



BOARD OF TRUSTEES

MONTHLY MEETING

Thursday, March 21, 2024
Grinton I. Will Library



Table of Contents

a.)	Agenda	3
b.)	Minutes of February 15, 2024 Meeting	5
c.)	Bill List: Schedule #861	9
d.)	Management Report	17
e.)	Circulation	19
f.)	Electronic Resources	23
g.)	Book Stock	25
h.)	YPL Naming Policy	26

**YONKERS PUBLIC LIBRARY
AGENDA FOR BOARD MEETING
MARCH 21, 2024
GRINTON I. WILL LIBRARY**

MINUTES

[ACTION ITEM] Approve Minutes of Meeting on February 15, 2024

MANAGEMENT REPORT

UNION REPRESENTATIVE'S REPORT

WLS REPORT

PERSONNEL REPORT

Ratify the following appointment:

Ortiz, Anthony; Permanent Custodial Worker, \$50,674.00/yr, eff. 3/1/2024

Somersall, Tara; Permanent Librarian IV, \$118,854.69/yr, eff. 3/18/2024

Acknowledge the following termination:

Schavrien, Judith; Librarian II (P/T), \$25.35/hr, eff. 3/5/2024

COMMITTEE REPORTS

Finance, Budget & Planning- Jannetti (chair)

Fundraising & Development – Jannetti (chair)

Foundation Update

RATIFY PAYMENT OF BILLS

[ACTION ITEM] Schedule #861

NEW BUSINESS

[ACTION ITEM] Authorization of Memorandum of Agreement between Yonkers Public Library and SEIU Local 704B regarding snow removal procedures.

PUBLIC COMMENT

EXECUTIVE SESSION

NEXT MEETING DATE

Thursday, April 18, 2024 at 7:00pm at Riverfront Library

YONKERS PUBLIC LIBRARY
BOARD MEETING
GRINTON I. WILL LIBRARY
FEBRUARY 15, 2024

ATTENDANCE

TRUSTEES:	Nancy Maron Joseph Puglia Stephen Jannetti Michael Sabatino Patricia Phelan John A. Daily Jr.
LIBRARY DIRECTOR:	Jesse Montero
ASSISTANT LIBRARY DIRECTOR:	Shauna Porteus
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Trustee Phelan
UNION REPRESENTATIVE:	Brandon Neider
GUESTS:	Dominick Savarese, Jason Eisenberg, Jay Chawla

The Board Meeting began at 7:01 pm.

MINUTES

Director Montero reported that he received a request from Union Representative Neider that the minutes of the last meeting be amended to remove President Maron's comment about the Board's desire to improve communication with the Union from the Union Report section of the minutes as it was not a part of his report. On motion of Trustee Puglia, seconded by Trustee Daily and unanimously carried, the Board approved the Minutes of the Annual Meeting of January 18, 2024 with a separation and paragraph break between the Union Report and President Maron's comments.

MANAGEMENT REPORT

Director Montero reported on YPL's celebration of Black History Month, including updated branding, online lectures, film series and book clubs and a Motown Concert featuring Emilie

Surtees and the Stage Revolution Band that drew over 200 attendees at Riverfront Library last Saturday as well a dance performance featuring the Revelators at Will Library later in the month. He also discussed several children's programs and activities scheduled throughout the month.

Director Montero updated the Board on the status of the elevator at Will. The elevator passed inspection on January 30 and was operational for ten days before failing again last week. The elevator remains out of order awaiting service. He expressed his frustration and concern with the maintenance company and reported that the City was withholding payment to the company until further service is received.

Trustee Sabatino arrived at 7:06 pm.

Director Montero announced that YPL was awarded an archival needs assessment from the Documentary Heritage and Preservation Services of New York (DHPSNY). DHPSNY will send a trained archivist to assess the library's archival needs, operational efficiency and collection management. While no funds were included in the award, he believed it would save the organization tens of thousands of dollars. He also noted that YPL was the only public library in the state and public institution in the county to receive the award.

Assistant Director Porteus reported on Riverfront's adoption of "Code Adam", which is a set of instructions to follow in the event of a missing child commonly used in large department stores, grocery stores or amusement parks. The staff were trained on the practices and instructions several times and has already been successfully deployed once. She expects it to be expanded soon to Will and Crestwood Library.

Assistant Director Porteus discussed tax assistance services. She reported that AARP returned to Will on February 6 to provide free tax help for individuals of any age. AARP is now using an online calendar to schedule over 40 appointments per week through March. She also noted that Riverfront has been proposed as a location for VITA tax assistance next year.

Director Montero updated the Board on staff news. He reported that Riverfront Branch Administrator Sandy Amoyaw was reappointed to the Mayor's African American Advisory Board; Will Branch Administrator Tara Somersall and Will Children's Department Head Aili Whelan recently completed a Library Journal library management training course; Riverfront Reference and Adult Services Head Mary Robison and Public Humanities Fellow Dr. Benjamin Zender led a discussion on civic engagement and the impact of the Mellon Foundation Grant at Sarah Lawrence College; Will Children's Librarian Maryann Minozzi retired on January 30 after more than 15 years of service.

UNION REPRESENTATIVE'S REPORT

Representative Neider introduced the delegation of Union members Jay Chawla, Jason Eisenberg and Union President Dominick Savarese. Mr. Neider stated there was no formal

report but noted that he may be in touch with management following the conclusion of investigations into certain overtime and flex time practices.

PERSONNEL REPORT

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

Jacob, Hephshbah; Junior Clerk (PT), \$16.00/hour, eff. 1/18/2024
Minozzi, Maryann; Librarian II, \$88,026.00/year, eff. 1/30/2024 (retired)

COMMITTEE REPORTS

President Maron asked committees to discuss their goals for the new year.

Outreach- Trustee Edoziem (chair)

Trustee Daily reported on behalf of Chair Edoziem that two goals of the Outreach Committee were to gain visibility into the community and assist other non-profit organizations with programming that share interests with the library.

Buildings & Grounds- Trustee Daily (chair)

Chair Daily reported that the Buildings & Grounds Committee intends to complete a customer journey report on how the grounds are used from a patron perspective and report on the patron's digital experience, as compared to other libraries. Director Montero mentioned the library's ongoing inclusive wayfinding project at Riverfront Library with CDBG funds as an area of cooperation.

Chair Daily also discussed the goal of engaging the City on the feasibility of a new library branch. President Maron suggested that Chair Daily join her and Director Montero for their next scheduled monthly meeting with the Deputy Mayor to bring up the topic. The Board and management discussed different sites, funding and shared use possibilities.

Policy- Trustee Sabatino (chair)

Chair Sabatino asked management to highlight different policies that they believe require updating for the committee to address.

Fundraising- Trustee Jannetti (chair)

Foundation Update: President Maron reported that the Foundation had hired Associate Director Laura Sanzel (a part-time, contract position), to support FYPL fundraising and prepare for the annual gala. President Maron asked trustees to assist with fundraising and

outreach for the gala, noting that the Foundation was offering “early-bird” tickets of \$150 until two weeks before the event, when tickets will increase to \$175.

Trustee Jannetti asked President Maron if there were any guidelines for posting on social media. She suggested that trustees use the save-the-dates that were already released. She added that a press release would be made next Tuesday and that invitations were being finalized.

PAYMENT OF BILLS

On motion of Trustee Jannetti, seconded by Trustee Puglia and unanimously carried, the Board approved payment of bills as listed on Schedule #860.

WLS REPRESENTATIVE'S REPORT

Trustee Phelan reported that she attended a WLS Board Meeting on January 30 where they asked for her resume and bio and advised her that they would vote on her appointment next month. She was pleased to make the acquaintance of many of the trustees on the Board and was looking forward to a social event with the Board before it was canceled due to a snow storm. She announced that if she is appointed to the Board she intends to be a strong advocate for YPL.

EXECUTIVE SESSION

President Maron motioned the Board into Executive Session at 7:31 pm to discuss the employment history and performance of a particular employee and asked the Union delegation of Mr. Neider, Dominick Savarese, Jay Chawla and Jason Eisenberg to join them.

The Union delegation exited the executive session at 7:46 pm and the Board asked Director Montero, Assistant Director Porteus and Business Manager to join the session at 7:51 pm.

The Board exited the Executive Session at 8:45 pm.

NEXT BOARD MEETING DATE –Thursday, March 21, 2024 at 7:00pm at Grinton I. Will Library.

On motion of Trustee Puglia, seconded by Trustee Daily and unanimously carried, the Board adjourned the Meeting at 8:46 pm.

