reopened to limited in-branch service - removing computers and table seating - but allowing browsing for books and DVDs. Crestwood will remain limited to contact-free pickup due to its limited size and the social distancing challenges it presents.

The library will revert back to contact-free pickup for the two weeks following Christmas (12/28/2020-1/8/2021). We will monitor the COVID-19 situation to determine whether the library should reopen to in-branch visits later in January.

**COVID-19 Incidence:** YPL had another employee (at Riverfront Library) test positive for COVID-19 on Friday, December 4. Based on the hybrid service model and improved cleaning procedures the library did not have to close.

**Technology Updates:** YPL will update its service level agreement (SLA) for information technology services with the Westchester Library System over FY21. The first significant change has been its wireless services. Over the next month all three YPL locations are scheduled to have their wireless speeds enhanced five- to tenfold. The Will Library’s wireless network speed has already been increased from 50mbps to 500mbps. These improvements come at minimal cost to YPL but will make for substantial improvements to public service.

In other technology news, YPL is attempting to leverage technology for better collaboration and communication during hybrid service. YPL’s IT team distributed 37 laptops to employees to facilitate their work from home. Nearly every employee that requested technology has received a device. YPL has also implemented a text messaging service to facilitate quicker communications regarding anything from snow closures to building closures. YPL has established Google Groups for different committees and teams to facilitate collaboration among members of different teams who no longer see each other in the building.

**Virtual Services:** This month, YPL offered its 1,000th virtual program since the start of the pandemic. Combined attendance has already surpassed 15,000. Since transitioning to its hybrid service model, library staff have met to discuss new programming ideas and opportunities.

**Partnerships and Collaborations:** YPL continues to work with various organizations and city agencies:



- YPL advised Yonkers Public Schools (YPS) as it updated its summer reading lists to be more relevant and representative to YPS students. YPL also launched its YPL Educator Card.
- YPL worked with the Yonkers Neighborhood Naturally Occurring Retirement Community (NNORC) and Office for the Aging to offer a workshop on services for seniors. It also co-hosts virtual programs ranging from weekly Bingo games, to health and fitness programs and informational workshops, to an upcoming holiday concert on December 22nd.
- YPL met with the Yonkers Police Department (YPD) to discuss ways the library can commemorate the department's 150th anniversary. Ideas range from historical research assistance to hosting an exhibition at the Riverfront Art Gallery.
- YPL is working with Yonkers Arts and the City of Yonkers Planning Department to install donated works from Yonkers-based artist Adam Shultz in the Will Library.
- YPL is also discussing a project involving projection of images and video from the Riverfront Library with YoFi Digital Media Arts Center.

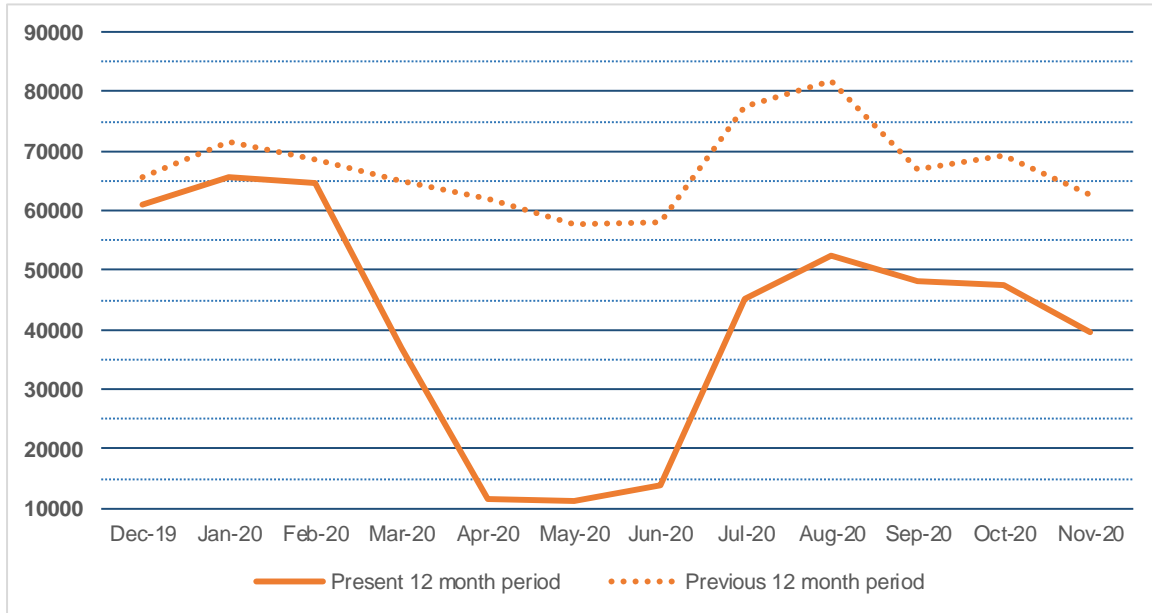
**YPL in the Community:** YPL was pleased to represent itself at community events, including City Council President Mike Khader's Halloween pumpkin and school supply giveaway event on October 17. Yonkers Mayor Mike Spano recognized YPL's census efforts with proclamations during a ceremony at the Riverfront Library on October 30, where we also received a surprise visit from New York State Senate Majority Leader Andrea Stewart Cousins. YPL hosted the City of Yonkers' Police Reform Hearing at the Will Library on November 4 and continues to host weekly meetings with their working group at Riverfront Library.





