

BOARD OF TRUSTEES

MONTHLY MEETING

Thursday, April 16, 2020

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Meeting ID:
930 604 987

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* Information may be incomplete or unavailable due to disruptions caused by COVID-19 closure

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
APRIL 16, 2020**

MINUTES

[ACTION ITEM] Approve Minutes of Meeting March 30, 2020.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

NONE

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 #814

UNFINISHED BUSINESS

NEW BUSINESS

FY21 Budget Update

Library Reopening Policies & Procedures

EXECUTIVE SESSION

NEXT MEETING DATE: To be determined



YONKERS PUBLIC LIBRARY
BOARD MEETING
ELECTRONIC MEETING
MARCH 30, 2020

ATTENDANCE

TRUSTEES:	Nancy Maron Stephen Jannetti Joseph Puglia John Saraceno Hon. Michael Sabatino Darryl Mack Sr. Josephine Ilarrazza
LIBRARY DIRECTOR:	Jesse Montero
DEPUTY DIRECTOR:	Susan Thaler
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Tr. Puglia
UNION REPRESENTATIVE:	Brandon Neider, PC Tech. I
GUESTS:	Arnaldo Torres, Rose Aviles, Phil Poggiali, Daniel Sabol, Amy Sabol, Zahra Baird, Sevdil Simnica, Frank Kavas, Matthew Rodrigues, Luis Barcelo, Odalys Aguilar, Gabriella Monaco, Carmela McManus, Mary Ann Penzero, Mary Nowak, Jacqueline Leone, Elizabeth Caruso, Sumie Hernandez-Moss, Philip Chopak

The Board Meeting was held electronically via ZOOM ®, Conference ID# 659-015-144

The Board Meeting began at 7:06 p.m.

MINUTES



On motion of Tr. Puglia, seconded and unanimously carried, the Board approved the Minutes of the Meeting of February 19, 2019.

MANAGEMENT REPORT

Director Montero introduced himself to the Board and guests and thanked the Board for his unanimous appointment.

Director Montero announced that the Library chose to close on March 15 in light of the COVID-19 public health emergency and would coordinate any reopening with the Yonkers Public Schools. The Library will remain closed through at least April 15.

Director Montero demonstrated to the Board the new look of the website and explained the new virtual services and programs developed since the closing. The Library would also enhance its ebook collection and continue to add more content to the website and social media platforms.

Director Montero announced that the Library loaned a 3D printer to St. John's Riverside Hospital to assist with creating new personal protective equipment for healthcare workers and donated the filament necessary to print the new material. The Library also loaned technology and equipment to staff with the City of Yonkers and Yonkers Public Schools as they adjust their operations during the emergency.

Director Montero and Deputy Director Thaler thanked the staff for their cooperation and enthusiasm during the transition. Pres. Maron also thanked the staff and discussed the Library's communication and outreach during the emergency, noting Director Montero's weekly virtual town hall sessions with the public and staff and his weekly update newsletters.

UNION REPRESENTATIVE'S REPORT

Representative Neider announced the Union's support and cooperation due the emergency but shared with the Board some of its concerns regarding expectations of availability from home as staff care for family.

Representative Neider announced the Union's protest of the termination of Daniel Sabol.

WLS REPORT

Tr. Puglia had no report.

PERSONNEL REPORT

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

Ana Gantzer, Prov. Librarian II, \$65,109.00/yr, eff. 2/21/2020
Justine Osterman, Perm. Librarian I, \$56,694.00/yr, eff. 3/20/2020
Janesse McFadden, P/T Page, \$13.00/hr, eff. 3/20/2020
Jacqueline Leone, P/T Page, \$13.00/hr, eff. 3/20/2020
Susan Thaler, Perm. Asst. Library Director, \$144,250.00/yr, eff. 3/20/2020
Jesse Montero, Prov. Library Director, \$155,000.00/yr, eff. 3/20/2020

Acknowledged the following termination:

Pietro Torres, Custodial Worker, \$49,167.00/yr, eff. 3/20/2020
Daniel Sabol, Librarian I, \$58,449.00/yr, eff. 4/3/2020

COMMITTEE REPORTS

Finance, Budget & Planning - Maron, Jannetti, Puglia. The Committee discussed the possible budget implications of the health emergency.

Employee Relations - Maron, Puglia.

Buildings & Grounds - Maron, Saraceno

Policy – Maron, Ilarraza, Sabatino

Fundraising & Development – Maron, Jannetti, Mack

Foundation update: Pres. Maron announced that the Foundation has not canceled its gala but are considering changes to the format.

PAYMENT OF BILLS

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #813.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

The Board reviewed its policy on the service of alcohol in the Library and a request to serve alcohol at an upcoming Art Gallery reception. The Board announced that it would respond to the request and any policy updates at another time following a longer discussion on language.

The Board reviewed its bylaws and the Governor's Executive Order 202.1 as it relates to the form of open meetings and announced it would revisit any changes following advice from legal counsel.

The Board discussed building closing protocols. On motion of Tr. Saraceno, seconded and unanimously carried, the Board authorized Director Montero to close any Library building or branch due to concern of the COVID-19 public health emergency in coordination with the City of Yonkers and Yonkers Public Schools.

EXECUTIVE SESSION

Pres. Maron motioned to move into Executive Session at 8:07 p.m. to discuss a personnel matter. The session ended at 8:46 p.m.

NEXT BOARD MEETING DATE – Thursday, April 16, 2020 at a location to be determined.

On motion of Tr. Jannetti, the Meeting adjourned at 8:47 p.m.

Jesse Montero
Library Director & Secretary

Yonkers Public Library Bill List MARCH 2020

<u>Vendor Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
CONTRIBUTIONS FUNDS			
AMERICAN EXPRESS	MISC EXPENSES	3/4/2020	694.21
BAKER & TAYLOR	GIFT:SYLVIA YAROSLOW	3/10/2020	18.17
BINT-KADI, HAIFA	REIMB EXP:NEO REFRESHMTS	3/10/2020	57.41
BUTLER, MAUREEN M.	HOMEWORK HELPER-CREST	3/4/2020	90.00
DELIA, SHERLEY	HOMEWORK HELPER: RIV	3/10/2020	210.00
DELIA, SHERLEY	HOMEWORK HELPER-RIV	3/4/2020	630.00
FRICK COLLECTION (THE)	MEMBERSHIP RENEWAL LIB	3/10/2020	200.00
FUSCO, EILEEN	REIMB EXP: PROG SUPPLIES	3/4/2020	63.12
HAWKINS, SARAH	HOMEWORK HELPER-CREST	3/4/2020	412.50
ROBISON, MARY	REIMB EXP:MICROWAVE	3/10/2020	69.52
SIEGAL, MARTIN	HOMEWORK HELPER-WILL	3/4/2020	630.00
W. B. MASON CO., INC.	SUPPLIES: TRAC PAPER	3/10/2020	287.92
YONKERS CHAMBER OF COMMERCE	WOMEN IN BUSINESS LUNCH	3/4/2020	825.00
TOTAL			4,187.85

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
March 2020

Date	Num	Memo	Amount
Abbey Ice			
03/02/2020	15876	spring water	58.50
03/10/2020	14246	spring water	40.00
03/10/2020	16760	spring water	40.00
03/10/2020	16761	spring water	33.50
03/12/2020	168560	rental	33.00
03/12/2020	168655	rental	47.25
03/25/2020	168883	rental	47.25
03/25/2020	168906	rental	47.25
03/25/2020	17478	spring water	33.50
Total Abbey Ice			380.25
Amazon.com			
03/02/2020	436633747776	program supplies	33.98
03/02/2020	437747894547	rotating sign holder	33.99
03/02/2020	443965365999	dry erase board	52.89
03/02/2020	444368568633	ps4 controllers	47.98
03/02/2020	446746685856	office supplies	176.14
03/02/2020	453354855775	protractors	5.55
03/02/2020	454869748638	batteries	44.70
03/02/2020	456566395638	coffee replacement ca...	13.13
03/02/2020	456759835987	program supplies	25.72
03/02/2020	457939984833	sticky big pad	15.49
03/02/2020	458364548898	label maker	50.73
03/02/2020	458795679964	double sided tape	15.99
03/02/2020	465993338366	coffee	22.00
03/02/2020	468363358894	paper cutter	29.64
03/02/2020	469774668833	paper pick-up roller	29.95
03/02/2020	496883874837	tablecloth	3.99
03/02/2020	556663394334	id badge holders	5.69
03/02/2020	577736943458	cardstock	36.87
03/02/2020	588395878987	200 pack dvd-r	32.20
03/02/2020	643335854648	pencil sharpener	17.58
03/02/2020	643854793987	gallery supplies	24.97
03/02/2020	844777747557	xbox controllers	92.40
03/02/2020	848634844866	batteries	55.01
03/02/2020	897557647383	stereo cable	11.82
03/02/2020	934473765545	command hooks	26.99
03/02/2020	945935773585	children program supp...	27.92
03/02/2020	964779599677	ps4 controllers	93.92
03/02/2020	977975744346	stamp	26.95
Total Amazon.com			1,054.19
American Express			
03/10/2020	6-77003 feb2020	materials, software (ex...	231.38
03/10/2020	6-77003 feb2020	materials, software (ex...	1,971.56
03/10/2020	6-77003 feb2020	materials, software (ex...	150.60
Total American Express			2,353.54
American Paper Supply (APP)			
03/02/2020	J1233462	credit memo	-191.43
03/02/2020	J1233558	janitorial supplies	432.90
03/02/2020	J1234288	janitorial supplies	245.75
03/13/2020	J1235658	sanitizer and stands	670.00
Total American Paper Supply (APP)			1,157.22
Amoils, Roseanne			
03/25/2020	74	job coach	680.00
Total Amoils, Roseanne			680.00
Avila, Teresa			
03/13/2020	1002TA	english conversation	150.00
Total Avila, Teresa			150.00
AWE Acquisition			

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 March 2020

Date	Num	Memo	Amount
03/12/2020	YONKERS20001-1	REPAIR	675.00
03/12/2020	YONKERS20001-1		0.00
Total AWE Acquisition			675.00
B & H Photo			
03/12/2020	168397024	wireless listening station	440.00
Total B & H Photo			440.00
Baird, Zahra			
03/13/2020	030420ZB	reimbursement supplies	53.94
Total Baird, Zahra			53.94
Bokandeye African American Dance Theatre			
03/12/2020	2-25-2020	african dance workshop	200.00
Total Bokandeye African American Dance Theatre			200.00
Brodart			
03/25/2020	552173	cd binders	901.60
Total Brodart			901.60
Cablevision Lightpath			
03/13/2020	100271550	internet 2/1-2/29/20	5,233.55
03/13/2020	100271567	phones 2/1-2/29/20	3,550.00
Total Cablevision Lightpath			8,783.55
Cablevision Optimum			
03/10/2020	07803544469mar20	cable boxes 3/1-3/31/2...	16.80
03/13/2020	07803065546mar20	cable box 3/8-4/7/20	8.40
03/31/2020	07803550279apr20	internet and phones	140.94
Total Cablevision Optimum			166.14
Citadel Pest Control			
03/12/2020	3850	pest control	200.00
Total Citadel Pest Control			200.00
Clarke, Graham			
03/13/2020	030420	children musical progr...	200.00
Total Clarke, Graham			200.00
Crown Janitorial			
03/13/2020	451499-2	janitorial supplies	30.60
03/13/2020	453495-1	janitorial supplies	2,194.95
Total Crown Janitorial			2,225.55
Das, Joy			
03/25/2020	00134	sew amazing	175.00
Total Das, Joy			175.00
Demco			
03/02/2020	6772806	program supplies	25.87
03/10/2020	6776385	all-purpose shelf	43.45
03/13/2020	6781817	library supplies	271.00
03/13/2020	6783702	book tape	62.85
Total Demco			403.17
Dewaters, Alice			
03/13/2020	2282020AD	reimbursement progra...	54.54
Total Dewaters, Alice			54.54
Ebsco			