Jesse Montero
Library Director & Secretary

Yonkers Public Library

Bill List February 2024

<u>Vendor Name</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
CAPITAL FUNDS			
GOVCONNECTION, INC.	HP CLJPRO 430 MFP PRINTERS (3)	2/15/2024	1,430.91
GOVCONNECTION, INC.	HP CLJPRO 4201 PRINTERS (6)	2/6/2024	2,268.96
NATIONAL BUS. FURNITURE, LLC	EXECUTIVE MESH CHAIRS (2)	2/6/2024	960.20
SCHOOL OUTFITTERS	COMPUTER TABLES-WILL	2/15/2024	5,359.22
TOTAL			10,019.29
CONTRIBUTIONS FUNDS			
AMERICAN EXPRESS	MISC. EXPENSES	2/21/2024	3,291.21
BELLA VISTA DELI	BOARD MEETING DINNER 1/18/2024	2/5/2024	210.00
CAMPOVERDE, ANGELICA	PROG: HOMEWORK HELPER-RIV	2/21/2024	375.00
CAMPOVERDE, ANGELICA	PROG: HOMEWORK HELPER-RIV	2/5/2024	450.00
FRIENDS OF JOHN C HEART MEM L	PROG: VIRTUAL TRAVEL	2/21/2024	19.80
GROUNDWORK HUDSON VALLEY	WORK DONE BY GREEN TEAM-WILL	2/28/2024	882.06
HAWKINS, SARAH	PROG: HOMEWORK HELPER-CREST	2/21/2024	360.00
HAWKINS, SARAH	PROG: HOMEWORK HELPER-CREST	2/5/2024	450.00
LOST BOROUGH ICE CREAM CORP.	PROG: COOKING DEMO-CON ED	2/14/2024	90.00
OPTIMUM	UNPAID BALANCE	2/5/2024	8.26
POUND RIDGE LIBRARY	PROG: VIRTUAL-MADAM CJ WALKER	2/14/2024	40.00
SCOTT, CRYSTAL	PROG: CHEF COOKING DEMO-CON ED	2/28/2024	100.00
SIEGAL, MARTIN	PROG: HOMEWORK HELPER-WILL	2/5/2024	915.00
TORRES, ARNALDO	REIMB EXP: GINGER BREAD WINNERS	2/21/2024	29.00
TORRES, ARNALDO	REIMB EXP: PROG COOKING DEMO-CO	2/28/2024	325.71
TOTAL			7,546.04
GRANTS			
WAYNE'S ELECTRIC OF WEST.	INSTALL CONDUITS/HANGERS/WIRING	2/8/2024	4,175.00
WAYNE'S ELECTRIC OF WEST.	INSTALL LIGHTING FIXTURES-WILL.	2/29/2024	4,925.00
TOTAL			9,100.00

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 February 2024

Date	Num	Memo	Amount
Abbey Ice & Spring Water			
02/26/2024	180426	cooler rental - CW	33.00
02/26/2024	180501	rental equipment - ...	47.25
02/26/2024	4970	spring water - RF	153.00
02/26/2024	4971	spring water - Will	93.00
02/26/2024	4972	spring water - CW	48.00
Total Abbey Ice & Spring Water			374.25
Adirondacks Protection Services			
02/02/2024	1074-2024-3219R	unarmed security ...	4,296.00
02/02/2024	1075-2024-3219W	unarmed security ...	1,954.68
02/08/2024	1077-2024-3219W	unarmed security ...	1,446.32
02/08/2024	1078-2024-3219R	unarmed security ...	4,324.64
02/16/2024	1080-2024-3219R	unarmed security ...	3,494.08
02/16/2024	1081-2024-3219W	unarmed security ...	3,164.72
02/26/2024	1083-2024-3219R	unarmed security ...	2,692.16
02/26/2024	1084-2024-3219W	unarmed security ...	1,976.16
02/29/2024	1085-2024-3219R	unarmed security ...	3,491.79
02/29/2024	1086-2024-3219W	unarmed security ...	2,377.12
Total Adirondacks Protection Services			29,217.67
Alvarez, Kevin			
02/08/2024	10KA	tech support Janu...	200.00
Total Alvarez, Kevin			200.00
American Express			
02/23/2024	21124AE	materials, softwar...	1,387.91
02/23/2024	21124AE	materials, softwar...	632.15
02/23/2024	21124AE	materials, softwar...	589.67
02/23/2024	21124AE	materials, softwar...	1,949.13
02/23/2024	21124AE	materials, softwar...	263.73
02/23/2024	21124AE	materials, softwar...	1,942.02
Total American Express			6,764.61
Amoils, Roseanne			
02/08/2024	117RA	job coach 1/3-1/31/...	1,350.00
Total Amoils, Roseanne			1,350.00
Azcona, Shirley			
02/16/2024	004SA	Adobe Photoshop ...	150.00
Total Azcona, Shirley			150.00
Baby Fingers LLC			
02/02/2024	14 WINTER 2024	Creative Sign Lang...	200.00
02/26/2024	15 WINTER 2024	Creative Sign Lang...	200.00
Total Baby Fingers LLC			400.00
Baird, Zahra			
02/16/2024	020824ZMB	employee reimbur...	26.25
02/26/2024	020924ZMB	employee reimbur...	112.17
02/26/2024	021824ZMB	employee reimbur...	331.57
02/26/2024	021924ZMB	employee reimbur...	49.43
Total Baird, Zahra			519.42
Baizan, Ayanna P.			
02/29/2024	011324APB	sew amazing class...	150.00
Total Baizan, Ayanna P.			150.00
Baker & Taylor			
02/02/2024	DEC-23	materials	6,332.75
02/02/2024	DEC-23	materials	4,748.31
02/02/2024	DEC-23	materials	4,748.32
02/26/2024	JAN-24	materials	9,323.31

4:37 PM
 03/07/24
 Accrual Basis

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 February 2024

Date	Num	Memo	Amount
02/26/2024	JAN-24	materials	9,323.32
02/26/2024	JAN-24	materials	3,468.97
Total Baker & Taylor			37,944.98
Barnes & Noble			
02/02/2024	4503540	materials	211.53
02/02/2024	4503553	materials	289.96
02/26/2024	4503578	materials	279.04
02/26/2024	4505494	materials	814.85
Total Barnes & Noble			1,595.38
Borrani, Karina			
02/26/2024	KBJF2024	workout w/Coach ...	100.00
Total Borrani, Karina			100.00
Cablevision Lightpath			
02/08/2024	101208172	internet 2/1-2/29/24	4,439.61
02/08/2024	101208198	phones 2/1-2/29/24	3,775.14
Total Cablevision Lightpath			8,214.75
Cablevision Optimum			
02/02/2024	07803550279FEB24	internet/phones 1/...	141.07
02/08/2024	07803544469FEB24	cable boxes 2/1-2/...	16.80
02/16/2024	07803065546FEB24	cable box 2/8-3/7/24	8.40
02/29/2024	07803550279MAR24	internet/phones 2/...	140.56
Total Cablevision Optimum			306.83
Cacace, Laura			
02/02/2024	012424LC	reimbursement Su...	32.58
Total Cacace, Laura			32.58
Citadel Pest Control			
02/26/2024	4881	pest treatment	260.00
Total Citadel Pest Control			260.00
Crown A/C Heat & Power			
02/29/2024	9646	air compressor re...	199.63
Total Crown A/C Heat & Power			199.63
Crown Janitorial			
02/02/2024	833429-2	duster telescopic	275.10
02/26/2024	835013-1	janitorial supplies	1,848.33
Total Crown Janitorial			2,123.43
Da Silva, Mari			
02/29/2024	02242024MDS	Art of African head...	75.00
Total Da Silva, Mari			75.00
Demco			
02/02/2024	7426532	book covers	36.40
02/14/2024	7433421	library supplies	406.21
02/16/2024	7434902	book jackets (rolls)	99.22
Total Demco			541.83
Ebsco			
02/08/2024	1000224292-1	learning express s...	1,785.00
02/08/2024	1000224292-1	learning express s...	1,785.00
02/08/2024	1000224292-1	learning express s...	1,785.00
02/26/2024	2401190	credit materials	-19.95
02/26/2024	2401191	credit materials	-19.95
02/26/2024	2401618	materials	42.85

