



# BOARD OF TRUSTEES

## MONTHLY MEETING

**Thursday, December 21, 2023**  
Riverfront Library



# **Table of Contents**

<b>a.)</b>	<b>Agenda</b>	<b>3</b>
<b>b.)</b>	<b>Minutes of November 16, 2023 Meeting</b>	<b>5</b>
<b>c.)</b>	<b>Bill List: Schedules #858</b>	<b>9</b>
<b>d.)</b>	<b>Management Report</b>	<b>19</b>
<b>e.)</b>	<b>Circulation</b>	<b>21</b>
<b>f.)</b>	<b>Electronic Resources</b>	<b>25</b>
<b>g.)</b>	<b>Book Stock</b>	<b>27</b>
<b>h.)</b>	<b>Social Media Policy</b>	<b>28</b>

**YONKERS PUBLIC LIBRARY  
AGENDA FOR MONTHLY BOARD MEETING  
DECEMBER 21, 2023  
RIVERFRONT LIBRARY**

**MINUTES**

**[ACTION ITEM]** Approve Minutes of Meeting on November 16, 2023

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE'S REPORT**

**PERSONNEL REPORT**

**[ACTION ITEM]**

Ratify the following appointments:

Ojeakhena, Ohiosimuan Olufemi Jamal; P/T Page, \$15.00/hour, eff. 11/25/2023  
Rabbaa, Rema; P/T Page, \$15.00/hour, eff. 11/25/2023  
Allen, Albert; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Amoyaw, Alfred; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Awwad, Zaina; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Bannister, Frances; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Burgos, Mariangelis; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Cardona, Diana; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Clark, Lori; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Colavolpe-Leone, Nina; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Collins, Laurel; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
DeLeon, Radilsa; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Fascaldo, Sunday; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Grant, Madison; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Hickey, Douglas; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Jacob, Hepsibah; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Javier, Sade; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Keefe, Olivia; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Lawyerr, Gabrielle; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
McCluskey-Nightengale, Ella Mballi; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Miller, Alecia; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Mintah, Lord; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Monaco, Gabriella; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Moudud, Aliya; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Murshed, Mohamed; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Okang, Samuel; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Ortega, Alessandra; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Osei-Agyemang, Keziah; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Pineda, Adriana; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Powell, Crystal; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Primitivo, Cristian; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023

Rabadi, Roselyn; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Robles, Alison; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Rodrigues, Matthew; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Saccente, Valentina; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Schiffino, Roman; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Schoenlank, Erin Elizabeth; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Schoenlank, Janet; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Siegel, Pamela; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Sullivan, Caroline; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Sullivan, Juan; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Tolentino, Kristin; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Trovato, Lucia; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Varker, Natalie; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Williams, Debra; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Williams, Josiah; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Zagha, Dina; Junior Clerk (PT), \$15.00 per hour, eff. 11/25/2023  
Rojas, Angel; P/T Page, \$15.00 per hour, eff. 12/2/2023  
Coto-Chang, Oswaldo; Permanent Librarian III, \$85,361.00/year, eff. 12/11/2023

Acknowledge the following resignation:

Hannigan, Michael; Custodial Worker, \$60,641.00/yr, eff. 11/1/2023

## **COMMITTEE REPORTS**

**Fundraising & Development** – Jannetti (chair)

Foundation Update

**Policy**

**[ACTION ITEM]** Revised Social Media Policy

## **RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedule #858

## **NEW BUSINESS**

FY25 Budget Discussion

## **PUBLIC COMMENT**

## **EXECUTIVE SESSION**

## **NEXT MEETING DATE**

Annual Meeting TBD

YONKERS PUBLIC LIBRARY  
BOARD MEETING  
GRINTON I. WILL LIBRARY  
NOVEMBER 16, 2023

**ATTENDANCE**

TRUSTEES:	Nancy Maron Joseph Puglia Stephen Jannetti Patricia Phelan John A. Daily Jr. Michael Sabatino
LIBRARY DIRECTOR:	Jesse Montero
ASSISTANT LIBRARY DIRECTOR:	Shauna Porteus
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	NONE
WLS BOARD REPRESENTATIVE:	Trustee Puglia
UNION REPRESENTATIVE:	Jay Chawla
GUESTS:	Dominick Savarese, Carlos Figueroa, Mary Robison, Cathleen Walsh, Eileen Fusco, Timothy Herlihy, Jessica Neto

The Board Meeting began at 7:00 pm.

President Maron opened the meeting by announcing a small change to the agenda: new staff introductions followed by approval of the minutes and then public comment. Director Montero announced Jessica Neto as a new librarian in the Will Library Children's Department and Timothy Herlihy as a new clerk in the Will Library Circulation Department. Both briefly introduced themselves and the Board welcomed them to YPL.

**MINUTES**

On motion of Trustee Puglia, seconded by Trustee Jannetti and unanimously carried, the Board approved the Minutes of the Meeting of October 19, 2023.

**PUBLIC COMMENT**

Director Montero read a complaint he received from Tom Rossi, a patron of Crestwood Library, via the City of Yonkers Constituent Services. The complaint expressed Mr. Rossi's concern over space usage at Crestwood and his disappointment that he was asked to move from a

reading table to accommodate programming. Director Montero reported that he later spoke to Mr. Rossi to discuss his experience at Crestwood and he believed Mr. Rossi was satisfied following the conversation.

Cathleen Walsh of the Friends of Crestwood Library thanked the Board for replacing the front sign at Crestwood and also reported that the Friends received a donation of \$2,000 from a patron, which she credited as gratitude for the sign. Ms. Walsh gave the donation to YPL; Director Montero and Business Manager Presedo thanked her.

## **MANAGEMENT REPORT**

Director Montero reported that YPL was honored on November 3 at the New York Library Association (NYLA) Annual Conference with two awards: the Joseph F. Shubert Library Excellence Award in recognition of the Summer Reading Buddies program and Board President Maron received the Velma K. Moore Award from the New York Library Trustees Association. He believed this was the first time YPL has received these awards and they were preparing press releases announcing them.

Director Montero reported that YPL released its limited edition library cards celebrating the 50<sup>th</sup> anniversary of Hip-Hop on October 26. The cards were inspired by similar releases from New York Public Library, Brooklyn Public Library, Queens Public Library and the Philadelphia Free Library. The cards, titled "The Sound of Light", were designed by local street muralist Daniel Hopkins, aka "Maxx Moses". The cards were released at the "Lost City of Hip-Hop", an event celebrating Yonkers' role in hip-hop culture.

Director Montero updated the Board on YPL's partnership agreement with Newspapers.com. YPL's local newspaper microfilm archives were digitized three years ago and made available to patrons using local library computers or wifi only; now all public domain local newspapers have been made available to the public anywhere by visiting the YPL website.

Technical Support Manager Carlos Figueroa reported on the pursuit of new E-Rate funding independent of Westchester Library System. E-Rate is a program administered by the FCC designed to make telecommunication equipment and broadband more affordable for schools and libraries by reimbursing up to 90% of costs. Previous funding is being used to replace switches and access points to better deliver 1GBps internet service to the public and new funding will be used for new data lines that will extend the reach of its wifi networks and improve space use. YPL is presently meeting with vendors for the project and expects to review bids in January.

## **UNION REPRESENTATIVE'S REPORT**

Representative Chawla reported that a mutual understanding was reached on the interpretation of sick leave use in the new labor contract and that discussions about the employee sick bank are ongoing. He also communicated the membership's hopes that contractual raises would be received within the next pay period. Representative Chawla also introduced himself as the new shop steward of Riverfront Library and looked forward to working together.

Director Montero expressed his desire for the raises as soon as possible as well but noted that implementation was in the hands of the City payroll department and Business Manager Presedo reported that raises would likely not be in the next paycheck.

## **PERSONNEL REPORT**

On motion of Trustee Jannetti, seconded by Trustee Sabatino and unanimously carried, the Board ratified the following appointments:

Ortiz, Anthony; P/T Custodial Worker, \$15.00/hour, eff. 10/28/2023

Acknowledged the following terminations:

Gmitter, Andrew; P/T Custodial Worker, \$15.00/hour, eff. 10/21/2023

## **COMMITTEE REPORTS**

### **Fundraising & Development** – Jannetti (chair)

Foundation Update: President Maron reported that the Foundation has set April 25, 2024 as the date of its annual gala and the venue will likely be Riverfront Library. She also reported that the family of a frequent patron approached the Foundation about a naming opportunity. She could not share many details as discussions were still fluid, but she reported a section of the collection would be named in acknowledgement of a donation to the Foundation.

## **PAYMENT OF BILLS**

On motion of Trustee Jannetti, seconded by Trustee Daily and unanimously carried, the Board approved payment of bills as listed on Schedule #857.

## **NEW BUSINESS**

The 2024 Holiday Schedule was presented to the Board. Assistant Director Porteus noted that although the Library was closed last year in recognition of Juneteenth, it has since been added to the new labor contract among the list of closings. On motion of Trustee Sabatino, seconded by Trustee Daily and unanimously carried, the Board approved the 2024 Holiday Schedule.

President Maron informed the Board that Trustee Puglia would be stepping down as a Westchester Library System trustee. In his capacity as WLS trustee he also served as YPL representative to the WLS Board of Trustees and his resignation vacates this representation. President Maron asked the Board to consider recommendations for his replacement. The Board discussed the qualifications and responsibilities of WLS representative and the importance of representing YPL's interests to the WLS Board.

President Maron reminded the Board of the need for them to attend two hours of trustee education annually and discussed opportunities with them to fulfill this requirement.

President Maron asked for trustees to serve on a Nominating Committee to choose a slate of nominees for the Election of Officers at the annual meeting in January. Trustee Daily volunteered to serve.

### **EXECUTIVE SESSION**

President Maron motioned the Board into Executive Session at 7:39 pm to discuss the employment history and performance of two particular employees and asked Director Montero, Assistant Director Porteus and Business Manager Presedo to join them. Assistant Director Porteus and Business Manager Presedo left the session at 7:55 pm. The Board exited the session at 8:54 pm.