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
March 2020

Date	Num	Memo	Amount
03/02/2020	2002229	materials	36.12
Total Ebsco			36.12
Ellis, Anthony			
03/13/2020	2020-0305	adobe in design	480.00
Total Ellis, Anthony			480.00
Five Star Equipment			
03/25/2020	R58328	vacuum repair	294.95
Total Five Star Equipment			294.95
GovConnection			
03/13/2020	57505579	labels	83.64
03/13/2020	57530529	microsoft surface pro 7	1,271.71
03/13/2020	57530582	laptop bags	381.23
03/13/2020	57530584	makerbot extruder	225.27
03/13/2020	57530585	cartridges	703.75
03/13/2020	57530586	toners	705.61
03/25/2020	57552763	fuser	213.99
03/25/2020	57552766	toner cartridges	184.58
Total GovConnection			3,769.78
Gruppuso Plumbing			
03/12/2020	20-55	repairs	410.00
03/31/2020	20-88	bathroom repairs	667.00
Total Gruppuso Plumbing			1,077.00
Independent Publishers Group			
03/02/2020	4394244	materials	147.83
03/13/2020	4345746	materials	132.74
03/13/2020	4380791	materials	75.32
Total Independent Publishers Group			355.89
Keane & Beane			
03/13/2020	55496	legal services	1,857.50
03/13/2020	55497	legal services	892.50
Total Keane & Beane			2,750.00
LDI Color Toolbox			
03/13/2020	1638380	riso ink cartridges	78.80
Total LDI Color Toolbox			78.80
Ledesma, Solyaris			
03/25/2020	3-5-20	zumba	70.00
Total Ledesma, Solyaris			70.00
Library Development Solutions			
03/12/2020	YPL 2020-3	professional services	9,189.35
Total Library Development Solutions			9,189.35
Markowitz, Robert			
03/13/2020	022620	robert the guitar guy-p...	400.00
Total Markowitz, Robert			400.00
Metro Group, Inc.			
03/13/2020	PI 670492	cooling tower service	796.66
Total Metro Group, Inc.			796.66
Midwest Tape			
03/02/2020	98632469	materials	62.97
03/02/2020	98633140	materials	167.92

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
March 2020

Date	Num	Memo	Amount
03/02/2020	98633141	materials	251.88
03/02/2020	98633142	materials	47.58
03/10/2020	98663407	materials	32.22
03/10/2020	98663409	materials	210.59
03/10/2020	98663770	materials	640.76
03/10/2020	98663772	materials	32.18
03/13/2020	98663771	materials	27.98
03/13/2020	98672134	materials	2,171.01
Total Midwest Tape			3,645.09
Multicultural Books and Video			
03/10/2020	9-1726	materials	259.05
Total Multicultural Books and Video			259.05
New Reader Press			
03/02/2020	9222061	materials	37.00
Total New Reader Press			37.00
Oriental Trading			
03/02/2020	701484148-01	ceramic piggy banks	49.97
03/13/2020	701689907-01	foam shamrock wreath...	36.17
Total Oriental Trading			86.14
Peterson's			
03/02/2020	INV-2250047	materials	248.58
Total Peterson's			248.58
Purple Lotus Zen			
03/13/2020	3-2-20	reiki circle program	60.00
Total Purple Lotus Zen			60.00
S & S Worldwide			
03/25/2020	IN100420900	children program supp...	101.22
03/25/2020	IN100421860	children program supp...	143.74
Total S & S Worldwide			244.96
Safeguard Lock & Key			
03/13/2020	6951	maintenance supplies	149.00
Total Safeguard Lock & Key			149.00
Scaringella Auto Repair			
03/12/2020	022020	car repairs	59.95
Total Scaringella Auto Repair			59.95
Schall Hardware			
03/13/2020	18226	maintenance supplies	237.71
Total Schall Hardware			237.71
Stanley Convergent			
03/10/2020	17272983	alarm monitoring 4/1-4...	457.88
03/10/2020	17275169	cctv monitoring 4/1-4/3...	68.56
03/10/2020	17299305	monitoring 4/1-6/30	287.28
03/12/2020	17277108	access service 4/1-6/3...	208.83
Total Stanley Convergent			1,022.55
Supt. Of Documents			
03/10/2020	2282020	gov't printing documents	150.00
Total Supt. Of Documents			150.00
Verizon			
03/13/2020	9144109274mar20	phones 3/1-3/31/20	43.55

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 March 2020

Date	Num	Memo	Amount
03/31/2020	9147931065apr20	phones 3/19-4/18/20	34.82
Total Verizon			78.37
Verizon Wireless			
03/10/2020	9849023956	cell phones 1/24-2/23/20	353.10
Total Verizon Wireless			353.10
WB Mason			
03/10/2020	208086421	office supplies	53.33
03/10/2020	208209880	water bottles	15.03
03/13/2020	208263121	office supplies	23.93
03/13/2020	208320288	purell wipes	94.32
03/13/2020	208362991	office supplies	161.81
03/13/2020	208468092	gloves	9.99
03/13/2020	208474712	gloves	19.98
03/13/2020	208477951	office supplies	17.92
03/13/2020	208520817	office supplies	110.00
03/13/2020	208526209	office supplies	19.73
03/25/2020	208784148	gloves	35.37
03/25/2020	208784328	supplies	44.43
03/25/2020	208784596	gloves	35.37
03/25/2020	202871997	children program supp...	83.32
03/25/2020	204361783	badge holders	19.72
03/25/2020	CR7423124	credit memo	-32.50
03/31/2020	208606325	crayons	7.82
03/31/2020	208722604	clock	17.11
03/31/2020	208879693	copy paper	899.75
Total WB Mason			1,636.43
Yonkers Parking Authority			
03/25/2020	20-1031	employee parking	6,452.68
Total Yonkers Parking Authority			6,452.68
Yonkers Wellness Center			
03/12/2020	2-27-20	sound healing meditati...	60.00
Total Yonkers Wellness Center			60.00
Zev Haber Music by Zev			
03/12/2020	4028	children's music show	400.00
Total Zev Haber Music by Zev			400.00
TOTAL			54,732.85

YPL OPERATING BUDGET 2020

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month March	YTD	Balance	% used
101	Salaries	6,489,818	6,489,818	3,572,105	470,107	4,042,212	2,447,606	62%
103	Temp Services	660,600	660,600	364,854	37,642	402,496	258,104	61%
150	Termination Payments	35,000	35,000	31,812	0	31,812	3,188	91%
198	Overtime	270,450	270,450	244,459	24,496	268,955	1,495	99%
	Personal Services Total:	7,455,868	7,455,868	4,213,230	532,245	4,745,475	2,710,393	64%
280	Reference Materials	82,000	82,000	24,844	5,703	30,547	51,453	37%
	Materials Total	82,000	82,000	24,844	5,703	30,547	51,453	37%
301	Office Supplies	97110	97,110	44,347	3,337	47,684	49,426	49%
306	Janitorial Supplies	33100	33100	21,110	3011	24,121	8,979	73%
308	Wearing Apparel	2,971	2,971	0	0	0	2,971	0%
309	Fuel For Heating	85,500	85,500	26,005	0	26,005	59,495	30%
312	Hardware	7,025	7,025	3,267	537	3,804	3,221	54%
313	Misc. Supplies	1,000	1,000	0	0	0	1,000	0%
314	Electrical Supplies	750	750	216	0	216	534	29%
327	Nursery Supplies	300	300	0	0	0	300	0%
361	Gas	2,000	2,000	1,216	0	1,216	784	61%
	Material and Supplies Total	229,756	229,756	96,161	6,885	103,046	126,710	45%
401	Insurance	32,575	32,575	26,586	0	26,586	5,989	82%
402	Telephones	63,900	63,900	32,234	4,148	36,382	27,518	57%
403	Printing	13,310	13,310	8,591	1,756	10,347	2,963	78%
404	Lights and Power	170,226	170,226	18,185	0	18,185	152,041	11%
405	Postage	3,800	3,800	405	0	405	3,395	11%
406	Freight and Express	500	500	62	0	62	438	12%
407	Equipment Maint. And Repair	45,700	45,700	21,008	735	21,743	23,957	48%
408	Rental of Equipment	14,280	14,280	2,772	175	2,947	11,333	21%
409	Building Maint. And Repair	78,000	78,000	31,783	1,084	32,867	45,133	42%
410	Milage Allowance	685	685	56	0	56	629	8%
413	Professional Fees	183,950	183,950	88,735	0	88,735	95,215	48%
415	Outside Labor & Related Charges	45,500	45,500	18,305	1,077	19,382	26,118	43%
419	Misc. Expenses	16,750	21164	19,388	0	19,388	1,776	92%
421	Rental of Space	750,000	750,000	0	750,000	0	750,000	0%
422	Janitorial Service	2,600	2,600	1,570	0	1,570	1,030	60%
424	Maint. Of Office Equipment	3200	3200	444.73	0	444.73	2755	14%
425	Subscriptions and Publications	121,183	121,183	86,674	0	86,674	34,509	72%
430	IT Hardware Maint.	44,000	44,000	21,053	2,767	23,820	20,180	54%
431	IT Software Licensing and Maint.	486,323	486,323	398,296	5,465	403,761	82,562	83%
436	Tuition/Bd/Travel Reimbursement	2,150	2,150	270	0	270	1,880	13%
446	Automobile Repair	6,000	6,000	2,476	355	2,831	3,169	47%
481	Binding of Books	700	700	582	0	582	118	83%
496	Special Projects	20,000	20,000	13,203	500	13,703	6,297	69%
	Contractual Services Total	2,105,332	2,109,746	792,679	768,062	810,741	1,299,005	38%
	Total Operating Budget	9,872,956	9,877,370	5,126,914	1,312,895	5,689,809	4,187,561	58%

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

Revenue Category	Budgeted Revenue 2019-2020	Revenue Realized 7/1/2019-6/30/2020
		3/31/2020
Fees & Fines	\$51,000	\$12,394
Rental of Property	11,000	6,165
Miscellaneous (Includes E-Rate)	41,050	0
Total Library Generated Revenues	<u>\$103,050</u>	<u>\$18,559</u>
State Funding	47,560	53,390
Transfer from City of Yonkers General Fund	9,497,773	9,497,773
Transfer from Library Fund	811,831	811,831
Total	<u>\$10,460,214</u>	<u>\$10,381,553</u>

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

	AMOUNT AWARDED	AMOUNT AVAILABLE 3/31/2020
DANY	250,000	110,186
SED-LDA	211,412	124,978
MONTEFIORE ADDITION	95,475	14,584
SED-LDA (2)	211,412	183,559
WILL SPACE STUDY	25,000	25,000
CBG RF TEEN ROOM	30,000	30,000

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

		ORIGINAL AMOUNT	AMOUNT AVAILABLE 3/31/2020
C2099CP			
510647	Will Auditorium Improv.	55,000	48,229
510822	Computers & Library Equipment	47,000	0
510874	Boiler Upgrades	568,000	62,254
510906	Library Books and other Equipment	450,000	10,351
510931	Elevator Replacement	412,000	397,500
510956	Library Books and other Equipment	450,000	450,000

