



# BOARD OF TRUSTEES

## ANNUAL MEETING

**Thursday, January 18, 2024**  
Grinton I. Will Library



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**YONKERS PUBLIC LIBRARY  
AGENDA FOR ANNUAL BOARD MEETING  
JANUARY 18, 2024  
GRINTON I. WILL LIBRARY**

**MINUTES**

**[ACTION ITEM]** Approve Minutes of Meeting on December 21, 2024

**ELECTION OF OFFICERS AND APPOINTMENT OF STANDING COMMITTEE FOR YEAR 2024** – Director Montero presides.

**[ACTION ITEM]** “The regular meeting in January shall be the Annual Meeting at which officers shall be elected for a term of office of one year each. The President shall name standing committees for a term of one year at the Annual Meeting, or within one week from the date of the Annual Meeting.”

-YPL By-Laws III.3

**MANAGEMENT REPORT**

**UNION REPRESENTATIVE’S REPORT**

**PERSONNEL REPORT**

**[ACTION ITEM]**

Ratify the following appointments:

Clarke, Tyrek; Page (PT), \$16.00/hour, eff. 12/16/2023

Molina, Glenda; Clerk I Spanish Speaking, \$50,191.00/year, eff. 12/21/2023

Acknowledge the following terminations:

Murshed, Ahmed; Page (PT), \$16.00/hour, eff. 12/31/2023

Amoyaw, Alfred; Junior Clerk (PT), \$16.00/hour, eff. 12/31/2023

Cadiz, Valerie; Page (PT), \$16.00/hour, eff. 12/31/2023

Grant, Madison; Junior Clerk (PT), \$16.00/hour, eff. 12/31/2023

Marji, Ronjon; Page (PT), \$16.00/hour, eff. 12/31/2023

Osborne, Robin; Librarian II (PT), \$25.35/hour, eff. 12/31/2023

Robalo, Moises; Page (PT), \$16.00/hour, eff. 12/31/2023

Thomas, Bree; Page (PT), \$16.00/hour, eff. 12/31/2023

Tolentino, Kristin; Page (PT), \$16.00/hour, eff. 12/31/2023

Williams, Josiah; Junior Clerk (PT), \$16.00/hour, eff. 12/31/2023

Zagha, Samar; Page (PT), \$16.00/hour, eff. 12/31/2023

Bermeo, Carlos; Page (PT), \$16.00/hour, eff. 12/31/2023

Bush-Bloom, Sherri; Librarian I (PT), \$21.00/hour, eff. 12/31/2023

McCluskey-Nightengale, Ella Mbali; Junior Clerk (PT), \$16.00/hour, eff. 12/31/2023  
Ramos, Gabriela; Page (PT), \$16.00/hour, eff. 12/31/2023  
Schneer, Valerie; Librarian II (PT), \$25.35/hour, eff. 12/31/2023

**COMMITTEE REPORTS**

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

Foundation Update

Friends of Crestwood Library Update

**RATIFY PAYMENT OF BILLS**

**[ACTION ITEM]** Schedule #859

**[ACTION ITEM]** In the absence of the Treasurer and the President, designate a Trustee to certify claims for payment, to be ratified by the Board.

**UNFINISHED BUSINESS**

Continued FY25 Budget Discussion

**NEW BUSINESS**

Trustee Goals for 2024

**[ACTION ITEM]** Authorization of Memorandum of Agreement with SEIU 704B

**PUBLIC COMMENT**

**EXECUTIVE SESSION**

**NEXT MEETING DATE**

Thursday, February 15 at 7:00pm at Riverfront Library

YONKERS PUBLIC LIBRARY  
BOARD MEETING  
RIVERFRONT LIBRARY  
DECEMBER 21, 2023

**ATTENDANCE**

TRUSTEES:	Nancy Maron Joseph Puglia Patricia Phelan John A. Daily Jr. Ofunne Edoziem
LIBRARY DIRECTOR:	Jesse Montero
ASSISTANT LIBRARY DIRECTOR:	Shauna Porteus
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Trustee Puglia
UNION REPRESENTATIVE:	NONE
GUESTS:	Oswaldo Coto-Chang, Amanda Ospina, Haifa Bint-Kadi, Angel Castro

The Board Meeting began at 7:00 pm.

**MINUTES**

On motion of Trustee Puglia, seconded by Trustee Daily and unanimously carried, the Board approved the Minutes of the Meeting of November 16, 2023.

**MANAGEMENT REPORT**

Director Montero reported several staff updates. He announced that Crestwood Library Branch Manager Zahra Baird was recently recognized by the Westchester East Putnam Region PTA (WEPR PTA) with a Heroes in Education award; Ms. Baird was honored at their Fall Luncheon on November 16th and received a Certificate of Recognition from New York State Senator and Education Committee Chair Shelley Mayer. Director Montero also announced that Riverfront Children's Department Head Oswaldo Coto-Chang was permanently appointed to

the position following his temporary promotion three months ago. Director Montero also introduced Librarian Trainee Amanda Ospina. Ms. Ospina was hired in August to serve in the Riverfront Children's Department and recently received her degree. Ms. Ospina introduced herself to the Board. She said she was happy to have the opportunity to serve the community and already feels like she belongs; the Board welcomed her to YPL.

Trustee Edoziem arrived at 7:04 pm.

Director Montero reported that YPL received a \$25,000 grant from the New York State Council on the Arts (NYSCA). He believed this is the largest arts grant YPL has ever received. The grant is intended to support an organization's entire artistic operation instead of a specific program or project. He expects the award to be used to fund stipends for teaching artists or commissioning art installations.

Director Montero reported that YPL recently received a Community Partner Award from the Yonkers Youth Bureau. The award was presented to YPL at the Nodine Hill Community Center on December 16 in recognition of the library's outstanding youth programs and services and support for the Youth Bureau and the community.

Director Montero updated the Board on several IT projects. Riverfront Library recently deployed new PCs to its Computer Room. The new PCs feature Windows 11 and Microsoft Office as well as built-in microphones and cameras. The Computer Room and its new PCs also use a new print management system that controls reservations and printing, making it more efficient and easier to use for patrons and staff while enhancing privacy and security. Future projects will include a new guest pass system and credit card processing for printing and copying.

Assistant Director Porteus updated the Board on YPL's partnership with the Einstein College of Medicine. In January YPL partnered with Einstein to host three students for four hours a month as part of a service learning class. She reported that the partnership was a success and improved health literacy in the community by offering several programs and information tables. Programs included pathways to a career in medicine for teens, decoding cancer for adults, storytimes on nutrition and fitness for children and information tables on blood pressure. She expects the partnership to continue in the new year and believes it will focus on teens and environmental health.

## **UNION REPRESENTATIVE'S REPORT**

NONE

## **PERSONNEL REPORT**

On motion of Trustee Phelan, seconded by Trustee Daily and unanimously carried, the Board ratified 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 Mbali; 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

Acknowledged the following resignation:

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

## **COMMITTEE REPORTS**

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

Foundation Update: President Maron announced that the Foundation's annual appeal is ongoing and that contributions could now be made online in addition to regular mail and urged trustees to share the news. She also reported that at the last Foundation meeting they wrote a \$25,000 check to the library, although she noted that the Foundation will retain some funds to invest in a part-time employee to assist with donor outreach, programming and fundraising and development.

### **Policy** – Sabatino (chair)

Assistant Director Porteus presented a proposal of minor changes to the Social Media Policy. In light of growing engagement and new branding and personnel, she believed it was an appropriate time to review the policy and internal procedures. The Board discussed the implications of freedom of expression and the safety of patrons. On motion of Trustee Daily, seconded by Trustee Puglia and unanimously carried, the Board adopted the Social Media Policy as proposed in its Board Report.

### **Nominating** - Daily (chair)

Chairman Daily of the temporary Nominating Committee reported that he had conversations with trustees to determine a slate of nominees for the election of officers at the annual meeting next month. He announced that Nancy Maron, Joseph Puglia and Stephen Jannetti would again be put forth as nominees for President, Vice President and Treasurer, respectively, at the annual meeting next month. Patricia Phelan would also accept appointment as Representative to the WLS Board of Trustees.

In addition to determining the slate of nominees, Trustee Daily also discussed goals and action items trustees were interested in for the new year. These included shadow officers to better understand and diversify the roles of elected officers, aligning the goals of standing trustee committees to the needs of the Board and YPL, more review of metrics and reports to better meet the goals of committees, and more advocacy. President Maron and Trustee Daily suggested a group workshop to discuss this in greater detail prior to the next annual meeting next month.



## **PAYMENT OF BILLS**

On motion of Trustee Daily, seconded by Trustee Phelan and unanimously carried, the Board approved payment of bills as listed on Schedule #858.

## **NEW BUSINESS**

Director Montero discussed YPL's operating budget request of the City for the fiscal year ending in 2025. He reported that he received a letter from the City informing departments that they expect fiscal years 2025 and 2026 to be difficult due to the expiration of COVID era funds and increased debt service. Although YPL intends to fill its present vacancies, it will not ask for any new full-time positions; new requests will also include increased insurance funding due to rising costs and the continuation of a rental chiller unit at Will Library during the summer months.

Director Montero also discussed YPL's capital budget request. He noted that while the City Council approved and authorized the capital budget request of \$3.4 million for Will Library Improvements last year, which includes a new permanent chiller and auditorium renovations, the availability of those funds are uncertain until the City of Yonkers bonds for the money. In addition to the pending status of that approved request, YPL will also request capital funds to purchase a new vehicle to replace the aging Jeep that is near the end of its useful life.

Trustee Phelan inquired on the status of the elevator at Will Library. Director Montero acknowledged that the repair project following a failed inspection is behind schedule, but reported that YPL met with the Yonkers Fire Department and Department of Housing and Buildings to identify the problem and expects it to pass inspection following the holidays and the new year. He also noted that these repairs are fully funded through previously allocated capital funds.

Director Montero does not believe that the fiscal situation will be awful, although he understands the need for the City to manage expectations and noted a much more dire situation at New York Public Library where budget cuts have been severe.

Trustee Puglia inquired about declining circulation. Director Montero acknowledged that while circulation has begun to plateau at some libraries, he believes it is consistent with national trends and noted that other metrics of engagement such as gate counts and programming attendance, as well as anecdotal evidence, are encouraging. The Board also discussed the appropriate application of data and statistics in other areas such as advocacy and marketing.

Trustee Phelan inquired about outreach and service to senior citizens who may be homebound or find it difficult to visit libraries in person. Director Montero replied that he has had discussions with staff about conducting an analysis of the value of a bookmobile and whether it would be a viable capital budget request in the future. He also discussed the

Library-By-Mail program and partnerships with the Office for the Aging and Neighborhood of Naturally Occurring Retirement Communities (NNORC).

**EXECUTIVE SESSION**

President Maron motioned the Board into Executive Session at 8:05 pm to discuss the employment history and performance of management employees.

The Board exited the Executive Session at 8:17 pm. On motion of Trustee Daily, seconded by Trustee Puglia and unanimously carried, the Board voted to authorize a salary increase for Assistant Director Porteus, Business Manager Presedo and Manager of Public Relations and Marketing Angel Castro consistent with the raises received by other unrepresented City of Yonkers employees.

**NEXT BOARD MEETING DATE** – Annual Meeting on Thursday, January 18, 2024 at 7:00pm at Grinton I. Will Library.

On motion of Trustee Edoziem, seconded by Trustee Phelan and unanimously carried, the Board adjourned the Meeting at 8:18 pm.

