

BOARD OF TRUSTEES

MONTHLY MEETING

Thursday, May 20, 2021

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Meeting ID:
976 2168 3659

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**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
MAY 20, 2021**

MINUTES

[ACTION ITEM] Approve Minutes of Meeting on April 15, 2021.

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

Acknowledge the following termination:

Rabadi, Raed, P/T Page, \$14.00/hr, eff. 4/22/21

COMMITTEE REPORTS

Finance, Budget & Planning- Maron, Jannetti, Saraceno

Employee Relations – Maron, Puglia

Buildings & Grounds – Maron, Puglia

Policy – Maron, Ilarraza, Sabatino

Fundraising & Development – Maron, Jannetti

Foundation Update

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #827

UNFINISHED BUSINESS

NEW BUSINESS



EXECUTIVE SESSION

NEXT MEETING DATE

Thursday, June 17, 2021



YONKERS PUBLIC LIBRARY
BOARD MEETING
ELECTRONIC MEETING
APRIL 15, 2021

ATTENDANCE

TRUSTEES:	Nancy Maron Josephine Ilarraza Stephen Jannetti Joseph Puglia John Saraceno Hon. Michael Sabatino
LIBRARY DIRECTOR:	Jesse Montero
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Trustee Puglia
UNION REPRESENTATIVE:	Brandon Neider
GUESTS:	Carlos Figueroa, Phil Poggiali, Mary Robison, Liz Caruso, Sumie Hernandez-Moss, Phyllis Cole, Rose Bannister, Arnaldo Torres, Zahra Baird, Rose Avilés, Mary Ann Penzero

The Board Meeting was held electronically via ZOOM®, Conference ID# 923 6539 0812

The Board Meeting began at 7:00 pm.

MINUTES

On motion of Trustee Puglia, seconded and unanimously carried, the Board approved the Minutes of the Meeting of March 18, 2021.

MANAGEMENT REPORT

Director Montero reported that there have been no new cases of COVID-19 among staff since the last meeting. He also added that library staff are now eligible to receive vaccines and that cases overall are down in Yonkers since a peak in mid-January.

Director Montero reported that YPL will or has already restored several public services, including seating, computers and an expansion of in-person service hours to 50 per week at Riverfront Library and Grinton I. Will Library and 37 hours per week at Crestwood Library. All



staff will return to work full-time beginning May 3 but continue to maintain safety measures including mask-wearing, social distancing and deep cleaning procedures.

Director Montero announced that YPL and the Federal Emergency Management Agency (FEMA) began a partnership where Riverfront Library staff would directly schedule up to 25 vaccination appointments per day through April at the FEMA-administered National Guard Armory in Yonkers. This will allow Riverfront staff to more easily schedule appointments than navigating the state registration website and allow FEMA to more easily reach the community Riverfront serves.

Director Montero recognized Technology Instruction Coordinator Christine Bittetti for receiving an Educator Award from the National Center for Women & Information Technology and thanked her for her service to Yonkers Public Library and the people of Yonkers.

Director Montero updated the Board on virtual programming YPL offers. March was the fourth consecutive month of record-break attendance at virtual programs. He announced that YPL would host several Earth Day events later in the month, including a lecture by Sarah Lawrence College Professor Linwood Lewis, sponsored also by Groundwork Hudson Valley and the Center for Urban Studies at Beczak. YPL was also investigating grant opportunities with Sustainable Westchester and Groundwork Hudson Valley.

Director Montero was pleased to announce that earlier in the day the Mayor released his proposed executive budget for the fiscal year ending in 2022. It restored cuts that were in place following the pandemic, included funding a full-time art gallery curator and a young adult librarian, and added book funding that is usually included in capital budgets. He thanked the Mayor for the value he places on library service and looked forward to continuing to enrich the lives of the people of Yonkers.

UNION REPRESENTATIVE'S REPORT

Representative Neider reported that the Union remains in discussion with administration about the planned return of staff to full-time in-building service beginning May 3.

WLS REPORT

Trustee Puglia reported that he shared with the Board and administration Westchester Library System's billing proposal for planned IT services, including maintenance, network management, device support and wireless service. Director Montero replied that he would review the proposal and follow up shortly. Trustee Puglia added that the proposed bill was contingent upon YPL and other member libraries not leaving WLS.

Trustee Puglia also reported that he attended several meetings in the past month discussing a proposed code of ethics and it was decided that service on both the boards of member libraries and WLS did not constitute a conflict of interest. Board President Maron suggested a conference call to discuss a Board statement on the determination.

Trustee Puglia reported that WLS drafted a state-mandated operational health emergency plan to deal with a public emergency involving communicable diseases. Board President Maron stated that the Policy Committee and Director Montero would review the plan.



PERSONNEL REPORT

NONE

COMMITTEE REPORTS

Finance, Budget & Planning – Maron, Jannetti, Saraceno. Board President Maron reported that budget meetings with City Council would be scheduled soon.

Employee Relations – Maron, Puglia

Buildings & Grounds – Maron, Puglia

Policy – Maron, Ilarraza, Sabatino

Fundraising & Development – Maron, Jannetti

Foundation update: Trustee Maron reported that the Foundation received a compliment on the appearance of public communications and thanked Rose Aviles. The Foundation also met to discuss plans for its annual gala and it was decided that it would be postponed to the fall.

PAYMENT OF BILLS

On motion of Trustee Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #826.

UNFINISHED BUSINESS

Director Montero updated the Board on the progress of the staff Equity, Diversity and Inclusion Committee. The Committee prepared a survey for the staff with questions recommended by the Society for Human Resource Management (SHRM) on the topics of equity, workplace safety and opportunity. He added that staff training sessions would be prepared and a public statement would be written and posted on the website and asked the Board for their input. The Board discussed the survey and asked if the results could be shared with them. Director Montero replied that he could not share individual responses due to the promise of anonymity for respondents, but would share its conclusions when it is prepared.

NEW BUSINESS

Trustee Puglia led a discussion on the manner of future Board meetings when they are held in person again. Topics included how trustee attendance should be reported in the minutes, parking availability at Riverfront and appropriate identification of trustees present at meetings. Director Montero added that YPL was investigating solutions for hosting events in-person that



can also be streamed live to virtual participants and was hopeful Board meetings could be one of those uses.

Trustee Sabatino inquired about the status of Dr. Giuffrida as a Trustee. Board President Maron replied that Dr. Giuffrida was unable to attend this meeting and would take his oath of office before the next meeting.

Board President Maron reminded the Board of a poll she distributed among the trustees and was looking forward to their responses.

EXECUTIVE SESSION

NONE

NEXT BOARD MEETING DATE – Thursday, May 20, 2021

On motion of Trustee Sabatino the Meeting adjourned at 7:43 pm.

Jesse Montero
Library Director & Secretary



Yonkers Public Library

Bill List April 2021

<u>Vendor</u>	<u>Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
CAPITAL FUNDS				
EBSCO		MATERIALS-CREDIT MEMO	4/23/2021	-136.90
EBSCO		MATERIALS-CREDIT MEMO	4/23/2021	-81.95
NATIONAL BUSINESS FURNITURE		ARMLESS POLY STACK CHAIRS	4/30/2021	3,928.00
TOTAL				3,709.15
CONTRIBUTIONS FUNDS				
EMERICH-BRANNON, SIMONE		3RD PLACE EARTH DAY ESSAY	4/21/2021	75.00
FORBES, SHERMAR C.		3RD PLACE EARTH DAY ESSAY	4/21/2021	75.00
MT. PLEASANT PUBLIC LIBRARY		NATIVE PLANT PROGRAM 5/19/2021	4/28/2021	62.50
NUMERIC PICTURES		4TH FLR VIDEO PROJECT MAR 2021	4/5/2021	1,000.00
ORTIZ, JULIAN		2ND PLACE EARTH DAY ESSAY	4/21/2021	100.00
PRESEDO, VIVIAN		GALLERY-WACKY BUTTONS	4/28/2021	71.54
SAW MILL AUDUBORN		PROGRAM EXPENSE	4/21/2021	100.00
SCHOOL OUTFITTERS		FOUNDATION FUNDS	1/12/2021	2,595.40
STECK, MATILDE		1ST PLACE EARTH DAY ESSAY	4/21/2021	200.00
TOTAL				4,279.44
GRANTS				
BUDGET & BLINDS OF MAMARONECK		BLINDS INTALLED AT WILL BRANCH	1/28/2021	11,637.99
TOTAL				11,637.99