On motion of Trustee Daily, seconded by Trustee Phelan and unanimously carried, the Board voted to increase Director Montero's salary in alignment with other City of Yonkers unrepresented employee contractual raises.

On motion of Trustee Jannetti, seconded by Trustee Puglia and unanimously carried, the Board voted to ratify the stipulation of settlement between Yonkers Public Library and employee #729308 dated October 30, 2023.

**NEXT BOARD MEETING DATE** – Thursday, December 21, 2023 at Riverfront Library.

On motion of Trustee Sabatino, seconded by Trustee Phelan and unanimously carried, the Board adjourned the Meeting at 8:56 pm.

Jesse Montero  
Library Director & Secretary



## Yonkers Public Library Bill List November 2023

<u>Vendor Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
<b>CAPITAL FUNDS</b>			
ABS SALES COMPANY, INC.	HOLLOW METAL DOOR	11/29/2023	1,014.42
DEMCO, INC.	LIBRARY FURNITURE	11/3/2023	42,153.31
GOVCONNECTION, INC.	COUNTER WHITEAXIS COMM	11/29/2023	912.49
GOVCONNECTION, INC.	COLOR LASERJET PRINTER	11/22/2023	2,069.04
<b>TOTAL</b>			<b>46,149.26</b>
<b>CONTRIBUTIONS FUNDS</b>			
AMERICAN EXPRESS	TAXES ON PLAY STATION	11/15/2023	15.37
AMERICAN EXPRESS	TAXES ON XBOX & AMAZON ITEMS	11/2/2023	82.74
AMERICAN MUSEUM OF NAT HIST	VOUCHERS: 50 LIBRARY PASSES	11/29/2023	500.00
BAIRD, ZAHRA	REIMB EXP: WEPR FALL CONFERENCE	11/29/2023	120.00
BELLA VISTA DELI	BOARD MEETING: 11/16/2023	11/29/2023	210.00
BORRANI, KARINA	PROG: WORKOUT W/COACH KARINA	1/15/2023	250.00
BUTLER, MAUREEN M.	PROG: HOMEWORK HELPER-CREST	11/29/2023	45.00
CAMPOVERDE, ANGELICA	PROG: HOMEWORK HELPER-RIV	11/29/2023	390.00
CAMPOVERDE, ANGELICA	PROG: HOMEWORK HELPER-RIV	11/15/2023	450.00
CAMPOVERDE, ANGELICA	PROG: HOMEWORK HELPER-RIV	11/1/2023	457.50
CHEN, MEENA	PROG: DANCE PERFORMANCE	11/15/2023	75.00
CLIFTON, MICHELLE	PROG: SOUND MEDITATION VIA ZOOM	11/15/2023	100.00
CONNECTION, INC.	PUBLIC PRINTING: TONER	11/15/2023	409.78
CONNECTION, INC.	PUBLIC PRINTING: TONER	11/1/2023	1,068.41
DERENTIIS, ROSETTA	PROG: TECHNOLOGY CLASS-WILL	11/29/2023	472.50
DOLAN, DEBORAH	PROG: NATURE WALKS	11/29/2023	75.00
DOLAN, DEBORAH	PROG: NATURE WALKS	11/15/2023	150.00
EMS MUSIC	PROG: ARETHA FRANKLIN CONCERT	11/29/2023	650.00
E-RYT, LOUISE FECHER	PROG: YOGA CLASSES	11/15/2023	250.00
FRANCO, VALERIE	PROG: ART LECTURE SERIES	11/15/2023	600.00
GAMBHIR, SATISH	PROG: DIWALI CELEB CULT FEST	11/29/2023	150.00
GIBBONS FAMILY FITNESS	PROG: SENIOR FITNESS	11/29/2023	475.00
HABER, ZEV	PROG: MUSIC CLASSES 10/27	11/15/2023	275.00
HAWKINS, SARAH	PROG: HOMEWORK HELPER-CREST	11/29/2023	675.00
LEDESMA, SOLYARIS	PROG: ZOOM ZUMBA CLASS-WEST CT	11/1/2023	75.00
LEDESMA, SOLYARIS	PROG: ZOOM ZUMBA CLASS-WEST CT	11/15/2023	75.00
LEDESMA, SOLYARIS	PROG: ZOOM ZUMBA CLASS-WEST CT	11/29/2023	150.00
MARON, NANCY	REIMB EXP: NYLA CONFERENCE	11/18/2023	656.58
MONTERO, DANIEL JESSE	REIMB EXP: NYLA CONFERENCE	11/15/2023	50.00
NJ E-Z PASS	GETTING DONATION FROM GOYA	11/29/2023	54.05
PAPPA, MICHAEL	PROG: FITNESS CLASS VIA ZOOM	11/15/2023	350.00
PLATT, DAPHNE	PROG: DANCE WITH DAPHNE	11/15/2023	300.00
PROJECTME, LLC	PROG: POSITIVE PSYCHOLOGY	11/15/2023	850.00
REILLY. SHANNON	PROG: VIRTUAL YOGA	11/15/2023	200.00
RONG, JIAN-YANG	PROG: QI GONG CLASS	11/15/2023	150.00
SYNERGESTIC FITNESS SOLS., LLC	PROG: SENIOR FITNESS	11/15/2023	2,475.00

THRIVE REIKI, LLC	PROG: MINDFULL MONDAY	11/15/2023	300.00
TOLLS BY MAIL	PICK-UP GOYA PROD-HISP HERITAGE	11/1/2023	33.50
W. B. MASON CO., INC.	PUBLIC PRINTING: PAPER	11/18/2023	859.50
WALKER, CYNTHIA	PROG: KATORI'S LITTLE SHAKER	11/15/2023	525.00
<b>TOTAL</b>			<b>15,049.93</b>

**TRUST FUNDS**

BAKER & TAYLOR	BOOK: POETRY PROMPTS-MURPHY	11/29/2023	13.36
<b>TOTAL</b>			<b>13.36</b>

**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 November 2023

Date	Num	Memo	Amount
<b>Abbey Ice &amp; Spring Water</b>			
11/03/2023	96325	spring water River...	85.50
11/03/2023	96327	spring water Crest...	46.50
11/14/2023	96326	spring water Will li...	106.50
11/30/2023	1455	spring water Will li...	63.00
11/30/2023	1456	spring water Crest...	25.50
<b>Total Abbey Ice &amp; Spring Water</b>			<b>327.00</b>
<b>Acevedo, Zafiro</b>			
11/14/2023	110223	children worksop ...	150.00
<b>Total Acevedo, Zafiro</b>			<b>150.00</b>
<b>Adirondacks Protection Services</b>			
11/14/2023	1043-2024-3219R	unarmed security ...	3,956.63
11/14/2023	1044-2024-3219W	unarmed security ...	2,573.30
11/28/2023	1046-2024-3219R	unarmed security ...	4,151.37
11/28/2023	1047-2024-3219W	unarmed security ...	2,597.64
11/28/2023	1048-2024-3219R	unarmed security ...	3,769.02
11/28/2023	1049-2024-3219W	unarmed security ...	2,044.88
11/30/2023	1050-2024-3219R	unarmed security ...	4,214.38
11/30/2023	1051-2024-3219W	unarmed security ...	2,248.24
<b>Total Adirondacks Protection Services</b>			<b>25,555.46</b>
<b>Alvarez, Kevin</b>			
11/03/2023	007KA	tech support 10/13...	60.00
11/30/2023	008KA	tech support 11/3-...	90.00
<b>Total Alvarez, Kevin</b>			<b>150.00</b>
<b>American Express</b>			
11/03/2023	110323AE	materials, office su...	723.00
11/03/2023	110323AE	materials, office su...	329.44
11/03/2023	110323AE	materials, office su...	876.31
11/03/2023	110323AE	materials, office su...	809.25
11/03/2023	110323AE	materials, office su...	133.00
11/03/2023	110323AE	materials, office su...	913.90
11/03/2023	110323AE	materials, office su...	874.82
11/03/2023	110323AE	materials, office su...	465.57
<b>Total American Express</b>			<b>5,125.29</b>
<b>American Paper Supply Co.</b>			
11/22/2023	J1354128	janitorial supplies	2,056.92
<b>Total American Paper Supply Co.</b>			<b>2,056.92</b>
<b>Amoils, Roseanne</b>			
11/03/2023	114	job coach 10/4-10/...	1,080.00
<b>Total Amoils, Roseanne</b>			<b>1,080.00</b>
<b>Avila, Teresa</b>			
11/30/2023	VR26	ESL Conversation ...	100.00
<b>Total Avila, Teresa</b>			<b>100.00</b>
<b>Baby Fingers LLC</b>			
11/22/2023	11 FALL 2023	Creative Sign Lang...	200.00
11/30/2023	12 FALL 2023	Creative Sign Lang...	200.00
<b>Total Baby Fingers LLC</b>			<b>400.00</b>
<b>Baizan, Ayanna P.</b>			
11/14/2023	101423APB	sewing Hispanic H...	150.00
<b>Total Baizan, Ayanna P.</b>			<b>150.00</b>
<b>Barnes &amp; Noble</b>			
11/22/2023	4481637	materials	442.31