BANK ACCOUNT INFORMATION

MARCH 2020

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>3/31/2020</u>
<u>ENDOWMENTS AND TRUSTS</u>						
<u>SAUNDERS ENDOWMENT GOAL \$65,000</u>						
STERLING NATIONAL BANK	2.75%	SAUNDERS BOOK FUND	4658	6/4/2020	15 MO. CD	75,074.78
<u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.75%	JOHN JUTKOWITZ THEATER FUND	1100221	9/11/2020	15 MO. CD	10,673.86
<u>KOGAN ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.05%	DAVID S. KOGAN MEM FUND	1085514	8/29/2020	12 MO. CD	5,109.57
<u>MURPHY ENDOWMENT GOAL \$5,000</u>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.75%	RITA G. MURPHY MEM FUND	1097874	6/26/2020	15 MO. CD	5,507.13
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK	N/A	YPL TRUST ACCOUNT	6700288970	----	CHECKING	5,664.86
<u>UNRESTRICTED ACCOUNTS</u>						
<u>CONTRIBUTIONS FUNDS</u>						
STERLING NATIONAL BANK	2.75%	CONTRIBUTIONS ACCOUNT	4659	6/4/2020	15 MO. CD	27,440.62
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.05%	CONTRIBUTIONS ACCOUNT	1102029	8/7/2020	12 MO. CD	63,591.80
SUNNYSIDE FEDERAL SAVINGS & LOANS	2.05%	CONTRIBUTIONS ACCOUNT	1103671	10/27/2020	12 MO. CD	53,097.68
<u>CHECKING ACCOUNT</u>						
STERLING NATIONAL BANK	0.01%	CONTRIBUTIONS ACCOUNT	6700289260	----	CHECKING	66,937.61

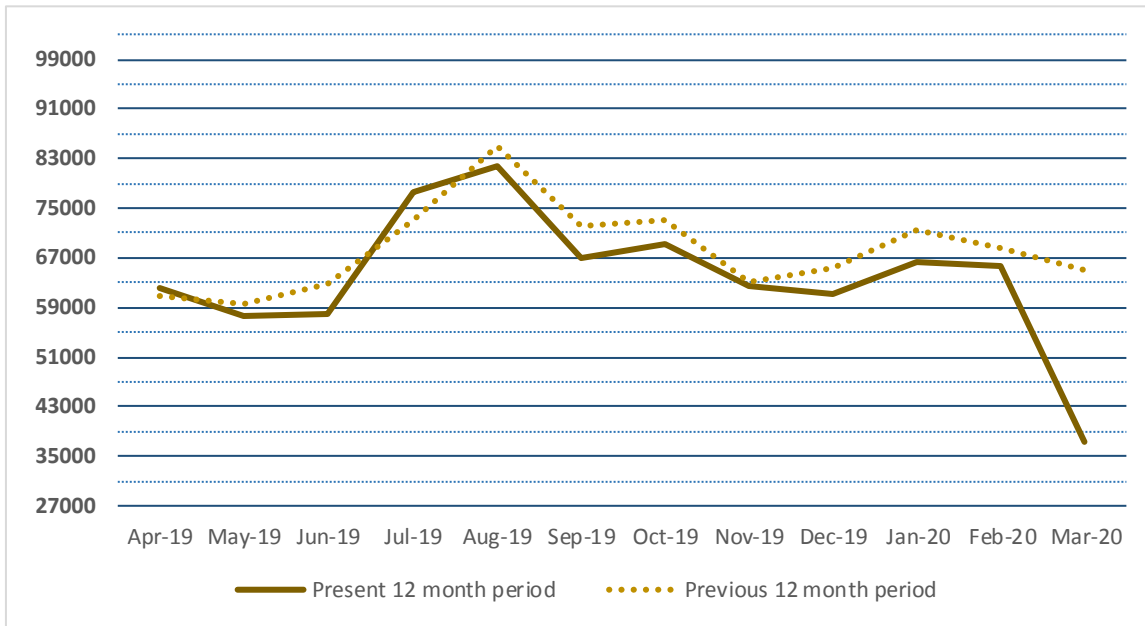
Management Report April 16, 2020

Since the last Board of Trustees meeting on March 30, 2020, Yonkers Public Library (YPL) moved its tentative reopening date from April 16 to April 30 in alignment with Governor Cuomo's extension of the PAUSE Act and the Yonkers Public Schools (YPS) closure. While our buildings remain closed, our staff remained busy offering remote services.

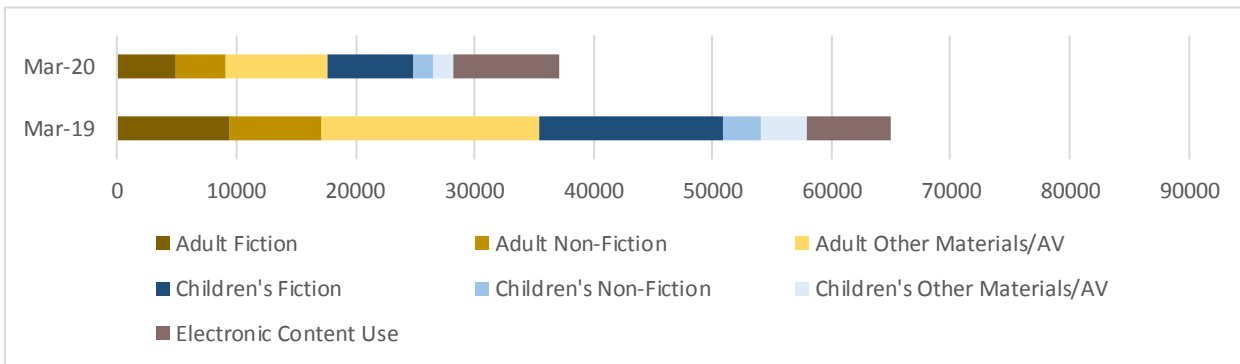
- **Virtual programming:** Each week, YPL expands its calendar of virtual programs through platforms including Zoom, YouTube and Facebook Live. At the same time, staff continue to refine best practices to improve the patron experience. Staff from each branch now offer programs directed at each age group. These programs range from exercise, mindfulness and self-care workshops to children's story times and technology training programs.
- **Remote reference and customer support:** Staff from all three branches are now available by phone from 10am-4pm, Monday through Saturday. Patrons can reach staff from the circulation, reference or children's departments for assistance ranging from a new library card or PIN reset to reference and referral. The public can also get help and ask questions through info@ypl.org and techhelp@ypl.org. Since closing our buildings we have signed up 120 new patrons with library cards. The phone system has also been used creatively to support "Dial-A-Story". Each day, patrons can call 914-639-5014 to hear a prerecorded story (in English or Spanish) or a poem read aloud by a staff member.
- **Loan of library collections and technology:** While our buildings are closed most of our physical collections and resources have been unavailable. However we have made some exceptions. Early into the closure we loaned Makerbots (3d printers) to Dr. Stephen Erosa at St. John's Riverside to print personal protective equipment (PPE). Since then he has reported they've printed over 100 face shields. On Friday, April 10, YPL staff packed over 20 bags of books for children and teens to be delivered through YPS to its 8 Grab N Sites. That same day we loaned our final Makerbot, via City Council President Mike Khader, to be used in the fabrication of PPE for St. Joseph's Hospital. Additionally, YPL loaned many of its instructional laptops to City of Yonkers to support the remote services of their staff.
- **Digital content and presence:** As more of our services become digital we have invested time and resources into building out our web presence. The homepage was reformatted to feature our newer services. The blog is regularly updated with local information and services; guides to important issues like unemployment insurance and small business assistance; staff reading and film recommendations; features on YPL digital resources; and support of local initiatives like Yonkers Counts. Meanwhile, our social platforms have been dedicated to supporting the efforts of other Yonkers agencies and organizations and spotlighting their services and achievements. While new content is being created, older web pages are being reviewed and edited for currency and relevance.

MARCH CIRCULATION SUMMARY

YONKERS PUBLIC LIBRARY



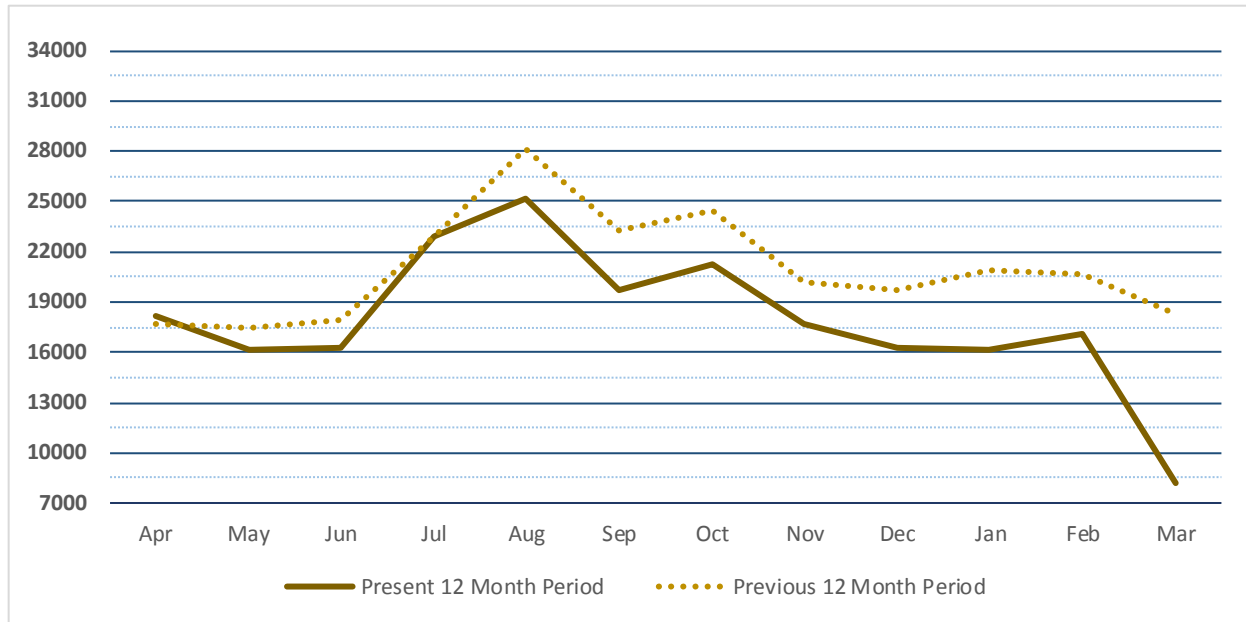
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Present 12 month period	62092	57630	57955	77481	81689	67036	69319	62605	61094	66449	65701	37406
Previous 12 month period	60995	59467	62836	72998	85037	72235	72974	63047	65508	71637	68723	65041
	1.8%	-3.1%	-7.8%	6.1%	-3.9%	-7.2%	-5.0%	-0.7%	-6.7%	-7.2%	-4.4%	-42.5%



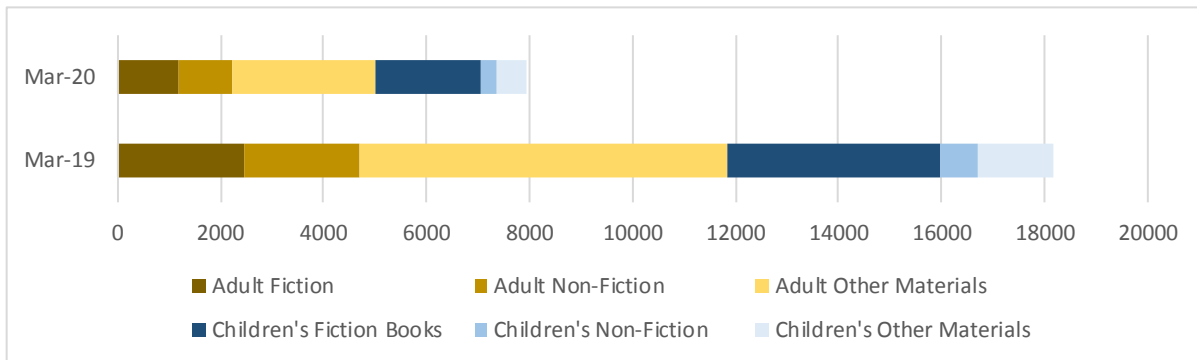
	Mar-19	Mar-20	Change	% Change
_audiobook	780	441	-339	-43.5%
_biography	462	258	-204	-44.2%
_express	682	328	-354	-51.9%
_fiction	5462	2822	-2640	-48.3%
_foreign_language	282	212	-70	-24.8%
_juv_audiobook	116	55	-61	-52.6%
_juv_fiction	15117	7009	-8108	-53.6%
_juv_foreign	423	133	-290	-68.6%
_juv_movie	3604	1656	-1948	-54.1%
_juv_nonfiction	3100	1659	-1441	-46.5%
_magazine	230	92	-138	-60.0%
_movie	14634	6732	-7902	-54.0%
_music	2296	1284	-1012	-44.1%
_new_book	3100	1682	-1418	-45.7%
_nonfiction	5227	2814	-2413	-46.2%
_ya_av	244	124	-120	-49.2%
_ya_fiction	1430	682	-748	-52.3%
_ya_nonfiction	263	154	-109	-41.4%