Jesse Montero  
Library Director & Secretary

# Yonkers Public Library

## Bill List December 2023

<u>Vendor Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
<b>CONTRIBUTIONS FUNDS</b>			
AMERICAN EXPRESS	MISCELLANEOUS SUPPLIES	12/20/2023	102.87
AMERICAN RED CROSS	PROG: FIRST AID TRAINING	12/27/2023	999.00
BETANCOURT, SARAH	PROG: TIPS & TRICKS..-WEST CTY	12/13/2023	100.00
BORRANI, KARINA	PROG: FITNESS FUN ZOOM	12/20/2023	50.00
BUTLER, MAUREEN M.	PROG: HOMEWORK HELPER-CREST	12/20/2023	45.00
CAMPOVERDE, ANGELICA	PROG: HOMEWORK HELPER-RIV	12/13/2023	450.00
CAMPOVERDE, ANGELICA	PROG: HOMEWORK HELPER-RIV	12/27/2023	450.00
CLIFTON, MICHELLE	PROG: ZOOM SOUND MEDITATION	12/1/2023	100.00
ENJOY ERICA ART STUDIO	PROG: JOY SNOWMAN WEST CTY	12/20/2023	350.00
FECHER E-RYT, LOUISE	PROG: YOGA CLASS WEST CTY	12/20/2023	250.00
FISCELLA, EDWARD M.	PROG: IN PERSON THE HOLIDAYS	12/13/2023	250.00
FRANCO, VALERIE	PROG: ZOOM LECT PRESENTATION	12/1/2023	150.00
FRANCO, VALERIE	PROG: ART LECTURE-CREST	12/20/2023	150.00
GOVCONNECTION, INC.	TONER: PUBLIC PRINTING (2 INV)	12/13/2023	1,755.83
HARTIN-GELARDI, LORRAINE	PROG: WINTER WONDERLAND ZOOM	12/20/2023	150.00
HAWKINS, SARAH	PROG: HOMEWORK HELPER-CREST	12/20/2023	135.00
HAWKINS, SARAH	PROG: HOMEWORK HELPER-CREST	12/13/2023	360.00
HUDSON RIVER MUSEUM	ANNUAL MEMBERSHIP RENEWAL	12/13/2023	600.00
LEDESMA, SOLYARIS	PROG: ZOOM ZUMBA-WEST CTY	12/20/2023	75.00
LEDESMA, SOLYARIS	PROG: ZOOM ZUMBA (2)-WEST CTY	12/13/2023	150.00
MARKOWITZ, ROBERT	PROG: THE GUITAR GUY PERF	12/27/2023	900.00
MYNAMPATI, CHAITRA	PROG: DIWALI CULTURAL FEST	12/27/2023	100.00
OSPINA, AMANDA	REIMB EXP: JACOB JAVITS VISIT	12/13/2023	48.27
PAPPA, MICHAEL	PROG: FITNESS CLASSES ON ZOOM	12/1/2023	200.00
PROJECTME, LLC	PROG: POSITIVE READING; YOGA	12/1/2023	300.00
REILLY, SHANNON	PROG: VIRTUAL YIN YOGA	12/1/2023	50.00
REILLY, SHANNON	PROG: VIRTUAL YIN YOGA	12/20/2023	50.00
RONG, JIAN-YANG	PROG: ZOOM IQ GONG -WEST CTY	12/13/2023	150.00
SIEGAL, MARTIN	PROG: HOMEWORK HELPER-WILL	12/13/2023	1,020.00
SIVAKUMAR, MRINAALIKA	PROG: BHARATANATYAM DANCE	12/20/2023	75.00
SYNERGESTIC FITNESS SOLS., LLC	PROG: SENIOR FITNESS VIA ZOOM	12/1/2023	150.00
SYNERGESTIC FITNESS SOLS., LLC	PROG: SENIOR FITNESS VIA ZOOM	12/20/2023	150.00
THRIVE REIKI, LLC	PROG: MINDFUL MONDAY-WEST CTY	12/1/2023	100.00
THRIVE REIKI, LLC	PROG: MINDFUL MONDAY-WEST CTY	12/13/2023	100.00
<b>TOTAL</b>			<b>10,065.97</b>

11:01 AM

01/02/24

Accrual Basis

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

Date	Num	Memo	Amount
<b>Abbey Ice &amp; Spring Water</b>			
12/15/2023	1454	spring water River...	100.50
12/21/2023	179110	water cooler rental	47.25
12/21/2023	179188	rental equipment	47.25
12/21/2023	179387	rental equipment	47.25
12/21/2023	179407	water cooler rental	47.25
12/21/2023	179780	water cooler rental	47.25
12/21/2023	179854	rental equipment	47.25
12/21/2023	180044	water cooler rental	47.25
12/21/2023	180062	water cooler rental	47.25
12/26/2023	2430	spring water	85.50
12/26/2023	2431	spring water Crest...	25.50
<b>Total Abbey Ice &amp; Spring Water</b>			<b>589.50</b>
<b>Adirondacks Protection Services</b>			
12/15/2023	1057-2024-3219R	unarmed security ...	4,296.00
12/15/2023	1058-2024-3219W	unarmed security ...	2,463.04
12/15/2023	1053-2024-3219R	unarmed security ...	3,494.08
12/15/2023	1054-2024-3219W	unarmed security ...	1,904.56
12/21/2023	1060-2024-3219R	unarmed security ...	4,031.08
12/21/2023	1061-2024-3219W	unarmed security ...	2,835.36
12/28/2023	1062-2024-3219R	unarmed security ...	4,095.52
12/28/2023	1063-2024-3219W	unarmed security ...	2,849.68
<b>Total Adirondacks Protection Services</b>			<b>25,969.32</b>
<b>American Express</b>			
12/13/2023	111223AE	materials, softwar...	576.37
12/13/2023	111223AE	materials, softwar...	2,184.35
12/13/2023	111223AE	materials, softwar...	751.27
12/13/2023	111223AE	materials, softwar...	742.44
12/13/2023	111223AE	materials, softwar...	92.72
12/13/2023	111223AE	materials, softwar...	563.00
12/13/2023	111223AE	materials, softwar...	1,019.86
12/26/2023	122023AE	software, material...	55.52
12/26/2023	122023AE	software, material...	1,059.16
12/26/2023	122023AE	software, material...	424.20
12/26/2023	122023AE	software, material...	393.58
12/26/2023	122023AE	software, material...	958.14
12/26/2023	122023AE	software, material...	440.96
12/26/2023	122023AE	software, material...	150.97
<b>Total American Express</b>			<b>9,412.54</b>
<b>Amoils, Roseanne</b>			
12/21/2023	115RA	job coach 11/1-11/...	1,080.00
<b>Total Amoils, Roseanne</b>			<b>1,080.00</b>
<b>Argento &amp; Sons</b>			
12/21/2023	454471	tire mounting repai...	306.95
<b>Total Argento &amp; Sons</b>			<b>306.95</b>
<b>Avila, Teresa</b>			
12/15/2023	VR27	esl conversation cl...	250.00
<b>Total Avila, Teresa</b>			<b>250.00</b>
<b>Baby Fingers LLC</b>			
12/31/2023	13 WINTER 2023	Creative Sign Lang...	200.00
<b>Total Baby Fingers LLC</b>			<b>200.00</b>
<b>Baker &amp; Taylor</b>			
12/15/2023	OCT-23	materials	10,000.00
12/15/2023	OCT-23	materials	10,000.00
12/15/2023	OCT-23	materials	8,017.50
<b>Total Baker &amp; Taylor</b>			<b>28,017.50</b>

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

Date	Num	Memo	Amount
<b>Barnes &amp; Noble</b>			
12/15/2023	4486161	materials	32.00
12/15/2023	4486161	materials	352.76
12/15/2023	4488568	materials	306.33
12/15/2023	4488570	materials	144.70
12/15/2023	4489956	materials	131.07
12/15/2023	4489957	materials	11.89
12/15/2023	4490147	materials	168.63
12/15/2023	4490162	materials	752.27
12/21/2023	4491998	materials	221.31
12/21/2023	4492271	materials	355.96
12/21/2023	4492310	materials	652.65
<b>Total Barnes &amp; Noble</b>			<b>3,129.57</b>
<b>Blackstone Publishing</b>			
12/15/2023	2129727	materials	41.60
<b>Total Blackstone Publishing</b>			<b>41.60</b>
<b>Cablevision Lightpath</b>			
12/15/2023	101160250	internet 12/1-12/31...	4,439.61
12/15/2023	101160262	phones 12/1-12/31/...	3,775.05
<b>Total Cablevision Lightpath</b>			<b>8,214.66</b>
<b>Cablevision Optimum</b>			
12/15/2023	07803544469DEC23	cable boxes 12/1-1...	16.80
12/26/2023	07803065546DEC23	cable box 12/8/23-...	8.40
12/31/2023	07803550279JAN24	internet/phones 12...	141.07
<b>Total Cablevision Optimum</b>			<b>166.27</b>
<b>Chawla, Jay</b>			
12/15/2023	113023JC	employee reimbur...	96.30
<b>Total Chawla, Jay</b>			<b>96.30</b>
<b>Citadel Pest Control</b>			
12/26/2023	4852	pest treatment	260.00
<b>Total Citadel Pest Control</b>			<b>260.00</b>
<b>Con Edison (Consolidated Edison)</b>			
12/15/2023	1166421000DEC23	gas charges 10/26...	189.03
<b>Total Con Edison (Consolidated Edison)</b>			<b>189.03</b>
<b>Crown A/C Heat &amp; Power</b>			
12/15/2023	9643	boiler repairs	700.00
<b>Total Crown A/C Heat &amp; Power</b>			<b>700.00</b>
<b>Crown Janitorial</b>			
12/26/2023	831270-1	janitorial supplies	2,482.48
12/26/2023	831270-2	bulbs	235.02
12/31/2023	832204-1	bleach	108.12
<b>Total Crown Janitorial</b>			<b>2,825.62</b>
<b>Demco</b>			
12/21/2023	7409074	dvd cases/scissors	251.68
<b>Total Demco</b>			<b>251.68</b>
<b>Figueroa, Carlos</b>			
12/15/2023	120523CF	employee reimbur...	22.33
<b>Total Figueroa, Carlos</b>			<b>22.33</b>
<b>Fletcher, Peter</b>			
12/26/2023	801	concert Will library...	300.00

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Accrual Basis

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

Date	Num	Memo	Amount
Total Fletcher, Peter			300.00
Fun Express LLC			
12/21/2023	72850046401	Christmas progra...	139.27
Total Fun Express LLC			139.27
Fusco, Eileen			
12/15/2023	120123EF	employee reimbur...	27.95
12/21/2023	121023EF	employee reimbur...	55.44
Total Fusco, Eileen			83.39
GovConnection			
12/15/2023	74741393	toner cartridges	191.70
12/15/2023	74760100	magenta toner car...	95.85
12/15/2023	74760235	Surface Dock 2	200.83
12/15/2023	74760237	toner cartridges	811.59
12/15/2023	74768767	credit toner cartri...	-437.80
12/21/2023	74768765	credit toner cartri...	-1,056.72
12/21/2023	74774139	toner cartridges	1,056.72
12/21/2023	74777085	toner cartridges	811.59
12/21/2023	74783808	yellow toner cartri...	149.14
12/21/2023	74787927	stand whiteaxis co...	38.11
12/21/2023	74787970	magenta toner car...	447.42
12/21/2023	74788112	4 pack Air tags	87.77
12/21/2023	74796721	yellow toner cartri...	149.14
12/21/2023	74796849	usb ac adapters	203.05
12/21/2023	74801267	yellow toner cartri...	298.28
12/21/2023	74801298	yellow toner cartri...	298.28
12/21/2023	74801392	wall charger w/usb...	159.20
Total GovConnection			3,504.15
Gruppuso Plumbing			
12/21/2023	58-23-R1	flushometer & toile...	4,428.00
12/21/2023	59-23-R1	flushometer & toile...	2,952.00
Total Gruppuso Plumbing			7,380.00
Handi-Lift Service Company			
12/31/2023	110619	diagnosis for uppe...	479.81
Total Handi-Lift Service Company			479.81
Hudson Archival/Microimaging			
12/15/2023	16264	annual security rol...	16.00
Total Hudson Archival/Microimaging			16.00
Laperuta, Patricia			
12/15/2023	112923PL	petty cash Will libr...	199.83
12/15/2023	112923PL	petty cash Will libr...	72.94
12/15/2023	112923PL	petty cash Will libr...	6.00
Total Laperuta, Patricia			278.77
Lloyd, Joan			
12/21/2023	120823JL	Earring making wo...	100.00
Total Lloyd, Joan			100.00
Midwest Tape			
12/15/2023	504664470	materials	59.45
12/15/2023	504664471	materials	54.56
12/15/2023	504664472	materials	34.48
12/15/2023	504664474	materials	24.49
12/15/2023	504664475	materials	174.16
12/15/2023	504700524	materials	128.00
12/15/2023	504700525	materials	45.48
12/15/2023	504700527	materials	20.99
12/21/2023	504735204	materials	204.63