**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 November 2023

Date	Num	Memo	Amount
11/22/2023	4481670	materials	137.44
11/22/2023	4483868	materials	362.90
11/22/2023	4484147	materials	421.66
<b>Total Barnes &amp; Noble</b>			<b>1,364.31</b>
<b>Blackstone Publishing</b>			
11/22/2023	2124850	materials	41.60
<b>Total Blackstone Publishing</b>			<b>41.60</b>
<b>Blick Art Materials</b>			
11/14/2023	1742981	canvas boards Tec...	42.92
<b>Total Blick Art Materials</b>			<b>42.92</b>
<b>Blue Shield Security &amp; Protection Inc.</b>			
11/03/2023	024-2024-1172W	unarmed security ...	10,192.00
11/03/2023	024-A 2024-1172R	unarmed security ...	14,105.00
<b>Total Blue Shield Security &amp; Protection Inc.</b>			<b>24,297.00</b>
<b>Cablevision Lightpath</b>			
11/14/2023	101139062	internet 11/1-11/30...	4,439.61
11/14/2023	101139092	phones 11/1-11/30/...	3,775.05
<b>Total Cablevision Lightpath</b>			<b>8,214.66</b>
<b>Cablevision Optimum</b>			
11/03/2023	07803544469NOV23	cable boxes 11/1-1...	16.80
11/03/2023	07803550279NOV23	internet/phones 10...	141.07
11/22/2023	07803065546NOV23	cable box 11/8-12/...	8.40
11/30/2023	07803550279DEC23	internet & phones ...	141.07
<b>Total Cablevision Optimum</b>			<b>307.34</b>
<b>Candid-Foundation Center</b>			
11/22/2023	CINV18163	Candid Community...	2,995.00
<b>Total Candid-Foundation Center</b>			<b>2,995.00</b>
<b>Castro, Angelica M.</b>			
11/03/2023	102623AMC	employee reimbur...	40.00
<b>Total Castro, Angelica M.</b>			<b>40.00</b>
<b>Citadel Pest Control</b>			
11/30/2023	4837	pest treatment	260.00
<b>Total Citadel Pest Control</b>			<b>260.00</b>
<b>Con Edison (Consolidated Edison)</b>			
11/22/2023	1166421000NOV23	gas 9/28-10/26/23	145.02
<b>Total Con Edison (Consolidated Edison)</b>			<b>145.02</b>
<b>Crown A/C Heat &amp; Power</b>			
11/28/2023	9641	boiler repairs	1,235.20
11/28/2023	9642	boiler repairs	1,050.00
<b>Total Crown A/C Heat &amp; Power</b>			<b>2,285.20</b>
<b>Crown Janitorial</b>			
11/03/2023	829116-1	janitorial supplies	2,393.95
<b>Total Crown Janitorial</b>			<b>2,393.95</b>
<b>Demco</b>			
11/14/2023	7394380	library supplies	84.00
11/14/2023	7394535	color coded tape	21.30
<b>Total Demco</b>			<b>105.30</b>
<b>Ebsco</b>			

**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 November 2023

Date	Num	Memo	Amount
11/30/2023	2400656CM	credit memo mater...	-64.00
11/30/2023	2400770	materials	122.71
11/30/2023	9246597	materials	71.21
11/30/2023	9246598	materials	8,511.79
11/30/2023	9246599	materials	2,642.29
11/30/2023	9246646	materials	10,888.20
<b>Total Ebsco</b>			<b>22,172.20</b>
<b>Emil Yedowitz Landscaping</b>			
11/14/2023	2023050212004572	winterize sprinkler...	102.00
<b>Total Emil Yedowitz Landscaping</b>			<b>102.00</b>
<b>Ficciones</b>			
11/03/2023	3F	materials	4,200.00
<b>Total Ficciones</b>			<b>4,200.00</b>
<b>Figueroa, Carlos</b>			
11/03/2023	101923CF	employee reimbur...	40.00
<b>Total Figueroa, Carlos</b>			<b>40.00</b>
<b>Fun Express LLC</b>			
11/03/2023	72737640501	program supplies	104.23
11/03/2023	72737640502	program supplies	3.78
11/03/2023	727637584-01	children program s...	247.52
11/14/2023	72763758402	children program s...	47.98
11/14/2023	72768854601	program supplies ...	168.66
11/22/2023	72778977401	program supplies ...	185.02
11/30/2023	72813110601	Winter Wonderlan...	275.09
<b>Total Fun Express LLC</b>			<b>1,032.28</b>
<b>Fusco, Eileen</b>			
11/03/2023	110123EF	employee reimbur...	102.28
11/30/2023	111723EF	employee reimbur...	37.76
<b>Total Fusco, Eileen</b>			<b>140.04</b>
<b>GovConnection</b>			
11/03/2023	74668094	commercial tv/ acc...	1,111.66
11/03/2023	74668124	inkjet paper	87.22
11/03/2023	74674086	VGA M Adapter	69.40
11/14/2023	74678248	black toner	684.25
11/14/2023	74684838	yellow toner cartri...	802.28
11/14/2023	74684998	solid state drives	333.45
11/14/2023	74691464	toner cartridges	347.44
11/14/2023	74691466	toner cartridges	587.58
11/14/2023	74695561	clicksafe combinat...	108.00
11/22/2023	74709895	slim nano combina...	75.00
11/22/2023	74709900	surgearrest outlets	339.40
11/22/2023	74714301	toner cartridges	383.40
11/22/2023	74714317	toner cartridge ver...	1,404.68
11/28/2023	74723267	extension cables	61.60
11/28/2023	74735802	credit memo clicks...	-108.00
11/28/2023	74737366	toner cartridges	437.80
11/28/2023	74741361	toner cartridges	1,260.07
11/28/2023	74743533	credit memo intern...	-200.07
11/30/2023	74723345	toner cartridges	675.86
11/30/2023	74727336	APC replacement ...	470.58
11/30/2023	74745037	toner cartridges	1,297.74
11/30/2023	74748517	credit memo intern...	-133.38
<b>Total GovConnection</b>			<b>10,095.96</b>
<b>Gruppuso Plumbing</b>			
11/03/2023	23-241	flushometer repair	440.00
11/28/2023	23-262	valve diagnosis	150.00

**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 November 2023

Date	Num	Memo	Amount
Total Gruppuso Plumbing			590.00
Halpern, Michelle			
11/30/2023	112023MH	employee reimbur...	59.97
Total Halpern, Michelle			59.97
Home Depot Credit Service			
11/14/2023	3072392	met surface racew...	69.46
11/14/2023	7281825	sun and shade mix	139.91
11/14/2023	8053416	dehumidifier	249.00
11/14/2023	8902719	washing machine	928.00
Total Home Depot Credit Service			1,386.37
Ingram Library Services			
11/22/2023	78381799	materials	15.68
Total Ingram Library Services			15.68
ISE OP Office Plus			
11/03/2023	464660	business cards 15 ...	424.85
Total ISE OP Office Plus			424.85
Keane & Beane			
11/22/2023	96064	professional servic...	588.00
11/22/2023	96065	professional servic...	1,659.00
Total Keane & Beane			2,247.00
Kirkus Media LLC			
11/03/2023	101599K	1 year print subscr...	398.00
11/03/2023	101599K	1 year print subscr...	199.00
11/30/2023	111523K	1 yr. print/digital s...	398.00
11/30/2023	111523K	1 yr. print/digital s...	199.00
Total Kirkus Media LLC			1,194.00
Law Office of Vincent Toomey			
11/22/2023	1578	SEIU Negotiations ...	1,896.40
Total Law Office of Vincent Toomey			1,896.40
Midwest Tape			
11/03/2023	504535310	materials	9.78
11/03/2023	504535311	materials	94.44
11/03/2023	504535312	materials	27.99
11/22/2023	504568390	materials	13.99
11/22/2023	504568391	materials	32.18
11/22/2023	504568392	materials	10.49
11/22/2023	504568393	materials	11.24
11/22/2023	504603316	materials	74.15
11/22/2023	504603317	materials	30.77
11/22/2023	504603318	materials	165.08
11/22/2023	504603319	materials	11.24
11/22/2023	504603351	materials	57.37
11/30/2023	504624017	materials	126.57
11/30/2023	504624018	materials	107.04
11/30/2023	504624019	materials	86.05
11/30/2023	504624020	materials	8.99
Total Midwest Tape			867.37
Mitchell's NY			
11/22/2023	20287	materials	1,008.00
11/30/2023	20318	subscription 10/27...	1,752.00
11/30/2023	20319	subscription 10/25...	1,742.40
Total Mitchell's NY			4,502.40
Montero, Daniel Jesse			



**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 November 2023

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
11/22/2023	110923JM	employee reimbur...	276.85
<b>Total Montero, Daniel Jesse</b>			<b>276.85</b>
<b>MRA International</b>			
11/22/2023	31267	Axiom memory mo...	2,400.00
11/28/2023	31874	customer support ...	8,249.00
<b>Total MRA International</b>			<b>10,649.00</b>
<b>National Learning Corp</b>			
11/03/2023	10172023-4	materials	52.95
11/30/2023	11092023-4	materials	155.81
<b>Total National Learning Corp</b>			<b>208.76</b>
<b>Overdrive</b>			
11/03/2023	01322CO23388389	materials	156.17
11/03/2023	01322CO23392714	materials	1,573.38
11/14/2023	01322CO23403563	materials	3,630.47
11/14/2023	01322CO23404946	materials	1,555.44
11/22/2023	01322CO23414257	materials	1,782.63
11/22/2023	01322DA23410201	materials	29.98
11/28/2023	01322CO23421829	materials	3,620.30
11/28/2023	01322CO23424609	materials	1,583.18
11/28/2023	01322DA23425734	materials	14.99
<b>Total Overdrive</b>			<b>13,946.54</b>
<b>Porteus, Shauna</b>			
11/22/2023	111423SP	employee reimbur...	341.37
11/22/2023	111423SP	employee reimbur...	575.00
11/22/2023	111423SP	employee reimbur...	189.20
<b>Total Porteus, Shauna</b>			<b>1,105.57</b>
<b>Presedo, Vivian</b>			
11/03/2023	110123VP-A	petty cash reimbur...	220.10
11/03/2023	110123VP-A	petty cash reimbur...	8.00
11/03/2023	110123VP-A	petty cash reimbur...	23.80
11/03/2023	110123VP-A	petty cash reimbur...	40.00
11/03/2023	110123VP-A	petty cash reimbur...	6.98
11/03/2023	110123VP-A	petty cash reimbur...	28.75
11/03/2023	110123VP-A	petty cash reimbur...	18.14
11/14/2023	11223VP	lunch for security ...	71.80
<b>Total Presedo, Vivian</b>			<b>417.57</b>
<b>PSI Plastic Graphics</b>			
11/22/2023	118042	library cards/key t...	4,185.31
<b>Total PSI Plastic Graphics</b>			<b>4,185.31</b>
<b>Rabadi, Renee</b>			
11/30/2023	112023RR	employee reimbur...	110.03
<b>Total Rabadi, Renee</b>			<b>110.03</b>
<b>Reserve Account-Pitney Bowes</b>			
11/03/2023	31654684-692R	Will and Riverfront ...	1,000.00
11/03/2023	31654684-692R	Will and Riverfront ...	600.00
<b>Total Reserve Account-Pitney Bowes</b>			<b>1,600.00</b>
<b>Schalls Hardware Store, INC.</b>			
11/22/2023	2244	maintenance suppl...	265.63
<b>Total Schalls Hardware Store, INC.</b>			<b>265.63</b>
<b>School Specialty LLC</b>			
11/30/2023	208133463606	water treatment fluid	61.00