# CIRCULATION SUMMARY

## YONKERS PUBLIC LIBRARY



	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
<b>Present 12 month period</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>47643</b>	<b>39432</b>
<b>Previous 12 month period</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>	<b>69319</b>	<b>62605</b>
	-6.7%	-8.2%	-5.7%	-43.0%	-81.6%	-80.7%	-76.1%	-41.6%	-35.6%	-28.0%	-31.3%	-37.0%

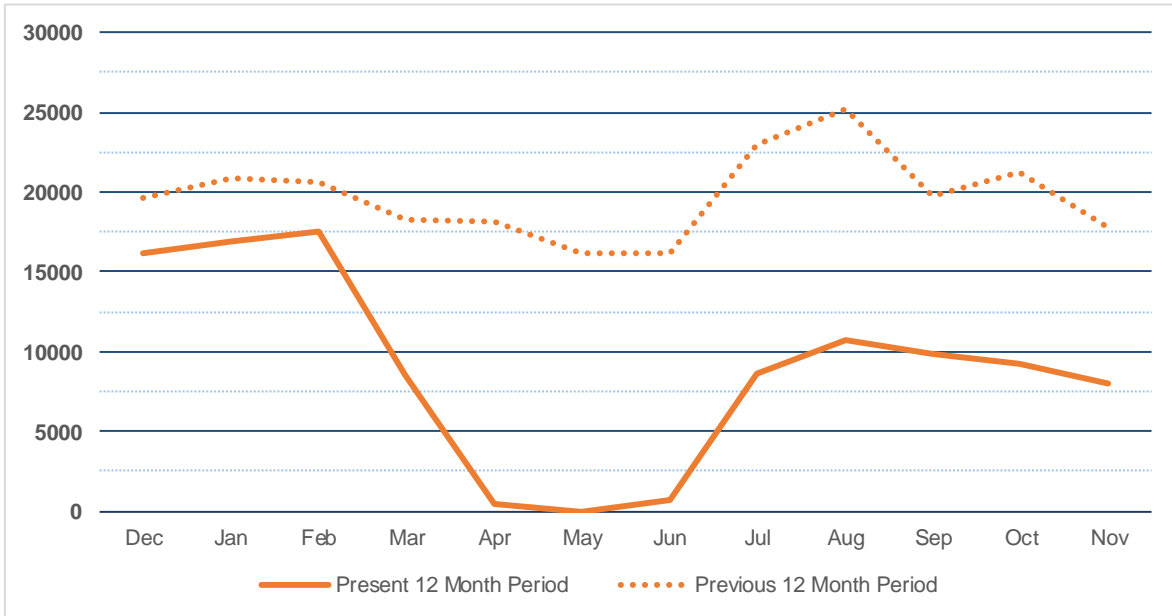
	Nov-19	Nov-20		
_audiobook	802	478	-324	-40.4%
_biography	490	465	-25	-5.1%
_express	772	234	-538	-69.7%
_fiction	5435	4464	-971	-17.9%
_foreign_language	307	171	-136	-44.3%
_juv_audiobook	110	51	-59	-53.6%
_juv_fiction	14473	7289	-7184	-49.6%
_juv_foreign	345	149	-196	-56.8%
_juv_movie	3849	1159	-2690	-69.9%
_juv_nonfiction	2672	1366	-1306	-48.9%
_magazine	116	120	4	3.4%
_movie	13953	6606	-7347	-52.7%
_music	2409	1434	-975	-40.5%
_new_book	3262	1805	-1457	-44.7%
_nonfiction	4959	3264	-1695	-34.2%
_ya_av	230	98	-132	-57.4%
_ya_fiction	1082	952	-130	-12.0%
_ya_nonfiction	205	205	0	0.0%
<b>_Electronic Content Use</b>	<b>6077</b>	<b>8531</b>	<b>2454</b>	<b>40.4%</b>

<b>Circulation Profile:</b>	Nov-19	Nov-20	
_audiobook	1.3%	1.2%	-0.1%
_biography	0.8%	1.2%	0.4%
_express	1.2%	0.6%	-0.6%
_fiction	8.7%	11.3%	2.6%
_foreign_language	0.5%	0.4%	-0.1%
_juv_audiobook	0.2%	0.1%	0.0%
_juv_fiction	23.1%	18.5%	-4.6%
_juv_foreign	0.6%	0.4%	-0.2%
_juv_movie	6.1%	2.9%	-3.2%
_juv_nonfiction	4.3%	3.5%	-0.8%
_magazine	0.2%	0.3%	0.1%
_movie	22.3%	16.8%	-5.5%
_music	3.8%	3.6%	-0.2%
_new_book	5.2%	4.6%	-0.6%
_nonfiction	7.9%	8.3%	0.4%
_ya_av	0.4%	0.2%	-0.1%
_ya_fiction	1.7%	2.4%	0.7%
_ya_nonfiction	0.3%	0.5%	0.2%
<b>_Electronic Content Use</b>	<b>9.71%</b>	<b>21.63%</b>	<b>11.9%</b>



# CIRCULATION SUMMARY

## RIVERFRONT LIBRARY



	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Present 12 Month Period</b>	16212	16888	17557	8554	491	9	650	8644	10739	9807	9186	7995
<b>Previous 12 Month Period</b>	19684	20897	20605	18225	18154	16156	16222	22931	25192	19736	21240	17738
	-17.6%	-19.2%	-14.8%	-53.1%	-97.3%	-99.9%	-96.0%	-62.3%	-57.4%	-50.3%	-56.8%	-54.9%