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2021

Date	Num	Memo	Amount
Abbey Ice			
04/16/2021	171613	rental equipment riverfront	47.25
04/16/2021	171704	water cooler crestwood	33.00
04/16/2021	171924	rental equipment riverfront	47.25
04/16/2021	171945	water cooler will	47.25
04/16/2021	42151	spring water will	79.00
Total Abbey Ice			253.75
Adams, Luann			
04/12/2021	3-31-21	family storytelling program (z...	150.00
Total Adams, Luann			150.00
Amazon.com			
04/30/2021	445579658897	umbrella bags prog. supplies	7.95
04/30/2021	448546954994	wood ladybugs prog. supplies	7.58
04/30/2021	464877797435	lighting kit	149.95
04/30/2021	467453467775	office supplies	47.79
04/30/2021	467544886999	credit memo	-49.99
04/30/2021	467587936386	credit memo	-20.99
04/30/2021	533495443749	energizer rechargeable flashl...	27.91
04/30/2021	765656477983	energizer flashlights	45.37
04/30/2021	969943957749	office supplies	41.42
04/30/2021	434843577349	sign holder	14.99
04/30/2021	445858757585	office supplies	27.18
04/30/2021	449884378993	Pro Brushcutter	541.62
04/30/2021	455646895445	shopping bags prog. supplies	11.99
04/30/2021	455649533535	glue dots	24.50
04/30/2021	466456744335	materials	59.34
04/30/2021	466693773984	cable covers	102.89
04/30/2021	493486574398	correction tape	25.50
04/30/2021	539365549983	materials	31.34
04/30/2021	545386757578	gift cards prog. supplies	30.00
04/30/2021	586893594936	materials	88.71
04/30/2021	768584994458	sharpies	15.09
04/30/2021	864376666954	materials	44.85
04/30/2021	944846844665	label maker tape	12.50
04/30/2021	984879384957	materials	19.95
04/30/2021	434985469973	masks (covid-19)	35.26
04/30/2021	437356935738	table cloths	59.85
04/30/2021	445653863734	grabber pickup tool	63.33
04/30/2021	493567849477	songbird food prog. supplies	50.97
04/30/2021	575758894655	art gallery supplies	11.98
04/30/2021	585994939976	art gallery supplies	79.95
04/30/2021	596839363886	eveready flashlights	10.99
04/30/2021	673788355647	office supplies	14.97
04/30/2021	746799759967	art gallery supplies	93.53
04/30/2021	748488936499	materials	42.15
04/30/2021	846955864395	office supplies	20.45
04/30/2021	848793479849	table cloths	47.85
04/30/2021	896369878473	ac charger for HP Probook	11.39
04/30/2021	938856369795	flashlight multi-pack	9.61
04/30/2021	443835955784	lantern battery lights	21.82
04/30/2021	459544549374	office supplies	6.89
04/30/2021	477654476573	materials	45.80
04/30/2021	745549446898	materials	13.49
04/30/2021	745549446898	materials	3.99
04/30/2021	766357585338	materials	52.05
04/30/2021	869696688776	splenda	12.44
04/30/2021	876793955466	materials	16.49
04/30/2021	956639463435	materials	25.90
04/30/2021	436365475446	legal file jackets	51.65
04/30/2021	444396884548	credit memo	-65.98
Total Amazon.com			2,044.26
American Express			
04/30/2021	42021AE	software	214.76

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2021

Date	Num	Memo	Amount
Total American Express			214.76
American Library Association			
04/16/2021	57269657	Nat. Lib. Week posters/bookm...	108.30
Total American Library Association			108.30
Amoils, Roseanne			
04/12/2021	84	job coach (zoom)	1,275.00
04/30/2021	85	job coach 4/7-4/28/21 zoom	1,020.00
Total Amoils, Roseanne			2,295.00
Baker & Taylor			
04/16/2021	Feb-21	materials	6,158.18
04/16/2021	Feb-21	materials	3,000.56
04/16/2021	Feb-21	materials	9,000.00
Total Baker & Taylor			18,158.74
Blackstone Publishing			
04/26/2021	1215419	materials	41.60
Total Blackstone Publishing			41.60
Brodart			
04/16/2021	577271	scotch double-sided tape	146.24
Total Brodart			146.24
Cablevision Lightpath			
04/16/2021	100503658	internet 4/1-4/30/21	5,233.55
04/16/2021	100503671	phones 4/1-4/30/21	3,568.26
Total Cablevision Lightpath			8,801.81
Cablevision Optimum			
04/12/2021	07803544469apr21	cable boxes 4/1-4/30/21	16.80
04/16/2021	07803065546apr21	cable box 4/8-5/7/21	8.40
04/30/2021	07803550279May21	internet/phones 4/23-5/22/21 ...	141.54
Total Cablevision Optimum			166.74
Citadel Pest Control			
04/26/2021	4122	pest treatment	200.00
Total Citadel Pest Control			200.00
Cole Information			
04/12/2021	INV40070159	materials	677.95
04/12/2021	INV40070159	materials	677.95
Total Cole Information			1,355.90
Con Edison (Consolidated Edison)			
04/16/2021	509214217apr21	gas 3/4-4/2/21	133.55
Total Con Edison (Consolidated Edison)			133.55
Crown A/C Heat & Power			
04/16/2021	9533	boiler thermostat inspection c...	140.00
Total Crown A/C Heat & Power			140.00
Crown Janitorial			
04/30/2021	477230-1	janitorial supplies	1,307.81
Total Crown Janitorial			1,307.81
Dear Reader.com			
04/30/2021	INV-34044	subscription	2,500.00
Total Dear Reader.com			2,500.00



YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2021

Date	Num	Memo	Amount
Demco			
04/30/2021	6941650	label peeler	4.17
Total Demco			4.17
DPW PASNY			
04/13/2021	Jan-21	electric charges	5,266.62
04/13/2021	Jan-21	electric charges	904.40
04/13/2021	May-20	electric charges	8,261.20
04/13/2021	Jul-20	electric charges	2,508.19
04/13/2021	Nov-20	electric charges	7,655.87
04/13/2021	Nov-20	electric charges	413.36
04/13/2021	Dec-20	electric charges	4,949.36
04/13/2021	Aug-20	electric charges	10,138.88
Total DPW PASNY			40,097.88
Ebsco			
04/26/2021	2102530	materials	71.02
04/26/2021	2102531	materials	160.97
Total Ebsco			231.99
Fredi B. Design			
04/16/2021	041221	website maintenance Jan-Mar...	390.00
Total Fredi B. Design			390.00
GovConnection			
04/12/2021	71147970	samsung pro tvs	1,725.60
04/12/2021	71147971	tv mount; samsung pro tvs	1,786.38
04/26/2021	71196695	flat screen wall mounts	528.00
04/26/2021	71199609	i-pad 128 GB	1,246.38
04/26/2021	71208830	toner cartridges	1,116.12
04/26/2021	71208832	macbook pro	1,187.70
04/30/2021	71239895	toner cartridges	2,297.54
04/30/2021	71245898	dual monitor stand	189.76
Total GovConnection			10,077.48
Gruppuso Plumbing			
04/12/2021	21-66	repairs to cooling tower	540.00
Total Gruppuso Plumbing			540.00
Ingram Library Services			
04/26/2021	52252708	materials	7.50
04/26/2021	52304415	materials	183.88
Total Ingram Library Services			191.38
Ivankovich, Michael			
04/30/2021	4-21-21	What's it worth appraisal prog...	125.00
Total Ivankovich, Michael			125.00
Katta Protective Service LLC			
04/28/2021	1959	unarmed guards will library	13,255.33
Total Katta Protective Service LLC			13,255.33
Keane & Beane			
04/26/2021	67662	professional services 3/4-3/29...	819.00
Total Keane & Beane			819.00
LE Health Inc.			
04/12/2021	032521	yoga for yogis program (zoom)	300.00
Total LE Health Inc.			300.00
Lectorum Publications			
04/26/2021	856980	materials	40.99

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2021

Date	Num	Memo	Amount
04/26/2021	857490	materials	74.02
Total Lectorum Publications			115.01
Ledesma, Solyaris			
04/12/2021	4-6-21	zumba class (zoom)	75.00
04/16/2021	4-13-21	zumba class (zoom) 4/13/21	75.00
04/26/2021	4-20-21	zumba class (zoom)	75.00
04/30/2021	4-27-21	zumba class (zoom)	75.00
Total Ledesma, Solyaris			300.00
Markowitz, Robert			
04/12/2021	031821	Robert the Guitar (zoom) 3/18...	30.00
Total Markowitz, Robert			30.00
Midwest Tape			
04/16/2021	500236355	materials	86.79
04/26/2021	500236353	materials	198.79
04/26/2021	500236356	materials	69.96
04/26/2021	500258597	materials	55.99
04/26/2021	500258598	materials	204.30
04/26/2021	500258890	materials	473.00
04/26/2021	500287490	materials	37.77
04/26/2021	500287491	materials	202.17
04/26/2021	500287492	materials	195.23
04/30/2021	500287493	materials	99.68
04/30/2021	500331404	materials	55.97
04/30/2021	500331405	materials	40.48
04/30/2021	500331407	materials	133.35
04/30/2021	500331408	materials	156.75
Total Midwest Tape			2,010.23
Multicultural Books and Video			
04/26/2021	21-0447B	materials	61.49
04/26/2021	21-0608	materials	215.27
04/30/2021	21-0605	materials	33.90
Total Multicultural Books and Video			310.66
National Business Furniture			
04/12/2021	ZK129514	task chairs	1,451.49
Total National Business Furniture			1,451.49
Office Dynamics			
04/12/2021	48345	contract quarter rental 4/1-6/...	300.00
Total Office Dynamics			300.00
Overdrive			
04/16/2021	01322CO21133259	materials	693.94
04/26/2021	01322CO21141683	materials	792.44
04/30/2021	01322CO21162305	materials	990.12
Total Overdrive			2,476.50
Piwinski, Angelique			
04/12/2021	2021-Lib-01	2021 Transgender Day of Visi...	100.00
Total Piwinski, Angelique			100.00
Preferred Business			
04/12/2021	105151	absence request forms	626.88
Total Preferred Business			626.88
Presedo, Vivian			
04/30/2021	41521vp	employee reimbursement key...	31.60
04/30/2021	4621vp	employee reimbursement bird...	750.00