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 Accrual Basis

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

Date	Num	Memo	Amount
12/21/2023	504735206	materials	98.61
12/21/2023	504735207	materials	109.83
12/21/2023	504735208	materials	116.83
12/26/2023	504758434	materials	11.24
12/26/2023	504758436	materials	67.86
12/26/2023	504758437	materials	158.11
12/26/2023	504758438	materials	14.69
12/26/2023	504758439	materials	87.45
12/26/2023	504758490	materials	11.89
12/31/2023	504797874	materials	316.29
12/31/2023	504797875	materials	122.43
12/31/2023	504797876	materials	11.99
12/31/2023	504797878	materials	51.76
12/31/2023	504797879	materials	90.95
12/31/2023	504797880	materials	20.99
12/31/2023	504797881	materials	94.41
<b>Total Midwest Tape</b>			<b>2,131.57</b>
<b>Mitchell's NY</b>			
12/26/2023	20435	periodical subscri...	1,008.00
<b>Total Mitchell's NY</b>			<b>1,008.00</b>
<b>North State Mechanical Corp.</b>			
12/21/2023	1147	Winterized all wate...	4,180.00
12/26/2023	1142	heating system re...	925.00
<b>Total North State Mechanical Corp.</b>			<b>5,105.00</b>
<b>Open Systems Metro</b>			
12/21/2023	83437	phone line trouble	294.00
<b>Total Open Systems Metro</b>			<b>294.00</b>
<b>Overdrive</b>			
12/15/2023	01322CO23430013	materials	2,348.04
12/15/2023	01322DA23431180	materials	53.89
12/21/2023	01322DA23442155	materials	17.98
12/26/2023	01322CO23443594	materials	1,316.98
12/26/2023	01322CO23449926	materials	1,138.15
12/31/2023	01322CO23455315	materials	759.52
12/31/2023	01322DA23457360	materials	38.99
<b>Total Overdrive</b>			<b>5,673.55</b>
<b>Pereira, Teresa</b>			
12/26/2023	YPL121623	painting workshop ...	200.00
<b>Total Pereira, Teresa</b>			<b>200.00</b>
<b>Pitney Bowes 2</b>			
12/26/2023	3318406173	lease 10/22/23-01/...	77.37
12/26/2023	3318406173	lease 10/22/23-01/...	77.37
<b>Total Pitney Bowes 2</b>			<b>154.74</b>
<b>Rabadi, Renee</b>			
12/26/2023	RR122023	employee reimbur...	93.90
<b>Total Rabadi, Renee</b>			<b>93.90</b>
<b>RRB Enterprises, Inc.</b>			
12/31/2023	122023RRB	musical tribute Yo...	400.00
<b>Total RRB Enterprises, Inc.</b>			<b>400.00</b>
<b>Safeguard Lock &amp; Key</b>			
12/15/2023	13712	install keypad lock	745.00
12/26/2023	13941	install dummy cylin...	195.00

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Accrual Basis

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

Date	Num	Memo	Amount
Total Safeguard Lock & Key			940.00
Schalls Hardware Store, INC.			
12/15/2023	2318	maintenance suppl...	44.90
Total Schalls Hardware Store, INC.			44.90
Securitas Technology Corporation			
12/15/2023	6003057092	maintenance 2/1-2/...	326.96
12/15/2023	6003661037	maintenance 12/1-...	326.96
12/15/2023	6003661442	maintenance 12/1-...	217.16
12/26/2023	6003760961	maintenance 1/1/2...	326.96
12/26/2023	6003761358	maintenance 1/1/2...	217.16
12/26/2023	6003780017	maintenance 1/1/2...	221.37
12/26/2023	6003780017	maintenance 1/1/2...	304.53
Total Securitas Technology Corporation			1,941.10
T & L Home Improvements			
12/31/2023	002TLH	boiler room door/fr...	800.00
Total T & L Home Improvements			800.00
Torres, Arnaldo			
12/15/2023	120323AT	employee reimbur...	94.04
Total Torres, Arnaldo			94.04
United Rentals			
12/15/2023	218364729-008	chiller service	11,696.00
Total United Rentals			11,696.00
Vask Financial Awareness Group			
12/15/2023	CLIB101	Youth Entrepreneu...	150.00
Total Vask Financial Awareness Group			150.00
Verizon			
12/15/2023	9144109274DEC23	phones 12/1-12/31/...	48.24
12/31/2023	9143372191JAN24	phones 12/16/23-1/...	162.95
12/31/2023	9143373015JAN24	phones 12/16/23-1/...	53.56
12/31/2023	9147931065JAN24	phones 12/19/23-1/...	40.24
Total Verizon			304.99
Verizon Wireless			
12/15/2023	9950030866	cell phones 10/24-...	342.71
12/26/2023	9951412755	cell phones 11/11-...	487.18
Total Verizon Wireless			829.89
Walker, Cynthia			
12/31/2023	12082023	Katori's Little Shak...	175.00
Total Walker, Cynthia			175.00
WB Mason			
12/15/2023	242794757	air duster cleaners	33.76
12/21/2023	242965727	batteries	43.18
12/21/2023	243086387	batteries	102.49
12/21/2023	243092893	office supplies	14.10
12/26/2023	243134652	library supplies	44.83
12/31/2023	243252991	copy paper/cardst...	297.16
12/31/2023	243305883	crayons	12.58
12/31/2023	243367598	poster boards	78.68
Total WB Mason			626.78
Westchester Library System			
12/21/2023	AR00000064	Baker & Taylor sou...	3,091.00



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Accrual Basis

YONKERS PUBLIC LIBRARY  
Bill List- Operating Account  
December 2023

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<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Total Westchester Library System			3,091.00
Yonkers Parking Authority			
12/31/2023	24-0040	28 employee parki...	8,820.00
Total Yonkers Parking Authority			8,820.00
Zev Haber Music by Zev			
12/21/2023	5399	music classes 11/8...	550.00
12/26/2023	5391	music class 9/22/23	275.00
Total Zev Haber Music by Zev			825.00
TOTAL			139,403.72

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YPL Operating Budget FY 2024 (December)

Code	Account Name	Adopted Budget	Current Budget (w/ transfers)	Spent Previous Months	Spent This Month (December)	YTD	Balance	% used
101	Salaries	6,627,600	6,627,600	2,557,624	513,119	3,070,743	3,556,857	46.33%
103	Temp Services	559,136	559,136	199,796	50,721	250,517	308,619	44.80%
150	Termination Payments	35,000	35,000	42,348	3,450	45,798	-10,798	130.85%
198	Overtime	369,880	369,880	45,118	30,334	75,452	294,428	20.40%
	Personal Services Total:	7,591,616	7,591,616	2,844,886	597,624	3,442,510	4,149,106	45.35%
280	Reference Materials	83,000	83,000	43,542	4,834	48,376	34,624	58.28%
281	Books	450,000	450,000	133,624	37,302	170,926	279,074	37.98%
	Materials Total	533,000	533,000	177,166	42,136	219,302	313,698	41.14%
301	Office Supplies	100,660	100,660	21,625	3,715	25,340	75,320	25.17%
306	Janitorial Supplies	36,050	36,050	16,375	3,845	20,220	15,830	56.09%
308	Wearing Apparel	3,300	5,800	5,199	0	5,199	601	89.64%
309	Fuel For Heating	78,250	78,250	0	0	0	78,250	0.00%
312	Hardware	10,200	10,200	2,403	438	2,841	7,359	27.86%
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	140	0	140	260	35.00%
361	Gas	2,000	2,000	618	189	807	1,193	40.35%
	Material and Supplies Total	232,160	234,660	46,424	8,188	54,612	180,048	23.27%
401	Insurance	114,450	114,450	42,186	0	42,186	72,264	36.86%
402	Telephones	64,000	64,000	24,797	5,076	29,873	34,127	46.68%
403	Printing	18,310	18,310	6,204	93	6,297	12,013	34.39%
404	Lights and Power	169,500	169,500	48,271	7,991	56,262	113,238	33.19%
405	Postage	3,100	3,100	1,655	96	1,751	1,349	56.49%
406	Freight and Express	500	500	335	0	335	165	67.00%
407	Equipment Maint. And Repair	49,460	49,460	16,054	3,612	19,666	29,794	39.76%
408	Rental of Equipment	71,214	73,714	53,177	12,229	65,406	8,308	88.73%
409	Building Maint. And Repair	85,000	85,000	1,821	11,560	13,381	71,619	15.74%
410	Milage Allowance	685	685	37	6	43	642	6.28%
413	Professional Fees	246,000	246,000	92,211	10,053	102,264	143,736	41.57%
415	Outside Labor & Related Charges	333,000	333,000	87,162	19,101	106,263	226,737	31.91%
419	Misc. Expenses	37,750	35,250	2,478	8,836	11,314	23,936	32.10%
421	Rent Riverfront	750,000	750,000	750,000	0	750,000	0	100.00%
422	Janitorial Service	2,900	2,900	1,180	260	1,440	1,460	49.66%
424	Maint. Of Office Equipment	3,400	3,400	635	1,099	1,734	1,666	51.00%
425	Subscriptions and Publicationns	159,680	159,680	76,459	1,008	77,467	82,213	48.51%
430	IT Hardware Maint.	53,000	53,000	545	2,562	545	52,455	1.03%
431	IT Software Licensing and Maint.	477,350	477,350	191,550	8,548	200,098	277,252	41.92%
436	Tuition/Bd/Travel Reimbursement	10,000	10,000	4,937	0	4,937	5,063	49.37%
446	Automobile Repair	6,000	6,000	3,303	307	3,610	2,390	60.17%
481	Binding of Books	500	500	0	0	0	500	0.00%
496	Special Projects	31,250	31,250	16,289	4,605	20,894	10,356	66.86%
497	Contingent	81,000	78,500	0	0	0	78,500	0.00%
	Contractual Services Total	2,768,049	2,765,549	1,421,286	97,040	1,515,765	1,249,784	54.81%
	Total Operating Budget	11,124,825	11,124,825	4,489,762	744,989	5,232,190	5,892,636	47.03%

**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 FOR THE YEAR JULY 1, 2023-JUNE 30, 2024  
 REVENUE**

<b>REVENUE CATEGORY</b>	<b>BUDGETED REVENUE 2023-2024</b>	<b>REVENUE REALIZED 7/1/2023-6/30/2024</b>
	<hr/>	<hr/>
		<b>12/31/2023</b>
Fees & Fines	\$4,000	\$601
Rental of Property	4,500	2,370
E-Rate	0	24,438
Miscellaneous	2,500	1,209
	<hr/>	<hr/>
Total Library Generated Revenues	\$11,000	\$28,618
State Funding	55,986	56,543
Transfer from City of Yonkers General Fund	11,008,623	11,008,623
	<hr/>	<hr/>
Total	\$11,075,609	\$11,093,784

**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 FOR THE YEAR JULY 1, 2023-JUNE 30, 2024  
 GRANTS FUNDS**

	<b>AMOUNT AWARDED</b>	<b>AMOUNT AVAILABLE</b>
DANY	250,000	18,917
* SED-LDA	211,412	148,469
2023 STATE CONSTRUCTION	529,014	529,014
SED-LDA (2)	211,412	180,319
FOUNDATION FOR YPL	25,000	0
FOUNDATION FOR YPL (DEC 2023)	25,000	22,062

\* City had not applied final payment.

**YONKERS PUBLIC LIBRARY  
 QUARTERLY BUDGET REPORT  
 FOR THE YEAR JULY 1, 2023-JUNE 30, 2024  
 CAPITAL FUNDS**

		<b>ORIGINAL AMOUNT</b>	<b>AMOUNT AVAILABLE</b>
510647	Will Library Auditorium Improv.	55,000	48,229
510874	Boiler Upgrades	568,000	53,504
511000	Acquisition of Library Books and other materials	900,000	242
511056	Will Library Elevator	400,000	83,402
511055	Crestwood Library Improvements	169,398	141,572
511054	Acquisition of Library Books and other materials	300,000	216,319

**BANK ACCOUNT INFORMATION**

**DECEMBER 31, 2023**

<u>BANK</u>	<u>RATE</u>	<u>ACCOUNT NAME</u>	<u>NUMBER</u>	<u>EXP.</u>	<u>TYPE</u>	<u>12/31/2023</u>
<b><u>ENDOWMENTS AND TRUSTS</u></b>						
<b><u>SAUNDERS ENDOWMENT GOAL \$65,000</u></b>						
STERLING NATIONAL BANK		SAUNDERS BOOK FUND				\$75,074.78
<b><u>JUTKOWITZ ENDOWMENT GOAL \$10,000</u></b>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	JOHN JUTKOWITZ THEATER FUND	1121699	10/10/2024	12 MO CD	\$11,077.95
<b><u>KOGAN ENDOWMENT GOAL \$5,000</u></b>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	DAVID S. KOGAN MEM FUND	1121706	10/10/2024	12 MO. CD	\$5,233.16
<b><u>MURPHY ENDOWMENT GOAL \$5,000</u></b>						
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	RITA G. MURPHY MEM FUND	1127114	10/10/2024	12 MO. CD	\$5,525.36
<b><u>CHECKING ACCOUNT</u></b>						
STERLING NATIONAL BANK	N/A	YPL TRUST ACCOUNT	6700288970	---	CHECKING	\$8,348.50
<b><u>UNRESTRICTED ACCOUNTS</u></b>						
***						
<b><u>CONTRIBUTIONS FUNDS</u></b>						
STERLING NATIONAL BANK		CONTRIBUTIONS ACCOUNT				\$28,400.54
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	CONTRIBUTIONS ACCOUNT	1121681	10/10/2024	12 MO. CD	\$64,893.70
SUNNYSIDE FEDERAL SAVINGS & LOANS	1.50%	CONTRIBUTIONS ACCOUNT	1103671	10/26/2024	12 MO. CD	\$54,572.61
<b><u>CHECKING ACCOUNT</u></b>						
STERLING NATIONAL BANK	0.01%	CONTRIBUTIONS ACCOUNT	6700289260	---	CHECKING	\$69,520.49

**Yonkers Public Library (YPL) Board of Trustees Meeting**  
**Management Report**  
**January 18, 2024**

**Inauguration 2024:** Riverfront Library hosted Mayor Spano's Inauguration on New Year's Day. YPL staff worked closely with the City Clerk's office and the Mayor's communications team to ensure a smooth event. YPL staff were thanked and praised for their professionalism.