**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 November 2023

Date	Num	Memo	Amount
Total School Specialty LLC			61.00
Securitas Technology Corporation			
11/14/2023	6003333175	maintenance 6/1-6/...	217.16
11/14/2023	6003334561	maintenance 6/1-6/...	326.96
11/14/2023	6003381650	maintenance 7/1-7/...	77.03
11/14/2023	6003399176	maintenance 7/1-9/...	525.90
11/14/2023	6003451684	maintenance 7/1-8/...	357.29
11/14/2023	6003456507	maintenance 7/1-8/...	653.92
11/14/2023	6003519458	maintenance 9/1-9/...	326.96
11/14/2023	6003521707	maintenance 9/1-9/...	217.16
11/14/2023	6003537099	maintenance 10/1-...	525.90
11/14/2023	6003559819	maintenance 10/1-...	217.16
11/14/2023	6003560907	maintenance 10/1-...	326.96
11/22/2023	6003150444	maintenance 3/1-3/...	326.96
11/22/2023	6003152742	maintenance 3/1-3/...	217.16
11/22/2023	6003192871	maintenance 4/1-4/...	217.16
11/22/2023	6003199253	maintenance 4/1-4/...	326.96
11/28/2023	6003724692	maintenance 12/1-...	326.96
11/28/2023	6003725097	maintenance 12/1-...	217.16
Total Securitas Technology Corporation			5,404.76
Sprout Social, Inc.			
11/28/2023	INV-46233	professional plan 1...	3,228.00
Total Sprout Social, Inc.			3,228.00
Tomlinson, Koren Beck			
11/28/2023	YPL001	Art and Artists to ...	200.00
Total Tomlinson, Koren Beck			200.00
Torres, Arnaldo			
11/03/2023	110123AT	employee reimbur...	50.70
Total Torres, Arnaldo			50.70
Uline			
11/30/2023	170993951	storage shed	519.44
Total Uline			519.44
Verizon			
11/22/2023	9144109274NOV23	phones 11/1-11/30/...	48.24
11/28/2023	9143372191DEC23	phones 11/16-12/1...	163.42
11/28/2023	9143373015DEC23	phones 11/16-12/1...	128.02
11/30/2023	9147931065DEC23	phones 11/19-12/1...	40.46
Total Verizon			380.14
Verizon Wireless			
11/22/2023	9947593251	cell phones 9/24-1...	579.89
11/28/2023	9948959082	cell phones 10/11-...	717.21
Total Verizon Wireless			1,297.10
Walsh, Michael A			
11/22/2023	111523MW	employee reimbur...	800.00
Total Walsh, Michael A			800.00
Wayne's Electric Service			
11/03/2023	102309	supply/replace ligh...	2,347.75
11/03/2023	102316	supply/install wire...	1,695.00
Total Wayne's Electric Service			4,042.75
WB Mason			
11/03/2023	241920523	construction paper	2.50
11/03/2023	242111660	children program s...	216.55
11/03/2023	242132088	toner	244.60



**YONKERS PUBLIC LIBRARY**  
**Bill List- Operating Account**  
 November 2023

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
11/03/2023	242135633	children program s...	57.79
11/03/2023	242190169	sanitizer wipes/cups	440.81
11/03/2023	242190552	children program s...	25.22
11/03/2023	242203617	manila envelopes	16.80
11/14/2023	242268847	office supplies	151.80
11/22/2023	242365752	office supplies	62.12
11/22/2023	242459807	clock	20.09
11/22/2023	242530432	library supplies	23.50
11/28/2023	242566511	office supplies	165.05
11/28/2023	242586185	office supplies	220.25
11/28/2023	242593671	office supplies	36.32
11/28/2023	242623504	bond paper	25.16
<b>Total WB Mason</b>			<b>1,708.56</b>
<b>Westchester Blogger Productions</b>			
11/14/2023	110423	social media mark...	500.00
<b>Total Westchester Blogger Productions</b>			<b>500.00</b>
<b>Whelan, Aili</b>			
11/03/2023	102525AW	employee reimbur...	33.96
<b>Total Whelan, Aili</b>			<b>33.96</b>
<b>Zev Haber Music by Zev</b>			
11/14/2023	5344	music classes 10/1...	550.00
<b>Total Zev Haber Music by Zev</b>			<b>550.00</b>
<b>TOTAL</b>			<b>180,095.16</b>

YPL Operating Budget FY 2024 (November)

Code	Account Name	Adopted Budget	Current Budget (w/ transfers)	Spent Previous Months	Spent This Month (November)	YTD	Balance	% used
101	Salaries	6,627,600	6,627,600	2,067,164	490,460	2,557,624	4,069,976	38.59%
103	Temp Services	559,136	559,136	162,075	37,721	199,796	359,340	35.73%
150	Termination Payments	35,000	35,000	42,348	0	42,348	-7,348	120.99%
198	Overtime	369,880	369,880	14,351	30,767	45,118	324,762	12.20%
	Personal Services Total:	7,591,616	7,591,616	2,285,938	558,949	2,844,887	4,746,729	37.47%
280	Reference Materials	83,000	83,000	29,537	14,005	43,542	39,458	52.46%
281	Books	450,000	450,000	130,804	2,820	133,624	316,376	29.69%
	Materials Total	533,000	533,000	160,341	16,824	177,165	355,835	33.24%
301	Office Supplies	100,660	100,660	17,192	4,433	21,625	79,035	21.48%
306	Janitorial Supplies	36,050	36,050	11,210	5,165	16,375	19,675	45.42%
308	Wearing Apparel	3,300	3,300	1,749	3,450	5,199	-1,899	157.55%
309	Fuel For Heating	78,250	78,250	0	0	0	78,250	0.00%
312	Hardware	10,200	10,200	1,209	1,194	2,403	7,797	23.56%
313	Misc. Supplies	1,000	1,000	0	0	0	1,000	0.00%
314	Electrical Supplies	300	300	64	0	64	236	21.33%
327	Nursery Supplies	400	400	0	140	140	260	34.98%
361	Gas	2,000	2,000	473	145	618	1,382	30.90%
	Material and Supplies Total	232,160	232,160	31,897	14,527	46,424	185,736	20.00%
401	Insurance	114,450	114,450	42,186	0	42,186	72,264	36.86%
402	Telephones	64,000	64,000	19,037	5,760	24,797	39,203	38.74%
403	Printing	18,310	18,310	1,252	4,952	6,204	12,106	33.88%
404	Lights and Power	169,500	169,500	37,081	11,190	48,271	121,229	28.48%
405	Postage	3,100	3,100	26	1,629	1,655	1,445	53.38%
406	Freight and Express	500	500	335	0	335	165	67.00%
407	Equipment Maint. And Repair	49,460	49,460	6,934	9,120	16,054	33,406	32.46%
408	Rental of Equipment	71,214	73,714	53,177	0	53,177	20,537	72.14%
409	Building Maint. And Repair	85,000	85,000	1,821	0	1,821	83,179	2.14%
410	Milage Allowance	685	685	19	18	37	648	5.42%
413	Professional Fees	246,000	246,000	66,772	25,439	92,211	153,789	37.48%
415	Outside Labor & Related Charges	333,000	333,000	52,231	34,931	87,162	245,838	26.17%
419	Misc. Expenses	37,750	37,750	2,217	261	2,478	35,272	6.56%
421	Rent Riverfront	750,000	750,000	750,000	0	750,000	0	100.00%
422	Janitorial Service	2,900	2,900	920	260	1,180	1,720	40.69%
424	Maint. Of Office Equipment	3,400	3,400	635	0	635	2,765	18.68%
425	Subscriptions and Publicationns	159,680	159,680	72,867	3,592	76,459	83,221	47.88%
430	IT Hardware Maint.	53,000	53,000	545	11,756	545	52,455	1.03%
431	IT Software Licensing and Maint.	477,350	477,350	175,500	16,050	191,550	285,800	40.13%
436	Tuition/Bd/Travel Reimbursement	10,000	10,000	2,471	2,466	4,937	5,063	49.37%
446	Automobile Repair	6,000	6,000	3,303	0	3,303	2,697	55.05%
481	Binding of Books	500	500	0	0	0	500	0.00%
496	Special Projects	31,250	31,250	12,295	3,994	16,289	14,961	52.12%
497	Contingent	81,000	78,500	0	0	0	78,500	0.00%
	Contractual Services Total	2,768,049	2,768,049	1,301,624	131,417	1,421,285	1,346,764	51.35%
	Total Operating Budget	11,124,825	11,124,825	3,779,800	721,717	4,489,761	6,635,064	40.36%

**Yonkers Public Library (YPL) Board of Trustees Meeting  
Management Report  
December 21, 2023**

**Staff Updates:** We are pleased to share some recent news and accomplishments from YPL staff:

- Z Baird (Crestwood Library Branch Manager) was recognized by the Westchester East Putnam Region PTA (WEPR PTA) with a Heroes in Education award. WEPR PTA supports 181 active PTA units and 13 PTA councils across their service area. Ms. Baird was honored at their Fall Luncheon on November 16th in Rye, NY and received a special Certificate of Recognition from New York State Senator and Education Committee Chair Shelley Mayer.
- Oz Coto-Chang was permanently appointed as the Head of the Children's Department at Riverfront Library following a successful temporary appointment. Among other advancements, Mr. Coto-Chang instituted a weekly bilingual storytime, bilingual outreach visits, and closer coordination with the Adult Services department over shared resources like the Sensory Room.