MARCH CIRCULATION SUMMARY

RIVERFRONT LIBRARY



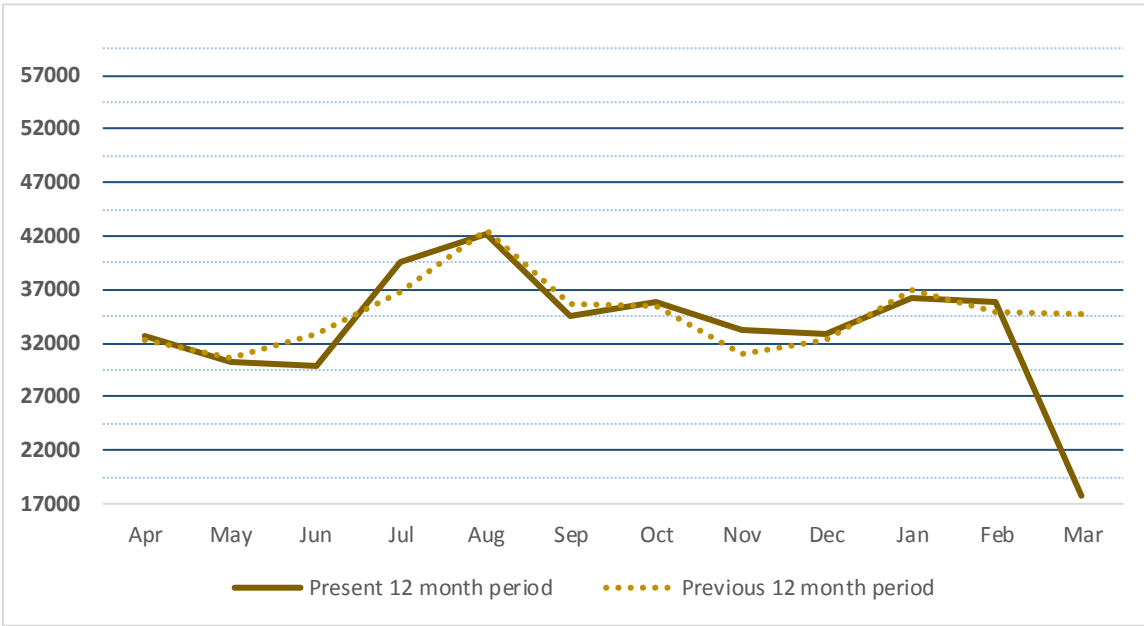
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Present 12 Month Period	18154	16156	16222	22931	25192	19736	21240	17738	16212	16092	17095	8237
Previous 12 Month Period	17694	17506	17902	22968	28116	23246	24426	20150	19684	20897	20605	18225
	2.6%	-7.7%	-9.4%	-0.2%	-10.4%	-15.1%	-13.0%	-12.0%	-17.6%	-23.0%	-17.0%	-54.8%



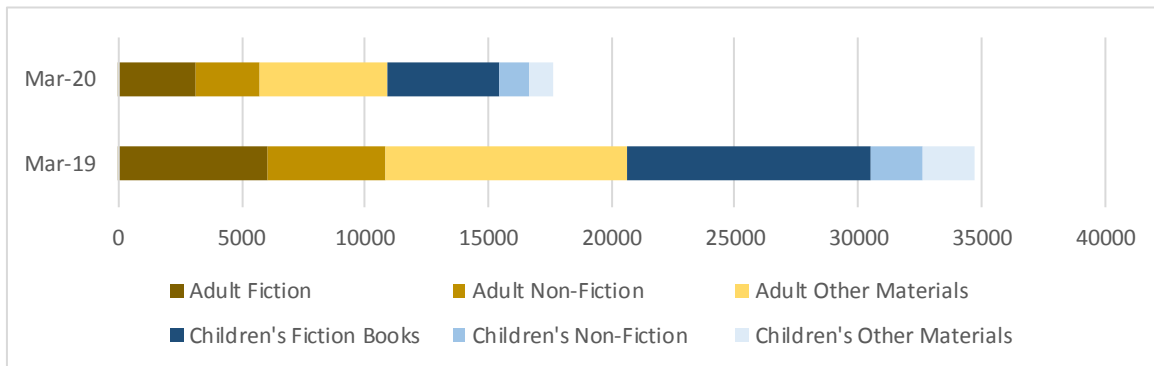
	Mar-19	Mar-20		
_audiobook	157	73	-84	-53.5%
_biography	94	49	-45	-47.9%
_express	290	220	-70	-24.1%
_fiction	1027	490	-537	-52.3%
_foreign_language	219	121	-98	-44.7%
_juvenile_audiobook	13	3	-10	-76.9%
_juvenile_fiction	3870	1974	-1896	-49.0%
_juvenile_foreign	313	104	-209	-66.8%
_juvenile_movie	1409	603	-806	-57.2%
_juvenile_nonfiction	675	258	-417	-61.8%
_magazine	28	0	-28	-100.0%
_movie	6336	2465	-3871	-61.1%
_music	441	157	-284	-64.4%
_new_book	548	270	-278	-50.7%
_nonfiction	1519	683	-836	-55.0%
_young_adult_av	154	76	-78	-50.6%
_young_adult_fiction	760	334	-426	-56.1%
_young_adult_nonfiction	59	35	-24	-40.7%

MARCH CIRCULATION SUMMARY

GRINTON I. WILL BRANCH

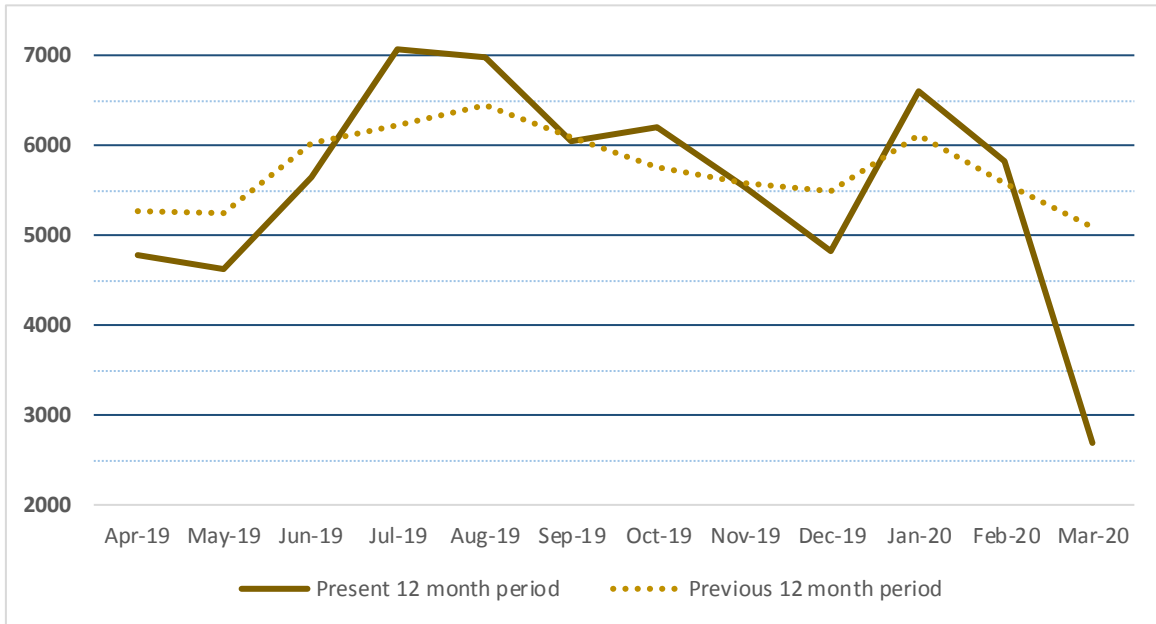


	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Present 12 month period	32680	30315	29811	39635	42145	34552	35766	33251	32841	36181	35926	17729
Previous 12 month period	32358	30617	32790	36833	42550	35648	35475	30981	32368	36902	34947	34765
	1.0%	-1.0%	-9.1%	7.6%	-1.0%	-3.1%	0.8%	7.3%	1.5%	-2.0%	2.8%	-49.0%

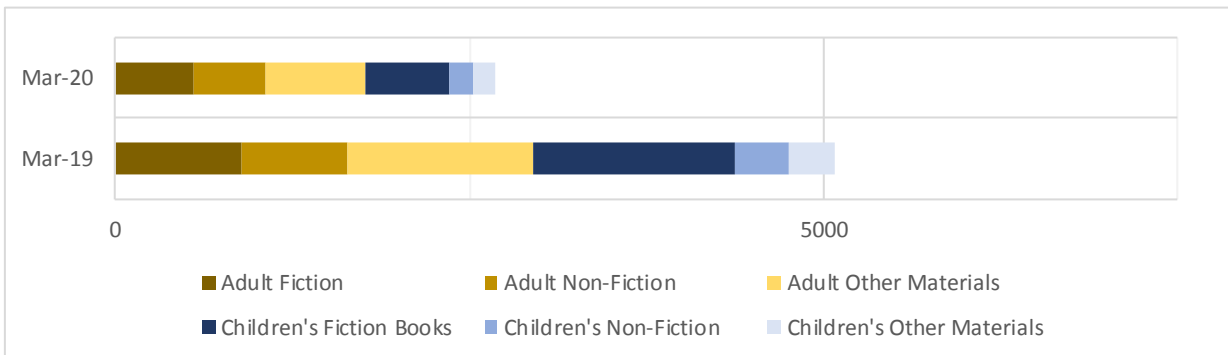


	Mar-19	Mar-20		
_audiobook	555	322	-233	-42.0%
_biography	332	175	-157	-47.3%
_express	280	87	-193	-68.9%
_fiction	3853	1980	-1873	-48.6%
_foreign_language	62	80	18	29.0%
_juv_audiobook	79	46	-33	-41.8%
_juv_fiction	9842	4457	-5385	-54.7%
_juv_foreign	95	27	-68	-71.6%
_juv_movie	1924	919	-1005	-52.2%
_juv_nonfiction	2047	1220	-827	-40.4%
_magazine	130	50	-80	-61.5%
_movie	7315	3789	-3526	-48.2%
_music	1683	994	-689	-40.9%
_new_book	2294	1190	-1104	-48.1%
_nonfiction	3206	1804	-1402	-43.7%
_ya_av	57	30	-27	-47.4%
_ya_fiction	586	306	-280	-47.8%
_ya-nonfiction	160	84	-76	-47.5%