**Riverfront Library First Floor Space Planning:** YPL is taking a closer look at its first floor space use and operations. The first floor's physical layout presents a number of challenges to staff and patrons alike, including interrupted sightlines, poor lighting, and confusion about the library in relation to One Larkin Center and Yonkers Public Schools. As the library's only public access point, special attention must be paid to the first impressions and experiences of new library visitors. To address this issue, YPL applied for a Community Development Block Grant (CDBG) last year to examine the issue and make improvements. It was awarded \$30,000. To assist with changes, YPL has contracted Steven Winter Associates (SWA) for an Inclusive Design Wayfinding Audit, which will involve:

- A one full day audit/inspection of the project to review existing wayfinding strategies.
- A report that will address signage, navigational pathways, lighting, furniture placement, among other features critical to wayfinding.
- An analysis of existing systems, and recommendations for ensuring wayfinding strategies effectively accommodate the needs of people with physical, visual, hearing, and cognitive disabilities.
- Graphic mockups for 3-5 key signs as recommended in the report.
- Prioritization for each recommendation to inform a phased approach for adoption.

For this year's CDBG application, YPL proposed a Phase 2, which will cover signage, furniture, technology or other improvements recommended through the audit.

In the meantime, YPL has begun to make minor, experimental changes to the first floor layout. It relocated its photocopiers, fax machines, and express computers to the first floor computer lab. The goal is to make staffing for technology assistance more efficient on the first floor, and open up prime first floor real estate to other uses, including tabling for nonprofit organizations and prominent book displays.

**Will Library Facilities Update:** There are several updates on Will Library facilities:

- YPL is awaiting a final inspection for the elevator renovation project. The project is off schedule. This has created strain on staff operations and morale, as well as public access to the building. YPL is hopeful that it can reactivate the elevator soon.

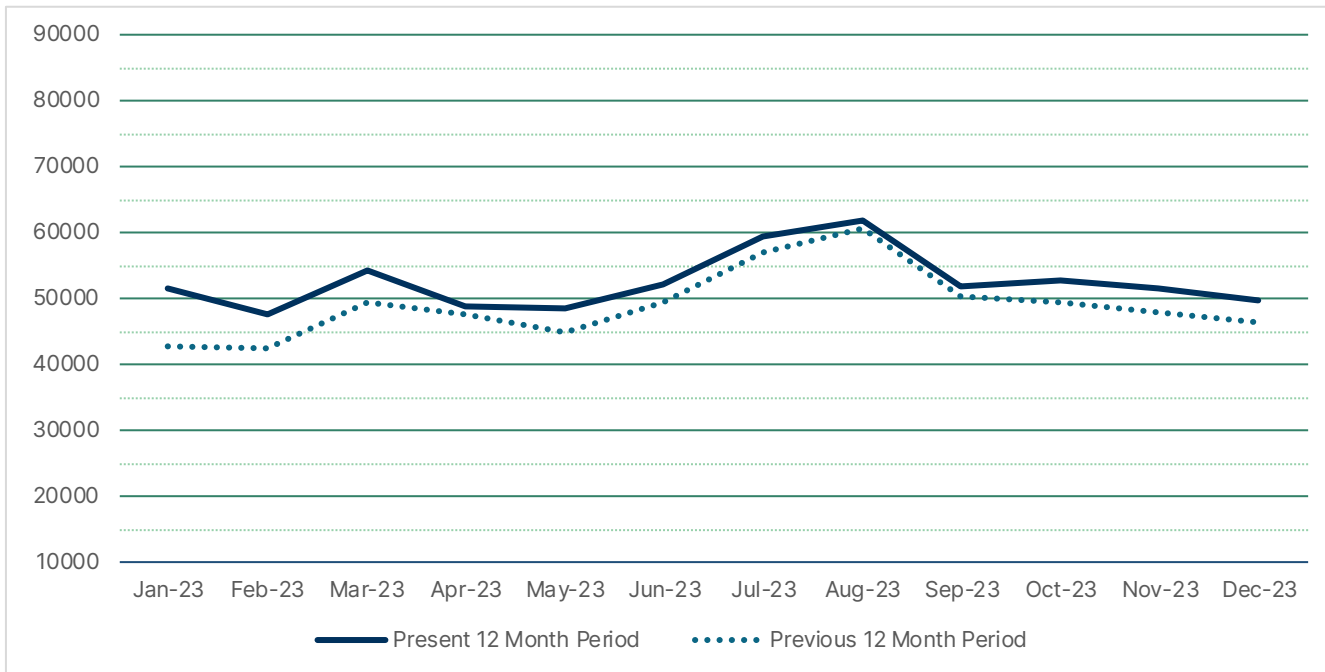
- Last month, YPL opened up a Request for Proposals (RFP) for renting a temporary chiller for Will Library. It submitted a purchase order through United Rentals, the lowest responsive/responsible bidder and has secured an air conditioning solution for the 2024 cooling season. YPL is once again requesting funds for this rental in the FY25 budget.
- City of Yonkers notified YPL that it will receive \$2 million in capital funding for Will Library improvements. This will be paired with the \$587,000 in state funding the library received last year. The highest priority project will be installing a new, permanent chiller.
- YPL is working with KG&D Architects in putting together a draft budget for capital request that will address auditorium renovations at Will Library.

**Velma K. Moore Award:** On January 4th, Jean Currie, President of the Library Trustee Association Section (LTAS) of the New York Library Association (NYLA), visited Riverfront Library to present the Velma K. Moore Award to Nancy Maron. The Velma K. Moore Award is a statewide award given to a person or organization that has made exemplary contributions to library services. The reception was attended by Mayor Spano, Westchester Library System (WLS) Executive Director Terry Kirchner, several trustees, and Ms. Maron's friends and family.



# CIRCULATION SUMMARY

## YONKERS PUBLIC LIBRARY



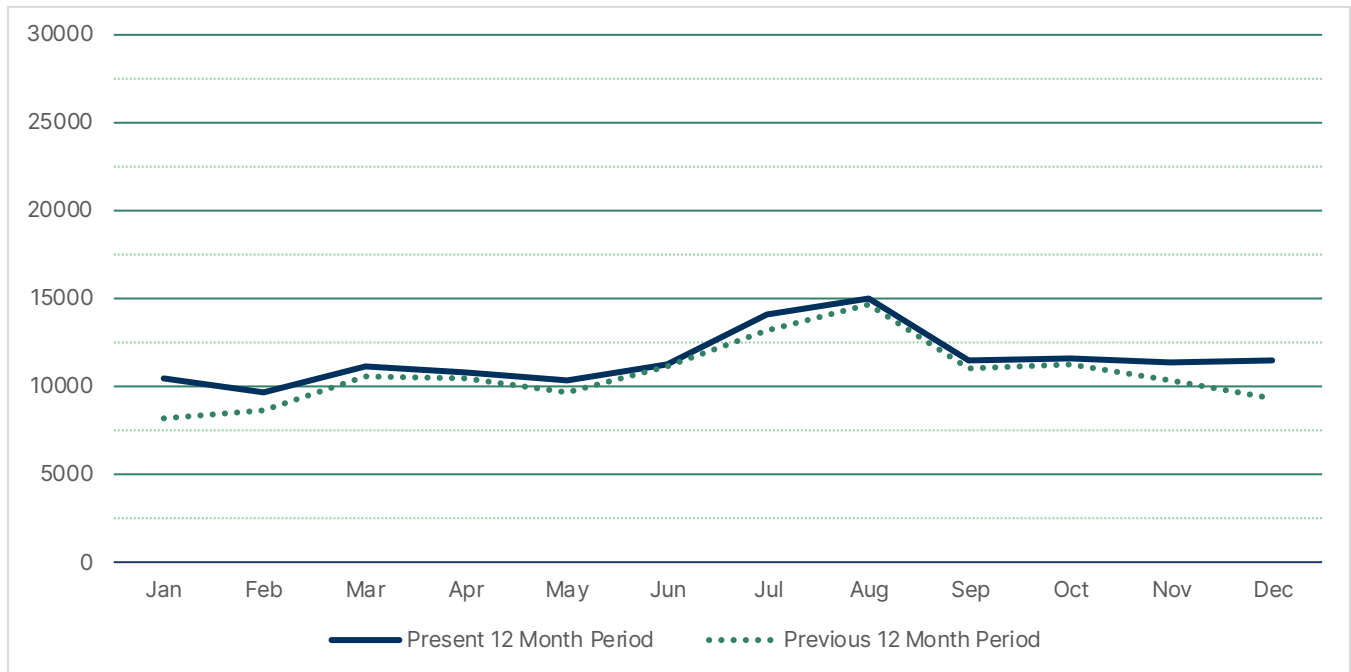
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
<b>Present 12 Month Period</b>	<b>51612</b>	<b>47788</b>	<b>54365</b>	<b>48955</b>	<b>48700</b>	<b>52101</b>	<b>59564</b>	<b>61982</b>	<b>51908</b>	<b>52912</b>	<b>51639</b>	<b>49636</b>
<b>Previous 12 Month Period</b>	<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>	<b>46392</b>
	20.2%	12.4%	10.2%	2.8%	8.3%	5.2%	4.7%	2.1%	3.4%	7.1%	7.4%	7.0%

	Dec-22	Dec-23		
<b>_audiobook</b>	467	328	<b>-139</b>	<b>-29.8%</b>
<b>_biography</b>	574	455	<b>-119</b>	<b>-20.7%</b>
<b>_express</b>	419	354	<b>-65</b>	<b>-15.5%</b>
<b>_fiction</b>	4773	4212	<b>-561</b>	<b>-11.8%</b>
<b>_foreign_language</b>	341	280	<b>-61</b>	<b>-17.9%</b>
<b>_juv_audiobook</b>	49	48	<b>-1</b>	<b>-2.0%</b>
<b>_juv_fiction</b>	11054	12949	<b>1895</b>	<b>17.1%</b>
<b>_juv_foreign</b>	285	522	<b>237</b>	<b>83.2%</b>
<b>_juv_movie</b>	1082	1282	<b>200</b>	<b>18.5%</b>
<b>_juv_nonfiction</b>	1734	1888	<b>154</b>	<b>8.9%</b>
<b>_magazine</b>	88	111	<b>23</b>	<b>26.1%</b>
<b>_movie</b>	6295	4865	<b>-1430</b>	<b>-22.7%</b>
<b>_music</b>	1777	1829	<b>52</b>	<b>2.9%</b>
<b>_new_book</b>	2312	1831	<b>-481</b>	<b>-20.8%</b>
<b>_nonfiction</b>	3668	3110	<b>-558</b>	<b>-15.2%</b>
<b>_ya_av</b>	281	249	<b>-32</b>	<b>-11.4%</b>
<b>_ya_fiction</b>	1323	1228	<b>-95</b>	<b>-7.2%</b>
<b>_ya_nonfiction</b>	173	213	<b>40</b>	<b>23.1%</b>
<b>_Electronic Content Use</b>	9166	13495	<b>4329</b>	<b>47.2%</b>