10:39 AM
 05/06/21
 Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2021

Date	Num	Memo	Amount
Total Presedo, Vivian			781.60
Project Me LLC			
04/12/2021	PM329	Mindful Monday Yoga progra...	375.00
Total Project Me LLC			375.00
Quill Corp.			
04/26/2021	15829522	document holder	11.59
04/30/2021	15960332	office supplies	153.18
Total Quill Corp.			164.77
Reserve Account-Pitney Bowes			
04/16/2021	31654684-W 421	postage will	1,000.00
04/16/2021	31654692-R 421	postage riverfront	1,000.00
Total Reserve Account-Pitney Bowes			2,000.00
Rong, Jian-Yang			
04/26/2021	4-14-21	Qi Gong class (zoom)	150.00
Total Rong, Jian-Yang			150.00
Safeguard Lock & Key			
04/16/2021	10388	cylinder installation	840.00
Total Safeguard Lock & Key			840.00
Scaringella Auto Repair			
04/30/2021	4-21-21	auto repairs Dodge Ram 2011	2,056.75
Total Scaringella Auto Repair			2,056.75
Schall Hardware			
04/12/2021	19267	maintenance supplies	219.21
Total Schall Hardware			219.21
Sprague Operating Resources			
04/12/2021	00010897283	bioheat oil will	7,835.52
04/12/2021	00010897292	bioheat oil crestwood	593.08
Total Sprague Operating Resources			8,428.60
Stanley Convergent Security			
04/30/2021	17440669	maintenance 6/1-6/30/20	457.88
04/30/2021	6000872488	maintenance 1/1-1/31/21	462.46
Total Stanley Convergent Security			920.34
Stem Alliance of Larchmont			
04/26/2021	1141	stem program (zoom)	200.00
Total Stem Alliance of Larchmont			200.00
Utica National Insurance Group			
04/26/2021	050521	commercial policy renewal 4/...	27,268.12
04/26/2021	050521	commercial policy renewal 4/...	2,277.88
Total Utica National Insurance Group			29,546.00
Verizon			
04/16/2021	9144109274apr21	phones 4/1-4/30/21	44.73
04/30/2021	9143372191may21	phones 4/16-5/15/21	151.66
04/30/2021	9143373015may21	phones 4/16-5/15/21	49.86
04/30/2021	9147931065may21	phones 4/19-5/18/21	37.83
Total Verizon			284.08
Verizon Wireless			
04/12/2021	9876167147	cell phones 2/24-3/23/21	327.71
04/23/2021	9877354673	cell phones 3/11-4/10/21	308.49



10:39 AM

05/06/21

Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 April 2021

Date	Num	Memo	Amount
04/23/2021	9877354674	cell phones 3/11-4/10/21	49.24
Total Verizon Wireless			685.44
Wayne's Electric Service			
04/12/2021	032116	installation & wiring John Flynn...	940.46
Total Wayne's Electric Service			940.46
WB Mason			
04/12/2021	218968897	batteries	16.99
04/12/2021	219071029	office supplies	99.80
04/16/2021	218999869	office supplies	12.73
04/16/2021	219107034	office supplies	99.80
04/16/2021	219115284	office supplies	12.59
04/16/2021	219253768	office supplies	10.17
04/16/2021	219285514	office supplies	15.48
04/16/2021	219187350	office supplies	151.78
04/16/2021	CR8921477	credit memo	-12.73
04/26/2021	219327712	file index box	10.78
04/26/2021	219366248	file index box	10.78
04/26/2021	219366414	water bottles	30.06
04/26/2021	219369710	shredder	259.98
04/26/2021	219446995	copy paper	215.94
04/26/2021	219451394	water bottles	10.02
04/26/2021	219446375	sani wipes-covid-19	397.53
04/26/2021	219446440	sani wipes-covid-19	397.53
Total WB Mason			1,739.23
Weston Woods Studios, INC.			
04/12/2021	28394639	materials	42.54
Total Weston Woods Studios, INC.			42.54
Zev Haber Music by Zev			
04/12/2021	5002	children's music show (FB live)	125.00
Total Zev Haber Music by Zev			125.00
TOTAL			161,270.48



YPL Operating Budget 2021

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month April	YTD	Balance	% used
101	Salaries	6,444,649	6,444,649	3,957,321	684,381	4,641,702	1,802,947	72.02%
103	Temp Services	626,664	400,818	167,322	28,093	195,415	205,403	48.75%
150	Termination Payments	35,000	35,000	58,699	0	58,699	-23,699	167.71%
198	Overtime	410,651	410,651	24,423	831	25,254	385,397	6.15%
	Personal Services Total:	7,516,964	7,291,118	4,207,765	713,304	4,921,069	2,370,049	67.49%
280	Reference Materials	100,000	100,000	69,605	20,570	90,175	9,825	90.17%
	Materials Total	100,000	100,000	69,605	20,570	90,175	9,825	90.17%
301	Office Supplies	97610	79,610	45429	2,819	48,248	31,362	60.60%
306	Janitorial Supplies	34100	34,100	24085	0	24,085	10,015	70.63%
308	Wearing Apparel	2,971	2,971	0	0	0	2,971	0.00%
309	Fuel For Heating	76,500	41,500	24,668	8,429	33,097	8,403	79.75%
312	Hardware	7,675	7,675	7,425	219	7,644	31	99.60%
313	Misc. Supplies	1,000	1,000	127	0	127	873	12.70%
314	Electrical Supplies	600	600	486	0	486	114	81.00%
327	Nursery Supplies	300	300	0	0	0	300	0.00%
361	Gas	2,000	2,000	1,075	134	1,209	791	60.43%
	Material and Supplies Total	222,756	169,756	103,295	11,600	114,895	54,861	67.68%
401	Insurance	32,575	32,575	30,297	2,278	32,575	0	100.00%
402	Telephones	63,900	63,900	42,267	4,705	46,972	16,928	73.51%
403	Printing	13,310	13,310	4,832	0	4,832	8,478	36.30%
404	Lights and Power	170,226	170,226	66,066	0	66,066	104,160	38.81%
405	Postage	3,550	3,550	0	2,000	2,000	1,550	56.34%
406	Freight and Express	500	500	0	0	0	500	0.00%
407	Equipment Maint. And Repair	45,700	45,700	38,459	0	38,459	7,241	84.16%
408	Rental of Equipment	14,080	14,080	1,841	475	2,316	11,764	16.45%
409	Building Maint. And Repair	78,000	78,000	39,005	0	39,005	38,995	50.01%
410	Milage Allowance	685	685	0	0	0	685	0.00%
413	Professional Fees	213,950	270,450	106,854	30,817	137,671	132,779	50.90%
415	Outside Labor & Related Charges	45,500	45,500	16,182	2,460	18,642	26,858	40.97%
419	Misc. Expenses	21,750	21,750	28,317	0	28,317	-6,567	130.19%
422	Janitorial Service	2,900	2,900	1,780	400	2,180	720	75.17%
424	Maint. Of Office Equipment	3,200	3,200	2,460	0	2,460	740	76.88%
425	Subscriptions and Publicationns	121,183	121,183	94,153	0	94,153	27,030	77.69%
430	IT Hardware Maint.	50,000	50,000	34,692	3,727	38,419	11,581	76.84%
431	IT Software Licensing and Maint.	494,542	494,542	403,316	5,624	408,940	85,602	82.69%
436	Tuition/Bd/Travel Reimbursement	2,150	2,150	274	0	274	1,876	12.74%
446	Automobile Repair	6,000	6,000	2,402	59	2,461	3,539	41.01%
481	Binding of Books	700	700	0	0	0	700	0.00%
496	Special Projects	25,000	25,000	24,563	0	24,563	437	98.25%
	Contractual Services Total	1,409,401	1,465,901	937,760	52,544	990,304	475,597	67.56%
	Total Operating Budget	9,249,121	9,026,775	5,318,425	798,018	6,116,443	2,910,332	67.76%



Management Report
Board Meeting
May 20, 2021

COVID-19 Updates: There have been no reported cases of COVID-19 among library workers since the last board meeting. Since that meeting, the Centers for Disease Control and Prevention (CDC) have issued guidance stating that fully vaccinated no longer need to wear a mask in most indoor settings, “except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.” New York State later adopted the same guidance. Since YPL is not in the position of requiring or authenticating that either staff or patrons have been fully vaccinated, at the moment of this writing, Yonkers Public Library (YPL) is maintaining its masking requirements for staff and public alike until further notice or clearer guidance from local authorities.