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 February 2024

Date	Num	Memo	Amount
Total Ebsco			5,357.95
ESI Employee Assistance Group			
02/29/2024	002906	annual EAP servic...	3,570.00
Total ESI Employee Assistance Group			3,570.00
Five Star Equipment Repair			
02/02/2024	R67051	repair tennant S5 s...	274.46
02/08/2024	R67112	reconditioned envi...	1,236.98
Total Five Star Equipment Repair			1,511.44
Fun Express LLC			
02/26/2024	72775561701	program supplies	158.66
02/26/2024	727835038-01	credit program su...	-158.66
02/26/2024	72968994401	program supplies	145.14
Total Fun Express LLC			145.14
Fusco, Eileen			
02/16/2024	21124EF	employee reimbur...	73.92
02/16/2024	2724EF	employee reimbur...	60.00
02/29/2024	022324EF	reimbursement Afr...	55.21
Total Fusco, Eileen			189.13
Global Industrial			
02/08/2024	121490494	sensor vacuums 1...	1,567.00
Total Global Industrial			1,567.00
GovConnection			
02/02/2024	74936914	Axiom 8GB memor...	87.84
02/02/2024	74936934	toner cartridges	503.30
02/02/2024	74949555	HP 3 yr. Care Pack...	654.18
02/02/2024	74949556	Avid AE-711R hea...	92.00
02/08/2024	74954985	mouse pads	56.50
02/08/2024	74963011	dual flash drives	231.40
02/08/2024	74966631	designjet cartridges	677.59
02/16/2024	74994938	3yr. license VMwar...	10,960.64
02/26/2024	74999071	Pro Ultra HD Doc...	135.46
Total GovConnection			13,398.91
Home Depot Credit Service			
02/02/2024	5514806	blacktop patch	84.48
02/02/2024	9092037	cabinet hinge	31.93
Total Home Depot Credit Service			116.41
Image Access, Inc.			
02/29/2024	M132178	annual service ren...	853.00
Total Image Access, Inc.			853.00
Ingram Library Services			
02/26/2024	79634528	materials	44.05
Total Ingram Library Services			44.05
Keane & Beane			
02/16/2024	99314	professional servic...	252.00
02/16/2024	99315	professional servic...	756.00
Total Keane & Beane			1,008.00
Ledesma, Solyaris			
02/02/2024	1-30-24SL	zumba class 1/30/2...	75.00
02/08/2024	2-6-24SL	zumba class 2/6/24...	75.00
02/26/2024	2-20-24SL	zumba class 2/20/2...	75.00

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 February 2024

Date	Num	Memo	Amount
Total Ledesma, Solyaris			225.00
Markowitz, Robert			
02/26/2024	021624	children's music s...	600.00
Total Markowitz, Robert			600.00
Midwest Tape			
02/02/2024	504921250	materials	243.50
02/02/2024	504921251	materials	115.43
02/02/2024	504921252	materials	48.98
02/02/2024	504921253	materials	77.64
02/02/2024	504921254	materials	11.24
02/02/2024	504921256	materials	10.49
02/02/2024	504941481	materials	52.47
02/02/2024	504941483	materials	43.38
02/26/2024	504981951	materials	73.47
02/26/2024	504981953	materials	27.98
02/26/2024	505010531	materials	11.24
02/26/2024	505046813	materials	138.51
02/26/2024	505010533	materials	18.89
02/26/2024	505010534	materials	20.99
02/26/2024	505010535	materials	41.98
02/26/2024	505046811	materials	20.99
02/26/2024	505046812	materials	154.62
02/26/2024	505046814	materials	27.99
02/26/2024	505046816	materials	25.18
02/26/2024	505046817	materials	6.99
Total Midwest Tape			1,171.96
Mitchell's NY			
02/02/2024	20566	subscriptions 12/2...	1,752.00
02/02/2024	20567	subscriptions 12/2...	1,742.40
Total Mitchell's NY			3,494.40
Montero, Daniel Jesse			
02/02/2024	012524DJM	reimbursement Lib...	800.00
Total Montero, Daniel Jesse			800.00
Mr. Chimney Clean, Inc			
02/29/2024	78174	sweep/inspect boil...	1,950.00
02/29/2024	78175	sweep/inspect boil...	199.00
Total Mr. Chimney Clean, Inc			2,149.00
Norris, Michael			
02/26/2024	27MBN	Meet George Wash...	100.00
Total Norris, Michael			100.00
Open Systems Metro			
02/02/2024	84487	monitoring fire ala...	400.00
Total Open Systems Metro			400.00
Overdrive			
02/02/2024	01322CO24022706	materials	771.31
02/02/2024	01322CO24025524	materials	3,657.38
02/02/2024	01322CO24026230	materials	36.77
02/08/2024	01322CO24003443	materials	1,385.59
02/08/2024	01322CO24030093	materials	1,630.67
02/08/2024	01322DA24028440	materials	12.99
02/08/2024	TITLE-24001073	credit memo mater...	-1,385.59
02/16/2024	01322CO24043595	materials	1,918.87
02/26/2024	01322DA24046711	materials	65.37
02/29/2024	01322CO24054607	materials	2,336.74
02/29/2024	01322CO24054807	materials	40.00
02/29/2024	01322CO24055495	materials	3,686.72

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
February 2024

Date	Num	Memo	Amount
02/29/2024	01322CO24057244	materials	27.50
Total Overdrive			14,184.32
Pitney Bowes 2			
02/26/2024	1024750065	red ink cartridges	639.00
Total Pitney Bowes 2			639.00
Presedo, Vivian			
02/29/2024	022324VP	petty cash reimbur...	111.42
02/29/2024	022324VP	petty cash reimbur...	202.15
02/29/2024	022324VP	petty cash reimbur...	33.92
02/29/2024	022324VP	petty cash reimbur...	5.98
02/29/2024	022324VP	petty cash reimbur...	19.96
Total Presedo, Vivian			373.43
Rabadi, Renee			
02/26/2024	021524RR	employee reimbur...	132.44
Total Rabadi, Renee			132.44
Revelators Inc.			
02/29/2024	299	African dance/dru...	400.00
Total Revelators Inc.			400.00
Safeguard Lock & Key			
02/08/2024	14295	key copies	37.00
Total Safeguard Lock & Key			37.00
Scaringella Auto Repair			
02/02/2024	11-30-23	oil change/inspecti...	166.95
Total Scaringella Auto Repair			166.95
Schalls Hardware Store, INC.			
02/16/2024	2461	maintenance suppl...	302.41
Total Schalls Hardware Store, INC.			302.41
Schreiber, Elyse			
02/02/2024	13024ES	reimbursement St...	19.68
Total Schreiber, Elyse			19.68
Securitas Technology Corporation			
02/16/2024	6003905360	maintenance/moni...	217.16
02/16/2024	6003905370	maintenance/moni...	326.96
Total Securitas Technology Corporation			544.12
Sign Academy LLC			
02/29/2024	YR-2425-1	adult sign languag...	165.00
Total Sign Academy LLC			165.00
Sterling Sanitary Supply			
02/02/2024	AX9767	janitorial supplies	435.00
02/08/2024	AY0218	bucket w/side press	89.98
02/16/2024	AY0951	janitorial supplies	527.00
Total Sterling Sanitary Supply			1,051.98
Torres, Arnaldo			
02/29/2024	022324AT	reimbursement pr...	27.52
Total Torres, Arnaldo			27.52
United Overhead Door			
02/08/2024	204194	roller came off the ...	587.86