FEBRUARY CIRCULATION SUMMARY CRESTWOOD BRANCH



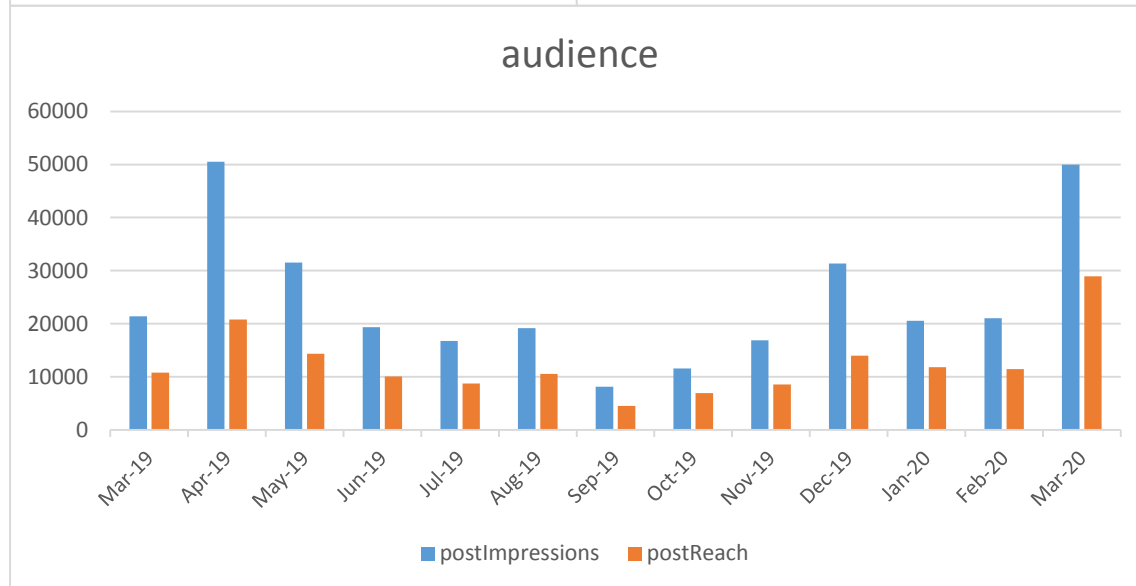
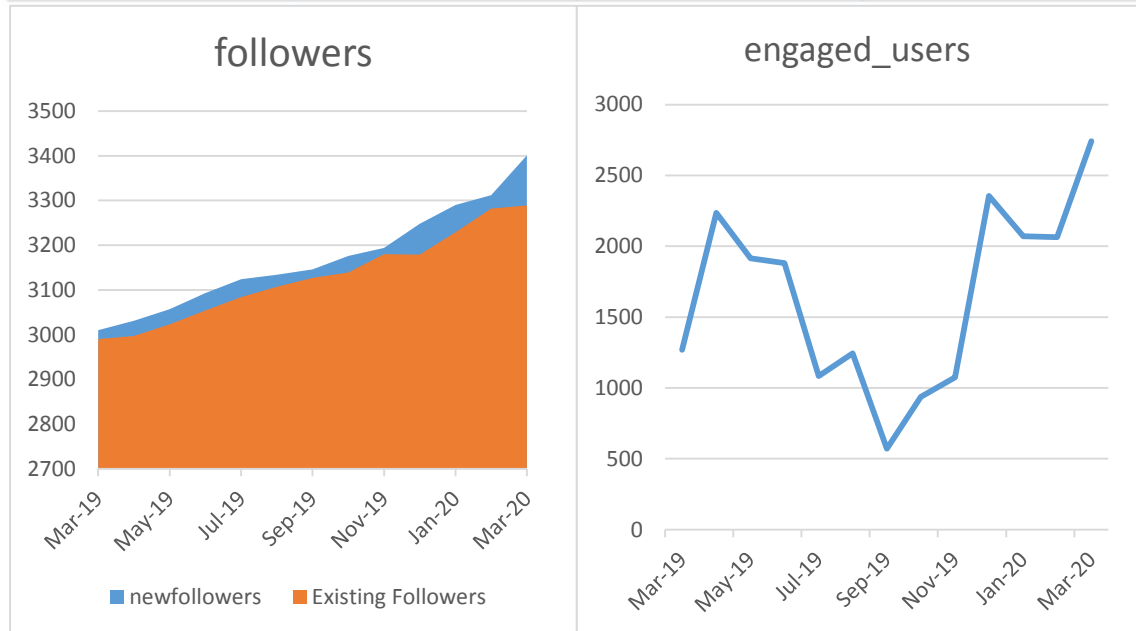
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Present 12 month period	4779	4635	5657	7074	6990	6063	6210	5539	4823	6603	5837	2690
Previous 12 month period	5264	5243	6030	6219	6463	6103	5754	5587	5500	6129	5586	5085
	-9.2%	-11.6%	-6.2%	13.7%	8.2%	-0.7%	7.9%	-0.9%	-12.3%	7.7%	4.5%	-47.1%



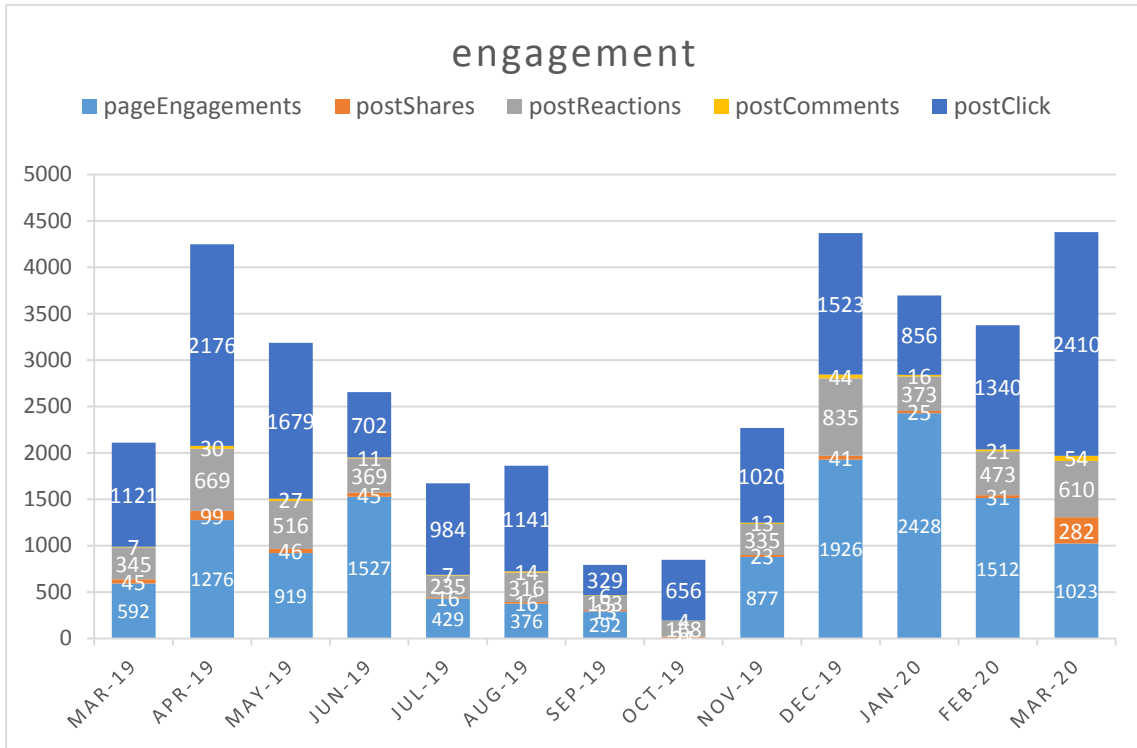
	Mar-19	Mar-20	Change	% Change
_audiobook	68	46	-22	-32.4%
_biography	36	34	-2	-5.6%
_express	112	21	-91	-81.3%
_fiction	582	352	-230	-39.5%
_foreign_language	1	11	10	1000.0%
_juv_audiobook	24	6	-18	-75.0%
_juv_fiction	1405	578	-827	-58.9%
_juv_foreign	15	2	-13	-86.7%
_juv_movie	271	134	-137	-50.6%
_juv_nonfiction	378	181	-197	-52.1%
_magazine	72	42	-30	-41.7%
_movie	983	478	-505	-51.4%
_music	172	133	-39	-22.7%
_nonfiction	502	327	-175	-34.9%
_new_book	258	222	-36	-14.0%
_ya_av	33	18	-15	-45.5%
_ya_fiction	84	42	-42	-50.0%
_ya_nonfiction	44	35	-9	-20.5%

Performance for the selected 31 days compared to the previous period

Posts 72 ↑ 72%	Post Reach 28.9k ↑ 136%	Post Impressions 49.9k ↑ 121%	Link Clicks 349 ↑ 94%
Reactions 1,110 ↑ 29%	Engaged Users 2,743 ↑ 24%	Page & Post Engagements 4,379 ↑ 21%	New Fans 112 ↑ 262%



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

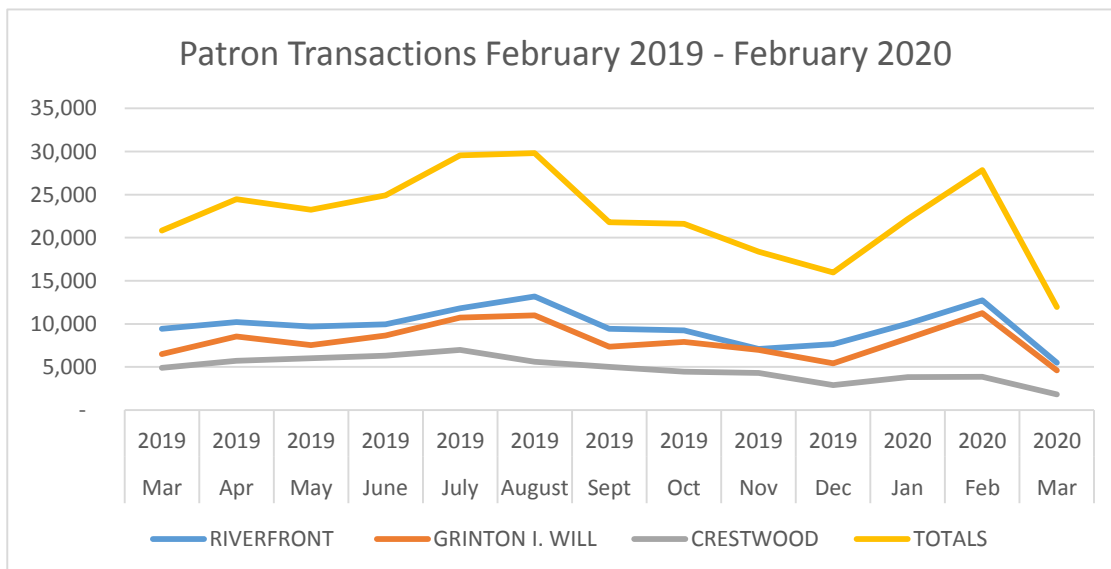


Engagement is any action someone takes on your Facebook Page or one of your posts. The most common examples are likes, comments, and shares, but it can also include checking in to your location or tagging you in a post

Posts and Stories	Engagements	Audience
<p>11 March 07:16 pm VIEW POST</p> <p>Yonkers Public Library has been advised to cancel all public programs for the next two weeks. More information to follow, stay tuned.</p> <p>#coronavirus #prevention #communityeffort #Cityofyonkers</p>	<p>247 post clicks</p> <p>28 reactions</p> <p>4 comments</p> <p>54 shares</p>	<p>5,419 post impressions</p> <p>5,270 post reach</p>
<p>15 March 11:41 am VIEW POST</p> <p>All Yonkers Public Library locations are closed through Tuesday March 17th. Please continue to share and follow for more updates and information.</p>	<p>67 post clicks</p> <p>0 reactions</p> <p>0 comments</p> <p>6 shares</p>	<p>3,639 post impressions</p> <p>3,201 post reach</p>
<p>13 March 10:43 am VIEW POST</p> <p>FREE and FROM the comfort of home! Entertainment and learning options for the whole family!</p> <p>YPL understands the anxiety, pressure, and boredom you may be experiencing given the circumstances of COVID-19. We strongly recommend taking this opportunity to relax at home and distract your mind with these free online resources. It's like having your public library at your fingertips. Anytime. Anywhere. Learn more, read on!</p>	<p>70 post clicks</p> <p>13 reactions</p> <p>0 comments</p> <p>20 shares</p>	<p>2,097 post impressions</p> <p>1,961 post reach</p>