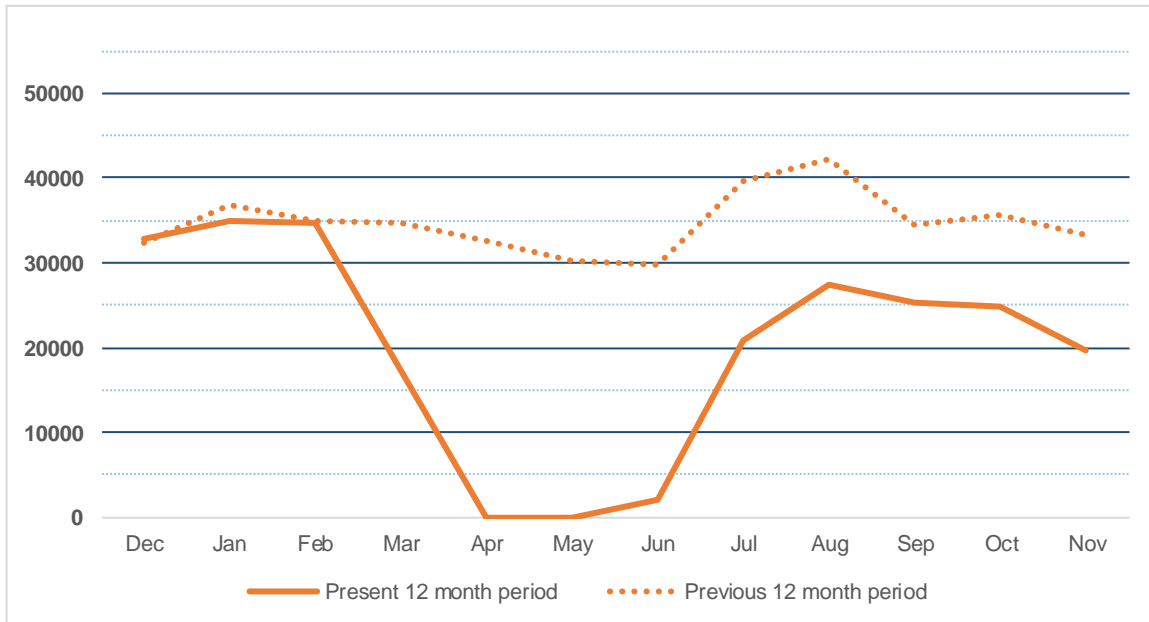
	Nov-19	Nov-20		
_audiobook	148	121	-27	-18.2%
_biography	77	110	33	42.9%
_express	465	133	-332	-71.4%
_fiction	836	944	108	12.9%
_foreign_language	214	112	-102	-47.7%
_juvenile_audiobook	7	14	7	100.0%
_juvenile_fiction	3967	1690	-2277	-57.4%
_juvenile_foreign	250	52	-198	-79.2%
_juvenile_movie	1551	307	-1244	-80.2%
_juvenile_nonfiction	596	257	-339	-56.9%
_magazine	4	9	5	125.0%
_movie	6222	1899	-4323	-69.5%
_music	381	174	-207	-54.3%
_new_book	497	391	-106	-21.3%
_nonfiction	1206	969	-237	-19.7%
_young_adult_av	138	39	-99	-71.7%
_young_adult_fiction	502	380	-122	-24.3%
_young_adult_nonfiction	47	65	18	38.3%

<b>Circulation Profile:</b>	Nov-19	Nov-20	
_audiobook	0.8%	1.5%	0.7%
_biography	0.4%	1.4%	0.9%
_express	2.6%	1.7%	-1.0%
_fiction	4.7%	11.8%	7.1%
_foreign_language	1.2%	1.4%	0.2%
_juvenile_audiobook	0.0%	0.2%	0.1%
_juvenile_fiction	22.4%	21.1%	-1.2%
_juvenile_foreign	1.4%	0.7%	-0.8%
_juvenile_movie	8.7%	3.8%	-4.9%
_juvenile_nonfiction	3.4%	3.2%	-0.1%
_magazine	0.0%	0.1%	0.1%
_movie	35.1%	23.8%	-11.3%
_music	2.1%	2.2%	0.0%
_new_book	2.8%	4.9%	2.1%
_nonfiction	6.8%	12.1%	5.3%
_young_adult_av	0.8%	0.5%	-0.3%
_young_adult_fiction	2.8%	4.8%	1.9%
_young_adult_nonfiction	0.3%	0.8%	0.5%



# CIRCULATION SUMMARY

## GRINTON I. WILL LIBRARY



	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Present 12 month period</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>24861</b>	<b>19726</b>
<b>Previous 12 month period</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>	<b>35766</b>	<b>33251</b>
	1.5%	-5.1%	-0.4%	-50.5%	-99.9%	-99.9%	-93.2%	-47.3%	-34.7%	-26.8%	-30.5%	-40.7%

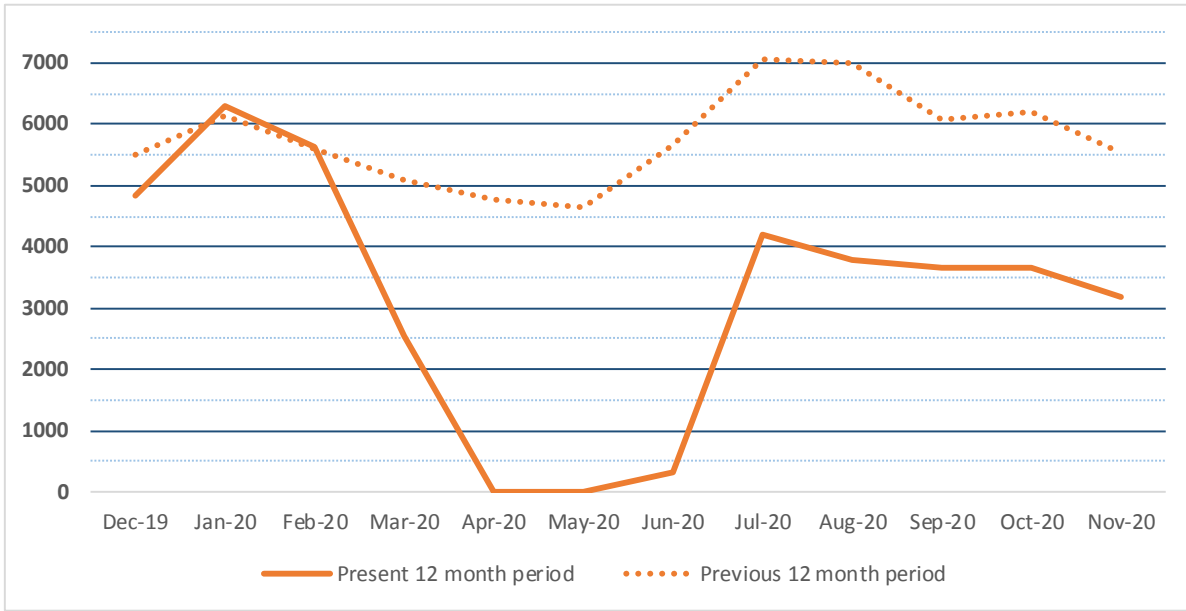
	Nov-19	Nov-20		
_audiobook	591	331	-260	-44.0%
_biography	346	297	-49	-14.2%
_express	245	93	-152	-62.0%
_fiction	3862	3014	-848	-22.0%
_foreign_language	82	49	-33	-40.2%
_juv_audiobook	86	21	-65	-75.6%
_juv_fiction	9232	4993	-4,239	-45.9%
_juv_foreign	86	90	4	4.7%
_juv_movie	1979	756	-1,223	-61.8%
_juv_nonfiction	1651	921	-730	-44.2%
_magazine	87	84	-3	-3.4%
_movie	6750	4145	-2,605	-38.6%
_music	1775	1127	-648	-36.5%
_new_book	2442	1146	-1,296	-53.1%
_nonfiction	3041	1881	-1,160	-38.1%
_ya_av	38	32	-6	-15.8%
_ya_fiction	482	447	-35	-7.3%
_ya-nonfiction	136	99	-37	-27.2%