Restoration of Hours and Services: On May 3rd, all YPL staff resumed full-time onsite hours, ending over five months of hybrid onsite/work-from-home hours. The presence of additional onsite staff enabled an increase in hours of service and additional services. All three locations are now open six days a week and offer in-branch service hours. Since last month, public computers have been reintroduced to Riverfront Library and Will Library. YPL is also in the process of developing a summer plan of service that will consider outdoor programming, outreach activities, and limited in-branch programming.

Offsite Collections: Yonkers Public Library (YPL) has begun discussions with Municipal Housing Authority for the City of Yonkers (MHACY) that would establish “satellite” library collections at their residential facilities by allowing its service coordinators to borrow books with institutional library cards offering enhanced checkout limits and no incurment of fines. This would make it easier for MHACY residents, particularly residents with mobility barriers, to access library books. Riverfront Library staff will work with MHACY staff to curate collections and manage their library accounts.

Meeting Room Improvements: YPL meeting room improvements have progressed. The Flynn Room at Will Library has been substantially completed. YPL refreshed all of its flat screen displays at Will Library meeting rooms and most of the Riverfront Library’s. The next phase of improvements will include replacing the dated and damaged furniture in several meeting rooms.

Grinton I. Will Library Building Conditions Survey: In March, YPL contracted architectural firm KG+D Architects to conduct a building conditions survey and craft a five year plan to restore the Will Library to a state of good repair. Since then, KG+D architects and a team of engineers analyzed the building’s infrastructure and conducted listening sessions with various stakeholder groups, including staff, City of Yonkers administration, and patrons. KG+D is nearly finished with their final report and have offered to give a presentation to the Board of Trustees at a future meeting.

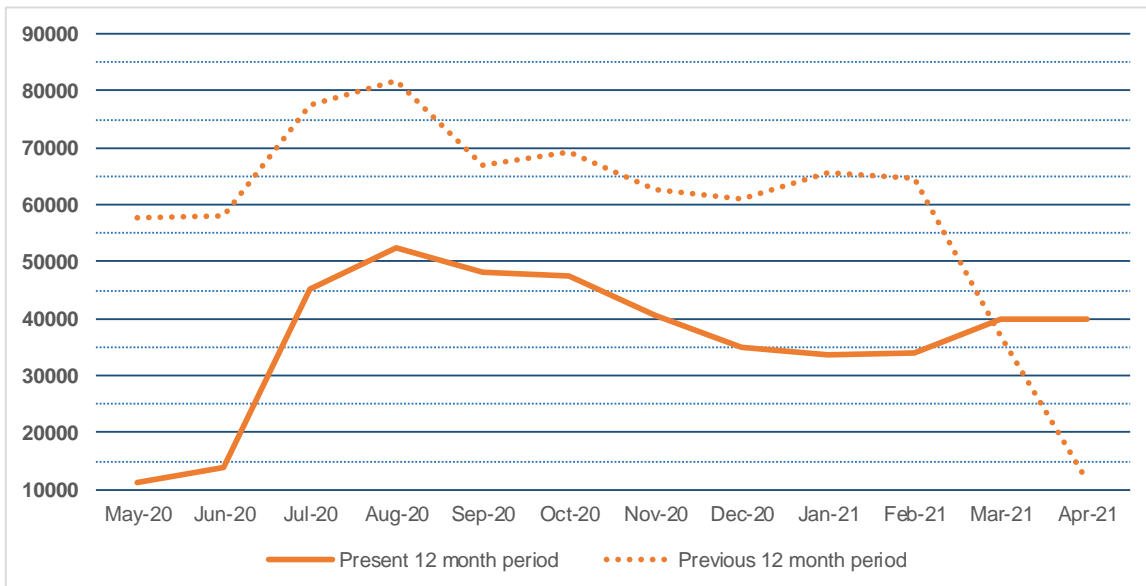


Budget Update: Last month, the City of Yonkers released the FY22 Executive Budget. The budget proposed would restore the 10% withheld from the library in FY21, provide extra funding for security to enforce COVID-19 policies, increase the collections budget by \$100,000, and add two new full-time employees--the first new positions to be added in several years. If the budget is approved by the Yonkers City Council it will put the library on a path to restoring full services, including Sunday hours. YPL is also considering the best strategy for recruiting new talent, now that it has several librarian and clerical positions open.



CIRCULATION SUMMARY

YONKERS PUBLIC LIBRARY



	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Present 12 month period	11111	13859	45281	52569	48249	47643	40546	35009	33647	34128	39894	39992
Previous 12 month period	57630	57955	77481	81689	67036	69319	62605	61094	65766	64816	37052	11424
	-80.7%	-76.1%	-41.6%	-35.6%	-28.0%	-31.3%	-35.2%	-42.7%	-48.8%	-47.3%	7.7%	250.1%

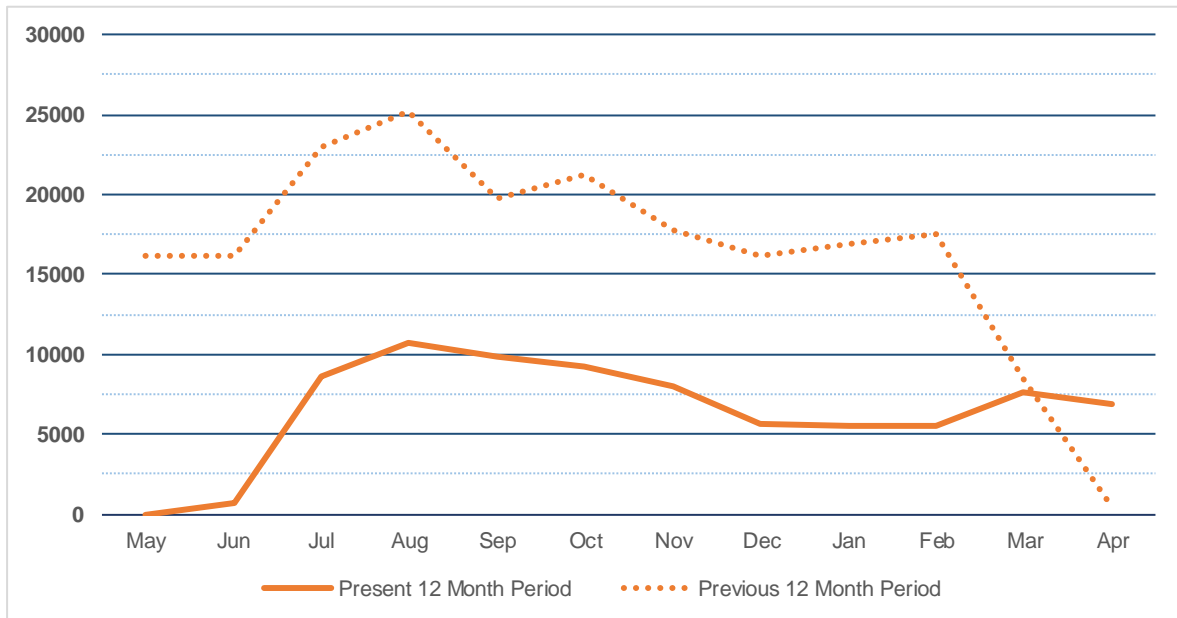
	Apr-20	Apr-21	
_audiobook	4	608	604
_biography	0	393	393
_express	0	307	307
_fiction	13	5406	5393
_foreign_language	0	241	241
_juv_audiobook	0	77	77
_juv_fiction	162	7501	7339
_juv_foreign	55	148	93
_juv_movie	1	863	862
_juv_nonfiction	142	1367	1225
_magazine	0	160	160
_movie	8	6324	6316
_music	0	1943	1943
_new_book	5	1735	1730
_nonfiction	7	3659	3652
_ya_av	0	126	126
_ya_fiction	100	1246	1146
_ya_nonfiction	1	155	154
Electronic Content Use	10894	7372	-3522 -32.3%

Circulation Profile:	Apr-20	Apr-21	
_audiobook	0.0%	1.5%	
_biography	0.0%	1.0%	
_express	0.0%	0.8%	
_fiction	0.1%	13.5%	
_foreign_language	0.0%	0.6%	
_juv_audiobook	0.0%	0.2%	
_juv_fiction	1.4%	18.8%	
_juv_foreign	0.5%	0.4%	
_juv_movie	0.0%	2.2%	
_juv_nonfiction	1.2%	3.4%	
_magazine	0.0%	0.4%	
_movie	0.1%	15.8%	
_music	0.0%	4.9%	
_new_book	0.0%	4.3%	
_nonfiction	0.1%	9.1%	
_ya_av	0.0%	0.3%	
_ya_fiction	0.9%	3.1%	
_ya_nonfiction	0.0%	0.4%	
Electronic Content Use	95.36%	18.43%	-76.9%



CIRCULATION SUMMARY

RIVERFRONT LIBRARY



	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Present 12 Month Period	9	650	8644	10739	9807	9186	7995	5654	5579	5533	7584	6928
Previous 12 Month Period	16156	16222	22931	25192	19736	21240	17738	16212	16888	17557	8554	491
	-99.9%	-96.0%	-62.3%	-57.4%	-50.3%	-56.8%	-54.9%	-65.1%	-67.0%	-68.5%	-11.3%	