<b>Circulation Profile:</b>	Dec-22	Dec-23	
_audiobook	1.0%	0.7%	<b>-0.3%</b>
_biography	1.2%	0.9%	<b>-0.3%</b>
_express	0.9%	0.7%	<b>-0.2%</b>
_fiction	10.3%	8.5%	<b>-1.8%</b>
_foreign_language	0.7%	0.6%	<b>-0.2%</b>
_juv_audiobook	0.1%	0.1%	<b>0.0%</b>
_juv_fiction	23.8%	26.1%	<b>2.3%</b>
_juv_foreign	0.6%	1.1%	<b>0.4%</b>
_juv_movie	2.3%	2.6%	<b>0.3%</b>
_juv_nonfiction	3.7%	3.8%	<b>0.1%</b>
_magazine	0.2%	0.2%	<b>0.0%</b>
_movie	13.6%	9.8%	<b>-3.8%</b>
_music	3.8%	3.7%	<b>-0.1%</b>
_new_book	5.0%	3.7%	<b>-1.3%</b>
_nonfiction	7.9%	6.3%	<b>-1.6%</b>
_ya_av	0.6%	0.5%	<b>-0.1%</b>
_ya_fiction	2.9%	2.5%	<b>-0.4%</b>
_ya_nonfiction	0.4%	0.4%	<b>0.1%</b>
_Electronic Content Use	19.8%	27.2%	<b>7.4%</b>

# CIRCULATION SUMMARY

## RIVERFRONT LIBRARY



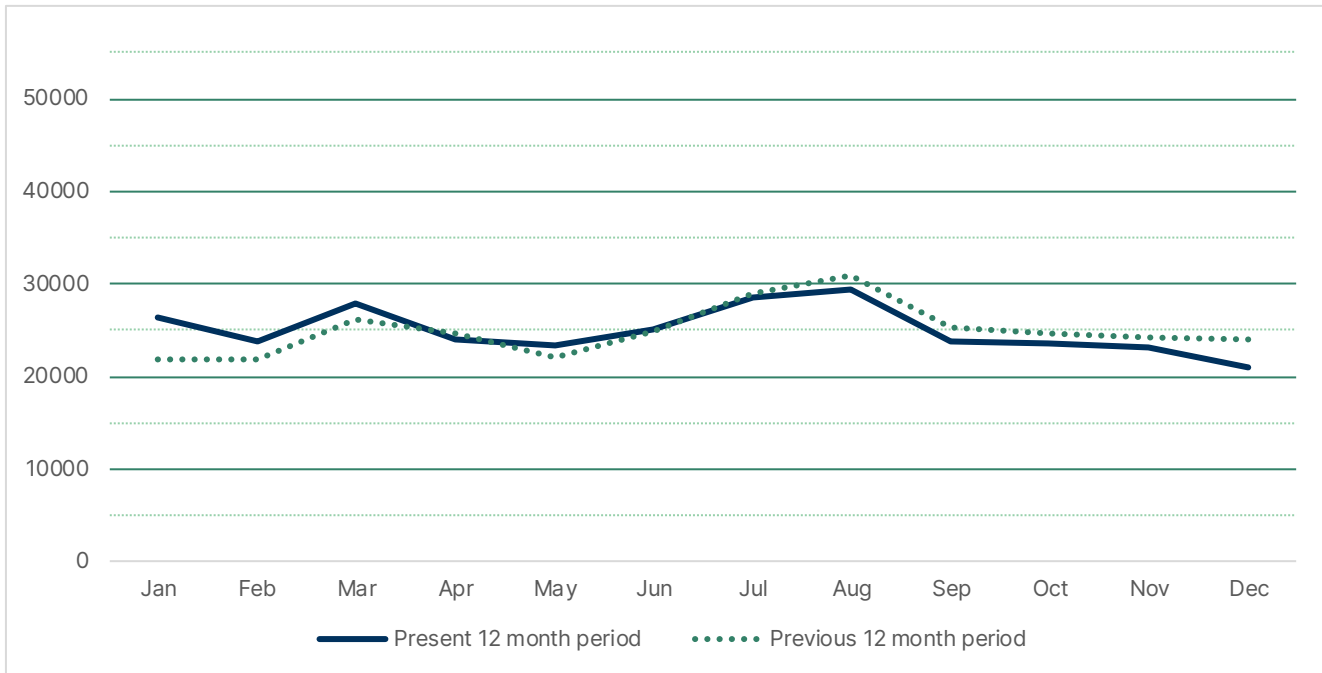
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Present 12 Month Period</b>	<b>10515</b>	<b>9674</b>	<b>11106</b>	<b>10807</b>	<b>10325</b>	<b>11236</b>	<b>14080</b>	<b>15065</b>	<b>11546</b>	<b>11604</b>	<b>11358</b>	<b>11499</b>
<b>Previous 12 Month Period</b>	<b>8169</b>	<b>8702</b>	<b>10611</b>	<b>10450</b>	<b>9641</b>	<b>11129</b>	<b>13249</b>	<b>14637</b>	<b>11038</b>	<b>11226</b>	<b>10377</b>	<b>9351</b>
	28.7%	11.2%	4.7%	3.4%	7.1%	1.0%	6.3%	2.9%	4.6%	3.4%	9.5%	23.0%

	Dec-22	Dec-23		
<b>_audiobook</b>	85	64	<b>-21</b>	<b>-24.7%</b>
<b>_biography</b>	156	113	<b>-43</b>	<b>-27.6%</b>
<b>_express</b>	173	147	<b>-26</b>	<b>-15.0%</b>
<b>_fiction</b>	915	860	<b>-55</b>	<b>-6.0%</b>
<b>_foreign_language</b>	196	148	<b>-48</b>	<b>-24.5%</b>
<b>_juv_audiobook</b>	0	5	<b>5</b>	<b>~</b>
<b>_juv_fiction</b>	2125	4100	<b>1975</b>	<b>92.9%</b>
<b>_juv_foreign</b>	175	345	<b>170</b>	<b>97.1%</b>
<b>_juv_movie</b>	216	450	<b>234</b>	<b>108.3%</b>
<b>_juv_nonfiction</b>	354	588	<b>234</b>	<b>66.1%</b>
<b>_magazine</b>	3	6	<b>3</b>	<b>100.0%</b>
<b>_movie</b>	2046	1728	<b>-318</b>	<b>-15.5%</b>
<b>_music</b>	262	549	<b>287</b>	<b>109.5%</b>
<b>_new_book</b>	236	245	<b>9</b>	<b>3.8%</b>
<b>_nonfiction</b>	1207	888	<b>-319</b>	<b>-26.4%</b>
<b>_ya_av</b>	152	137	<b>-15</b>	<b>-9.9%</b>
<b>_ya_fiction</b>	623	704	<b>81</b>	<b>13.0%</b>
<b>_ya_nonfiction</b>	64	116	<b>52</b>	<b>81.3%</b>

<b>Circulation Profile:</b>	Dec-22	Dec-23	
_audiobook	0.9%	0.6%	<b>-0.4%</b>
_biography	1.7%	1.0%	<b>-0.7%</b>
_express	1.9%	1.3%	<b>-0.6%</b>
_fiction	9.8%	7.5%	<b>-2.3%</b>
_foreign_language	2.1%	1.3%	<b>-0.8%</b>
_juv_audiobook	0.0%	0.0%	<b>0.0%</b>
<b>_juv_fiction</b>	<b>22.7%</b>	<b>35.7%</b>	<b>12.9%</b>
_juv_foreign	1.9%	3.0%	<b>1.1%</b>
_juv_movie	2.3%	3.9%	<b>1.6%</b>
_juv_nonfiction	3.8%	5.1%	<b>1.3%</b>
_magazine	0.0%	0.1%	<b>0.0%</b>
_movie	21.9%	15.0%	<b>-6.9%</b>
_music	2.8%	4.8%	<b>2.0%</b>
_new_book	2.5%	2.1%	<b>-0.4%</b>
_nonfiction	12.9%	7.7%	<b>-5.2%</b>
_ya_av	1.6%	1.2%	<b>-0.4%</b>
_ya_fiction	6.7%	6.1%	<b>-0.5%</b>
_ya_nonfiction	0.7%	1.0%	<b>0.3%</b>

# CIRCULATION SUMMARY

## GRINTON I. WILL LIBRARY



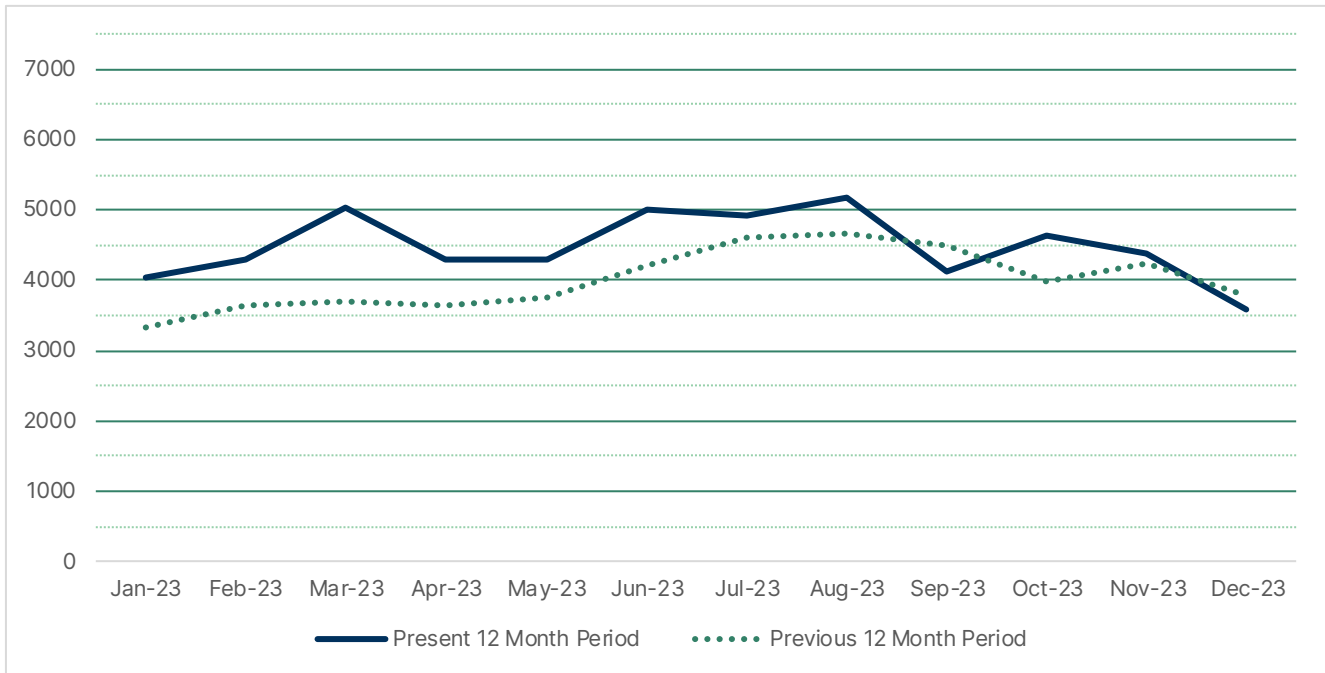
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Present 12 month period</b>	<b>26378</b>	<b>23890</b>	<b>27911</b>	<b>23999</b>	<b>23350</b>	<b>25065</b>	<b>28533</b>	<b>29439</b>	<b>23781</b>	<b>23516</b>	<b>23116</b>	<b>21050</b>
<b>Previous 12 month period</b>	<b>21763</b>	<b>21901</b>	<b>26072</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>	<b>24101</b>
	21.2%	9.1%	7.1%	-2.5%	5.9%	0.8%	-1.6%	-4.5%	-6.2%	-4.9%	-4.2%	-12.7%

	Dec-22	Dec-23		
<b>_audiobook</b>	323	243	<b>-80</b>	<b>-24.8%</b>
<b>_biography</b>	335	286	<b>-49</b>	<b>-14.6%</b>
<b>_express</b>	219	194	<b>-25</b>	<b>-11.4%</b>
<b>_fiction</b>	3235	2642	<b>-593</b>	<b>-18.3%</b>
<b>_foreign_language</b>	124	127	<b>3</b>	<b>2.4%</b>
<b>_juv_audiobook</b>	33	29	<b>-4</b>	<b>-12.1%</b>
<b>_juv_fiction</b>	8068	7697	<b>-371</b>	<b>-4.6%</b>
<b>_juv_foreign</b>	106	172	<b>66</b>	<b>62.3%</b>
<b>_juv_movie</b>	761	677	<b>-84</b>	<b>-11.0%</b>
<b>_juv_nonfiction</b>	1196	1131	<b>-65</b>	<b>-5.4%</b>
<b>_magazine</b>	43	23	<b>-20</b>	<b>-46.5%</b>
<b>_movie</b>	3663	2827	<b>-836</b>	<b>-22.8%</b>
<b>_music</b>	1420	1258	<b>-162</b>	<b>-11.4%</b>
<b>_new_book</b>	1659	1267	<b>-392</b>	<b>-23.6%</b>
<b>_nonfiction</b>	2069	1828	<b>-241</b>	<b>-11.6%</b>
<b>_ya_av</b>	97	71	<b>-26</b>	<b>-26.8%</b>
<b>_ya_fiction</b>	535	444	<b>-91</b>	<b>-17.0%</b>
<b>_ya-nonfiction</b>	91	76	<b>-15</b>	<b>-16.5%</b>