YONKERS PUBLIC LIBRARY
Bill List- Operating Account
 February 2024

Date	Num	Memo	Amount
Total United Overhead Door			587.86
Verizon			
02/02/2024	9147931065FEB24	phones 1/19-2/18/24	40.55
02/16/2024	9144109274FEB24	phones 2/1-2/29/24	48.25
02/29/2024	9143372191MAR24	phones 2/16-3/15/24	162.97
02/29/2024	9143373015MAR24	phones 2/16-3/15/24	53.92
02/29/2024	9147931065MAR24	phones 2/19-3/18/24	40.22
Total Verizon			345.91
Verizon Wireless			
02/08/2024	9954971311	cell phones 12/24-...	340.10
02/23/2024	9956348622	cell phones 1/11-2/...	740.14
Total Verizon Wireless			1,080.24
Wayne's Electric Service			
02/29/2024	022418	replace emergenc...	586.50
Total Wayne's Electric Service			586.50
WB Mason			
02/02/2024	244064002	copy paper	300.93
02/02/2024	244102876	library supplies	33.28
02/02/2024	244147292	interoffice envelop...	256.20
02/02/2024	244190660	correction tape	20.98
02/16/2024	244350008	office supplies	259.84
02/16/2024	244392632	construction paper	3.52
02/16/2024	244430027	library supplies	55.71
02/16/2024	244430942	rubber bands	39.96
02/16/2024	244460191	office supplies	101.98
02/16/2024	244486705	construction paper	9.36
02/26/2024	244540624	library supplies	260.62
02/26/2024	244572336	construction paper	2.44
02/26/2024	244608369	library supplies	24.49
02/26/2024	244615042	office supplies	20.48
02/29/2024	244758853	library supplies	49.37
02/29/2024	244767027	children program s...	27.15
Total WB Mason			1,466.31
Westchester County Historical Society			
02/02/2024	012824	local history prese...	125.00
Total Westchester County Historical Society			125.00
Westchester Library System			
02/02/2024	AR00000203	single item barcod...	739.58
Total Westchester Library System			739.58
Youth Theatre Interactions			
02/26/2024	2-17-2024	hip hop performan...	250.00
Total Youth Theatre Interactions			250.00
Zev Haber Music by Zev			
02/02/2024	5999	music class 1/26/24	275.00
02/08/2024	5998	music class 1/4-1/2...	825.00
Total Zev Haber Music by Zev			1,100.00
TOTAL			151,547.00

YPL Operating Budget FY 2024 (February)

Code	Account Name	Adopted Budget	Current Budget (w/ transfers)	Spent Previous Months	Spent This Month (February)	YTD	Balance	% used
101	Salaries	6,627,600	6,627,600	3,615,157	819,630	4,434,787	2,192,813	66.91%
103	Temp Services	559,136	559,136	292,349	40,258	332,607	226,529	59.49%
150	Termination Payments	35,000	35,000	45,798	4,317	50,115	-15,115	143.18%
198	Overtime	369,880	369,880	91,807	43,308	135,115	234,765	36.53%
	Personal Services Total:	7,591,616	7,591,616	4,045,111	907,513	4,952,624	2,638,992	65.24%
280	Reference Materials	83,000	83,000	50,585	0	50,585	32,415	60.95%
281	Books	450,000	450,000	177,157	29,401	206,558	243,442	45.90%
	Materials Total	533,000	533,000	227,742	29,401	257,143	275,857	48.24%
301	Office Supplies	100,660	100,660	26,964	4,444	31,408	69,252	31.20%
306	Janitorial Supplies	36,050	36,050	20,220	5,859	26,079	9,971	72.34%
308	Wearing Apparel	3,300	5,800	5,199	0	5,199	601	89.64%
309	Fuel For Heating	78,250	78,250	813	0	813	77,437	1.04%
312	Hardware	10,200	10,200	3,356	339	3,695	6,505	36.23%
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	807	0	807	1,193	40.35%
	Material and Supplies Total	232,160	234,660	57,563	10,642	68,205	166,455	29.07%
401	Insurance	114,450	114,450	42,186	0	42,186	72,264	36.86%
402	Telephones	64,000	64,000	33,813	5,326	39,139	24,861	61.16%
403	Printing	18,310	18,310	6,297	0	6,297	12,013	34.39%
404	Lights and Power	169,500	169,500	64,076	8,217	72,293	97,207	42.65%
405	Postage	3,100	3,100	1,751	49	1,800	1,300	58.08%
406	Freight and Express	500	500	335	0	335	165	67.00%
407	Equipment Maint. And Repair	49,460	49,460	28,418	1,222	29,640	19,820	59.93%
408	Rental of Equipment	71,214	73,714	65,486	80	65,566	8,148	88.95%
409	Building Maint. And Repair	85,000	85,000	17,179	587	17,766	67,234	20.90%
410	Milage Allowance	685	685	43	34	77	608	11.23%
413	Professional Fees	246,000	246,000	111,533	17,057	128,590	117,410	52.27%
415	Outside Labor & Related Charges	333,000	333,000	118,328	16,939	135,267	197,733	40.62%
419	Misc. Expenses	37,750	35,250	11,719	-380	11,339	23,911	32.17%
421	Rent Riverfront	750,000	750,000	750,000	0	750,000	0	100.00%
422	Janitorial Service	2,900	2,900	1,440	260	1,700	1,200	58.62%
424	Maint. Of Office Equipment	3,400	3,400	1,734	0	1,734	1,666	51.00%
425	Subscriptions and Publicationns	159,680	159,680	112,211	54	112,265	47,415	70.31%
430	IT Hardware Maint.	53,000	53,000	545	2,083	545	52,455	1.03%
431	IT Software Licensing and Maint.	477,350	477,350	330,136	16,517	346,653	130,697	72.62%
436	Tuition/Bd/Travel Reimbursement	10,000	10,000	4,997	0	4,997	5,003	49.97%
446	Automobile Repair	6,000	6,000	3,610	0	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	21,694	2,559	24,253	6,997	77.61%
497	Contingent	81,000	78,500	0	0	0	78,500	0.00%
	Contractual Services Total	2,768,049	2,765,549	1,727,531	70,604	1,796,052	969,497	64.94%
	Total Operating Budget	11,124,825	11,124,825	6,057,947	1,018,161	7,074,024	4,050,801	63.59%

**Yonkers Public Library (YPL) Board of Trustees Meeting
Management Report
March 21, 2024**

Westchester County Board of Legislators Funding: The Westchester County Board of Legislators has once again awarded contracts to YPL that will allow it to expand its free public programs. YPL received \$18,000 for programs in health, fitness, and nutrition across all three locations and on its virtual platforms. It also received \$11,000 for technology programs. In the past, this contract funded YPL's popular summer STEM camps at Riverfront Library and Will Library, and with the sustained funding YPL plans to schedule similar camps in Summer 2024. Furthermore, YPL expects additional Board of Legislators funding for arts and cultural programs, which will be administered through ArtsWestchester. YPL is proud to be one of only three libraries in Westchester County to be awarded contracts through the Board of Legislators.

YPL Seed Library/Con Edison Grant: Now in its third year, YPL reintroduced old card catalogs stocked with seeds earlier this month. The service is now funded through a Con Edison grant which covered the cost of buying thousands of packets' worth of seeds. This year the seed packets are branded with both YPL and Con Edison hand-stamped logos, with a QR code that links to a page with planting and sowing information. The first round of seed, including tomatoes and peppers, were offered and were almost immediately claimed. More seeds with later planting dates will be distributed later this spring. The Con Edison grant additionally funded the purchase of the ZipGarden, an indoor hydroponic system which will be deployed to Riverfront Library- the one location that does not have an outdoor garden. It will also allow YPL to hire Groundwork Hudson Valley's Green Team to perform maintenance on the pollinator garden and container bed gardens at Will Library.

Community Mental Health Promotion and Support (COMHPS) at Riverfront Library: Since the start of this year, YPL has hosted staff from the Community Mental Health Promotion and Support (COMHPS) Program, offered through Family Services of Westchester. COMHPS is composed of an entirely bilingual team of community outreach workers that provide anonymous counseling services and referrals. They visit Riverfront Library and are stationed at a table in a newly laid out section of the first floor every Friday, and have access to a nearby meeting room to conduct private counseling sessions.

Castle Family Gift: Earlier this year, the Castle Family made a gift in the amount of \$25,000 to the Foundation for the Yonkers Public Library (FYPL). Their father, Irving Castle (who died in 2007), was a New Rochelle resident who had an office at the Cross County Mall and made frequent visits to the Will Library. The family spoke of how he developed friendships with the library staff, and how his library use helped them to become readers. In recognition of the Castle Family's gift, FYPL established a plaque in the New Books section of Will Library in memory of Mr. Castle. It is the largest single private gift that YPL has received in recent memory, and the occasion caused YPL administration and FYPL to examine its naming rights policy.