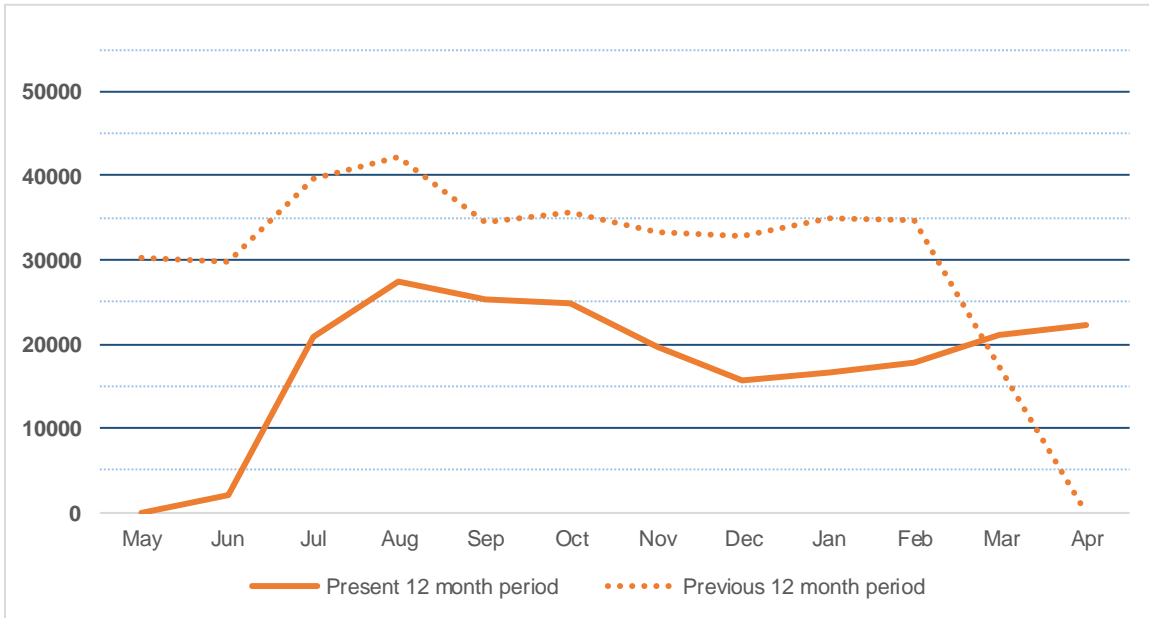
	Apr-20	Apr-21	
_audiobook	0	118	118
_biography	0	89	89
_express	0	171	171
_fiction	3	1116	1113
_foreign_language	0	136	136
_juvenile_audiobook	0	4	4
_juvenile_fiction	156	1353	1197
_juvenile_foreign	55	73	18
_juvenile_movie	0	173	173
_juvenile_nonfiction	141	210	69
_magazine	0	8	8
_movie	1	1331	1330
_music	0	286	286
_new_book	1	215	214
_nonfiction	1	972	971
_young_adult_av	0	56	56
_young_adult_fiction	100	381	281
_young_adult_nonfiction	1	37	36

Circulation Profile:	Apr-20	Apr-21	
_audiobook	0.0%	1.7%	
_biography	0.0%	1.3%	
_express	0.0%	2.5%	
_fiction	0.6%	16.1%	
_foreign_language	0.0%	2.0%	
_juvenile_audiobook	0.0%	0.1%	
_juvenile_fiction	31.8%	19.5%	
_juvenile_foreign	11.2%	1.1%	
_juvenile_movie	0.0%	2.5%	
_juvenile_nonfiction	28.7%	3.0%	
_magazine	0.0%	0.1%	
_movie	0.2%	19.2%	
_music	0.0%	4.1%	
_new_book	0.2%	3.1%	
_nonfiction	0.2%	14.0%	
_young_adult_av	0.0%	0.8%	
_young_adult_fiction	20.4%	5.5%	
_young_adult_nonfiction	0.2%	0.5%	



CIRCULATION SUMMARY

GRINTON I. WILL LIBRARY



	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Present 12 month period	25	2033	20880	27527	25283	24861	19726	15789	16573	17752	21019	22280
Previous 12 month period	30315	29811	39635	42145	34552	35766	33251	32841	35005	34799	17208	37
	-99.9%	-93.2%	-47.3%	-34.7%	-26.8%	-30.5%	-40.7%	-51.9%	-52.7%	-49.0%	22.1%	

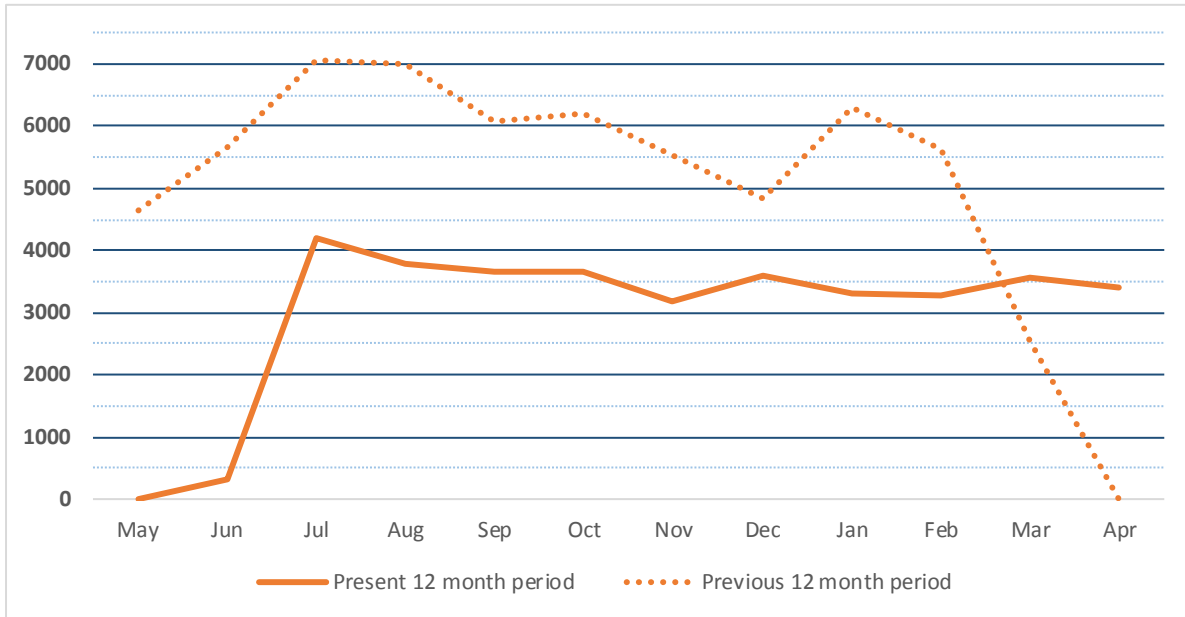
	Apr-20	Apr-21	
_audiobook	4	447	443
_biography	0	256	256
_express	0	121	121
_fiction	9	3606	3,597
_foreign_language	0	95	95
_juv_audiobook	0	65	65
_juv_fiction	6	5534	5,528
_juv_foreign	0	67	67
_juv_movie	1	661	660
_juv_nonfiction	1	922	921
_magazine	0	141	141
_movie	7	4446	4,439
_music	0	1454	1,454
_new_book	4	1185	1,181
_nonfiction	5	2268	2,263
_ya_av	0	41	41
_ya_fiction	0	741	741
_ya-nonfiction	0	103	103

Circulation Profile:	Apr-20	Apr-21	
_audiobook	10.8%	2.0%	
_biography	0.0%	1.1%	
_express	0.0%	0.5%	
_fiction	24.3%	16.2%	
_foreign_language	0.0%	0.4%	
_juv_audiobook	0.0%	0.3%	
_juv_fiction	16.2%	24.8%	
_juv_foreign	0.0%	0.3%	
_juv_movie	2.7%	3.0%	
_juv_nonfiction	2.7%	4.1%	
_magazine	0.0%	0.6%	
_movie	18.9%	20.0%	
_music	0.0%	6.5%	
_new_book	10.8%	5.3%	
_nonfiction	13.5%	10.2%	
_ya_av	0.0%	0.2%	
_ya_fiction	0.0%	3.3%	
_ya-nonfiction	0.0%	0.5%	