<b>Circulation Profile:</b>	Nov-19	Nov-20	
_audiobook	1.8%	1.7%	-0.1%
_biography	1.0%	1.5%	0.5%
_express	0.7%	0.5%	-0.3%
_fiction	11.6%	15.3%	3.7%
_foreign_language	0.2%	0.2%	0.0%
_juv_audiobook	0.3%	0.1%	-0.2%
_juv_fiction	27.8%	25.3%	-2.5%
_juv_foreign	0.3%	0.5%	0.2%
_juv_movie	6.0%	3.8%	-2.1%
_juv_nonfiction	5.0%	4.7%	-0.3%
_magazine	0.3%	0.4%	0.2%
_movie	20.3%	21.0%	0.7%
_music	5.3%	5.7%	0.4%
_new_book	7.3%	5.8%	-1.5%
_nonfiction	9.1%	9.5%	0.4%
_ya_av	0.1%	0.2%	0.0%
_ya_fiction	1.4%	2.3%	0.8%
_ya-nonfiction	0.4%	0.5%	0.1%



# CIRCULATION SUMMARY

## CRESTWOOD LIBRARY



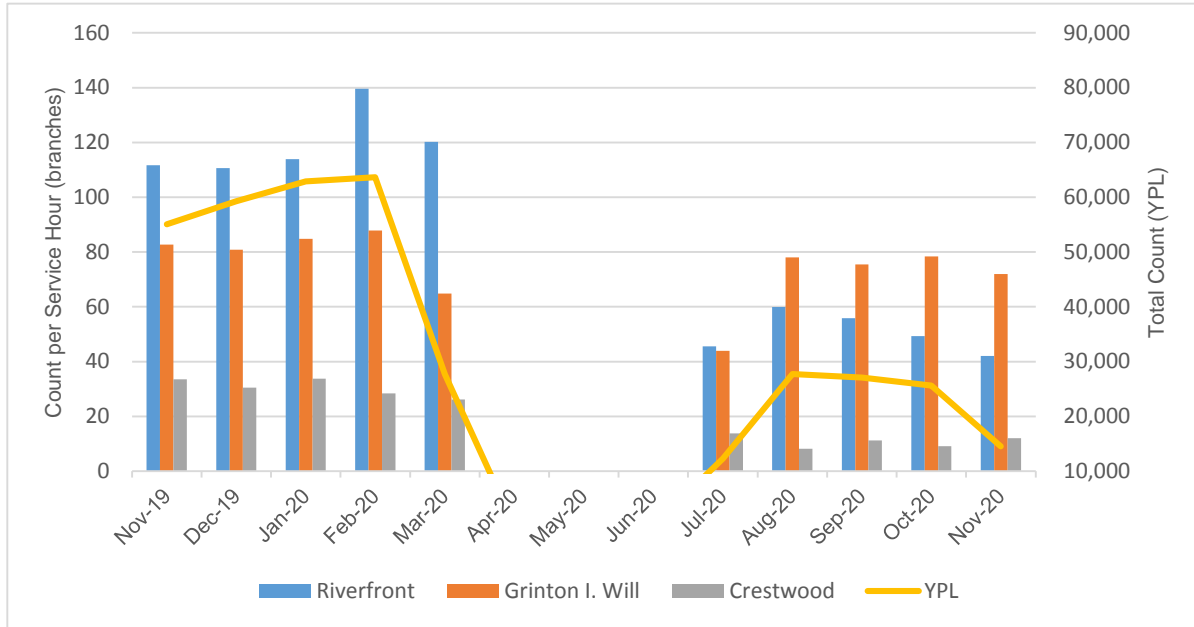
	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
<b>Present 12 month period</b>	4823	6300	5617	2540	2	11	323	4208	3778	3663	3663	3180
<b>Previous 12 month period</b>	5500	6129	5586	5085	4779	4635	5657	7074	6990	6063	6210	5539
	-12.3%	2.8%	0.6%	-50.0%	-100.0%	-99.8%	-94.3%	-40.5%	-46.0%	-39.6%	-41.0%	-42.6%

	Nov-19	Nov-20		
_audiobook	63	26	-37	-58.7%
_biography	67	58	-9	-13.4%
_express	62	8	-54	-87.1%
_fiction	737	506	-231	-31.3%
_foreign_language	11	10	-1	-9.1%
_juv_audiobook	17	16	-1	-5.9%
_juv_fiction	1274	606	-668	-52.4%
_juv_foreign	9	7	-2	-22.2%
_juv_movie	319	96	-223	-69.9%
_juv_nonfiction	425	188	-237	-55.8%
_magazine	25	27	2	8.0%
_movie	981	562	-419	-42.7%
_music	253	133	-120	-47.4%
_nonfiction	712	414	-298	-41.9%
_new_book	323	268	-55	-17.0%
_ya_av	54	27	-27	-50.0%
_ya_fiction	98	125	27	27.6%
_ya_nonfiction	22	41	19	86.4%