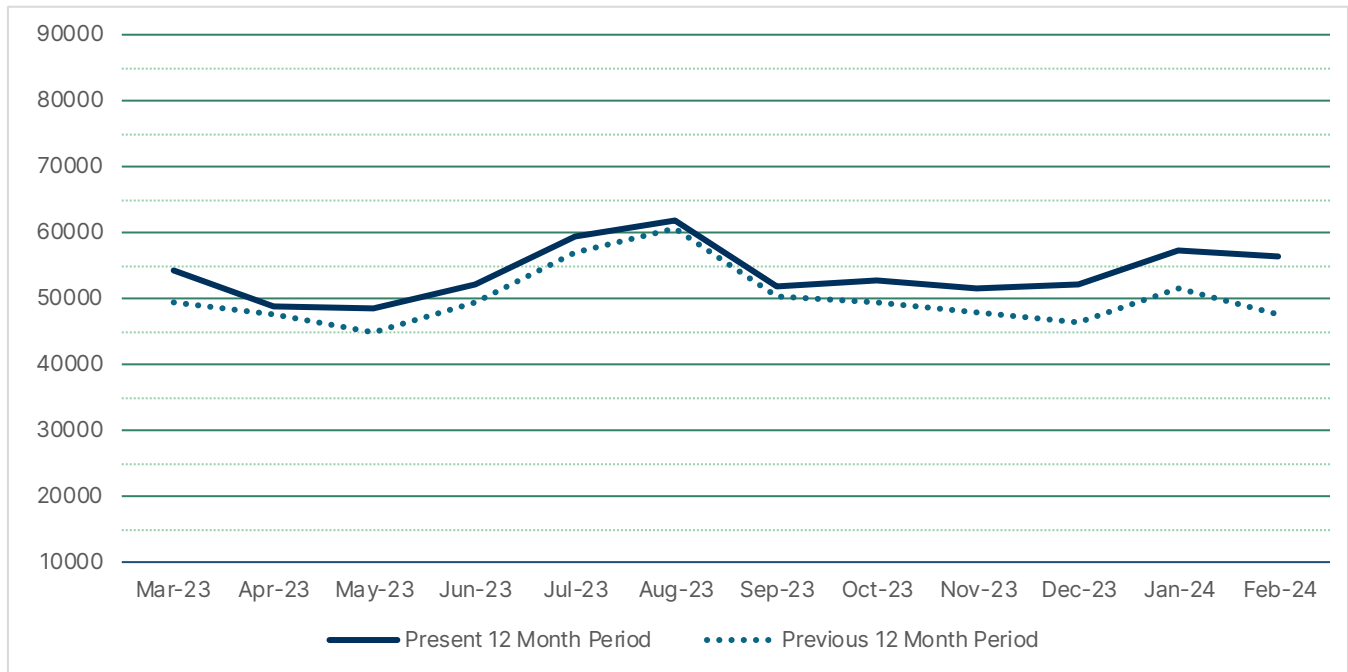
Staff Updates:

- Anthony Ortiz started work as a full time custodian at Will Library on March 1st. Previously, Mr. Ortiz had worked as a part-time custodian at Crestwood Library. Co-workers reported being impressed by his work ethic, manners, and approachability.

- Tara Somersall was officially appointed as the permanent Will Library Administrator on March 18th after an extremely successful six months as Interim Branch Administrator.
- Sandy Amoyaw was honored as a leader in the Ghanaian American community at Mayor Mike Spano's flag raising ceremony in recognition of the Independence of Ghana on March 7th.
- Riverfront Childrens' Department Head Oz Coto-Chang and his wife Marisol welcomed their second child, daughter Mila Rose Coto-Santos, on February 15th.
- Riverfront Reference Librarian Trainee Erik Malave and his wife welcomed their first child, Willow Esperanza Malave, on February 27th.

CIRCULATION SUMMARY

YONKERS PUBLIC LIBRARY



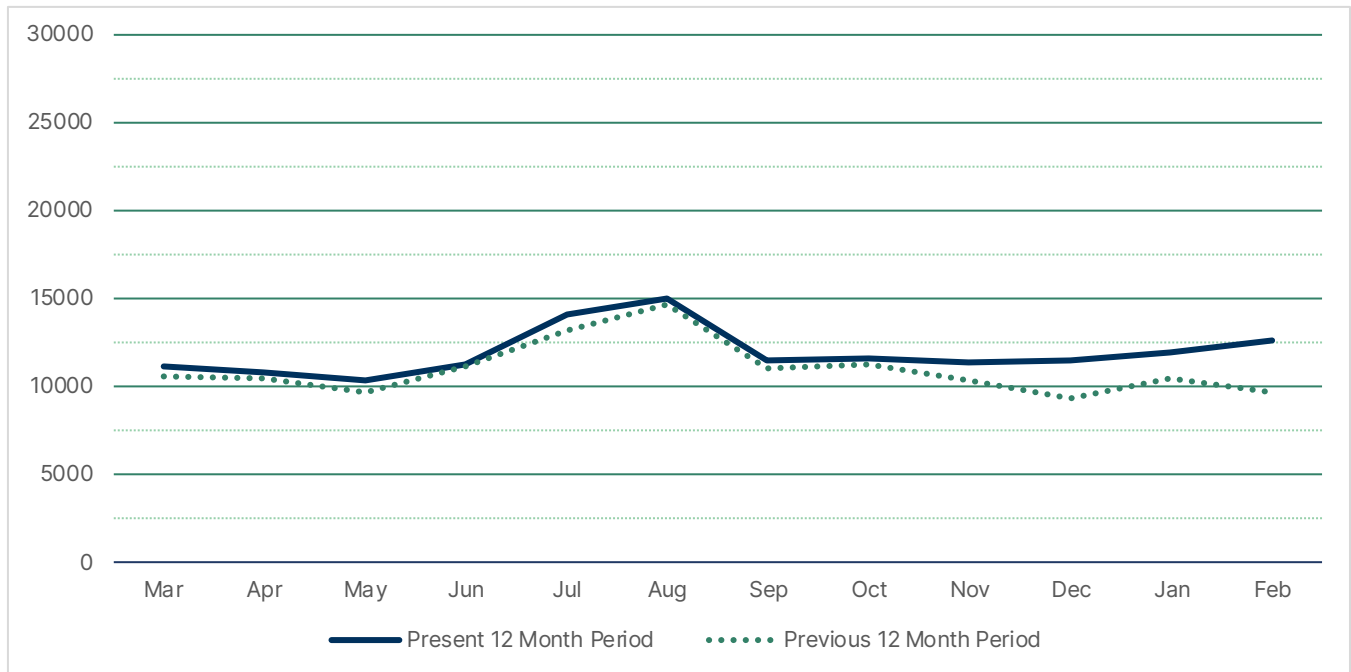
	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
Present 12 Month Period	54365	48955	48700	52101	59564	61982	51908	52912	51639	52248	57190	56451
Previous 12 Month Period	49355	47610	44967	49509	56882	60727	50217	49425	48076	46392	51612	47788
	10.2%	2.8%	8.3%	5.2%	4.7%	2.1%	3.4%	7.1%	7.4%	12.6%	10.8%	18.1%

	Feb-23	Feb-24		
_audiobook	380	328	-52	-13.7%
_biography	460	555	95	20.7%
_express	331	335	4	1.2%
_fiction	4964	5324	360	7.3%
_foreign_language	329	349	20	6.1%
_juv_audiobook	44	61	17	38.6%
_juv_fiction	11688	14806	3118	26.7%
_juv_foreign	276	578	302	109.4%
_juv_movie	831	1050	219	26.4%
_juv_nonfiction	2319	2944	625	27.0%
_magazine	109	124	15	13.8%
_movie	6083	5164	-919	-15.1%
_music	1434	1892	458	31.9%
_new_book	2305	2040	-265	-11.5%
_nonfiction	4232	4160	-72	-1.7%
_ya_av	225	288	63	28.0%
_ya_fiction	1149	1594	445	38.7%
_ya_nonfiction	178	209	31	17.4%
Electronic Content Use	9926	14142	4216	42.5%

Circulation Profile:	Feb-23	Feb-24	
_audiobook	0.8%	0.6%	-0.2%
_biography	1.0%	1.0%	0.0%
_express	0.7%	0.6%	-0.1%
_fiction	10.4%	9.4%	-1.0%
_foreign_language	0.7%	0.6%	-0.1%
_juv_audiobook	0.1%	0.1%	0.0%
_juv_fiction	24.5%	26.2%	1.8%
_juv_foreign	0.6%	1.0%	0.4%
_juv_movie	1.7%	1.9%	0.1%
_juv_nonfiction	4.9%	5.2%	0.4%
_magazine	0.2%	0.2%	0.0%
_movie	12.7%	9.1%	-3.6%
_music	3.0%	3.4%	0.4%
_new_book	4.8%	3.6%	-1.2%
_nonfiction	8.9%	7.4%	-1.5%
_ya_av	0.5%	0.5%	0.0%
_ya_fiction	2.4%	2.8%	0.4%
_ya_nonfiction	0.4%	0.4%	0.0%
Electronic Content Use	20.8%	25.1%	4.3%