CIRCULATION SUMMARY

CRESTWOOD LIBRARY



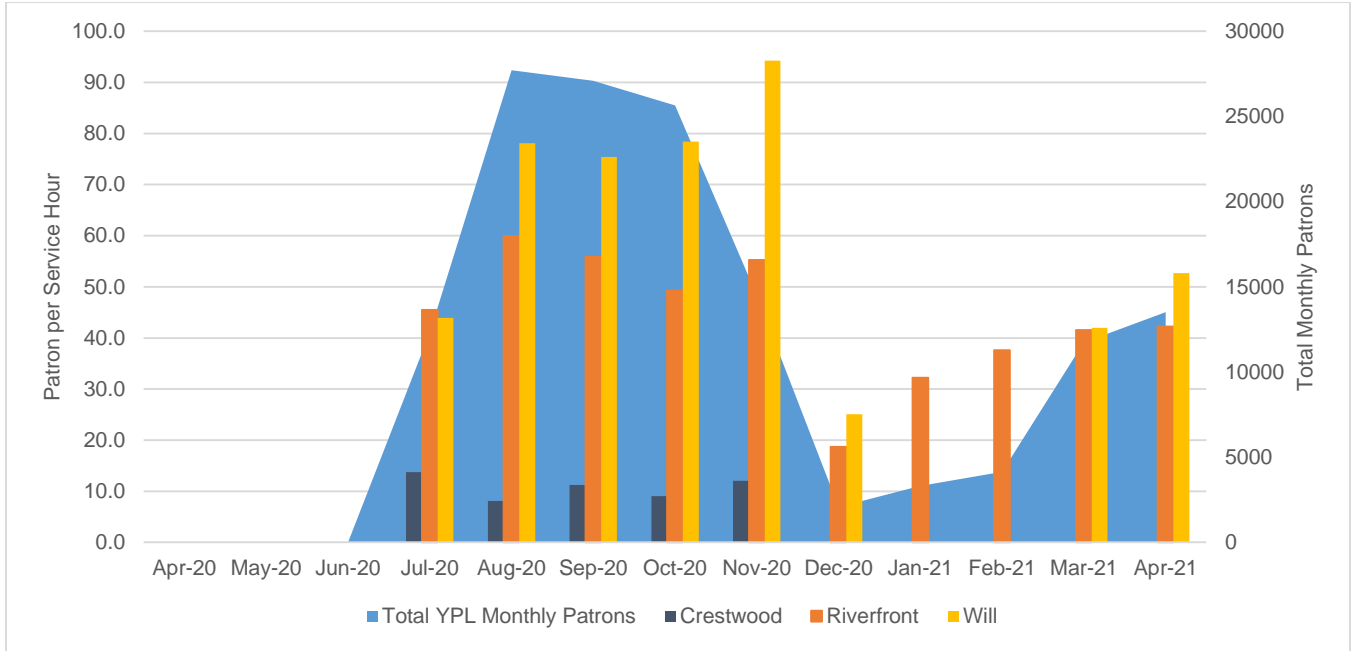
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Present 12 month period	11	323	4208	3778	3663	3663	3180	3602	3319	3290	3549	3412
Previous 12 month period	4635	5657	7074	6990	6063	6210	5539	4823	6300	5617	2540	2
	-99.8%	-94.3%	-40.5%	-46.0%	-39.6%	-41.0%	-42.6%	-25.3%	-47.3%	-41.4%	39.7%	

	Apr-20	Apr-21	
_audiobook	0	43	43
_biography	0	48	48
_express	0	15	15
_fiction	1	684	683
_foreign_language	0	10	10
_juv_audiobook	0	8	8
_juv_fiction	0	614	614
_juv_foreign	0	8	8
_juv_movie	0	29	29
_juv_nonfiction	0	235	235
_magazine	0	11	11
_movie	0	547	547
_music	0	203	203
_nonfiction	1	419	418
_new_book	0	335	335
_ya_av	0	29	29
_ya_fiction	0	124	124
_ya_nonfiction	0	15	15

Circulation Profile:	Apr-20	Apr-21	
_audiobook	0.0%	1.3%	
_biography	0.0%	1.4%	
_express	0.0%	0.4%	
_fiction	50.0%	20.0%	
_foreign_language	0.0%	0.3%	
_juv_audiobook	0.0%	0.2%	
_juv_fiction	0.0%	18.0%	
_juv_foreign	0.0%	0.2%	
_juv_movie	0.0%	0.8%	
_juv_nonfiction	0.0%	6.9%	
_magazine	0.0%	0.3%	
_movie	0.0%	16.0%	
_music	0.0%	5.9%	
_nonfiction	50.0%	12.3%	
_new_book	0.0%	9.8%	
_ya_av	0.0%	0.8%	
_ya_fiction	0.0%	3.6%	
_ya_nonfiction	0.0%	0.4%	



TURNSTILE COUNT



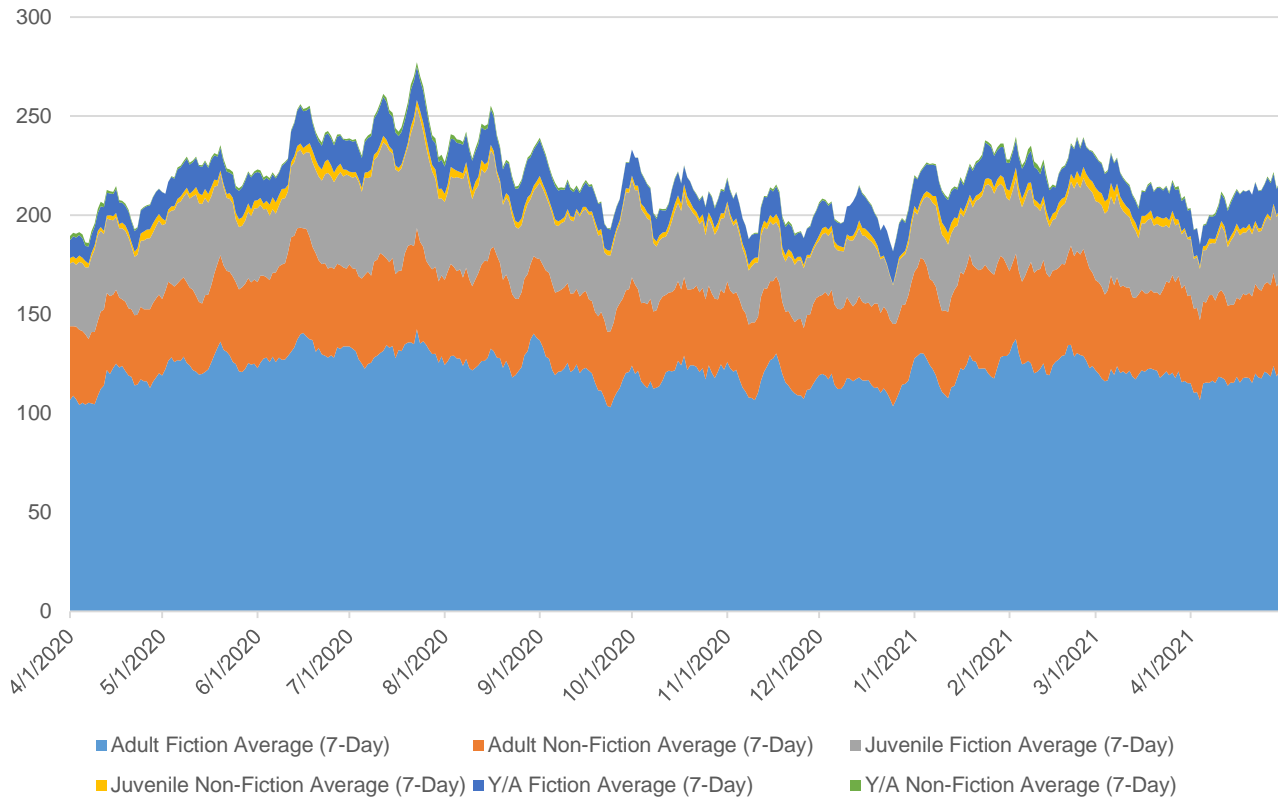
	Riverfront			Grinton I. Will			Crestwood			Total Monthly Patrons
	Count	Hours	Per Hour	Count	Hours	Per Hour	Count	Hours	Per Hour	
Apr-20										-
May-20										-
Jun-20										-
Jul-20	6,052	133	46	5,837	133	44	399	29	14	12,288
Aug-20	11,865	198	60	15,460	198	78	390	48	8	27,715
Sep-20	11,284	202	56	15,236	202	75	574	51	11	27,094
Oct-20	9,999	203	49	15,214	194	78	435	48	9	25,648
Nov-20	6,186	112	55	7,918	84	94	398	33	12	14,502
Dec-20	887	47.5	19	1,192	47.5	25			0	2,079
Jan-21	3,319	103	32						0	
Feb-21	4,133	110	38						0	
Mar-21	6,268	151	42	5,460	130	42			0	11,728
Apr-21	6,670	158	42	6,845	158	43			0	13,515

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

Notes: Total Monthly Patrons in January-February incomplete due to gate counter malfunction at Grinton I. Will. Crestwood remains closed.