<b>Circulation Profile:</b>	Nov-19	Nov-20	
_audiobook	1.1%	0.8%	-0.3%
_biography	1.2%	1.8%	0.6%
_express	1.1%	0.3%	-0.9%
_fiction	13.3%	15.9%	2.6%
_foreign_language	0.2%	0.3%	0.1%
_juv_audiobook	0.3%	0.5%	0.2%
_juv_fiction	23.0%	19.1%	-3.9%
_juv_foreign	0.2%	0.2%	0.1%
_juv_movie	5.8%	3.0%	-2.7%
_juv_nonfiction	7.7%	5.9%	-1.8%
_magazine	0.5%	0.8%	0.4%
_movie	17.7%	17.7%	0.0%
_music	4.6%	4.2%	-0.4%
_nonfiction	12.9%	13.0%	0.2%
_new_book	5.8%	8.4%	2.6%
_ya_av	1.0%	0.8%	-0.1%
_ya_fiction	1.8%	3.9%	2.2%
_ya_nonfiction	0.4%	1.3%	0.9%



# TURNSTILE COUNTS



	Riverfront			Grinton I. Will			Crestwood			YPL Total Count
	Count	Hours	Per Hour	Count	Hours	Per Hour	Count	Hours	Per Hour	
<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>
<b>Oct-20</b>	9,999	203	49	15,214	194	78	435	48	9	<b>25,648</b>
<b>Nov-20</b>	6,186	147	42	7,918	110	72	398	33	12	<b>14,502</b>

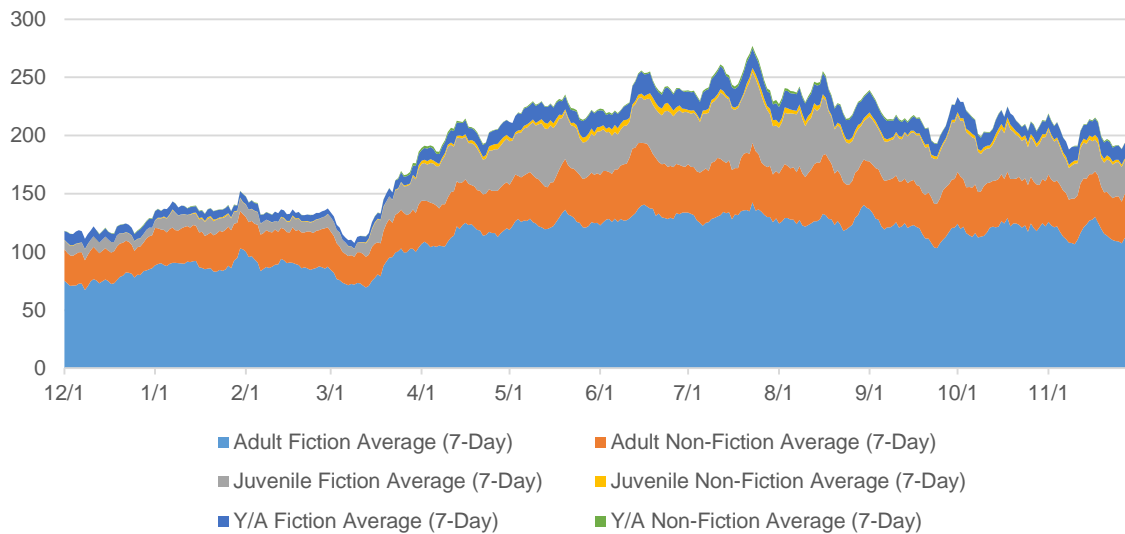
Source: Gate counters at public entrances of all three buildings. Figures include staff entries and exits.

Note: Grinton I. Will closed week of Nov. 9; All buildings closed to public as of Nov. 27



# ELECTRONIC RESOURCES SUMMARY

## Daily OverDrive Checkouts



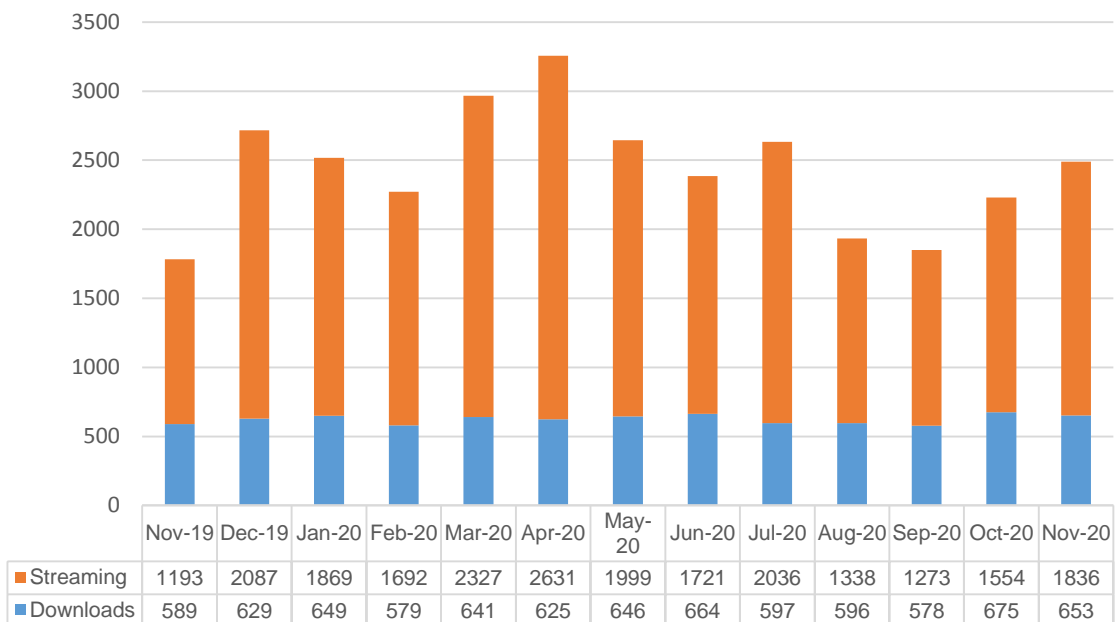
	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Y/A Fiction	Y/A Non-Fiction	TOTAL
Nov-19	2349	808	237	21	204	7	3626
Dec-19	2422	832	250	3	242	8	3757
Jan-20	2808	961	359	24	201	9	4362
Feb-20	2536	892	280	9	160	4	3881
Mar-20	2713	950	587	30	209	22	4511
Apr-20	3464	1095	1080	77	327	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
Oct-20	3734	1239	1125	90	343	17	6548
Nov-20	3501	1165	868	80	404	17	6035