CIRCULATION SUMMARY

RIVERFRONT LIBRARY



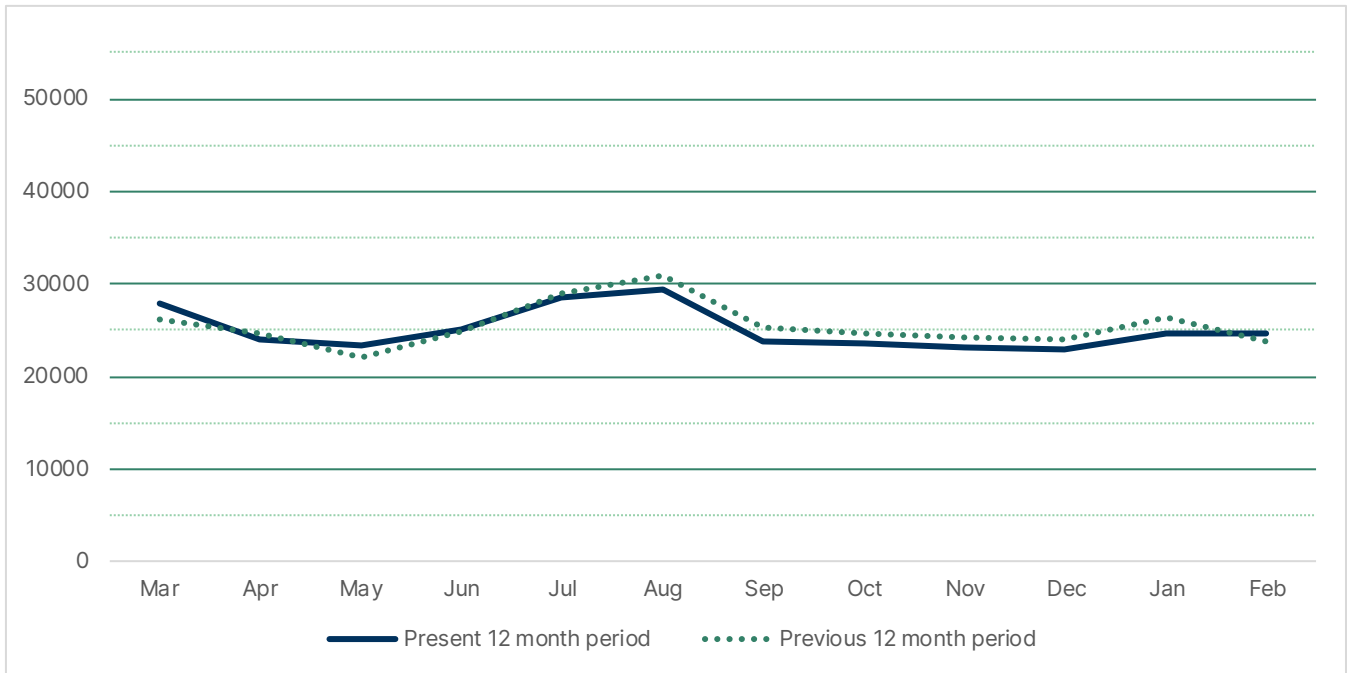
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Present 12 Month Period	11106	10807	10325	11236	14080	15065	11546	11604	11358	11499	12004	12596
Previous 12 Month Period	10611	10450	9641	11129	13249	14637	11038	11226	10377	9351	10515	9674
	4.7%	3.4%	7.1%	1.0%	6.3%	2.9%	4.6%	3.4%	9.5%	23.0%	14.2%	30.2%

	Feb-23	Feb-24		
_audiobook	61	61	0	0.0%
_biography	98	142	44	44.9%
_express	172	175	3	1.7%
_fiction	969	1125	156	16.1%
_foreign_language	193	227	34	17.6%
_juv_audiobook	7	12	5	71.4%
_juv_fiction	2500	4179	1679	67.2%
_juv_foreign	166	424	258	155.4%
_juv_movie	171	301	130	76.0%
_juv_nonfiction	530	787	257	48.5%
_magazine	1	2	1	100.0%
_movie	2008	1727	-281	-14.0%
_music	347	561	214	61.7%
_new_book	250	332	82	32.8%
_nonfiction	1166	1130	-36	-3.1%
_ya_av	105	133	28	26.7%
_ya_fiction	510	857	347	68.0%
_ya_nonfiction	56	56	0	0.0%

Circulation Profile:	Feb-23	Feb-24	
_audiobook	0.6%	0.5%	-0.1%
_biography	1.0%	1.1%	0.1%
_express	1.8%	1.4%	-0.4%
_fiction	10.0%	8.9%	-1.1%
_foreign_language	2.0%	1.8%	-0.2%
_juv_audiobook	0.1%	0.1%	0.0%
_juv_fiction	25.8%	33.2%	7.3%
_juv_foreign	1.7%	3.4%	1.7%
_juv_movie	1.8%	2.4%	0.6%
_juv_nonfiction	5.5%	6.2%	0.8%
_magazine	0.0%	0.0%	0.0%
_movie	20.8%	13.7%	-7.0%
_music	3.6%	4.5%	0.9%
_new_book	2.6%	2.6%	0.1%
_nonfiction	12.1%	9.0%	-3.1%
_ya_av	1.1%	1.1%	0.0%
_ya_fiction	5.3%	6.8%	1.5%
_ya_nonfiction	0.6%	0.4%	-0.1%

CIRCULATION SUMMARY

GRINTON I. WILL LIBRARY



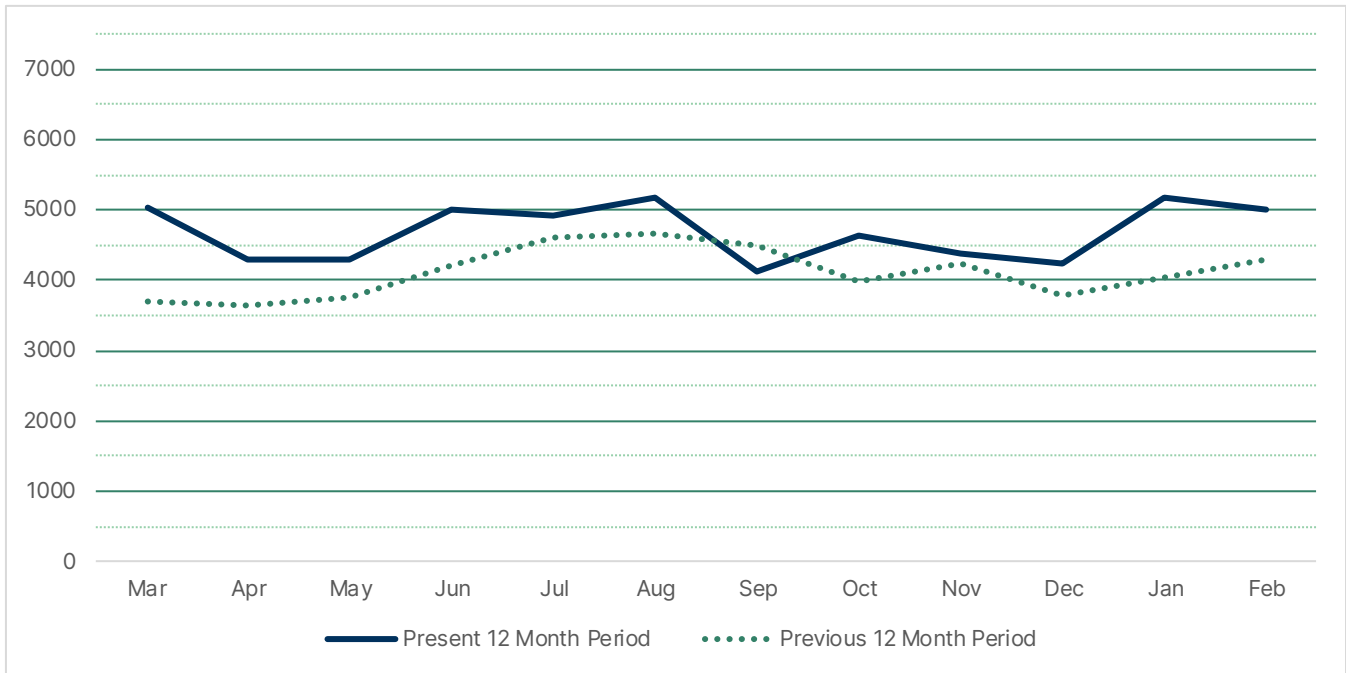
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Present 12 month period	27911	23999	23350	25065	28533	29439	23781	23516	23116	23009	24664	24696
Previous 12 month period	26072	24614	22051	24869	29002	30817	25355	24725	24141	24101	26378	23890
	7.1%	-2.5%	5.9%	0.8%	-1.6%	-4.5%	-6.2%	-4.9%	-4.2%	-4.5%	-6.5%	3.4%