**New York State Council on the Arts (NYSCA) Grant:** YPL received its first ever NYSCA grant in the amount of \$25,000 last month. This is believed to be the largest single year arts grant the library has received. NYSCA grants are awarded through a competitive criteria and scoring rubric, and support an organization's entire arts program rather than a single project. The grant may be used for anything from increased stipends and honoraria for teaching artists to commissioning art installations. YPL plans to promote this award in early January.

**Youth Bureau Community Partner Award:** YPL was pleased to receive the first ever Community Partner award from the Yonkers Youth Bureau on December 16th at an awards ceremony at the Nodine Hill Community Center. In her introductory speech, Youth Bureau Director Jennifer Villa extolled all the youth programs and services that YPL offers, along with the collegial relationship shared between Youth Bureau and YPL staff. Riverfront Operations Supervisor Lawrence Farah and Riverfront Children's Department Head Oz Coto-Chang were among the YPL staff on-hand to receive the award. YPL's Riverfront Library will additionally host the bureau for a Youth Leadership Academy December 26th-29th.

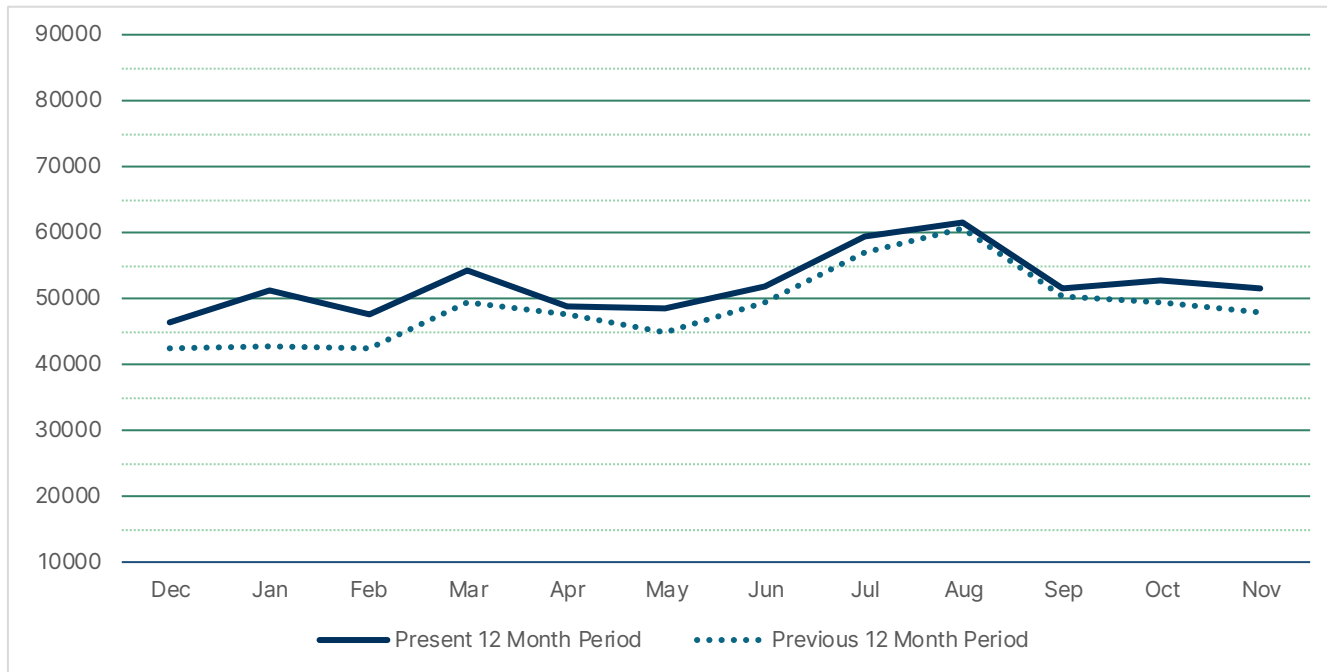
**IT Updates:** This month, YPL began the rollout of its latest generation of public computers in the Riverfront Library Computer Room. The new computers offer the Windows 11 operating system with the Office 2016 suite, built-in cameras and microphones, and other upgrades. They also use a single software (Pharos) for both public computing session reservations and print release, making the printing process much more private and secure. This will mark the first phase in a number of improvements aimed at making public technology use more user-friendly for patrons and operationally efficient for staff. Next steps will make it easier for patrons to print and photocopy documents using credit cards.

**Einstein College of Medicine Service Learning Pilot:** In 2023, YPL partnered with Einstein College of Medicine to participate in a pilot program where the college would embed medical students in the library to complete 40 hours of service over the course of their academic year (Jan.-Dec.). YPL hosted three medical students this past year where they presented several programs, including the following: "Pathways to a Career in Medicine for Teens;" "Nutrition and Fitness Storytimes;" "Decoding Cancer: Separating Fact and Fiction;" and blood pressure monitor tabling and education. The pilot program has been considered a success and the school is now mandating it as part of

every first year medical student's coursework. Beginning in Jan. 2024, we will be hosting three new medical students for the year. Every student is interested in serving teens and has identified a desire to present environmental health education workshops, health literacy fair, and bio-medical engineering workshops using 3D printing and virtual reality. They will be working closely with Alan Houston, special populations librarian at the Will Library, and Christine Bitetti, technology instructor at Riverfront Library.

# CIRCULATION SUMMARY

## YONKERS PUBLIC LIBRARY



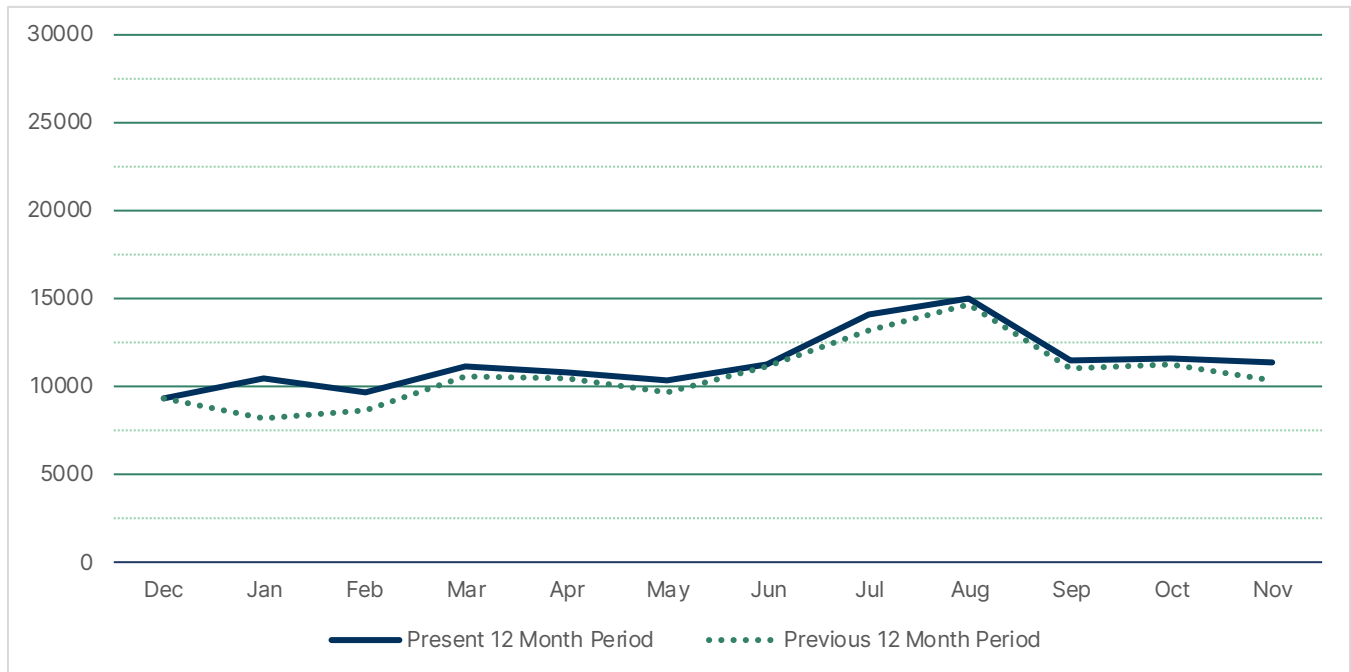
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Present 12 Month Period</b>	<b>46392</b>	<b>51422</b>	<b>47647</b>	<b>54210</b>	<b>48835</b>	<b>48591</b>	<b>51887</b>	<b>59322</b>	<b>61699</b>	<b>51632</b>	<b>52703</b>	<b>51562</b>
<b>Previous 12 Month Period</b>	<b>42421</b>	<b>42936</b>	<b>42523</b>	<b>49355</b>	<b>47610</b>	<b>44967</b>	<b>49509</b>	<b>56882</b>	<b>60727</b>	<b>50217</b>	<b>49425</b>	<b>48076</b>
	9.4%	19.8%	12.0%	9.8%	2.6%	8.1%	4.8%	4.3%	1.6%	2.8%	6.6%	7.3%