# ELECTRONIC RESOURCES SUMMARY

## Hoopla Circulation

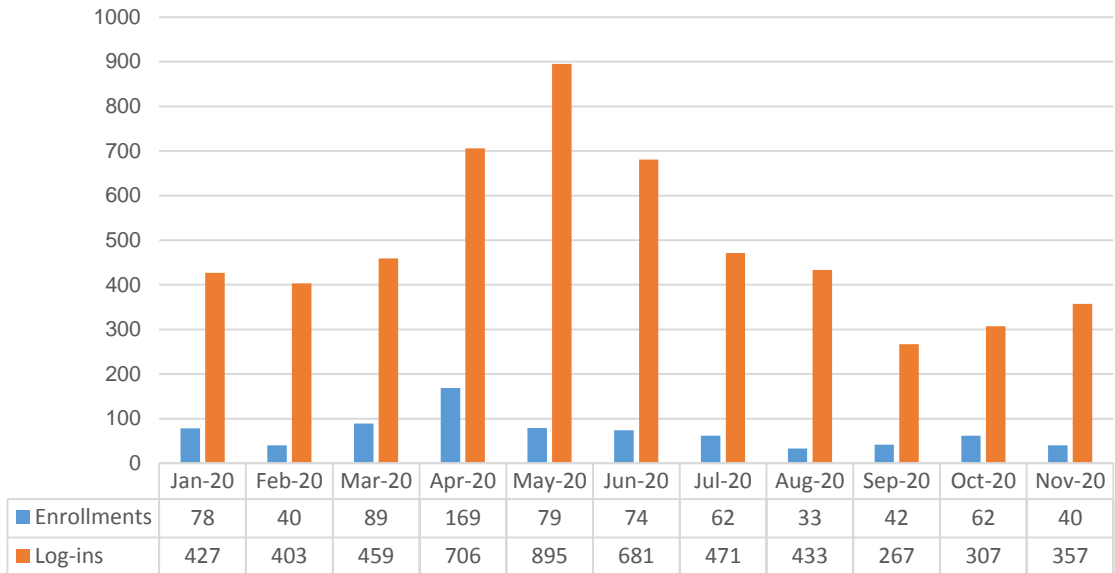
	Audiobook	Comic	eBook	Movie	Music	Television	Total	New Patrons
Aug-19	316	75	169	104	68	55	787	32
Sep-19	295	63	178	97	59	50	742	25
Oct-19	281	54	175	91	39	52	692	20
Nov-19	246	43	186	92	40	59	666	13
Dec-19	245	71	189	94	53	68	720	22
Jan-20	269	40	196	83	34	59	681	20
Feb-20	272	49	176	74	55	49	675	10
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
Oct-20	344	86	336	193	50	129	1138	17
Nov-20	337	125	328	152	42	130	1114	19