	Feb-23	Feb-24		
_audiobook	261	256	-5	-1.9%
_biography	302	335	33	10.9%
_express	137	146	9	6.6%
_fiction	3308	3325	17	0.5%
_foreign_language	124	109	-15	-12.1%
_juv_audiobook	24	40	16	66.7%
_juv_fiction	8013	8796	783	9.8%
_juv_foreign	103	147	44	42.7%
_juv_movie	569	614	45	7.9%
_juv_nonfiction	1536	1802	266	17.3%
_magazine	54	33	-21	-38.9%
_movie	3523	3159	-364	-10.3%
_music	1012	1277	265	26.2%
_new_book	1580	1377	-203	-12.8%
_nonfiction	2517	2441	-76	-3.0%
_ya_av	85	102	17	20.0%
_ya_fiction	526	528	2	0.4%
_ya-nonfiction	103	96	-7	-6.8%

Circulation Profile:	Feb-23	Feb-24	
_audiobook	1.1%	1.0%	-0.1%
_biography	1.3%	1.4%	0.1%
_express	0.6%	0.6%	0.0%
_fiction	13.8%	13.5%	-0.4%
_foreign_language	0.5%	0.4%	-0.1%
_juv_audiobook	0.1%	0.2%	0.1%
_juv_fiction	33.5%	35.6%	2.1%
_juv_foreign	0.4%	0.6%	0.2%
_juv_movie	2.4%	2.5%	0.1%
_juv_nonfiction	6.4%	7.3%	0.9%
_magazine	0.2%	0.1%	-0.1%
_movie	14.7%	12.8%	-2.0%
_music	4.2%	5.2%	0.9%
_new_book	6.6%	5.6%	-1.0%
_nonfiction	10.5%	9.9%	-0.7%
_ya_av	0.4%	0.4%	0.1%
_ya_fiction	2.2%	2.1%	-0.1%
_ya-nonfiction	0.4%	0.4%	0.0%

CIRCULATION SUMMARY

CRESTWOOD LIBRARY



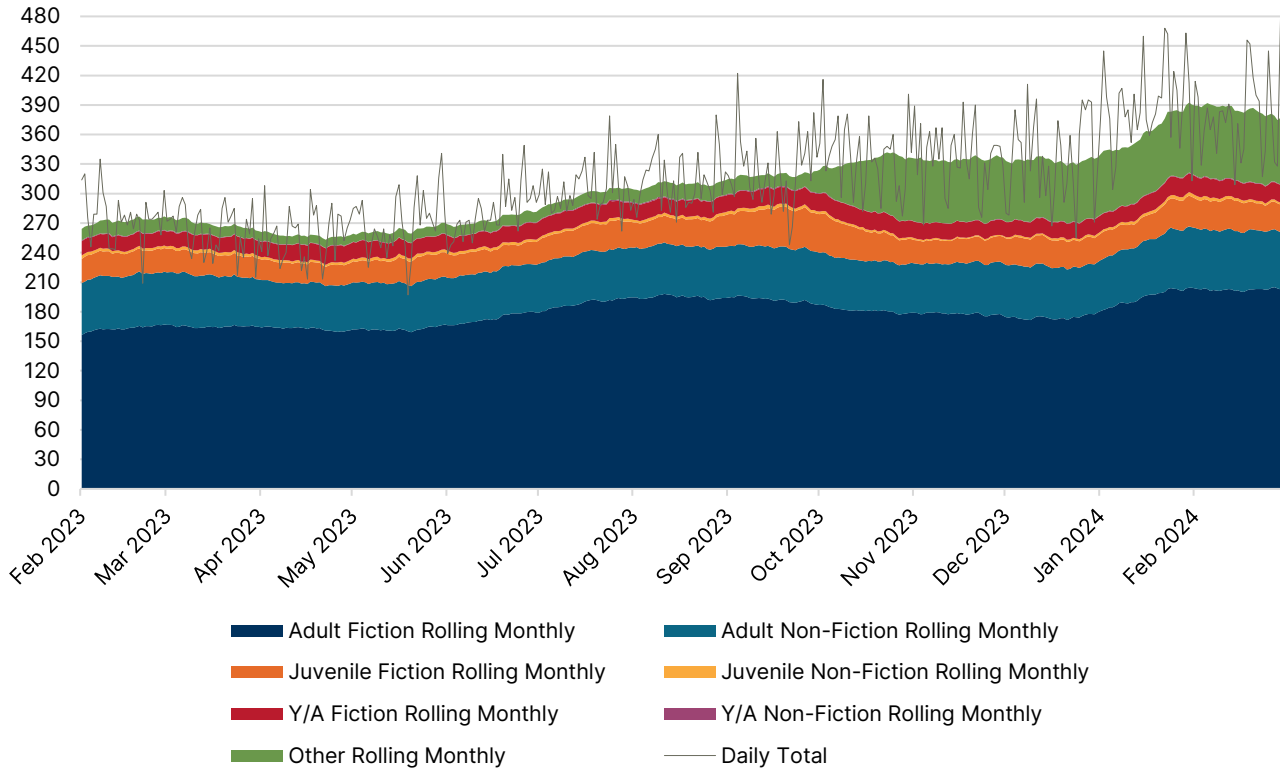
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Present 12 Month Period	5048	4292	4297	4994	4908	5168	4138	4637	4381	4245	5178	5017
Previous 12 Month Period	3692	3650	3748	4214	4617	4679	4486	3986	4237	3774	4033	4298
	36.7%	17.6%	14.6%	18.5%	6.3%	10.5%	-7.8%	16.3%	3.4%	12.5%	28.4%	16.7%

	Feb-23	Feb-24		
_audiobook	58	11	-47	-81.0%
_biography	60	78	18	30.0%
_express	22	14	-8	-36.4%
_fiction	687	874	187	27.2%
_foreign_language	12	13	1	8.3%
_juv_audiobook	13	9	-4	-30.8%
_juv_fiction	1175	1831	656	55.8%
_juv_foreign	7	7	0	0.0%
_juv_movie	91	135	44	48.4%
_juv_nonfiction	253	355	102	40.3%
_magazine	54	89	35	64.8%
_movie	552	278	-274	-49.6%
_music	75	54	-21	-28.0%
_nonfiction	549	589	40	7.3%
_new_book	475	331	-144	-30.3%
_ya_av	35	53	18	51.4%
_ya_fiction	113	209	96	85.0%
_ya_nonfiction	19	57	38	200.0%

Circulation Profile:	Feb-23	Feb-24	
_audiobook	1.3%	0.2%	-1.1%
_biography	1.4%	1.6%	0.2%
_express	0.5%	0.3%	-0.2%
_fiction	16.0%	17.4%	1.4%
_foreign_language	0.3%	0.3%	0.0%
_juv_audiobook	0.3%	0.2%	-0.1%
_juv_fiction	27.3%	36.5%	9.2%
_juv_foreign	0.2%	0.1%	0.0%
_juv_movie	2.1%	2.7%	0.6%
_juv_nonfiction	5.9%	7.1%	1.2%
_magazine	1.3%	1.8%	0.5%
_movie	12.8%	5.5%	-7.3%
_music	1.7%	1.1%	-0.7%
_nonfiction	12.8%	11.7%	-1.0%
_new_book	11.1%	6.6%	-4.5%
_ya_av	0.8%	1.1%	0.2%
_ya_fiction	2.6%	4.2%	1.5%
_ya_nonfiction	0.4%	1.1%	0.7%