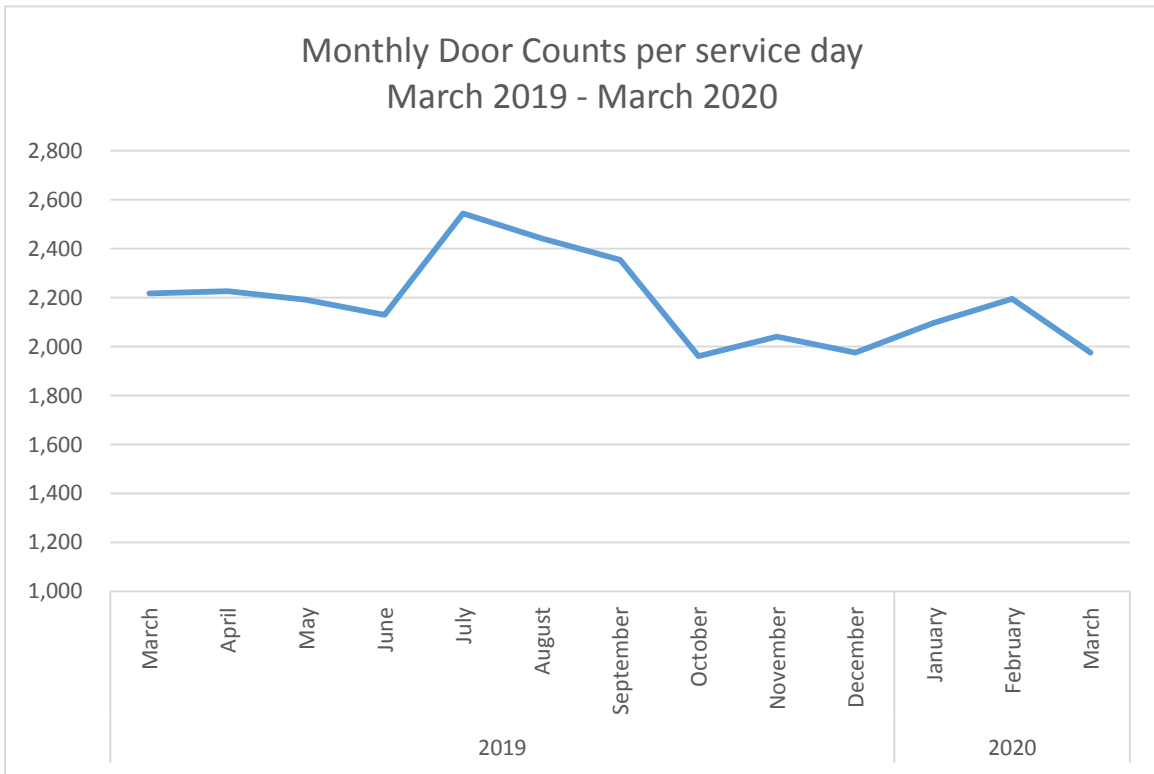
PATRON TRANSACTIONS March 2020

	<u>Mar 2019</u>	<u>Mar 2020</u>	<u>Deviation</u>	<u>%</u>
RIVERFRONT LIBRARY				
Circulation	2,347	2,134	(213)	
Directional/Other	4,345	2,344	(2,001)	
Reference	2,733	1,041	(1,692)	
Total	9,425	5,519	(3,906)	-41.4%
GRINTON I. WILL BRANCH				
Circulation	2,304	2,271	(33)	
Directional/Other	1,988	1,196	(792)	
Reference	2,206	1,126	(1,080)	
Total	6,498	4,593	(1,905)	-29.3%
CRESTWOOD BRANCH				
Circulation	1,644	718	(926)	
Directional/Other	886	227	(659)	
Reference	2,392	894	(1,498)	
Total	4,922	1,839	(3,083)	-62.6%
TOTALS				
Current Month	20,845	11,951	(8,894)	-42.7%



Monthly Door Counts Per Service Day

		TOTAL	Days Open	Per day Avg
2019	March	68,748	31	2,218
	April	64,556	29	2,226
	May	65,726	30	2,191
	June	63,899	30	2,130
	July	76,333	30	2,544
	August	75,720	31	2,443
	September	65,936	28	2,355
	October	58,848	30	1,962
	November	55,086	27	2,040
	December	59,260	30	1,975
2020	January	62,915	30	2,097
	February	63,657	29	2,195
	March	27,655	14	1,979



**TECHNOLOGY (PC, WIRELESS AND STEM) REPORTS UNAVAILABLE
DUE TO DISRUPTIONS CAUSED BY COVID-19 CLOSURE**

**PROGRAMMING REPORTS INCOMPLETE
DUE TO DISRUPTIONS CAUSED BY COVID-19 CLOSURE**

(see pages 31 – 34 for Riverfront & Crestwood reports)

**Yonkers Public Library
Riverfront Branch
ACTIVITIES REPORT - MARCH 2020**

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	Adobe premiere 1	Adult	YES		7
1	Adobe premiere II	Adult	YES		6
2	Art Gallery Tech Central Wednesdays	Y/A			22
1	Ayuda con tecnologia	Adult	YES		0
1	Babies and Books	JUV			15
1	Baby Sign in Time	JUV			14
2	Bilingual Storytime	JUV			32
1	Bingo Social	Adult			12
1	Careers in Healthcare	Adult			12
1	Clark Music Show	JUV			25
1	Dr. Seuss' Birthday (All Day Program)	JUV			50
2	ESL conversation class	Adult			18
2	Folk Art Fridays	Adult			26
1	Google docs and drive	Adult	YES		6
2	Homework Helper	JUV			6
1	Intermediate word	Adult	YES		0
1	Internet for beginners	Adult	YES		6
1	Intro to 3D printing	Adult	YES		3
1	Intro to Microsoft Word 2013	Adult	YES		3
1	Intro to windows 7	Adult	YES		4
2	Job search help	Adult			23
11	Literacy Solutions: Tutors	Adult			27
1	Literacy Solutions:ESOL Multi-level class	Adult			15
1	Literacy Solutions:Learning Ctr.	Adult	YES		25
1	Mr. Kurt's "Parent and Me"	JUV			37
1	Quick books 1	Adult	YES		3
1	Reiki & Meditation Circle	Adult			12
2	Riverfront Art Gallery : NEO	Y/A			62
1	Robert Music Show	JUV			7
1	Sew Amazing	Adult			10
2	Storytime at Ridge Hill	JUV		YES	32
2	Studio Mosaic Class	Adult			76
1	Tai Chi	Adult			12
5	TASC Tutoring	Adult			21
1	Tech drop in	Adult	YES		4
1	Tech for seniors	Adult	YES		7
1	Teen Gaming/VR	Y/A	YES		25
1	Teen Plate Designs	Y/A			13
1	Toddler Time	JUV			13
1	Tween Tech Time	JUV	YES		10
2	Vita Tax Program	Adult			52

1	Zumba	Adult			10
1	Women's History Events in the Gallery	Adult			15
1	A Tu Lado en Yonkers with Univision	Adult			400
		STEM		Class Visits	
		Sessions	Attendance	Sessions	Attendance
		15	109	2	32

	<u>Sessions</u>	<u>Attendance</u>
Adult	48	815
Y/A	6	122
JUV	14	241

Total Regular Library Programming 68 1178

Yonkers Public Library Crestwood Branch -March 2020

REGULAR LIBRARY PROGRAMS

Sessions	Program	Age	STEM?	Class Visit?	Attendance
1	1000 Book Thursdays	Juv			18
1	Art for Homeschoolers: Gustav Klimt	Juv			45
1	Celebrate National Oreo Cookie Day	Juv			16
2	Chair Yoga For Adults	Adult			13
1	Chess @Crestwood	Juv			14
2	Color at Crestwood	Adult			21
1	Crestwood Cinema	Juv			9
10	Help Desks	Adult	Yes		10
7	Homework Helper	Juv			62
1	Mindful Monday	Adult			5
2	Minecraft Monday	Juv	Yes		16
4	Music & Merriment	Juv			136
1	Music Bingo	Adult			26
1	News & Brews	Adult			22
1	PC Cruzin'	Adult	Yes		11
1	Saturday Chess @Crestwood	Juv			12
1	Saturday Storytime	Juv			29
1	Sound Meditation	Adult			17
1	Storycraft	Juv			20
1	Tech Drop-In: Kahoot & Online Games	Juv	Yes		12
1	Tech Drop-In: Everything E-Books	Adult	Yes		14
2	Teen Tuesday	Y/A	Yes		22
1	Volunteens	Y/A			10
1	WordPlay	Juv			10
1	YA Book Buzz	Y/A			16
1	Yoga for Yogis	Adult			15

STEM		Class Visits	
Sessions	Attendance	Sessions	Attendance
17	85		

	Sessions	Attendance
Adult	21	154
Y/A	4	48
JUV	23	399

Total Regular Library Programming 48 601

***GRINTON I. WILL ACTIVITIES REPORT UNAVAILABLE
DUE TO DISRUPTIONS CAUSED BY COVID-19 CLOSURE***

QUARTERLY REPORT – RIVERFRONT LIBRARY

JANUARY, FEBRUARY, AND MARCH 2020

The Riverfront Library continues to provide quality resources and innovative services to stimulate creativity and intellectual curiosity, and to facilitate lifelong learning in the communities we serve. The Library fosters an atmosphere that encourages diversity and excellence. We are also honored to provide a place for community information and involvement.

Children’s Department

Attendance at the Library’s early literacy programs is at an all-time high, which suggests that parents and guardians have become increasingly aware that childhood literacy and reading engagement are leading predictors of future success. And the Library continues to expand its educational programs for children and teens, even as we extend our partnership with the Yonkers schools as a means of helping our children achieve reading and literacy success.

Programs in the Children’s Department have had a significant impact on the community and have facilitated the development of close relations among parents and caregivers. As the department has expanded its children’s initiatives and attracted more schools and more families to our programs, we have happily noted a surge in the circulation of children’s materials.

The Children’s Department supports younger readers of all ages and provides programs and activities that foster early literacy. Highlights of our children’s programming during the quarter include: *Bilingual Storytime*, *Baby Signing Time*, *Babies and Books*, *Toddler Time*, and *Legorama*. The weekly *Story Time* also continues to be popular.

Tara Somersall, the department head, and Christine Bitetti, the Riverfront Library technology instructor, collaborated during the quarter in providing library orientation to students from Martin Luther King, Jr. School. And of course, the students were all registered for library cards.

The Riverfront Library continues to provide to our patrons, without charge, the services of a notary public. Children’s librarian and notary public Ralph Guida did 212 notarizations during the past quarter.

Adult Education/ Tech Central

The Library’s educational programs for adults remain one of our priorities, as we recognize that skills and knowledge are among the keys that ensure access to opportunity. In addition to our free English language classes and English conversation groups, these programs include hands-on computer training and sessions on career readiness and workforce development.

Tech Central provides technology training for patrons of all ages and all skill levels. Christine Bitetti, our amazing technology instructor, hosted 121 programs---with 1012 attending! ---during the quarter. At an all-day VR training session, she hosted Yonkers Public School principals, assistant principals,

teachers, and librarians. On another occasion, she hosted the Roosevelt High School autistic students program in the Maker Lab. The Art Gallery's Neo-Teen group also benefited from her guidance, as she showed them how to use Tech Center's learning and media resources in their weekly workshop. And Christine ran a VR workshop during the quarter for Gina Bell and the YPS library specialists.

Adult services/Reference Department

Adult Department librarians Alice DeWaters, Eileen Fusco, Ana Gantzer, Mary Robison, and Elyse Schreiber hosted numerous programs during the quarter, the Reiki & Meditation Circle, sessions in Tai Chi, classes on Sound Healing, meetings of the Genealogy Club, and instruction in various crafts. Under the watchful eye of Alice DeWaters, our talented Knitting and Crocheting group produced 130 crochet squares for Knit-a-Square South Africa. Aurora Cruz helped plan a successful Freedom from Smoking series that was overseen by Community Services Coordinator Rose Avilés.