	Nov-22	Nov-23		
<b>audiobook</b>	475	367	-108	-22.7%
<b>biography</b>	534	508	-26	-4.9%
<b>express</b>	295	306	11	3.7%
<b>fiction</b>	4954	4969	15	0.3%
<b>foreign_language</b>	345	390	45	13.0%
<b>juv_audiobook</b>	59	43	-16	-27.1%
<b>juv_fiction</b>	11980	14368	2388	19.9%
<b>juv_foreign</b>	334	484	150	44.9%
<b>juv_movie</b>	975	993	18	1.8%
<b>juv_nonfiction</b>	1918	2066	148	7.7%
<b>magazine</b>	123	75	-48	-39.0%
<b>movie</b>	6367	4676	-1691	-26.6%
<b>music</b>	1982	1443	-539	-27.2%
<b>new_book</b>	2296	2096	-200	-8.7%
<b>nonfiction</b>	3873	3738	-135	-3.5%
<b>ya_av</b>	238	233	-5	-2.1%
<b>ya_fiction</b>	1290	1345	55	4.3%
<b>ya_nonfiction</b>	141	252	111	78.7%
<b>Electronic Content Use</b>	9321	12707	3386	36.3%

<b>Circulation Profile:</b>	Nov-22	Nov-23	
_audiobook	1.0%	0.7%	-0.3%
_biography	1.1%	1.0%	-0.1%
_express	0.6%	0.6%	0.0%
_fiction	10.3%	9.6%	-0.7%
_foreign_language	0.7%	0.8%	0.0%
_juv_audiobook	0.1%	0.1%	0.0%
_juv_fiction	24.9%	27.9%	2.9%
_juv_foreign	0.7%	0.9%	0.2%
_juv_movie	2.0%	1.9%	-0.1%
_juv_nonfiction	4.0%	4.0%	0.0%
_magazine	0.3%	0.1%	-0.1%
_movie	13.2%	9.1%	-4.2%
_music	4.1%	2.8%	-1.3%
_new_book	4.8%	4.1%	-0.7%
_nonfiction	8.1%	7.2%	-0.8%
_ya_av	0.5%	0.5%	0.0%
_ya_fiction	2.7%	2.6%	-0.1%
_ya_nonfiction	0.3%	0.5%	0.2%
_Electronic Content Use	19.4%	24.6%	5.3%

# CIRCULATION SUMMARY

## RIVERFRONT LIBRARY



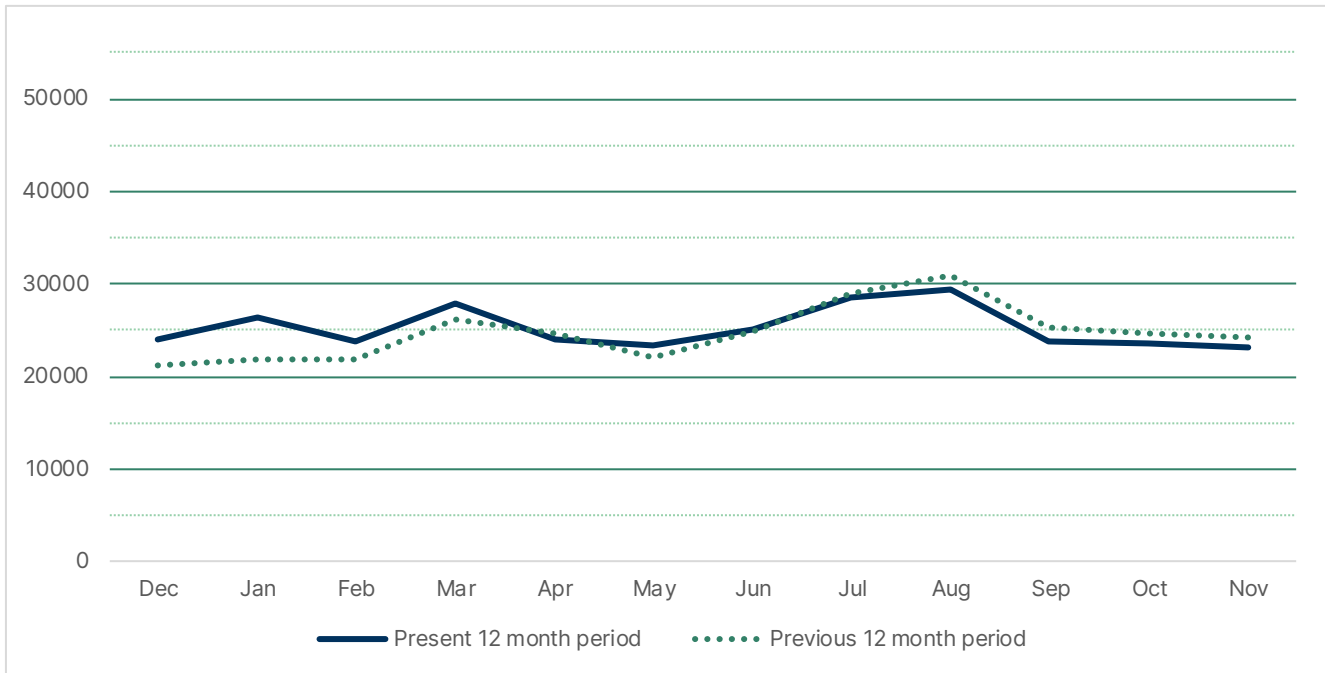
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Present 12 Month Period</b>	<b>9351</b>	<b>10515</b>	<b>9674</b>	<b>11106</b>	<b>10807</b>	<b>10325</b>	<b>11236</b>	<b>14080</b>	<b>15065</b>	<b>11546</b>	<b>11604</b>	<b>11358</b>
<b>Previous 12 Month Period</b>	<b>9399</b>	<b>8169</b>	<b>8702</b>	<b>10611</b>	<b>10450</b>	<b>9641</b>	<b>11129</b>	<b>13249</b>	<b>14637</b>	<b>11038</b>	<b>11226</b>	<b>10377</b>
	-0.5%	28.7%	11.2%	4.7%	3.4%	7.1%	1.0%	6.3%	2.9%	4.6%	3.4%	9.5%

	Nov-22	Nov-23		
<b>_audiobook</b>	96	63	<b>-33</b>	<b>-34.4%</b>
<b>_biography</b>	128	145	<b>17</b>	<b>13.3%</b>
<b>_express</b>	127	118	<b>-9</b>	<b>-7.1%</b>
<b>_fiction</b>	1058	958	<b>-100</b>	<b>-9.5%</b>
<b>_foreign_language</b>	199	216	<b>17</b>	<b>8.5%</b>
<b>_juv_audiobook</b>	4	2	<b>-2</b>	<b>-50.0%</b>
<b>_juv_fiction</b>	2779	4310	<b>1531</b>	<b>55.1%</b>
<b>_juv_foreign</b>	185	293	<b>108</b>	<b>58.4%</b>
<b>_juv_movie</b>	233	271	<b>38</b>	<b>16.3%</b>
<b>_juv_nonfiction</b>	525	589	<b>64</b>	<b>12.2%</b>
<b>_magazine</b>	3	2	<b>-1</b>	<b>-33.3%</b>
<b>_movie</b>	2072	1308	<b>-764</b>	<b>-36.9%</b>
<b>_music</b>	397	404	<b>7</b>	<b>1.8%</b>
<b>_new_book</b>	236	286	<b>50</b>	<b>21.2%</b>
<b>_nonfiction</b>	1163	1053	<b>-110</b>	<b>-9.5%</b>
<b>_ya_av</b>	109	134	<b>25</b>	<b>22.9%</b>
<b>_ya_fiction</b>	616	725	<b>109</b>	<b>17.7%</b>
<b>_ya_nonfiction</b>	41	114	<b>73</b>	<b>178.0%</b>

<b>Circulation Profile:</b>	Nov-22	Nov-23	
_audiobook	0.9%	0.6%	<b>-0.4%</b>
_biography	1.2%	1.3%	<b>0.0%</b>
_express	1.2%	1.0%	<b>-0.2%</b>
_fiction	10.2%	8.4%	<b>-1.8%</b>
_foreign_language	1.9%	1.9%	<b>0.0%</b>
_juv_audiobook	0.0%	0.0%	<b>0.0%</b>
_juv_fiction	26.8%	37.9%	<b>11.2%</b>
_juv_foreign	1.8%	2.6%	<b>0.8%</b>
_juv_movie	2.2%	2.4%	<b>0.1%</b>
_juv_nonfiction	5.1%	5.2%	<b>0.1%</b>
_magazine	0.0%	0.0%	<b>0.0%</b>
_movie	20.0%	11.5%	<b>-8.5%</b>
_music	3.8%	3.6%	<b>-0.3%</b>
_new_book	2.3%	2.5%	<b>0.2%</b>
_nonfiction	11.2%	9.3%	<b>-1.9%</b>
_ya_av	1.1%	1.2%	<b>0.1%</b>
_ya_fiction	5.9%	6.4%	<b>0.4%</b>
_ya_nonfiction	0.4%	1.0%	<b>0.6%</b>