## Freegal

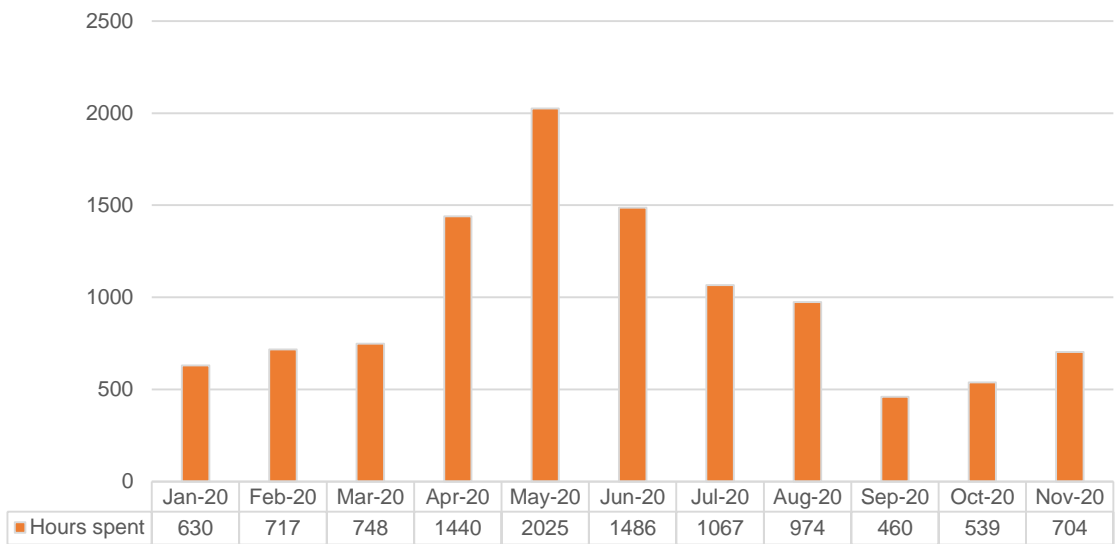


# ELECTRONIC RESOURCES SUMMARY

## Gale Courses



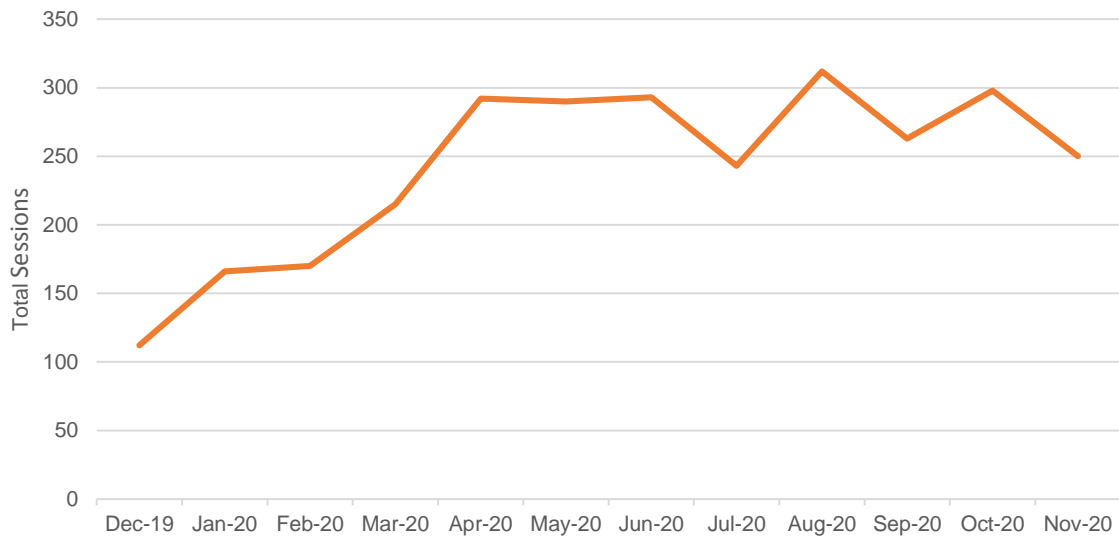
## Gale Courses





# ELECTRONIC RESOURCES SUMMARY

## Mango Languages



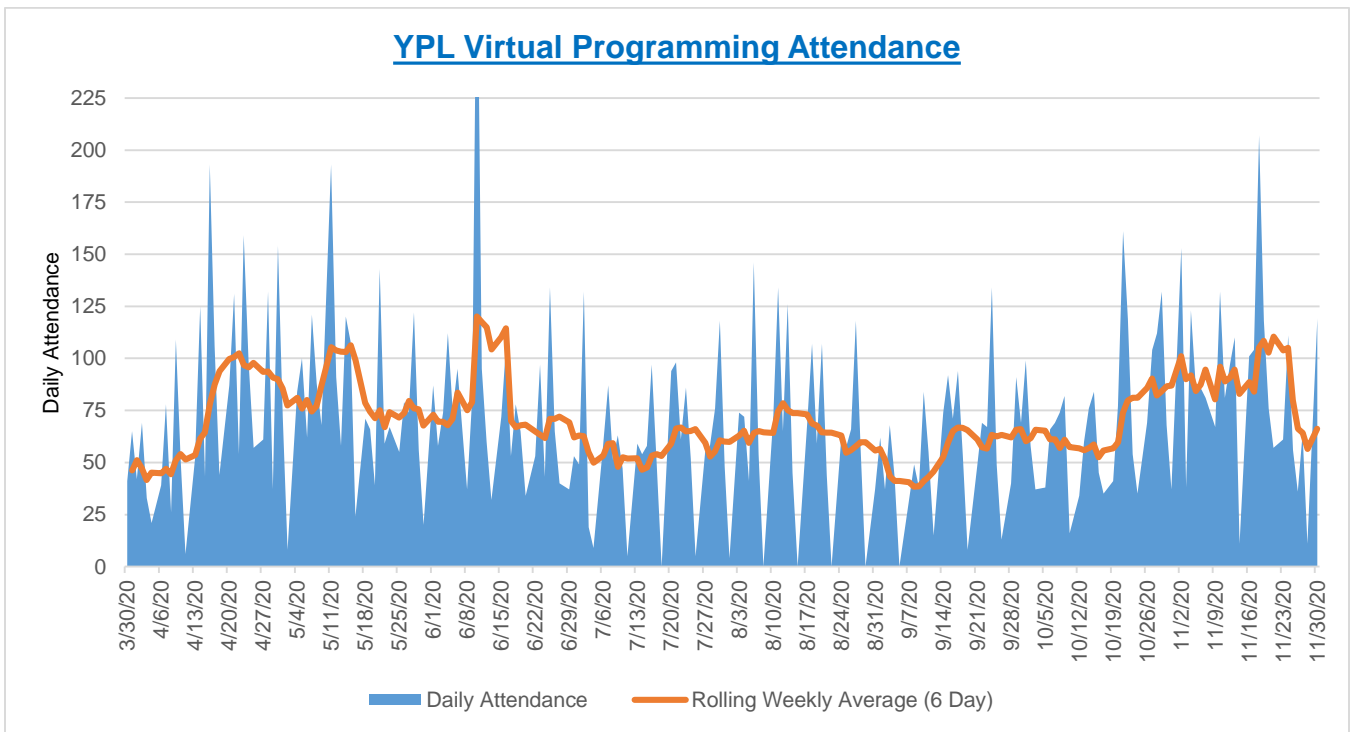
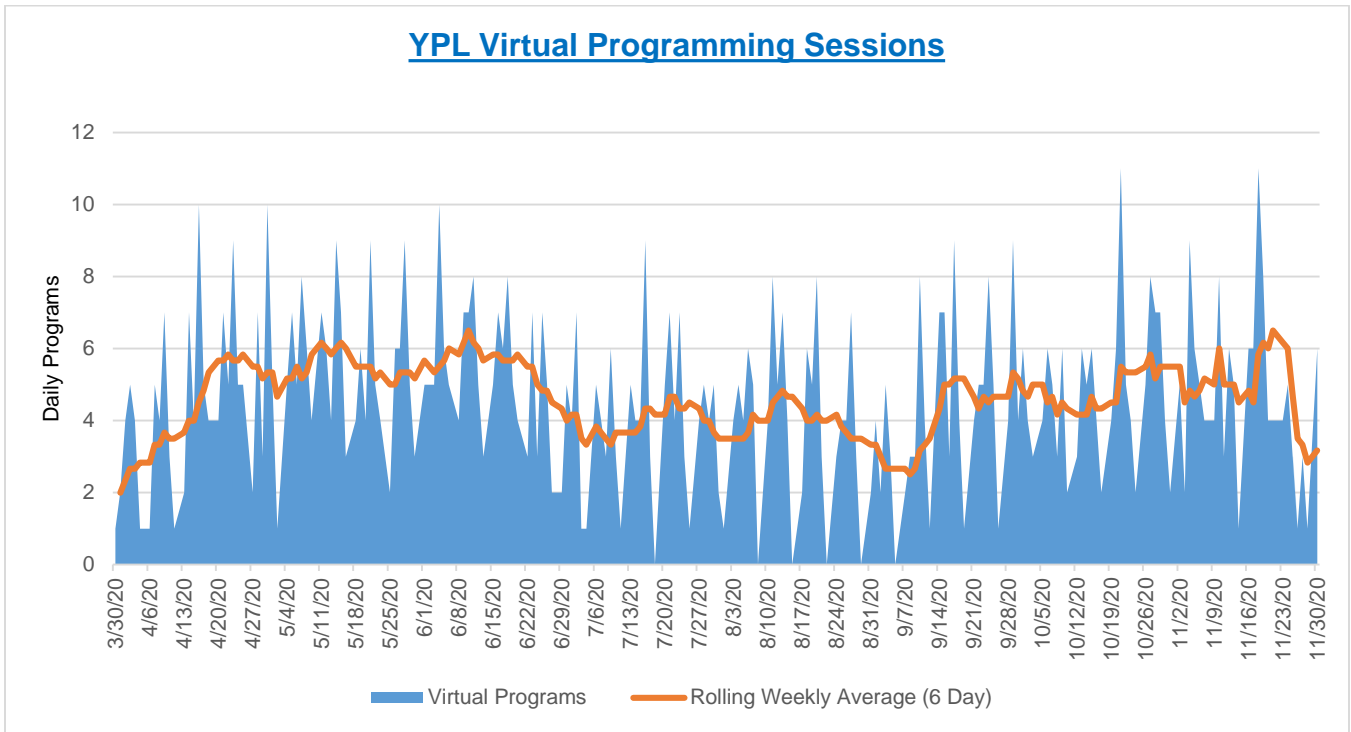
	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
Total Sessions:	106	112	166	170	215	292	290	293	243	312	263	298	250
Total Course Uses:	91	109	177	157	199	286	276	283	203	278	266	316	255
Mobile Sessions:	56	33	77	83	81	91	148	154	113	190	167	156	99
Avg Session Length (min):	12	17	16	15	16	17	16	12	15	17	13	15	14
Total Learning Time (hours):	21.9	32.6	44.6	42.5	59.1	81.2	79.3	60.4	60.1	89.4	56.5	75.4	59.6
Total Learning Time:	1311	1957	2673	2549	3547	4872	4759	3625	3607	5362	3389	4526	3578