John Favareau continues to answer the inquiries sent to YPL through the *Ask a Librarian* link on our home page. Recently he received notes of thanks from patrons whom he has assisted—in one case, assisted over several years in pursuing genealogical research into their Yonkers roots.

Arnaldo Torres has refreshed the Urban Fiction section and has been weeding the DVDs.

Nina Smith has revamped the periodical collection so as to make more circulating titles available.

Our Job Coach program, with job coach Roseanne Amoils, is instrumental in helping members of the community improve their employment prospects. Coordinated by librarian Phyllis Cole, this service provides expert assistance in online applications, job searching, and resumes in English and Spanish.

As we have in the past, the Riverfront Library provided our teenagers during the quarter with a number of popular resources. The coordinator of Teen programming, librarian Eileen Fusco, has initiated a Graphic Novel Book Club. She also put together the Otaku Anime program, and a craft program for Teen Art Month. Eileen Fusco continues to supervise Homework Help in the Tech Central and to host weekly gaming and technology activities.

Community Partnership

Partnerships are virtually essential to meeting community needs. As trusted centers of the community, libraries are uniquely situated both to attract organizational partners in pursuit of common goals and to provide them with various resources and benefits. Listed below are some of the local organizations with which the Library is partnered.

YMCA: Arnaldo Torres is working with the new YMCA Director, Lucria Ortiz, to plan Library programs in partnership with the Y and aimed at enriching both organizations and the community. Arnaldo Torres will soon give Ms. Ortiz a tour of the Riverfront Library.

Univision: In her role as Spanish outreach librarian, Ana Gantzer was interviewed by Univision during their *A tu lado* event held at the Riverfront Library in early March. Ana highlighted in her interview the Library's programs of outreach to the Spanish community in Yonkers.

DeHaven-on- the-Hudson Seniors Group: Sandy Amoyaw and Mary Robison traveled to DeHaven Drive in north Yonkers to present a program on *Technology for Seniors* to the seniors group. At this event, over 30 seniors learned about computer technology and about programs available to them at the Riverfront Library. Such events, and also programs like *Mary's Introduction to Genealogy*, are instrumental in publicizing our adult programs.

Yonkers High School International Baccalaureate program: Students enrolled in the International Baccalaureate program at Yonkers High School attended IB Day at the Riverfront,, and were instructed in techniques for conducting historical research and in the use of library resources.

Camp Fair: One of our most important and useful events for parents to plan summer activities for their families is the Camp Fair. Affordable summer programs for children and special needs programs are highlighted at this event. Eugene Howell spent many hours in preparation for the fourteenth annual Camp Fair, which was to be held on Saturday, April 4.

Professional Development

To improve their service to the public, the Library staff continues to work hard to update their professional skills. The following meetings and workshops were attended by the Riverfront Library staff during the last quarter.

Eileen Fusco and Mary Robison attended several workshops on the 2020 Census.

Eileen Fusco attended a two-part training workshop on first aid mental health interventions for troubled young people.

Elyse Scriber, who now serves on the ILS (Evergreen) Committee, attended her first committee meeting in February.

Eugene Howell attended a meeting at Andrus.

Tara Somersall and Renee Rabadi attended a workshop on the 2020 Census.

Meetings attended during the quarter by the Branch Administrator included meetings of the Mayor's African –American Advisory Board, the Salvation Army Advisory Board, the St. Peter's Daycare Advisory Board, the 2020 Census, the Mayor's Disability Advisory Board, and the Rotary International.

We are delighted to have you, Jesse Montero, as our new Director. On behalf of the Riverfront Library staff, I would like to extend to you our warmest welcome and sincere good wishes. Your remarkable skills will be a great addition to the Library.

Finally, I wish to express my heartfelt sorrow at the loss of our part-time librarian Kwame Kuffour-Berko. May he rest in peace.

Sandy Ernest Amoyaw

Administrator

The Riverfront Library

QUARTERLY REPORT—GRINTON I. WILL LIBRARY
JANUARY—MARCH 2020

The first two months of the quarter, it was business as usual. The Will Library warmly welcomed the new Branch Administrator, Aurora Cruz, and the staff was busy offering programs, developing collections, building partnerships and attending professional development seminars. In March, the library's doors closed due to the unprecedented COVID-19 pandemic. We were thankful and pleased to have the new director, Jesse Montero, lead us through this crisis. His open communication style and innovative ideas were welcomed. New virtual programs were introduced, e-blog content was developed, the e-book collection was expanded, and remote public service was organized thanks to all of the talented, flexible, and customer-oriented staff.

The public enjoyed the varied programs offered by the children's department, some of which included: A fun Polka Party, a Winter Story and Craft, Picture Bingo, Super Sports with Arch for Kids, a Leap Day Party, Bilingual-Story time, a Valentine's Day Story and Craft, a Lunar New Year story, and a Play Chess program. Programs organized and offered by adult department staff included: Job-hunting computer classes, a WEBS Career and Life Planning after 50 seminar, Movies of the Month, guitar meetups, and Zumba. The library also hosted and helped organize the well-attended NNORC kickoff program. NNORC is an important Yonkers program whose goal is to help seniors stay active and age comfortably in their homes. African-American History Month was celebrated with a children's African Drumming Circle, a teen performance of "Dr. Martin Luther King, Jr.: A Historical Tribute," a Yonkers High School Black History Poster Art Exhibit, and the movie *Red Tails*. The Will Library launched its digital conversion service and introduced the new Binge Box collection.

The library's outreach efforts included visits to North Yonkers Preservation and Peter Chema Senior Centers, Scotti Community Center, attendance at a Dodson School parent meeting and reading to students at the Montessori School 31 Dr. Seuss celebration. The library's meeting rooms and auditorium are in high demand; this quarter we provided space for AARP, the Westchester County Board of Elections, Community Housing Innovations, La Leche League, the City of Yonkers Housing Authority, and many others. The City of Yonkers provided reusable bags and Will was a pick-up location. The demand was extremely high and our clerical department distributed hundreds of bags efficiently and patiently.

The Will Library in Yonkers was awarded \$25,000 thanks to Assemblyman Nader J. Sayegh. The grant will be used to find ways to modernize the building and keep it up-to-date. We appreciate that we continue to be recognized as a vital community resource. Russel Martinez and the branch administrator met with blind-manufacturing companies and are waiting for the shade bids. During this quarter, the elevator was out of order for two days; we look forward to the day it is replaced.

The positive impact we make in the Yonkers community is often shared with us through compliments, letters, donations, and emails. A patron donated money to the Will Library to purchase large print items in memory of his mother who loved them. A patron informed Diane McCrink that our Baby Time is the best in Westchester County; and a patron stopped by the circulation desk to tell Suzanne Johnson that he looks forward to coming to the library knowing that he'll see beautiful displays in the lower lobby case. Jesse Colchamiro wrote a letter thanking the Will Library for its generous gift of children's books for the Safe Horizon program.

Throughout this quarter staff continued to learn and gain important skills and represent the library at important meetings. Some of those professional development opportunities included digital microfilm training, teen

advisory group meetings; a VR class; and webinars on the Summer Lunch program, responding to the 2020 Census and Body Odor: The most dreaded conversation. Staff members also participated in the WLA midwinter conference.

The Branch Administrator met with many members of the community and community agencies including Sheila Marcotte from the Westchester County Board of Elections; Evan Bishop and Katori Walker, who created the Community Quilt Project and 100 Words of Wisdom exhibit; Fatima Viegas from Little Radical Theatrics; Christine Peters, community liaison, from the office of State Senator Shelley Mayer; Friends of the Library members, Eric Schoen, Mark Silberblatt, and Bernice Goldstein; Dave Scotto the AARP tax coordinator at the Will location and Senior Benefits Volunteer; Brigid McMaster and Marci Lentine from Yonkers High School; and Carol Conklin from the Mayor's Disability Advisory Board. The Branch Administrator also attended the Nepperhan Community Center's Annual Dr. Martin Luther King Celebration, the NNORC kickoff and Code Heroes press event.

Despite the unique circumstances and challenges of dealing with COVID 19, the Yonkers Will Library team remained cooperative, creative, flexible, and productive thanks to the leadership of Diane McCrink, Ruth Rosner, and Suzanne Johnson. They were instrumental in maintaining communication with staff and administration. Russell Martinez, Carlos Figueroa, Pat LaPeruta and Mary Dichiara also contributed their time and skills in ensuring that various services continued remotely including, collection development, future room reservations, virtual programs, and access to materials.

Aurora Cruz
Grinton I. Will Branch Administrator

CRESTWOOD BRANCH QUARTERLY REPORT – JANUARY, FEBRUARY, MARCH 2020

What a varied quarter we experienced at Crestwood Library with great joy and sadness. Crestwood Crew experienced two staffing changes – We grew a clerk! Liz Caruso our part-time clerk accepted a full time Clerk job at Riverfront Library, but remains in the fold by working a couple of Sundays a month at the branch. Local teacher and writer Jacqueline Leone was added as a part-time clerk to our staff effective March 20, 2020 and is a welcomed addition even though she has yet to work a shift in the building. On March 4, Full-Time Clerk Christopher Sheerin’s mother passed away after a long illness. His colleagues and the community rallied around him to provide support during this difficult time. The baby shower scheduled in mid-March for part-time clerk Valentina Saccente had to be cancelled as a health/safety precaution, but our excitement for a new baby and good wishes remain as she gets closer to her April due date.

Building and IT improvement highlights included Head Custodian Russell Martinez installing two foam Purell dispensers in the branch for public and staff safety; preparations for installation of a water fountain continued and the building alarm was fixed, with a new wall panel installed. Staff were all trained on how to use it. A long bench placed in front of the fireplace increased our seating capabilities. We continue to monitor roof and window leaks. Carlos Figueroa was instrumental in creating a public charging station for devices which was much appreciated. In late March, our 3-D printer was loaned out to Dr. Stephen Erosa of St. John’s Riverside Hospital as part of a countywide effort to support a 3-D printing farm to print face guards and respirators for hospital staff and emergency workers. This was coordinated by YPL’s Christine Bitetti.

January marked the one year anniversary of our Homework Helper Sarah Hawkins. Our monthly Homeschooler Art collaboration continues to draw young artists from not only Yonkers, but all over Westchester. Other successful homeschooling programs included the Reading Masquerade, Math Challenge and monthly Science and Writing workshops. Children’s Programs this quarter included: “Winter Wonderland Frozen Party;” “Appreciate a Dragon Day” and the intergenerational “Dreams You Can Be Anything Celebration” that was a collaboration with local Mother, Nurse and Girl Scout leader Laura Alvarez featuring several local community heroes – a firefighter, police officer, doctor, architect, teacher and librarian. Adults beat the January blues by checking out books, magazines and DVDs and coming together for our Yoga for Yogis, Chair Yoga, Sound Meditation, Coloring and News & Brews programs.

February Children’s highlights included Inventor Story & Craft; Polar Bear Story & Craft. Our signature intergenerational “Staycation” programs included Read & Play for President’s Day, Celebrate Your Pet Day food/treat drive brainstormed and facilitated by Full-Time Clerk Mary Nowak to benefit Yonkers Animal Shelter, and Black History Month Bingo. Our weekly Teen Tuesday program continued to bring together a diverse group of public, private and home schooled teens as they find a safe haven at the local library with writing segments led by a local playwright, gaming, and art opportunities. Children, teens, adults and families created hundreds of cards, postcards and letters for friends and loved ones at our self-serve letter Creation Station. This activity provided smiles and joy to many near and far.