# CIRCULATION SUMMARY

## GRINTON I. WILL LIBRARY



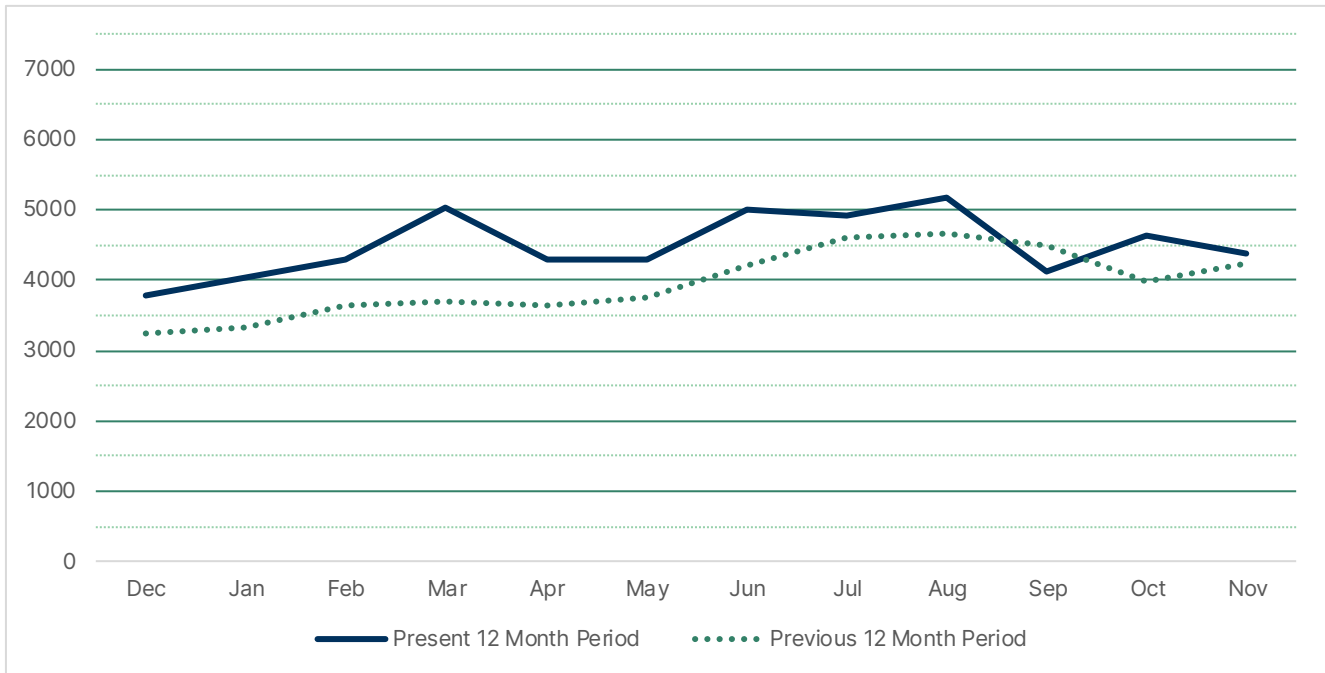
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Present 12 month period</b>	<b>24101</b>	<b>26378</b>	<b>23890</b>	<b>27911</b>	<b>23999</b>	<b>23350</b>	<b>25065</b>	<b>28533</b>	<b>29439</b>	<b>23781</b>	<b>23516</b>	<b>23116</b>
<b>Previous 12 month period</b>	<b>21304</b>	<b>21763</b>	<b>21901</b>	<b>26072</b>	<b>24614</b>	<b>22051</b>	<b>24869</b>	<b>29002</b>	<b>30817</b>	<b>25355</b>	<b>24725</b>	<b>24141</b>
	13.1%	21.2%	9.1%	7.1%	-2.5%	5.9%	0.8%	-1.6%	-4.5%	-6.2%	-4.9%	-4.2%

	Nov-22	Nov-23		
<b>_audiobook</b>	319	263	<b>-56</b>	<b>-17.6%</b>
<b>_biography</b>	356	299	<b>-57</b>	<b>-16.0%</b>
<b>_express</b>	151	175	<b>24</b>	<b>15.9%</b>
<b>_fiction</b>	3198	3238	<b>40</b>	<b>1.3%</b>
<b>_foreign_language</b>	137	171	<b>34</b>	<b>24.8%</b>
<b>_juv_audiobook</b>	26	25	<b>-1</b>	<b>-3.8%</b>
<b>_juv_fiction</b>	8002	8469	<b>467</b>	<b>5.8%</b>
<b>_juv_foreign</b>	138	187	<b>49</b>	<b>35.5%</b>
<b>_juv_movie</b>	659	607	<b>-52</b>	<b>-7.9%</b>
<b>_juv_nonfiction</b>	1151	1231	<b>80</b>	<b>7.0%</b>
<b>_magazine</b>	62	27	<b>-35</b>	<b>-56.5%</b>
<b>_movie</b>	3774	3053	<b>-721</b>	<b>-19.1%</b>
<b>_music</b>	1528	986	<b>-542</b>	<b>-35.5%</b>
<b>_new_book</b>	1624	1435	<b>-189</b>	<b>-11.6%</b>
<b>_nonfiction</b>	2182	2167	<b>-15</b>	<b>-0.7%</b>
<b>_ya_av</b>	83	61	<b>-22</b>	<b>-26.5%</b>
<b>_ya_fiction</b>	539	504	<b>-35</b>	<b>-6.5%</b>
<b>_ya-nonfiction</b>	78	100	<b>22</b>	<b>28.2%</b>

<b>Circulation Profile:</b>	Nov-22	Nov-23	
_audiobook	1.3%	1.1%	<b>-0.2%</b>
_biography	1.5%	1.3%	<b>-0.2%</b>
_express	0.6%	0.8%	<b>0.1%</b>
_fiction	13.2%	14.0%	<b>0.8%</b>
_foreign_language	0.6%	0.7%	<b>0.2%</b>
_juv_audiobook	0.1%	0.1%	<b>0.0%</b>
<b>_juv_fiction</b>	<b>33.1%</b>	<b>36.6%</b>	<b>3.5%</b>
_juv_foreign	0.6%	0.8%	<b>0.2%</b>
_juv_movie	2.7%	2.6%	<b>-0.1%</b>
_juv_nonfiction	4.8%	5.3%	<b>0.6%</b>
_magazine	0.3%	0.1%	<b>-0.1%</b>
<b>_movie</b>	<b>15.6%</b>	<b>13.2%</b>	<b>-2.4%</b>
_music	6.3%	4.3%	<b>-2.1%</b>
_new_book	6.7%	6.2%	<b>-0.5%</b>
_nonfiction	9.0%	9.4%	<b>0.3%</b>
_ya_av	0.3%	0.3%	<b>-0.1%</b>
_ya_fiction	2.2%	2.2%	<b>-0.1%</b>
_ya-nonfiction	0.3%	0.4%	<b>0.1%</b>

# CIRCULATION SUMMARY

## CRESTWOOD LIBRARY



	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Present 12 Month Period</b>	<b>3774</b>	<b>4033</b>	<b>4298</b>	<b>5048</b>	<b>4292</b>	<b>4297</b>	<b>4994</b>	<b>4908</b>	<b>5168</b>	<b>4138</b>	<b>4637</b>	<b>4381</b>
<b>Previous 12 Month Period</b>	<b>3246</b>	<b>3320</b>	<b>3630</b>	<b>3692</b>	<b>3650</b>	<b>3748</b>	<b>4214</b>	<b>4617</b>	<b>4679</b>	<b>4486</b>	<b>3986</b>	<b>4237</b>
	16.3%	21.5%	18.4%	36.7%	17.6%	14.6%	18.5%	6.3%	10.5%	-7.8%	16.3%	3.4%

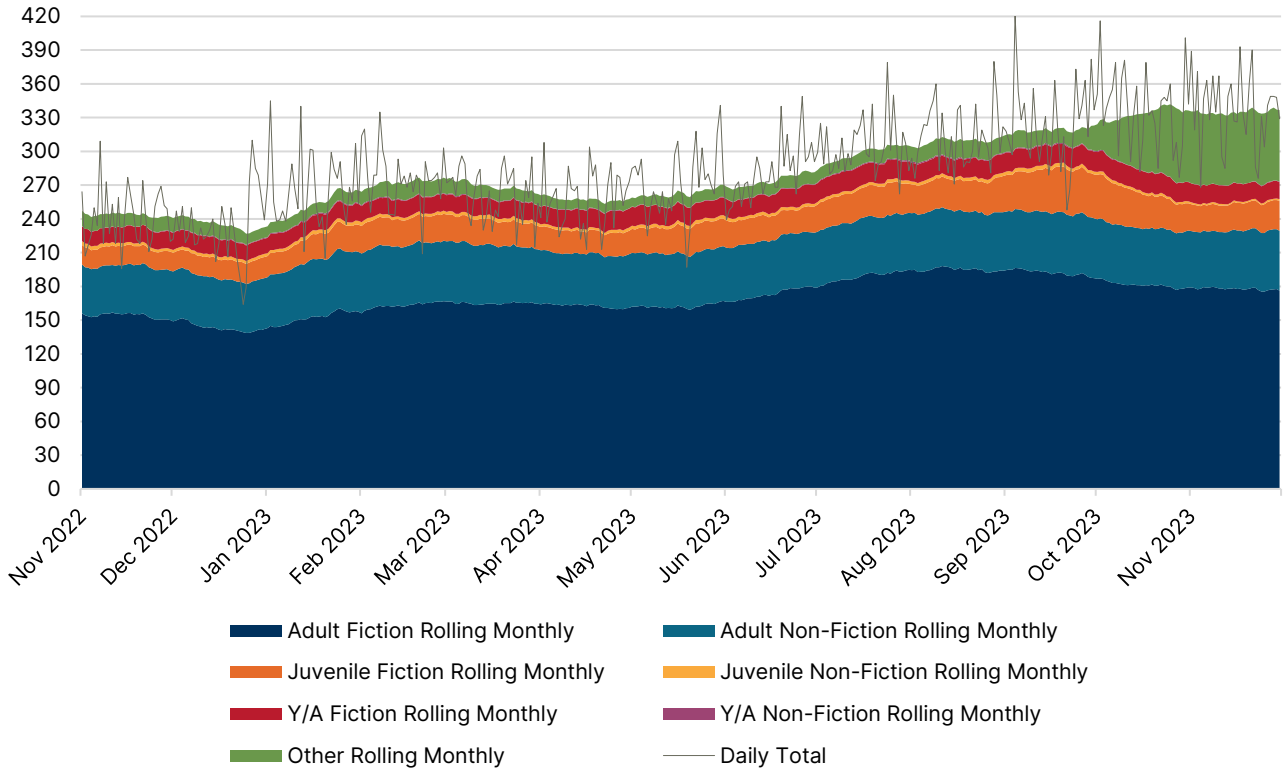
	Nov-22	Nov-23		
<b>_audiobook</b>	60	41	<b>-19</b>	<b>-31.7%</b>
<b>_biography</b>	50	64	<b>14</b>	<b>28.0%</b>
<b>_express</b>	17	13	<b>-4</b>	<b>-23.5%</b>
<b>_fiction</b>	698	773	<b>75</b>	<b>10.7%</b>
<b>_foreign_language</b>	9	3	<b>-6</b>	<b>-66.7%</b>
<b>_juv_audiobook</b>	29	16	<b>-13</b>	<b>-44.8%</b>
<b>_juv_fiction</b>	1199	1589	<b>390</b>	<b>32.5%</b>
<b>_juv_foreign</b>	11	4	<b>-7</b>	<b>-63.6%</b>
<b>_juv_movie</b>	83	115	<b>32</b>	<b>38.6%</b>
<b>_juv_nonfiction</b>	242	246	<b>4</b>	<b>1.7%</b>
<b>_magazine</b>	58	46	<b>-12</b>	<b>-20.7%</b>
<b>_movie</b>	521	315	<b>-206</b>	<b>-39.5%</b>
<b>_music</b>	57	53	<b>-4</b>	<b>-7.0%</b>
<b>_nonfiction</b>	528	518	<b>-10</b>	<b>-1.9%</b>
<b>_new_book</b>	436	375	<b>-61</b>	<b>-14.0%</b>
<b>_ya_av</b>	46	38	<b>-8</b>	<b>-17.4%</b>
<b>_ya_fiction</b>	135	116	<b>-19</b>	<b>-14.1%</b>
<b>_ya_nonfiction</b>	22	38	<b>16</b>	<b>72.7%</b>