<b>Circulation Profile:</b>	Dec-22	Dec-23	
_audiobook	1.3%	1.2%	<b>-0.2%</b>
_biography	1.4%	1.4%	<b>0.0%</b>
_express	0.9%	0.9%	<b>0.0%</b>
_fiction	13.4%	12.6%	<b>-0.9%</b>
_foreign_language	0.5%	0.6%	<b>0.1%</b>
_juv_audiobook	0.1%	0.1%	<b>0.0%</b>
_juv_fiction	33.5%	36.6%	<b>3.1%</b>
_juv_foreign	0.4%	0.8%	<b>0.4%</b>
_juv_movie	3.2%	3.2%	<b>0.1%</b>
_juv_nonfiction	5.0%	5.4%	<b>0.4%</b>
_magazine	0.2%	0.1%	<b>-0.1%</b>
_movie	15.2%	13.4%	<b>-1.8%</b>
_music	5.9%	6.0%	<b>0.1%</b>
_new_book	6.9%	6.0%	<b>-0.9%</b>
_nonfiction	8.6%	8.7%	<b>0.1%</b>
_ya_av	0.4%	0.3%	<b>-0.1%</b>
_ya_fiction	2.2%	2.1%	<b>-0.1%</b>
_ya-nonfiction	0.4%	0.4%	<b>0.0%</b>

# CIRCULATION SUMMARY

## CRESTWOOD LIBRARY



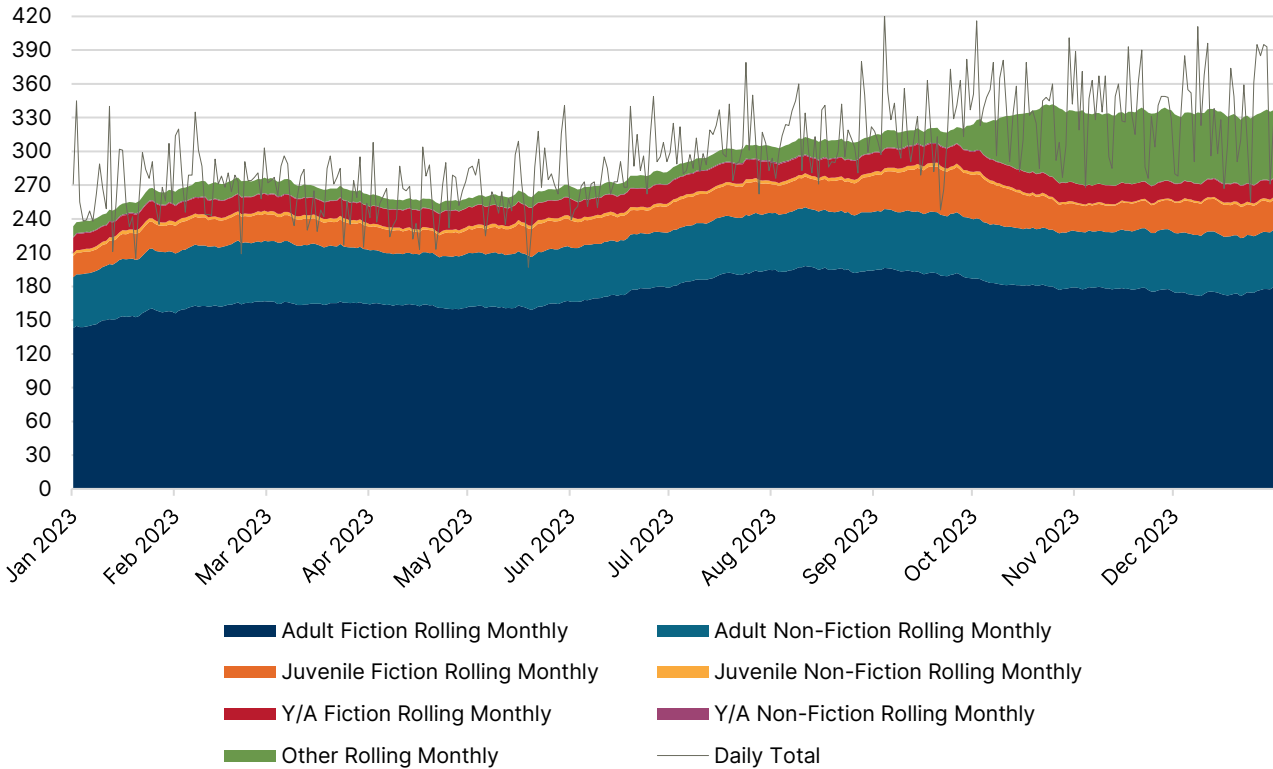
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
<b>Present 12 Month Period</b>	<b>4033</b>	<b>4298</b>	<b>5048</b>	<b>4292</b>	<b>4297</b>	<b>4994</b>	<b>4908</b>	<b>5168</b>	<b>4138</b>	<b>4637</b>	<b>4381</b>	<b>3592</b>
<b>Previous 12 Month Period</b>	<b>3320</b>	<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>	<b>3774</b>
	21.5%	18.4%	36.7%	17.6%	14.6%	18.5%	6.3%	10.5%	-7.8%	16.3%	3.4%	-4.8%

	Dec-22	Dec-23		
<b>_audiobook</b>	59	21	<b>-38</b>	<b>-64.4%</b>
<b>_biography</b>	83	56	<b>-27</b>	<b>-32.5%</b>
<b>_express</b>	27	13	<b>-14</b>	<b>-51.9%</b>
<b>_fiction</b>	623	710	<b>87</b>	<b>14.0%</b>
<b>_foreign_language</b>	21	5	<b>-16</b>	<b>-76.2%</b>
<b>_juv_audiobook</b>	16	14	<b>-2</b>	<b>-12.5%</b>
<b>_juv_fiction</b>	861	1152	<b>291</b>	<b>33.8%</b>
<b>_juv_foreign</b>	4	5	<b>1</b>	<b>25.0%</b>
<b>_juv_movie</b>	105	155	<b>50</b>	<b>47.6%</b>
<b>_juv_nonfiction</b>	184	169	<b>-15</b>	<b>-8.2%</b>
<b>_magazine</b>	42	82	<b>40</b>	<b>95.2%</b>
<b>_movie</b>	586	310	<b>-276</b>	<b>-47.1%</b>
<b>_music</b>	95	22	<b>-73</b>	<b>-76.8%</b>
<b>_nonfiction</b>	392	394	<b>2</b>	<b>0.5%</b>
<b>_new_book</b>	417	319	<b>-98</b>	<b>-23.5%</b>
<b>_ya_av</b>	32	41	<b>9</b>	<b>28.1%</b>
<b>_ya_fiction</b>	165	80	<b>-85</b>	<b>-51.5%</b>
<b>_ya_nonfiction</b>	18	21	<b>3</b>	<b>16.7%</b>

<b>Circulation Profile:</b>	Dec-22	Dec-23	
_audiobook	1.6%	0.6%	<b>-1.0%</b>
_biography	2.2%	1.6%	<b>-0.6%</b>
_express	0.7%	0.4%	<b>-0.4%</b>
_fiction	16.5%	19.8%	<b>3.3%</b>
_foreign_language	0.6%	0.1%	<b>-0.4%</b>
_juv_audiobook	0.4%	0.4%	<b>0.0%</b>
_juv_fiction	22.8%	32.1%	<b>9.3%</b>
_juv_foreign	0.1%	0.1%	<b>0.0%</b>
_juv_movie	2.8%	4.3%	<b>1.5%</b>
_juv_nonfiction	4.9%	4.7%	<b>-0.2%</b>
_magazine	1.1%	2.3%	<b>1.2%</b>
_movie	15.5%	8.6%	<b>-6.9%</b>
_music	2.5%	0.6%	<b>-1.9%</b>
_nonfiction	10.4%	11.0%	<b>0.6%</b>
_new_book	11.0%	8.9%	<b>-2.2%</b>
_ya_av	0.8%	1.1%	<b>0.3%</b>
_ya_fiction	4.4%	2.2%	<b>-2.1%</b>
_ya_nonfiction	0.5%	0.6%	<b>0.1%</b>

# ELECTRONIC RESOURCES SUMMARY

## Daily OverDrive Checkouts



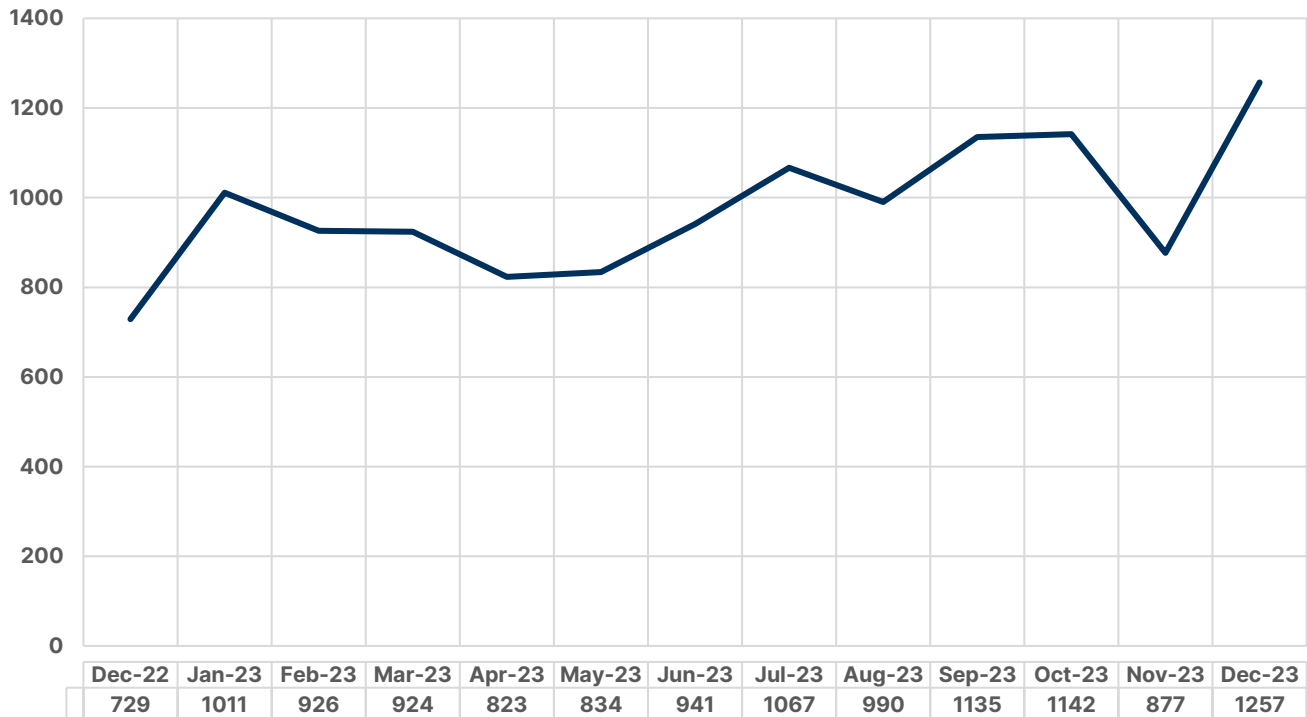
	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Y/A Fiction	Y/A Non-Fiction	Other	TOTAL
Dec-22	4391	1411	577	81	423	21	293	7197
Jan-23	4899	1639	748	102	472	28	337	8225
Feb-23	4676	1512	655	71	420	22	386	7742
Mar-23	5098	1497	659	86	476	13	303	8132
Apr-23	4829	1430	626	82	504	11	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
Dec-23	5528	1572	816	73	515	18	1861	10383

# ELECTRONIC RESOURCES SUMMARY

## **Hoopla Circulation**

	Audiobook	Comic	eBook	Movie	Music	Television	Binge Pass	Total
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
Dec-23	852	135	522	149	94	75	28	1855

## **Kanopy Downloads**



# BOOK STOCK

DECEMBER 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>422</b>	
<b>TOTAL</b>	<b>161,180</b>	
Number of volumes lost/withdrawn this month	<b>482</b>	
<b>TOTAL VOLUMES RIVERFRONT LIBRARY</b>	<b>160,698</b>	<b>156,528</b>

<b>GRINTON I. WILL BRANCH</b>		
Number of volumes at end of previous month	<b>160,711</b>	
Number of volumes added this month	<b>686</b>	
<b>TOTAL</b>	<b>162,397</b>	
Number of volumes lost/withdrawn this month	<b>514</b>	
<b>TOTAL VOLUMES GRINTON I. WILL BRANCH</b>	<b>161,883</b>	<b>154,129</b>

<b>CRESTWOOD BRANCH</b>		
Number of volumes at end of previous month	<b>31,495</b>	
Number of volumes added this month	<b>84</b>	
<b>TOTAL</b>	<b>31,579</b>	
Number of volumes lost/withdrawn this month	<b>9</b>	
<b>TOTAL CRESTWOOD BRANCH</b>	<b>31,570</b>	<b>26,940</b>

<b>TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY</b>	<b>354,151</b>	<b>337,597</b>
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# **QUARTERLY REPORTS**

## **RIVERFRONT LIBRARY QUARTERLY REPORT OCTOBER - DECEMBER 2023**

The Riverfront Library is committed to serving the needs of the local Yonkers community. We serve those needs by providing the public with free access to various sources of knowledge and information – sources that exist both within and beyond our walls – and by providing free access as well to various media of popular entertainment. In addition, the Library offers reader's advisory services, provides reference and referral assistance, and sponsors programs of interest to specific groups within the Yonkers community.