ELECTRONIC RESOURCES SUMMARY

Daily OverDrive Checkouts



	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Y/A Fiction	Y/A Non-Fiction	TOTAL
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
Dec-20	3564	1269	891	77	448	16	6265
Jan-21	3795	1471	1073	118	473	34	6964
Feb-21	3530	1353	960	116	415	35	6409
Mar-21	3685	1343	1053	118	417	22	6638
Apr-21	3525	1290	931	60	452	19	6277

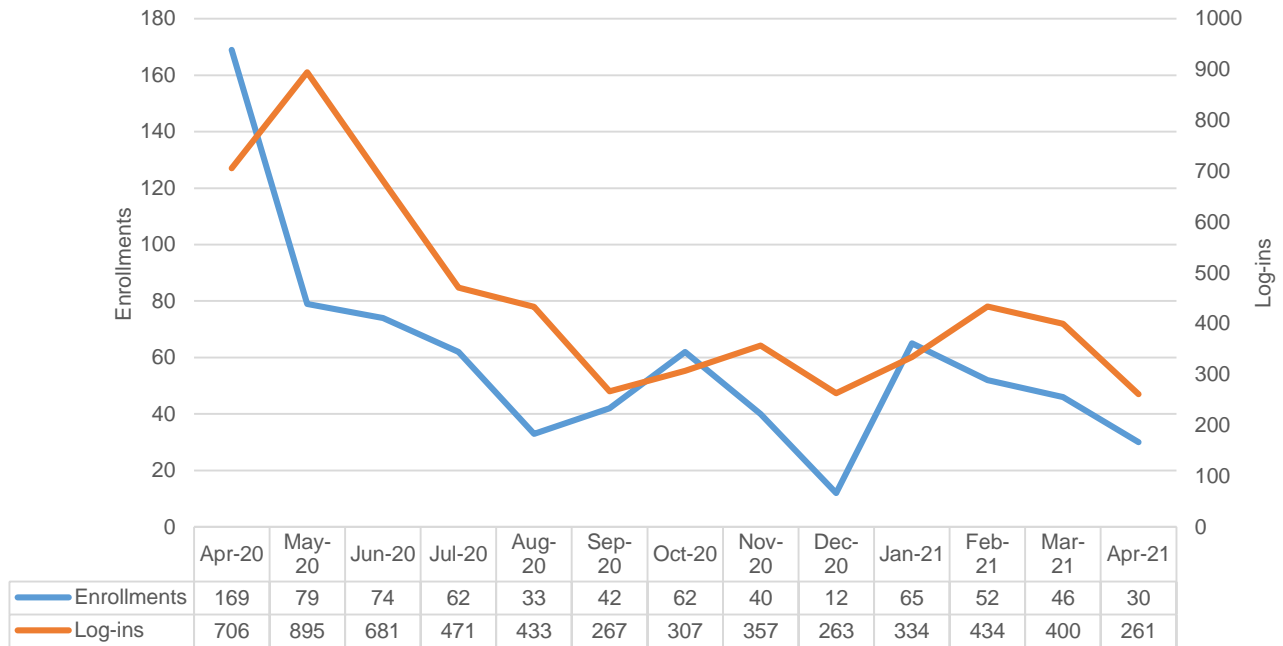
ELECTRONIC RESOURCES SUMMARY

Hoopla Circulation

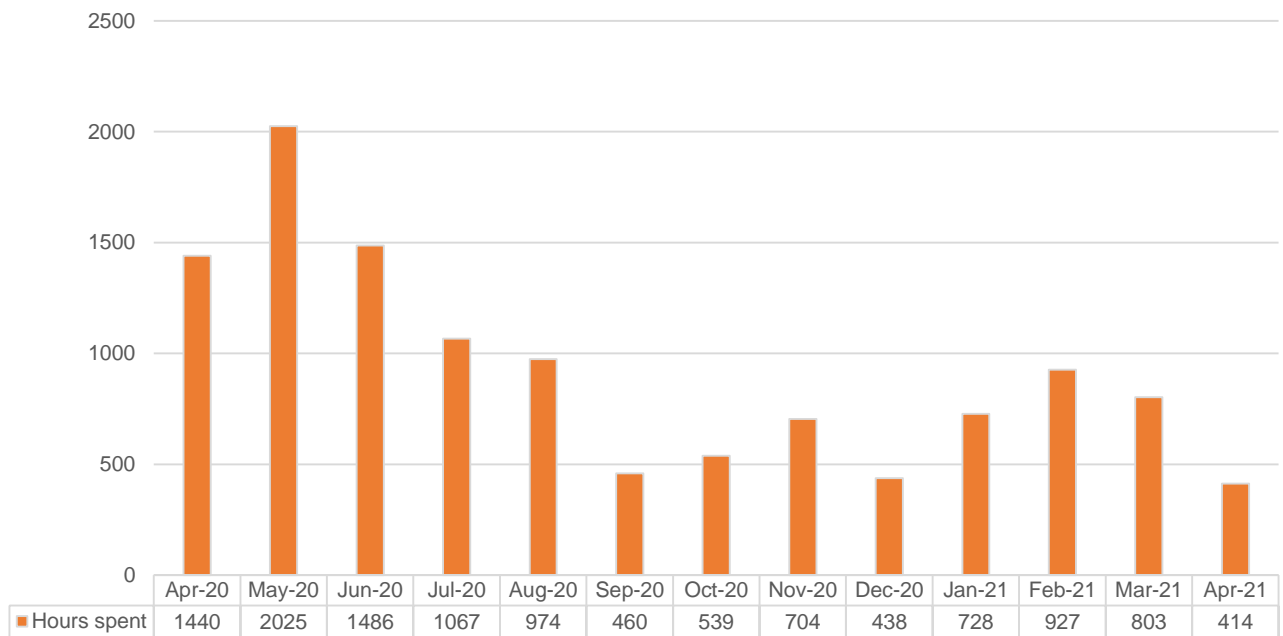
	Audiobook	Comic	eBook	Movie	Music	Television	Total	New Patrons
Apr-20	423	183	463	247	54	154	1524	52
May-20	416	147	451	185	70	191	1460	41
Jun-20	391	123	407	206	50	101	1278	34
Jul-20	379	107	403	147	52	143	1231	49
Aug-20	446	132	377	148	43	133	1279	14
Sep-20	421	115	325	147	49	162	1219	19
Oct-20	344	86	336	193	50	129	1138	17
Nov-20	337	125	328	152	42	130	1114	19
Dec-20	344	105	370	147	57	90	1113	26
Jan-21	416	123	378	112	46	129	1204	37
Feb-21	317	134	319	172	51	151	1144	24
Mar-21	334	115	291	145	65	143	1093	13
Apr-21	356	108	285	87	65	181	1082	10