<b>Circulation Profile:</b>	Nov-22	Nov-23	
_audiobook	1.4%	0.9%	<b>-0.5%</b>
_biography	1.2%	1.5%	<b>0.3%</b>
_express	0.4%	0.3%	<b>-0.1%</b>
_fiction	16.5%	17.6%	<b>1.2%</b>
_foreign_language	0.2%	0.1%	<b>-0.1%</b>
_juv_audiobook	0.7%	0.4%	<b>-0.3%</b>
_juv_fiction	28.3%	36.3%	<b>8.0%</b>
_juv_foreign	0.3%	0.1%	<b>-0.2%</b>
_juv_movie	2.0%	2.6%	<b>0.7%</b>
_juv_nonfiction	5.7%	5.6%	<b>-0.1%</b>
_magazine	1.4%	1.0%	<b>-0.3%</b>
_movie	12.3%	7.2%	<b>-5.1%</b>
_music	1.3%	1.2%	<b>-0.1%</b>
_nonfiction	12.5%	11.8%	<b>-0.6%</b>
_new_book	10.3%	8.6%	<b>-1.7%</b>
_ya_av	1.1%	0.9%	<b>-0.2%</b>
_ya_fiction	3.2%	2.6%	<b>-0.5%</b>
_ya_nonfiction	0.5%	0.9%	<b>0.3%</b>



# ELECTRONIC RESOURCES SUMMARY

## Daily OverDrive Checkouts



	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Y/A Fiction	Y/A Non-Fiction	Other	TOTAL
Nov-22	4503	1317	505	74	461	12	390	7262
Dec-22	4391	1411	577	81	423	21	293	7197
Jan-23	4899	1639	748	102	472	28	337	8225
Feb-23	4676	1512	655	71	420	22	386	7742
Mar-23	5098	1497	659	86	476	13	303	8132
Apr-23	4829	1430	626	82	504	11	248	7730
May-23	5190	1510	769	90	491	14	329	8393
Jun-23	5367	1466	696	68	508	18	322	8445
Jul-23	6003	1572	823	89	519	32	415	9453
Aug-23	6014	1617	976	92	519	23	458	9699
Sep-23	5616	1602	1163	79	531	23	679	9693
Oct-23	5561	1556	771	57	530	8	1962	10445
Nov-23	5286	1593	809	36	460	13	1903	10100

# ELECTRONIC RESOURCES SUMMARY

## Hoopla Circulation

	Audiobook	Comic	eBook	Movie	Music	Television	Binge Pass	Total
Nov-22	518	102	284	92	54	128	18	1196
Dec-22	570	97	266	70	96	113	16	1228
Jan-23	643	120	383	67	69	143	22	1447
Feb-23	574	94	312	90	64	111	9	1254
Mar-23	517	86	318	109	88	109	11	1238
Apr-23	558	89	322	80	70	154	8	1281
May-23	675	140	335	113	98	117	15	1493
Jun-23	662	119	351	110	78	86	11	1417
Jul-23	690	112	435	109	75	89	13	1523
Aug-23	760	110	424	129	94	93	11	1621
Sep-23	731	104	476	125	87	79	13	1615
Oct-23	799	102	427	84	69	73	14	1568
Nov-23	858	129	481	119	85	114	21	1807

# BOOK STOCK

NOVEMBER 2023

<b>RIVERFRONT LIBRARY</b>	<b>2023</b>	<b>2022</b>
Number of volumes at end of previous month	<b>160,758</b>	
Number of volumes added this month	<b>496</b>	
<b>TOTAL</b>	<b>161,254</b>	
Number of volumes lost/withdrawn this month	<b>496</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>160,758</b>	<b>156,528</b>

<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>160,110</b>	
Number of volumes added this month	<b>829</b>	
<b>TOTAL</b>	<b>161,939</b>	
Number of volumes lost/withdrawn this month	<b>228</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>161,711</b>	<b>153,673</b>

<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>31,297</b>	
Number of volumes added this month	<b>230</b>	
<b>TOTAL</b>	<b>31,527</b>	
Number of volumes lost/withdrawn this month	<b>32</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>31,495</b>	<b>26,713</b>

<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>353,964</b>	<b>335,992</b>
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## **SOCIAL MEDIA POLICY**

Social Media includes any online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Websites and applications dedicated to, but not limited to forums, microblogging, social networking, social bookmarking, social curation, and wikis are among the different types of social media. Examples of social media sites include, but are not limited to, LinkedIn, Snapchat, Facebook, YouTube, Instagram and X (formerly known as Twitter).

The Yonkers Public Library (“Library”) has a presence on several social media platforms to promote its programs and services, and to provide an opportunity for the sharing of ideas, opinions, and information about library-related topics. This includes, but is not limited to: conveying information about library programs and services; advising patrons about program updates; obtaining patron feedback, exchanging ideas or trading insights about library trends; reaching out to potential new patrons; and raising awareness of the Library's brand. The Library aims to provide a welcoming and inviting online space where patrons will find useful information and be able to interact with library staff and other library users.

While the Library encourages an open forum, posts and comments are moderated by Library staff. The Library reserves the right, at its sole discretion, not to publish/post and/or to remove submissions or comments that violate this policy and/or are otherwise inappropriate or unlawful.

### **1. General Rules and Guidelines**

#### Rules for Commenting and Posting

- a. Posting offensive, obscene, threatening, harassing, abusive, defamatory or discriminatory content is prohibited. The Library will remove posts/comments that contain abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups. Individuals are fully responsible for libelous or defamatory comments. **Posts and/or comments threatening the Library, library staff and/or patrons will be referred to law enforcement.**
- b. Hate speech will not be tolerated. Posts containing racism, homophobia, sexism, or any other form of hate speech will be removed from the Library's site.
- c. Please do not include personal information. The Library strongly discourages individuals, especially people under the age of 18, from posting personal information about themselves (e.g. last names, school, age, phone numbers, addresses, etc.), and reserves the right to remove any posts with personal information about other people or that violate a third party's right to privacy.
- d. Stay on topic. Comments and posts should be related to the issues being discussed. Do not post links to sites that are not relevant to the topic.
- e. Spam will be removed. The Library will also remove posts or comments used for promotional and/or commercial purposes or for campaigning, soliciting and/or fundraising.
- f. Individuals should not post anything that they do not have the right to post. The Library will comply with takedown requests when notified of violations of the Digital Millennium Copyright Act.
- g. The Library is not responsible for any of the patron-generated comments/content that appears on social media. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Library.
- h. Users may report concerns and Library staff will endeavor to review those concerns as soon as possible. The Library reserves the right to remove/delete user comments and posts in a manner consistent with its mission and policies.

## 2. Library Employees

- a. Only employees designated and authorized by the Library (“designated and authorized employees”) can prepare content for, publish, delete, edit, or otherwise modify content on the Library’s social media platforms on behalf of the Library. Designated and authorized employees are responsible for ensuring that the Library’s social media conform to all applicable Library rules and guidelines. These employees are authorized to remove immediately, and without prior notice, any content from Library social media, including, but not limited to, offensive content such as pornography, obscenities, profanity, and/or any other material that violates Library policies or the General Rules and Guidelines set forth above. All other employees may post and/or comment as members of the general public, and are subject to the General Rules and Guidelines set forth above, as well as the additional rules set forth below.
- b. Employees are prohibited from posting or otherwise sharing confidential, proprietary, or nonpublic Library information.
- c. Employees are prohibited from posting or otherwise sharing personal information regarding fellow employees, including, but not limited to, home addresses, phone numbers, social security numbers and/or medical information.
- d. Employees are prohibited from posting or otherwise sharing confidential patron information, including, but not limited to, names, addresses, phone numbers, email addresses, borrowing history and/or account numbers.
- e. The Library’s harassment policy shall apply to employee posts and comments.
- f. Employees must abide by the YPL Policy Manual concerning staff use of electronic resources.
- g. Employees may not post personal views or statements as representing the views or statements of the Library. Employees who choose to identify themselves as employees of the Library on social media should state explicitly, clearly, and in a prominent place that their views are their own and not those of the Library.

## 3. Photographs/Videography

The Library permits the taking of photographs and video in accordance with its Photography Policy. The posting of such photographs and/or video on the Library’s social media shall be permitted for the purpose of advertising and/or promoting the Library’s programs and services without the prior consent of the subject(s) of the photograph(s) and/or video(s).

## 4. Violations

Patrons who repeatedly violate these rules may be barred from further commenting and/or posting.

Employee violations of this policy may result in loss of permissions to manage social media platforms, as well as discipline up to and including termination of employment in accordance with the requirements of any applicable statutes, rules, regulations and/or collective bargaining agreements.

Adopted by the Board of Trustees on November 16, 2017