### COURSES

	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
Spanish, Latin American	22	43	36	46	69	75	87	87	59	99	95	130	111
ESL Spanish (Latin American)	12	2	14	16	28	51	61	53	52	82	27	54	16
Italian	3	3	8	10	31	41	27	13	4	7	3	30	29
French	15	9	21	21	19	22	21	12	9	9	12	3	9
Russian	0	0	5	1	2	7	15	24	18	10	43	11	9
Arabic, Levantine	2	12	16	14	12	15	10	7	3	2	20	12	1
Japanese	17	4	6	4	2	4	6	14	16	18	15	19	9
German	0	0	2	6	12	7	17	26	10	10	7	1	5
Korean	0	3	3	1	2	6	16	16	2	8	7	13	21
Icelandic	0	6	13	4	7	8	0	0	0	0	12	3	0
Hebrew	1	0	0	1	0	0	0	0	0	15	9	13	3
Portuguese (Brazil)	0	0	2	7	0	14	2	0	1	0	1	1	1
Haitian Creole	5	2	3	3	0	0	0	0	6	4	0	4	3
Turkish	0	0	0	1	0	0	0	0	10	10	3	1	6
Arabic, MSA	2	11	3	1	0	0	0	1	1	0	0	1	12
Chinese, Mandarin	0	3	6	0	2	0	2	0	0	1	1	3	0
Spanish, Castilian	0	0	11	2	3	1	0	0	0	0	0	0	0
Romance, Spanish	1	0	2	1	4	3	1	2	0	0	1	0	5
Tagalog	3	0	1	0	0	4	0	2	2	1	0	0	0
Business, Spanish	0	0	1	1	0	3	0	2	1	1	1	1	2
Hindi	0	5	0	1	0	0	0	3	0	0	0	1	0
ESL Arabic (MSA)	1	0	4	0	0	0	4	0	0	0	0	0	0
Spanish for Librarians	1	0	0	0	0	7	0	0	1	0	0	0	0
Dutch	0	1	2	3	1	0	1	0	0	0	0	0	0



# VIRTUAL PROGRAMMING SUMMARY



<u>Total Programs</u>	<u>Total Attendance</u>
<b>983</b>	<b>15,125</b>

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



# BOOK STOCK

## FOR THE MONTH OF NOVEMBER 2020

<b>RIVERFRONT LIBRARY</b>	<b>2020</b>	<b>2019</b>
Number of volumes at end of previous month	<b>145,352</b>	
Number of volumes added this month	<b>613</b>	
<b>TOTAL</b>	<b>145,965</b>	
Number of volumes lost/withdrawn this month	<b>350</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>145,615</b>	<b>151,766</b>
<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>147,053</b>	
Number of volumes added this month	<b>434</b>	
<b>TOTAL</b>	<b>147,487</b>	
Number of volumes lost/withdrawn this month	<b>358</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>147,129</b>	<b>147,576</b>
<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>28,428</b>	
Number of volumes added this month	<b>127</b>	
<b>TOTAL</b>	<b>28,555</b>	
Number of volumes lost/withdrawn this month	<b>14</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>28,541</b>	<b>26,740</b>
<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>321,285</b>	<b>326,082</b>