Moreover, the Riverfront Library often looks at our community to determine if new services are needed. We proudly see ourselves as a welcoming place for newcomers, for we consider it part of our mission to welcome – and provide opportunities for – those who are most in need, whether they be new immigrants, non-native English speakers, or those simply seeking the tools they need to contribute to our society.

### **Programming**

Our programs – including movies in the auditorium – were attended by more than 1,600 patrons during the quarter under review.

Programming for teens included sessions on financial planning, sewing, typing, and (a perennial favorite) teen gaming. Adults also engaged in a variety of programs, including sessions on financial literacy, crafts, technology, and language learning. Highlights included a Halloween Drag makeover, a musical tribute to Aretha Franklin and the Ladies of Soul, and a session on memoir writing.

In December, Santa and Mrs. Claus (Eugene Howell and Mary Jackson) visited the Riverfront Library for the Winter Wonderland celebration. Patrons of all ages enjoyed hot chocolate and photos with Santa. And Eileen Fusco ran the Riverfront Library's first holiday book sale, which drew 100 patrons.

### **Reference / Adult Services Department**

The Riverfront Reference / Adult Services Department is seeing greater interest in the Local History collections. The Department responded to 37 requests for local history research during this last quarter, and staff members are meeting with individuals and organizations interested in donating their records to the YPL Archives.

Sarah Lawrence College's Mellon Humanities Fellow Benjamin Zender organized the first People's History Day program at the Riverfront Library (assisted by Mary Robison, Ana Gantzer, Charlie Loftus, and Michael Walsh). The event featured a panel discussion in which various members of the community described the importance of maintaining collections of local history and explained how the YPL Archives has assisted them in their research.

The Riverfront Library's proctoring service has become increasingly popular as students continue to enroll in online education. The Riverfront Library Reference / Adult Services Department proctored 33 tests for patrons in 2023.



## QUARTERLY REPORTS

Meeting rooms are constantly in use, with over 1,200 patrons using the Library's meeting rooms during the quarter, and foot traffic is at a pre-Covid level.

### **Children's Department**

The staff of the Children's Department continued during the quarter to demonstrate their commitment to (indeed, passion for) public service, facilitating 254 programs which drew a total attendance of 7,204 patrons.

Among the programs presented were *Turkey Tuesday*, *Music with Zev*, *Terrific Toddler Time*, *Katori's Little Shakers*, *Letters to Santa*, and *Storytime with Mr. Ralph*; Our programming also included after school cartoons, a Thanksgiving Grab and Go craft program, a program for World Freedom Day, events in recognition of Native American Heritage Month and National Game and Puzzle Week, a Pokemon card giveaway, a Kids Switch game, a Mickey Mouse March and Craft event, and a Christmas ornaments craft event

Other activities were presented by the Children's Department staff off-site, such as *Storytimes* that were held at St. Peter's Daycare, at Small World Daycare, at Queens Daughters Daycare, and at Family Services of Westchester Daycare; and a bilingual *Storytime* was held at the Mary J. Blige Center.

There were 215 notarizations done during the quarter at the Riverfront Library. (This popular service, the work of librarian notaries Oz Coto-Chang, and Ralph Guida, is available only by appointment.)

### **Community Engagement**

We consider it a matter of great importance that staff members at the Riverfront Library participate in the activities of other community organizations. Such participation allows us to promote knowledge of our services among these organizations and to make contact with potentially new Library patrons. Partnering with such organizations thus serves to expand the Library's reach to non-Library users and to underserved populations.

Sarah Lawrence College collaboration.

- Students from Dr. Zender's class conducted archival research at the Riverfront Library this semester, using YPL materials in their projects.
- Yeong Ran Kim, a Humanities Fellow from Sarah Lawrence, taught students about exploring LGBT+ history through oral history interviewing techniques. These interviews will become part of the oral history collection available through the YPL online archives.
- Mary Robison, Angel Castro, and Charlie Loftus represented YPL at Sarah Lawrence College's Career Day. In addition to promoting YPL's resources there, they registered SLC students for library cards and encouraged them to do internships in the Library.

### **Collection Development**

The Riverfront Library staff continues to devote time and thought to the task of collection development. Ana Gantzer has revamped the Spanish-language collection; this collection now has the highest

## **QUARTERLY REPORTS**

circulation of any foreign-language collection in Westchester. The focus with respect to adult materials has been on filling gaps in classic literature and in nonfiction, especially world and local history, African-American studies, and LGBTQ+ topics. The Children's Department has recently moved the majority of the Board Books nearer to the Reading Tables for better access and greater visibility; and new books have been added to both the Young Readers and the Spanish-language collections.

### **Staff Development**

The Riverfront Library staff are encouraged to participate in professional development workshops to enhance their job performance. To this end, staff members attended the New York Comic Con and underwent training (some of it via webinar) on local history, genealogy, the Evergreen ILS., ADA Accessibility, Homeless Training (provided by Ryan Dowd), and also sessions on Native Storytelling in Children's Books and Early Childhood Investigations.

### **Library Displays**

Among the holidays and special celebrations that were highlighted by library displays during the quarter were Thanksgiving, Hanukkah, Diwali, Native American Heritage Month, World Arabic Language Day, the International Day of Persons with Disabilities, Red Planet Day, National Sports Day, National Pumpkin Day, National Hiking Day, National Dessert Day, National Stuffed-Animal Lover's Day, and Dia de Los Muertos. There was also a display honoring the Bill of Rights. Our display celebrating the 50th anniversary of Hip Hop drew many positive comments from patrons.

Let us recognize that in times like the present, we all need to support one another – and to support the Yonkers community to which we are committed.

Thank you, Riverfront staff, for your continued assistance to our patrons during this past quarter.

Respectfully submitted,

Sandy Amoyaw

Branch Administrator, Riverfront Library

# QUARTERLY REPORTS

## GRINTON WILL LIBRARY QUARTERLY REPORT OCTOBER - DECEMBER 2023

### **Construction**

Progress on the elevator has been slow but it is our hope that service will be restored in mid-January. Haifa-Bint-Kadi, our art gallery curator, visited and met with teens in the Young Adult Department to discuss creating a mural. Positive feedback was given by our teens at the idea of having a safe space and the opportunity to develop art programs/workshops.

### **Adult Services**

Michael Walsh created blogs related to the Family History Project, Veteran's Day and the Westchester LGBTQ Project. He also arranged and hosted the Great Women Artists program. Michael attended the NYLA conference in early November. Margaret Andracci arranged the following programs: Senior Fitness, Sahaja Yoga, How Best to Use Your Time in Retirement, Understanding Alzheimer's and Dementia. She also taught classes on MS Word 101 and Excel. Phil Poggiali hosted the monthly Mystery Book Club and the Nature Walks Monday program. Victoria Addo-Prempeh, our YA librarian arranged creative writing workshops and displays of Hispanic Heritage Month and coloring programs for our teens. Victoria also coordinated with Teresa for a painting workshop. She also did a tree of thanks, and earring making workshops. Alan Houston, hosted and arranged many programs for our senior patrons. Such as NNORC, a three part program for seniors and families. Medicare consultations concentrating on the open enrollment period, AARP programs/workshops on Brain Health, Smart Driving, Social Security, and Fraud were also offered. Ralph Cooper has added many new entries to our foreign language collection. He also resumed teaching Computer Basics 101. Ralph arranged the showing of Powwow Highway, Razor's Edge, and Saboteur. Deborah Richmond attended two webinars; the first on Homelessness Training and dealing with problematic behaviors, while the second was on Five Practices to Becoming a Grateful Librarian. Tina Lucchese, our new adult services clerk, has created a spreadsheet based on the monthly schedule. She has worked on sorting and weeding older materials that came with companion CD's. Tina has worked on many displays during this quarter. Patrons were impressed with the number of cookbook displays based on popular shows. She has already contributed to the Adult Services department on many levels since her recent appointment.

### **Circulation**

Will Circulation is very excited to welcome the newest clerk to the department, Timothy Herlihy or TJ as he likes to be called for short. TJ has a good rapport with the patrons, easy going, and fits right in with staff. The circulation department created a lovely thanksgiving display with go-to- recipes that was a real hit with our patrons.

## QUARTERLY REPORTS

### **Children's**

The children's department continues to improve with the recent addition of furniture, blue chairs (I overheard a young boy sitting with a stack of books say these chairs are amazing!) and the new microphone and new speaker. The children's room continues to have a full storytime schedule with 80 plus kids per week. Aili Whelan took part in an 8-week management course offered by ALA and is a better manager already! Kathleen DiSilvio put the new display shelves to good use with themes and displays of featured holidays. Laura Cacace is adeptly managing our 1000 Books Before Kindergarten and pages. Maryann Minozzi is almost done weeding the picture books, and has added many interesting titles to our foreign language collection. Jessica Neto, our newest librarian, started a "joke box" at the desk, where children can take a joke to read, and it's been a big success!

This quarter the Branch Administrator attended the Rest, Reset, and Re-Engage: Centering EDI in the New Normal at Brooklyn Public Library and took part in an 8-week Library Management Training workshop and received a certificate upon completion of 32 hours of professional development coursework.

Grinton I. Will staff look forward with anticipation to an even more exciting 2024 by providing our patrons quality service and team building with staff.

Respectfully submitted,

Tara Somersall

Branch Administrator, Grinton I. Will Library

# QUARTERLY REPORTS

## CRESTWOOD LIBRARY QUARTERLY REPORT OCTOBER- DECEMBER 2023

Our Fall Quarter was fabulous as we spent our time and energy on fulfilling our YPL Vision & Mission of Inspiring Staff, Inspiring Space and Inspiring Yonkers. A dedicated and hardworking staff, book & materials collections, digital resources, educational/engaging programs on a variety of topics through both online and in person library experiences, supported by solid community partnerships is the key to our success.

Carlos Figueroa, Jay Chawla & Brandon Neider continue to improve our technology hardware by swapping out laptops, installing a new audio/visual system in the Children's Room and software updates to our ipads. We welcomed our new part-time custodian Anthony Ortiz to our crew. Russell Martinez and the Custodial Department did a phenomenal job of mitigating the flooding we experienced during frequent downpours. Our arborist came to inspect our property as well as neighboring trees and a new boiler room door was installed.

Crestwood Crew members have completed YPL KnowBe4 computer training, attended various meetings/ trainings offered via Westchester Library System and METRO. Jackie Leone finished 2 more courses at the beginning of December 2023 from the University of Buffalo: LIS 527: Special Projects - Creating Digital Archives for Crestwood Public Library & Crestwood Historical Society. Alison Robles LIS 535 Resources and Services for Young Adults; LIS 507 Information Life Cycle & LIS 508 Information Users and Uses.

Fall programming highlights included a Homeschool Youth Entrepreneurship Fair, Banned Books Trivia and Banned Books Bingo, a great vegetable garden harvest, Diablo Cojuelo Mask Painting, Dia de Los Muertos bookshelf Offrenda honoring local community member loved ones, a call to action via our Sustainable You DIY Fall Table Scatter - Buy Less Enjoy More & Gathering Thanks sessions, our Annual Halloween Birthday Party for Cooper the Therapy Dog, and a Halloween Night Trick or Treating soiree with a Literary Costume Contest thanks to our Friends. We also had A Creation Station for Thanksgiving Cards and Holiday Cards, Precubs of Love, and a Will/Crestwood collaboration between Phil Poggiali and Jackie Leone for a Mothera vs. Godzilla Film Screening and Discussion. Homework Helper with Sarah Hawkins attendees grew, and Music & Merriment with Ms. Judy had special guests from the North Pole in December. Storycraft with Liz Caruso combined stories and food fun.