Friends of Crestwood Library (FOCL) filed reinstatement paperwork with the IRS to reclaim their 501c3 status. FOCL continues to fund many of our wonderful programs. The Friends continued their Fireside program, expanding it to include a fun Family Board Game Night where Scrabble, Chutes and Ladders, word scrambles/searches and other games were played while eating pizza. The February Oscar Viewing Party Potluck and Pizza night was revived at the behest of several community members who cherish spending a cozy evening at the community library. Our patrons and staff enjoyed walking down our red carpet and hobnobbing with each other.

Local Girl Scout Olivia Reduto's Gold Award Project "Building Better Bags" drew to an anticlimactic close as we had to cancel the last t-shirt bag making workshop and culminating t-shirt bag art show due to the Library's closure. However, she was able to successfully deliver the used books and the gently used bags from our collection bins at the library and the t-shirt bags she made and our community members made via workshops to food banks in the area, thus attaining her project goals with our support.

March brought many unprecedented changes in library operations. The first week we removed all toys from the Children's Room. On March 12th, all public programs were brought to a grinding halt. The last day of public service in the building was Saturday March 14. Kudos to all members of Crestwood Crew (Phil Poggiali, Mary Nowak, Chris Sheerin, Justine Osterman, Anita Asheley, Betty Giordano, Carmela McManus, Daniella Ranallo, Katie Ciriello, Kim Arline, Liz Caruso, Matthew Rodrigues, Nina Colavolpe-Leone, Peter Alaimo, Phil Chopak, Sevd Simnica, Sumie Hernandez-Moss and Valentina Saccente) who rallied together to make sure that we lived up to our reputation and that excellent customer service remained our number one priority when we closed abruptly due to COVID-19. In two weeks, both part-timers and full timers banded together to brainstorm ways in which to continue our tried and true programs and translate them successfully into online versions with the same charm and flavor. Mindful Monday every Monday morning and Yoga for Yogis on Thursday mornings are now Zoom events that bring our community and staff together and offer them stability in these trying times. Crew members have been contributing to enhanced web content with timely information and recommended resources to assist patrons.

Building Community remains at the heart of what we do. Virtual programming and public service continues to be a crucial tool to attain our goal of bringing people together and supporting their informational, personal growth, educational and entertainment needs. All three branches have a unifying presence online at www.ypl.org and we provide a live telephone call in service Mondays-Saturdays from 10am to 4pm. Our community has been reaching out to us for technology assistance, referrals, information about community services and also to hear a friendly voice and have a cozy chat during this stressful time. We remain at the heart of our community even when our doors are closed.

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

JANUARY:

- 7: Webinar ALA Inclusive Internship Initiative; Co-chaired WLA/WLS Mock Awards Event, Greenburgh Library, NY
- 12: Mock Awards Event wrap up Meeting, Mt Kisco, NY
- 14: Local Author Meeting, Crestwood, NY

21: 1-1 parent meeting, Crestwood Library; YOM Teleconference
25: Volunteering Training, Crestwood Library
27: New Volunteering Training, Crestwood Library
29: WLA Midwinter Conference, Ossining Library; Friends of Crestwood Library Meeting, Crestwood Library
30: OneBook Westchester Author Writing Workshop B&N Eastchester; Responding to the 2020 Online Census: What Libraries Need to Know Webinar

FEBRUARY:

4: YOM Teleconference; Popular Materials Committee Meeting; Branch Administration Meeting, Grinton I. Will Library
7: YA Book Buzz Book Group, White Plains, NY
8: Eaglefest One Book Westchester promotion at Croton Point Park, NY
10: OneBook Westchester Telephone sub-committee Meeting
12: OneBook Westchester Meeting Westchester County Office, White Plains
24: Friends of Crestwood Library Newsletter Meeting
26: Ridge Hill Storytime Showcase Cinema DeLux; Friends of Crestwood Library Board Meeting

MARCH:

3: Interview with alternate Homework Helper
11: Friends of Crestwood Library Board Meeting, Crestwood Library
12: Accessibility of Crestwood Branch – patron 1on1 meeting
16: Planning Meeting for YPL Closure – Riverfront Library
17: Planning Meeting for YPL Closure – Riverfront Library
19: Grocery Shopping for Senior Shut ins; Program Planning Meeting & Webinar Best Practices for Working From Home with Zoom; YPL Board of Trustees Meeting via Zoom; Delivery of Groceries to Seniors
20: YPL Corona Task Force Zoom Meeting
22: YA Book Buzz Book Group Planning Teleconference Meeting
23: YPL Planning Meeting via Zoom; Programming Check in via Zoom; YPL Town Hall via Zoom
24: Programming Group Check In; Webinar Infodemic: Inoculating Against Coronavirus
25: Follow up mtg Phone and Online Reference Getting Started; ZOOM Crestwood Crew Check in; YABBG phone mtg; Dissemination of Unemployment Insurance Instructions via email to all part-timers; Jetpack pickup
26: First Yoga for Yogis Online ZOOM program moderator; Senior Outreach mtg Zoom; Follow up mtg phone and online reference; AL Live Libraries and COVID-19 Providing Virtual Services; YPL Virtual Town Hall
27: Call Forwarding; VDI Check in; Public Service Desk Check in; First News & Brews Virtual Session online; Adding A Blog Post to Our Website ZOOM
28: YPL Saturday Phone Service
29: Friends of Crestwood Library Zoom Meeting Test
30: First Virtual Session of Mindful Monday; YPL Weekly Planning Meeting; Census Chat and Connect; Managing a Branch Library From Home Zoom Webinar; YPL Board of Trustees Meeting via Zoom.
31: YPS/YPL Collaboration Zoom Mtg w Gina Bell

Respectfully submitted, Z, Baird, Crestwood Library Branch Manager

Custodial Department
Quarterly Report
January, February, March 2019

Crestwood

In January Stanly Security finally finished the installation of the new alarm system.

In February we are still having issues with leaks in certain areas in this branch including leaks from some of the aging windows.

I have contacted at least three separate window companies for proposals on replacement windows, two have viewed the building. Only one has submitted a proposal.

During routine inspection I found that one of the front doors was not closing properly. After several attempts to repair/adjust the door check, I had to completely replace it.

Will

In January McKenzie automatic door had to be called to repair the lower level sliding doors.

In February my staff and I assembled a new desk for the new branch administrator.

Crown boiler was called for multiple repairs, once for a leaking oil pump. The other for a broken pipe on one of our air compressors.

Riverfront

In January my staff repaired the white boards in the teen study rooms.

Repaired or replaced six table top power outlets on the third and fourth floors.

We also installed shelving in the art gallery pantry.

In February we spackled and painted the art gallery for the next exhibit.

We also hung a new white board in Christine Bitteti's office and spackled and painted Mary Robison's new office.

In March we repaired 12 more table top power boxes on the third and fourth floors.

In the first two weeks of March at all three facilities, OUR Custodial staff worked very hard at disinfecting all high touch areas multiple times daily to try and keep the staff and the public as safe and healthy as possible!

Thanks to all of you for your efforts!

Stay safe and healthy!

Staff:

Riverfront Custodian Peter Torres resigned his position.

Part time Crestwood Custodian Louis Barcelo will replace Mr. Torres.

Russell Martinez
Supervisor of Custodians

IT Department Quarterly Report

I am extremely grateful to be starting another year with the expectancy of providing technological enhancements, support and service to YPL staff members and the community in a whole. Due to the current COVID scare and the closing of the branches we are finding ourselves in a great opportunity of building a new digital service platform to serve the public and also provide new skills and training to staff. I want thank my fellow staff members for being receptive to the technology changes and acclimating to the new “norm” for the time being. It has been a pleasure serving the library.

- **Class VR Implementation**

- In collaboration with Yonkers Public Schools and a grant that was awarded by Verizon, we have been able to order an additional 16 ClassVR Virtual reality headsets to provide digital access in the district. Students will be able to have first-hand experience on using Virtual Reality headsets while giving the teacher the ability to use the headsets to complement and enhance the curriculum that is being covered in the class with a wide range subjects such as science, geology, and much more. This latest project will be hosted by the Martin Luther King school and we started working with Mr. Phil Vassari’s classroom will be participating in the program. We have been working with Mr. Vassari providing training and support.

- **3D Printer Collaboration**

- The libraries 3-D printing machines are now being used in St John’s and St Joseph’s hospital where trained staff and doctors are using them to print parts to help with face mask production during this COVID pandemic. Christine Bitteti has been coordinating logistics with Dr. Stephen Erosa who is helping with the printing of masks in St. John’s and an additional printer has been loaned to St. Joseph’s Hospital to help with mask production efforts. We are happy to hear that these printers are being put to a great lifesaving cause.

- **Evanced Migration**

- We are starting the transfer process to move our public Evanced calendar over to a cloud-based hosted system provided by Demco. The new software provides an enhanced interface with new features for staff members and event notifications for patrons. The older software we are currently running has reached and surpassed its useful lifespan and support is limited. We will be offering training sessions for staff members through the month of April and the go-live date will be in the first week of May.

- **Zoom Implementation\Virtual Programming**

- Due to the new service model we are providing for the public during this time of physical closure we are using zoom to provide video and webinar conferencing for library programs that are hosted by staff members. Implementation and the fine tuning of security controls took a few days while staff acclimated to the service. We are working with the Virtual programming group to identify areas that need adjustments within Zoom as well as providing support. Rose Aviles

and Christine Bltetti have been extremely helpful in training staff members to get familiar with the service. They have hosted a few classes on ZOOM best practices for recording and security essentials also.

- **Remote phone service desk implementation\VDI access**

- Staff members on service desks in all branches are now answering phone calls remotely from home and helping patrons with resetting pins and searching for electronic resources. External VDI access to the evergreen service has been provided by WLS and library equipment has been provided to staff members to help facilitate this change in service model. There is a staff resource page that has been set up on the website to help with common tasks like setting up access remote phone forwarding from public desk phones, retrieving voicemails, initiating calls from a library phone and how to access the Evergreen service through VDI.

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	487
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Ongoing Projects

- **Windows 10\Windows Server Migration**

- The planned migration to Windows 10 on desktops and servers has been put on hold due to the closure of the library during this time. A portion of the laptops in Tech Central have been updated with new OS images and hardware upgrades to help with the extension of their useful life span.

Wishing everyone a time of health and best wishes.

In his service,

Carlos Figueroa

TECHNICAL PROCESSING DEPARTMENT
QUARTERLY REPORT
JANUARY, FEBRUARY, MARCH 2020

Tech. Processing continued its' main function of ordering, cataloging, and processing materials for patron use. Many AV items were ordered and processed. New print materials that were received in our department were prepared as well.

Many print orders were sent directly to the departments having already been processed by Baker & Taylor. This was made easier now that the Evergreen linking problem seems to have been solved and the books did not have to be linked when the departments received them. They were shelf ready as we expect them to be when they are ordered on the processing accounts.

The Continuations/Periodicals list is being updated so that the departments can review current titles being received. This will prepare the renewals for the 2021 subscription year.

Monthly budget balances were given to the departments to help in reconciling their orders and allotments.

Tech. Processing provided information to staff and vendors as needed.

Mary DiChiara
Technical Processing Department

BOOK STOCK

For the Month of MARCH 2020

RIVERFRONT LIBRARY	2020	2019
Number of volumes at end of previous month	152,055	
Number of volumes added this month	425	
TOTAL	152,480	
Number of volumes lost/withdrawn this month	0	
TOTAL VOLUMES RIVERFRONT LIBRARY	152,480	153,303

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	148,031	
Number of volumes added this month	259	
TOTAL	148,290	
Number of volumes lost/withdrawn this month	0	
TOTAL VOLUMES GRINTON I. WILL BRANCH	148,290	132,178

CRESTWOOD BRANCH		
Number of volumes at end of previous month	27,185	
Number of volumes added this month	1	
TOTAL	27,186	
Number of volumes lost/withdrawn this month	0	
TOTAL CRESTWOOD BRANCH	27,186	25,347

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	327,956	310,828
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