ELECTRONIC RESOURCES SUMMARY

Gale Courses

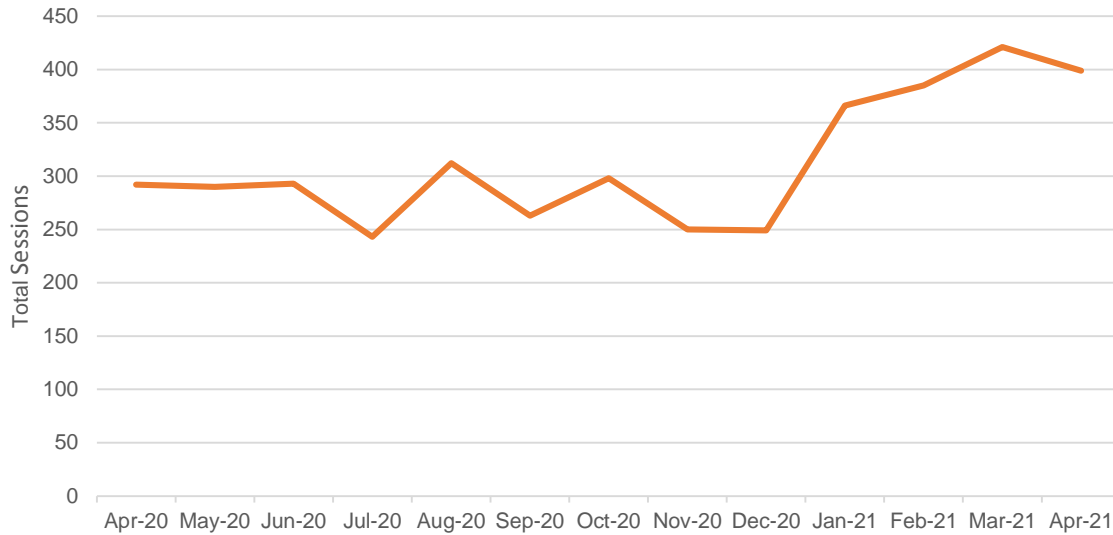


Gale Courses



ELECTRONIC RESOURCES SUMMARY

Mango Languages



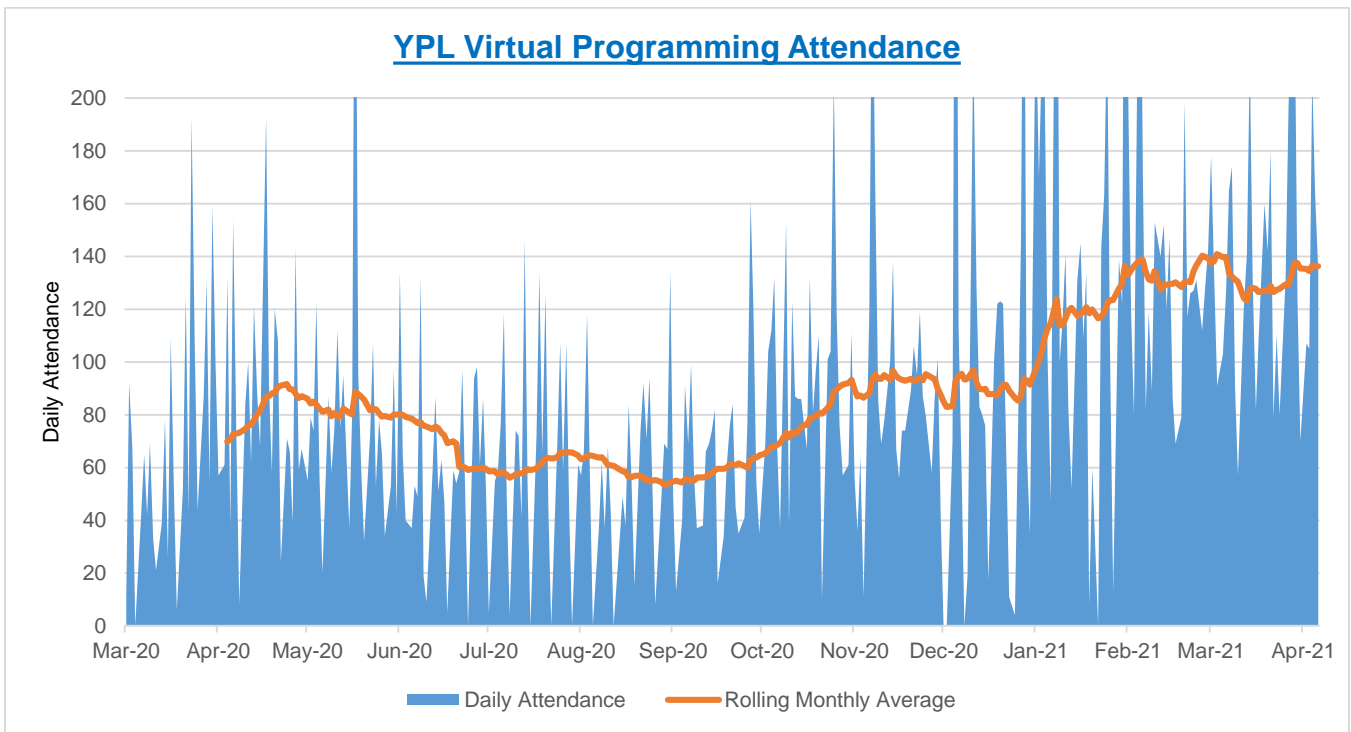
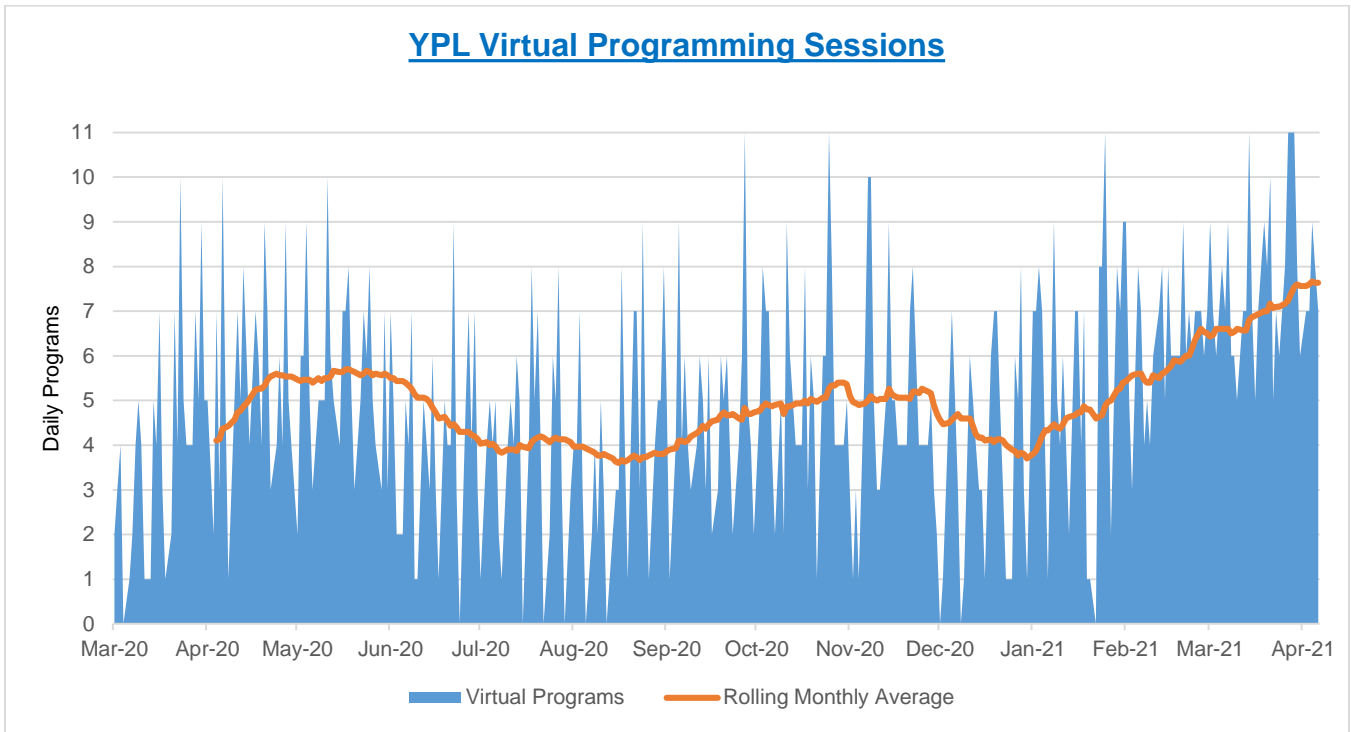
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Total Sessions:	292	290	293	243	312	263	298	250	249	366	385	421	399
Total Course Uses:	286	276	283	203	278	266	316	255	245	340	372	436	348
Mobile Sessions:	91	148	154	113	190	167	156	99	103	219	225	247	235
Avg Session Length (min):	17	16	12	15	17	13	15	14	13	17	17	18	17
Total Learning Time (hours):	81.2	79.3	60.4	60.1	89.4	56.5	75.4	59.6	55.4	102.1	106.4	124.1	113.9

COURSES

	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
ESL Spanish (Latin American)	51	61	53	52	82	27	54	16	17	35	74	101	71
Spanish, Latin American	75	87	87	59	99	95	130	111	121	104	99	93	67
Japanese	4	6	14	16	18	15	19	9	2	29	50	47	45
Chinese, Mandarin	0	2	0	0	1	1	3	0	0	1	0	16	35
Hindi	0	0	3	0	0	0	1	0	1	2	25	31	29
Russian	7	15	24	18	10	43	11	9	5	11	7	51	29
Arabic, Levantine	15	10	7	3	2	20	12	1	7	11	7	5	20
Malayalam	1	0	0	0	0	2	1	0	0	9	3	0	15
Polish	0	0	0	1	0	0	0	0	0	0	0	0	14
Italian	41	27	13	4	7	3	30	29	23	24	28	21	8
Arabic, MSA	0	0	1	1	0	0	1	12	24	12	1	0	2
Haitian Creole	0	0	0	6	4	0	4	3	1	1	0	2	2
Korean	6	16	16	2	8	7	13	21	9	13	1	3	2
Spanish, Castilian	1	0	0	0	0	0	0	0	0	3	0	0	2
Arabic, Egyptian	0	0	0	0	0	0	0	2	2	12	26	11	1
Greek, Ancient	0	0	0	1	0	0	1	0	0	1	0	0	1
Icelandic	8	0	0	0	0	12	3	0	4	3	3	0	1
Irish (Standard)	0	0	0	0	0	0	0	0	0	0	1	0	1
Pirate	1	0	1	0	0	1	3	2	2	3	3	0	1
Tagalog	4	0	2	2	1	0	0	0	0	0	0	4	1
Text Talk	3	0	0	0	0	0	0	1	3	0	2	1	1



VIRTUAL PROGRAMMING SUMMARY



<u>Total Programs</u>	<u>Total Attendance</u>
1,737	30,894

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



BOOK STOCK

FOR THE MONTH OF APRIL 2021

RIVERFRONT LIBRARY	2021	2020
Number of volumes at end of previous month	146,937	
Number of volumes added this month	446	
TOTAL	147,383	
Number of volumes lost/withdrawn this month	42	
TOTAL VOLUMES RIVERFRONT LIBRARY	147,341	152,480
GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	148,487	
Number of volumes added this month	1,000	
TOTAL	149,487	
Number of volumes lost/withdrawn this month	117	
TOTAL VOLUMES GRINTON I. WILL BRANCH	149,370	148,301
CRESTWOOD BRANCH		
Number of volumes at end of previous month	29,282	
Number of volumes added this month	275	
TOTAL	29,557	
Number of volumes lost/withdrawn this month	95	
TOTAL CRESTWOOD BRANCH	29,462	27,186
TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	326,173	327,967