The Crestwood Community Grand Tree Lighting Ceremony is the hallmark to the start of the holiday season at Veterans Plaza. Z & Liz Caruso were in attendance and Friends of Crestwood Library donated candy canes that Santa gave out. The next day, we hosted our YPL Winter Wonderland event and on December 11th, Friends of Crestwood Library's Annual Holiday Breakfast was successful in bringing our community together. Our intergenerational Art with Erica Paint and Sip "December Joy" was memorable.

During the last two weeks of December, we offered people an opportunity to connect over books with hot chocolate and snacks in our "Home for the Holidays" celebration during our operating hours. Take home activity packets on the various December holidays (Hanukkah, Shabe Yalda, Navidad, Dia de Reyes, Kwanzaa, Christmas & New Year's) highlighted various cultural celebrations. Once again Mary

## QUARTERLY REPORTS

Nowak's decorating flare transformed our library into a magical place where books and people are valued, cherished and celebrated.

NNORC partnership programs included Feeding Westchester recipe showcases, weekly intergenerational art, plus popular in person cultural celebrations of Italian Heritage, Diwali (in combination with Neha Palace) and December Holiday Party with Bingo. Thanks to a second annual partnership with Gramatanvillage, NNORC, and Crestwood Library, this year 20 seniors in Crestwood received a free turkey dinner for Thanksgiving.

Friends of Crestwood Library (FOCL) launched their gift membership idea this season. They were the benefactors (\$500) of the Annunciation Ladies Guild Raffle Holiday event that Z & Liz Caruso attended. FOCL's unwavering support of our library enables us to buy materials & supplies to enhance our literacy and intergenerational initiatives. October Friends of Crestwood Library Bake Sale and YFD SmokeHouse event drew many people into our library and fall marked the end of the Yonkers on the Move walks. Book Chat remains ever popular.

Crestwood Historical Society continues to build their website and held their Annual Meeting: A Sanctuary on Troublesome Brook, in November.

Our Westchester County Grant Funding drew to a close and sponsored incredible programs including Val Franco's ZOOM Thankfulness in Art, Winter Solstice and Venice Biennale Fitness/Wellness programming plus an in-person Red Cross First Aid workshop.

Volunteens & Voluntweens continue to use our library as a community learning site and a welcoming place to complete their community service hours. They were instrumental in coming up with the idea of having a Swiftie Giftie Party that brought in new library patrons.

Literacy is Life! From Homework help to fitness, from Book clubs to story crafts, we bring our community together, living and learning. All this is possible with the wonderful work of our Crestwood Crew whom I would like to thank for their tireless service to make "Crestwood the Little Library that DOES!" Crew members: Jackie Leone, Librarian Trainee, Mary Nowak, Clerk II, Liz Caruso, Clerk I Data Entry and our part timers- Zaina Awaad, Nina Colavolpe-Leone, Radilsa De Leon, Saredys Marte, Hali Mentzer, Gabriella Monaco, Nora-Grayce Orosz, Anthony Ortiz (Custodian), Alison Robles, Matthew Rodrigues, Valentina Saccente, Judith Schavrien (Librarian II), Erin Schoenlank, Caroline Sullivan, Natalie Varker, Nancy Wissman (Librarian I) & Carina Zegers. Sarah Hawkins (Homework Helper), and Maureen Butler (Substitute Homework Helper).

We forge ahead, hopeful as ever for a wonderful New Year as we continue to pivot to meet our library patrons where they are and bring them into the library or bring the library to them!

With wishes for a happy and healthy 2024 for us all!

Z. Baird, Crestwood Library Branch Manager

# **QUARTERLY REPORTS**

## **TECHNICAL PROCESSING DEPARTMENT** **QUARTERLY REPORT** **OCTOBER, NOVEMBER, DECEMBER 2023**

The Tech. Processing Department is still in our cramped temporary office location waiting for the long overdue finish to the elevator project. We are providing all departments with their orders as we continue to navigate around one another, our desks, book carts, and deliveries.

The Baker & Taylor Book Leasing Program continues to provide shelf ready new books for the branches that use their monthly quotas to obtain titles for their collections. These titles are then returned when they are no longer popular circulating items.

Tech Processing accommodates all requests from the departments for information, processed materials, and orders using whatever resources are necessary and available. Contacting and working with vendors is a large part of our work.

Mary DiChiara  
Technical Processing Dept.

# QUARTERLY REPORTS

## GRAPHICS DEPARTMENT QUARTERLY REPORT OCTOBER-DECEMBER 2023

50 Years of Hip Hop Movies, Dec (Flickr, flyers, poster)  
Across Imaginary Boundaries Artist Talk (Flickr, flyers)  
After School Cartoons (Flickr, flyers, poster)  
After School Cartoons Movie (Flickr, flyers, posters)  
Anara's Melodic Trail (Flickr, flyers, posters)  
Annual Christmas Ornament Workshop (Flickr, flyers, posters)  
Art With Erica, Nov, Dec, Jan (Flickr)  
Art With Say, Nov, Dec, Jan (Flickr)  
Art with Yonkers NNORC (Flickr)  
Bling's The Thing (Flickr, flyers, poster)  
Board Games & Puzzles, Nov, Dec (Flickr, flyers, posters)  
Candy Canes & Cartoons (Flickr, flyers, posters)  
CAPE Community Adventure Play (Flickr, flyers, posters)  
Celebrate National Puzzle Day (Flickr, flyers, posters)  
Classic Guitar & Viola COncert (Flickr)  
Coach Karina, Dec (Flickr)  
Cookie Monster Day (Flickr, flyers, posters)  
Cozy Crestwoog Hygge Hibernation (Flickr)  
Creation Station (Flickr)  
December Holidays StoryCraft (flickr)  
Disney Karaoke (Flickr, flyers, poster)  
Don't Forget Veggies During Holidays (Flickr, flyers, posters)  
Draw a Dinosaur Day (Flickr, flyers, posters)  
Eating Healthy for the Holidays (Flickr, flyers, posters)  
Family Board Games, Nov, Dec (Flickr, flyers, poster)  
Family Film, Riverfront (Flickr, flyers, poster)  
Family History Project (Flickr, flyers, poster)  
Feeding Westchester, Will (Flickr, flyers, posters)  
Fidget Making Workshop (Flickr, flyers, posters)  
Fine Arts Films, November (Flickr, flyers, posters)  
Forever YA Book Club Jan (Flickr)  
Free Play All Day (Flickr, flyers, posters)  
Free Play at Will (Flickr, flyers, posters)  
Fry Bread Short & Snack (Flickr, flyers, posters)  
Gale (bookmarks)Get Started with Chess (Flickr, flyers, posters)  
Get Organized New Year (Flickr)  
Get Started with Chess (Flickr, flyers, posters)  
Godzilla & Mothra (Flickr)  
Godzilla, Nuclear Monster at Large (Flickr)  
The Great Storage Cleanout (Flickr, flyers, posters)  
Groundhog Results Party (Flickr, flyers, posters)  
Hansel & Gretel Story & Treat (Flickr, flyers, posters)  
Hanukkah Grab & Go (Flickr, flyers, posters)  
Hibernation Station (Flickr, flyers, posters)  
History Lover's Book Club, Dec (flickr)  
Indoor Recess, Nov, Dec (Flickr, flyers, poster)  
International Ninja Movie Day (Flickr, flyers, posters)  
James Bond Film Series, November (Flickr, flyers, poster)  
January Story & Craft (Flickr)  
Job Interview (bookmarks)  
Katori's Little Shakers Riverfront (Flickr, flyers, poster)  
Katori's Little Shakers Will (Flickr, flyers, poster)  
Kid Switch Gaming (Flickr, flyers, poster)  
Kids Create (Flickr, flyers, posters)  
Kite Festival Craft (Flickr, flyers, posters)  
Leaf Preservation (Flickr)  
Learn Google Apps (Flickr, flyers, posters)  
Legorama Club, Nov, Dec (Flickr, flyers, poster)  
Legorama Club, USMC Day (Flickr, flyers, posters)  
Lego Club, Crestwood Nov, Dec(Flickr)  
Lego Club, Will November-December (Flickr, flyers, posters)  
Let's Play Monopoly Day (Flickr, flyers, posters)  
Letters to Santa (Flickr, flyers, posters)  
Libby (bookmarks)  
LinkedIn (bookmarks)  
Make New Year's Hats (Flickr, flyers, posters)  
Maker Mondays for Seniors Nov, Dec, (Flickr, posters)  
Maker Mondays for Teens Nov, Dec (Flickr, posters)  
Mango Languages (bookmarks)  
Metro Card Locations (flyers)  
Mickey Mouse March & Craft (Flickr, flyers, posters)  
Mindful Monday Reiki, Dec (Flickr)  
Mix & Match Mondays: Nov, Dec, Jan (Flickr, flyers, posters)  
Movies at the Will Library, Dec, Jan (Flickr, flyers, posters)  
Movies at your Library, Riverfront: Oct, Nov, Dec, Jan (Flickr, flyers, posters)  
Music of Four Centuries (Flickr, flyers, posters)  
Music with Zev - Will Nov, Dec, Jan (Flickr, flyers, poster)  
Music With Zev - Riverfront Nov, Dec, Jan (Flickr, flyers, posters)  
Musical Tribute to Yonkers (Flickr, flyers, posters)  
Mystery Thriller Book Club, December, January(Flickr, flyers, posters)  
NaNoWriMo (Flickr, flyers, posters)  
National Cupcake Day (Flickr, flyers, posters)  
National Game & Puzzle Week (Flickr, flyers, posters)  
National Popcorn Day (Flickr, flyers, posters)  
National Puzzle Day (Flickr, flyers, posters)  
The New Sustainable You, Nov, Dec (Flickr)  
NNORC Consultations, Crestwood, Nov, Dec (Flickr)  
Older Divers Safety Week (Flickr, flyers, posters)  
Online Adult Book Club, Jan (Flickr)  
Pain & Juice Winter Wonderland (Flickr, flyers, posters)  
Painting with Teresa, Dec (Flickr, flyers, posters)  
Paper Snowflake Making (Flickr, flyers, posters) Podcasting 101 (Flickr, flyers, posters)  
Pokémon Card Giveaway (Flickr, flyers, posters)  
Qi Gong,Dec. Jan (Flickr, flyers, posters)  
Rather Be Reading, Nov, Dec, Jan (Flickr, flyers, poster)  
(Re)discover the National Gallery of Art (Flickr, flyers, posters)  
Read with Cooper, Will (Flickr, flyers, posters)  
Read with Cooper, Crestwood (Flickr)  
Red Planet Day (Flickr, flyers, posters)  
Researching your Family House (Flickr, flyers, posters)  
Reset Refocus Recharge 2024 (Flickr, flyers, posters)  
Resume Help (bookmarks)  
Robert the Guitar Guy, Oct, Nov, Dec, Jan (Flickr, flyers, poster)  
Saturday Storytime (Flickr, flyers, poster)  
Self Hypnotism Techniques (Flickr)



Sign Language for Beginners (Flickr, flyers, posters)  
Snowflake Station (Flickr, flyers, posters)  
Snowman Story & Craft (Flickr, flyers, posters)  
Sing, Sign & Storytime, Jan-March (Flickr, flyers, posters)  
Snowy Day Craft (Flickr, flyers, posters)  
The Stars in Our Backyard (Flickr, flyers, posters)  
Sticker Decorating Craft (Flickr, flyers, posters)  
Tai Chi for Seniors (Flickr, flyers, posters)  
Thankfulness with Prof. Val Franco (Flickr)  
Thanksgiving Grab & Go Craft (Flickr, flyers, posters)  
Thanksgiving Story & Craft, Crestwood (Flickr)  
Thanksgiving Story & Craft, Will (Flickr, flyers, posters)  
Turkey Tuesday (Flickr, flyers, posters)  
Tutor.com (bookmarks)  
Ugly Christmas Stocking (Flickr, flyers, posters)  
Vacation Lego Club (Flickr, flyers, posters)  
Virtual Author Talks, Nov, Dec, Jan, Feb (Flickr, flyers, posters)  
Will the Groundhog See his Shadow? (Flickr, flyers, posters)  
Will Library Storytimes (Flickr, flyers, posters)  
Will's Weekly Winter Bingo (Flickr, flyers, posters)  
Winnie the Pooh Storytime (Flickr, flyers, posters)  
Winter Concert with Eddie & John (Flickr)  
Winter Wonderland (Flickr, flyers, posters) World Freedom Day  
(Flickr, flyers, posters)  
YA Book Buzz (Flickr)  
Y PL Calendars, August , September, October (flyers)



Graphic Artist

Mario Pereira