ELECTRONIC RESOURCES SUMMARY

Daily OverDrive Checkouts



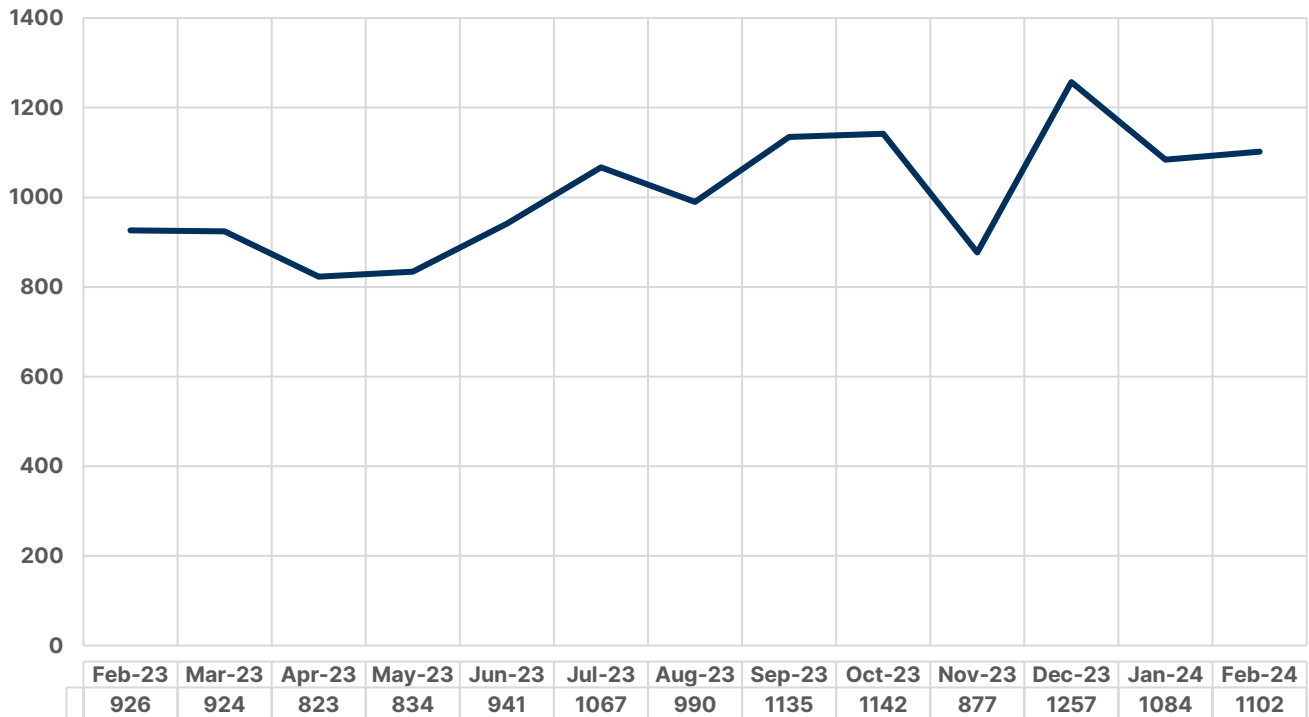
	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Y/A Fiction	Y/A Non-Fiction	Other	TOTAL
Feb-23	4676	1512	655	71	420	22	386	7742
Mar-23	5098	1497	659	86	476	13	303	8132
Apr-23	4829	1430	626	82	504	11	248	7730
May-23	5190	1510	769	90	491	14	329	8393
Jun-23	5367	1466	696	68	508	18	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
Jan-24	6313	1922	960	108	591	23	2170	12087
Feb-24	5901	1693	814	62	519	15	1987	10991

ELECTRONIC RESOURCES SUMMARY

Hoopla Circulation

	Audiobook	Comic	eBook	Movie	Music	Television	Binge Pass	Total
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
Jan-24	1009	172	634	125	70	131	32	2173
Feb-24	938	122	600	146	97	125	21	2049

Kanopy Downloads



BOOK STOCK

FEBRUARY 2024

RIVERFRONT LIBRARY	2023	2022
Number of volumes at end of previous month	160,755	
Number of volumes added this month	962	
TOTAL	161,717	
Number of volumes lost/withdrawn this month	224	
TOTAL VOLUMES RIVERFRONT LIBRARY	161,493	157,880

GRINTON I. WILL BRANCH		
Number of volumes at end of previous month	162,602	
Number of volumes added this month	975	
TOTAL	163,577	
Number of volumes lost/withdrawn this month	163	
TOTAL VOLUMES GRINTON I. WILL BRANCH	163,414	155,297

CRESTWOOD BRANCH		
Number of volumes at end of previous month	31,602	
Number of volumes added this month	129	
TOTAL	31,731	
Number of volumes lost/withdrawn this month	81	
TOTAL CRESTWOOD BRANCH	31,650	27,464

TOTAL VOLUMES IN YONKERS PUBLIC LIBRARY	356,557	340,641
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The naming of all Yonkers Public Library (YPL) buildings and spaces is the responsibility of the YPL Board of Trustees. Their consideration will be guided by the following criteria.

Yonkers Public Library will consider naming part of the building, other property or interior space(s) after an individual, foundation, organization or corporation in recognition of substantial contributions or financial gifts to the Foundation for the Yonkers Public Library (FYPL). Donors making such gifts may request to memorialize someone other than themselves with the financial gift, subject to the YPL Board of Trustees' approval.

The FYPL will seek financial contributions commensurate with the honor sought and compatible with the mission of the library. Naming opportunities need not be cost reflective; they may provide recognition of outstanding service contributions or generosity to the library.

Facilities subject to the guidelines include:

- Library building or major renovation
- Interior spaces or service areas, including library auditoriums
- Outdoor spaces - gardens, courtyards, walkways, or plazas
- Amenities such as a fireplace, artwork
- Primary or specialty collections

Generally library facilities are named in accordance with their geographical or functional designations. However, naming a library building as a whole will be considered by the Library Board of Trustees on a case-by-case basis under extraordinary circumstances.

Lists of potential recognition opportunities will be developed by YPL Trustees in collaboration with the Foundation prior to a fundraising campaign and presented to the YPL Board of Trustees for advance approval.

Donor Recognition Versus Property Naming

Donations received for equipping or furnishing a library area, that do not include the cost of building or renovating the space, can be given recognition through an appropriate plaque or alternative means within or adjacent to the space. This shall not constitute the "naming" of the space. When the equipment or furnishing becomes outdated, dysfunctional or is retired, the recognition will be withdrawn.

Guidelines

- All naming recognition must be consistent with the nature and mission of the library. In this regard, due attention shall be given to both long-term and short-term appropriateness of naming.

- When a proposal involves the use of the name of any person, approval is contingent on the agreement of that person.
- When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person's next of kin.
- The Board of Trustees reserves the right to change or remove the recognition should a significant change occur in the circumstances of the donor.

Visual Recognition

The Library Director, in consultation with the library marketing team, will be responsible for determining the manner in which the name is recognized (e.g. signage).

The Foundation will explain the library's naming policy to the donor, work with the donor to determine a suitable display based on policy guidelines and ask the donor to sign a naming agreement. Any commemoration technique must be consistent with the library's image and design requirements and is subject to review and approval by the YPL Board of Trustees.

Duration and Change of Use

Property naming rights will remain in place for the useful life of the building or area, no less than ten (10) and not to exceed a period of twenty-five (25) years. Renewal of naming rights after the agreed-upon time period will be reviewed and approved by the YPL Board of Trustees.

When a change in the use of a previously named facility occurs because a program moves/ends or space is reassigned, or demolished during the agreed-upon time period, the name will remain as set forth in any gift agreements related to the prior naming action.

If a previously named facility or property must be replaced or substantially renovated after the agreed-upon time period, the library Board of Trustees will consider renewing the naming right either in a space similar or related to the original named area or in the creation of an alternative memorial, in order to preserve the history of commemoration.

If a named gift donor becomes embroiled in controversy that is inconsistent with library and Board of Trustees' behavior policies and/or ethical standards, the Board of Trustees may vote to remove said name without notice to the donor and prior to the end of the original twenty-five (25) year term.

Gift agreements related to naming actions will be kept by the Foundation.

Procedures

As a 501c3 non-profit, the Foundation is responsible for the planning and management of private fundraising drives in support of the library. If the Foundation wishes to offer naming opportunities as part of a capital campaign, the Foundation will work with the library director and building committee to identify signature areas for inclusion in the list. Giving levels associated with each naming opportunity will be recommended by the Foundation based on the campaign goal and number of gifts being requested at each giving level.

The YPL Board of Trustees will be asked to approve a list of naming opportunities associated with a campaign. Approval will enable the Foundation to offer listed naming opportunities to potential donors at agreed upon giving levels during the course of the campaign.

In general, donors will be recognized based on the agreed upon naming opportunity only after at least 75% of the pledge is fulfilled. Failure to fulfill a pledge in full will nullify the naming agreement. Gift recognition associated with individual campaign efforts will be subject to the campaign-specific gift acceptance policy.