



BOARD OF TRUSTEES MEETING
Thursday, Sept. 11, 2025
New Rochelle Public Library: Main Library
Ossie Davis Theater
7:30 p.m.

Please Note: This meeting will take place at 7:30 pm and entirely in person at the Main Library with no simultaneous Zoom broadcast available.

A recording of the meeting will be posted on the library's website: www.nrpl.org.

AGENDA

1. Establish Quorum
2. Call to Order
3. Attendance
4. Pledge of Allegiance
5. (Executive Session)
6. Resolution to Adopt the Agenda
7. Approval of Minutes
8. Regular Business
 - a. WLS Representative report
 - b. President's report
 - c. Director's report
 - d. Treasurer's Report
 - e. Board Committee reports
 - f. Approval of Checks and Warrants
9. Resolutions
10. Old Business
11. New Business
12. Public Comment

13. Adjournment



NRPL BOARD MEETING MINUTES

Thursday, August 14, 2025

New Rochelle Public Library: Main Library Ossie Davis Theater

NRPL Board President Lucille Renwick called the meeting to order at 7:31 p.m.

BOARD MEMBERS

Lucille Renwick, President
Corey Galloway, Vice President
Rhiannon Navin, Secretary
Fela Cortés
Tatiana Infante
Vera Salter
Nancy Weinberger

ADMINISTRATION

Eugenia Schatoff
Jhenelle Robinson
Yesika Torres

RESOLUTION TO ADOPT AGENDA

Lucille Renwick made a motion to adopt the meeting agenda, as presented prior to the meeting, seconded by Nancy Weinberger, approved unanimously.

MINUTES OF THE BOARD MEETING

The minutes from the July 10, 2025 Board meeting and the July 14, 2025 Special Board meeting were shared ahead of the meeting and reviewed by the Trustees. Rhiannon Navin made a motion to approve the minutes from the July 10, 2025 Board meeting, seconded by Vera Salter, approved unanimously. Rhiannon Navin made a motion to approve the minutes from the July 14, 2025 Special Board meeting, seconded by Fela Cortés, approved unanimously.

WLS Report

No report was given, because WLS Representative Dr. David Mener was not in attendance.

President's Report

Board President Lucille Renwick officially welcomed Jhenelle Robinson as NRPL's new Assistant Director, effective July 16, 2025 and James Vazquez as NRPL's new Director of Building Operations effective June 16, 2025.

Director's Report

Director Eugenia Schatoff seconded Lucille's excitement regarding the new additions to the library's leadership team. Eugenia reported that the permits have been received for the Children's Garden Project and that work on the project would begin soon. The past month was busy with committee work. Eugenia averaged three committee meetings per week with trustees in August.

COMMITTEE REPORTS

Budget/Finance Committee – Chair Rhiannon Navin reported that the Budget/Finance committee met on August 13, at 8:30am. The ad hoc Treasurer hiring committee has interviewed a number of candidates. A frontrunner has emerged and the committee is taking steps to offer an employment agreement to this candidate. A comprehensive draft of suggested fiscal policies/best practices has been received by the library's legal counsel. The committee will work closely with the Treasurer and the Policy Committee to finalize and adopt the policies. The committee is scheduled to meet again on Aug 27, 2025 at 8:30am.

Buildings & Grounds/CROC Committee – Chair Corey Galloway reported that the committee met on August 22 at 8:30am. Corey thanked Library Director Eugenia Schatoff for her leadership and vision, always looking outwardly for new opportunities to raise capitals to improve the library's buildings and grounds.

Community Relations Committee – Co-Chairs Nancy Weinberger and Vera Salter reported that the committee will be meeting in September.

Personnel Committee – Chair Tatiana Infante reported that the committee met twice in the last month, on July 14 and August 12, 2025. The primary focus of the meetings was the implementation of the ADP system. Tatiana made a motion to approve the consent agenda for the personnel resolution # 2025-08 according to the recommended action for item #1. Vera Salter seconded the motion and it was approved unanimously. Tatiana made a motion to approve the resolution # 2025 08 14 regarding payroll practices:

WHEREAS the Board has evaluated current fiscal practices and determined that the strategic objectives and smooth operations of the library work require that they be updated, including payroll practices to start on September 1, 2025; and

WHEREAS it is critical that such updated practices be transmitted clearly to the workforce and the union; and

WHEREAS the Library has confirmed with the Union that certain informational sessions will be help address questions and channel input about the new payroll system;

BE IT RESOLVED that the Board directs the Director to work with the Union to schedule informational sessions in July and August, to review and add to the "FAQ" regarding the new payroll procedures; and

BE IT FURTHER RESOLVED that a member of the Personnel Committee shall attend such meetings to ensure the compliance, efficiency and strategic aspects of the update to the payroll system is reinforced by leadership.

Vera Salter seconded the motion and it was approved unanimously.

Tatiana reported that she attended the ADP staff training session the previous day, which she found to be very informative. The committee will next meet on September 15.

Policy Committee – Committee Chair Fela Cortés reported that the committee met on August 4, 2025. The committee discussed the following policies: Adult Volunteer Policy, Remote Work,

Teen Room Conduct, Records Retention, Sexual Harassment, Staff Education and Freedom of Information Law policies. Fela commended the policy committee members and Director Eugenia for their commitment to revising and creating policy, which as the American Library Association notes, policy is a valuable tool that informs the New Rochelle community about the library's intent, goals and aspirations while encouraging stability and continuity in the library's operations. Fela complimented the library staff for their input and diligent work as they help craft policy and thanked Director Eugenia Schatoff for her tireless work and expertise.

In September, the Policy Committee intends to bring the following policies to the full board: the Sexual Harassment Policy, the Room Rental Use Revision, the Remote Work Policy, Staff Education and Teen Conduct Policy.

Fela made a motion to accept the Freedom of Information Law Policy revision, which was presented in advance to the full board for review. Tatiana Infante seconded the motion and it was approved unanimously.

The committee will next meet on September 8 at 9am.

APPROVAL OF CHECKS AND WARRANTS

Rhiannon Navin made a motion to approve

- for the fiscal year 2024/2025: warrants 057, 058, 059
- for the fiscal year 2025/2026: warrant 002, 003, 004, 005

The motion was seconded by Corey Galloway and approved unanimously.

RESOLUTIONS

Corey Galloway introduced two resolutions for the Buildings & Grounds Committee:

1) Resolution #2025 08 14 #4:

TOPIC: New York State Grant Applications for 2025-2026

Grant# 0386-26-1689 - MAIN - Acoustic, Security, Accessibility Project

RESOLVED, that the Board of Trustees of the New Rochelle Public Library hereby amends its proceedings and ratifies that the following:

BE IT RESOLVED: The application and accompanying documents for a public library construction aid award are to be administered in accordance with the requirements of Education Law §273-a, and the conditions outlined in the Assurance letter are duly adopted.

Corey made a motion to pass the resolution. The motion was seconded by Vera Salter and approved unanimously.

2) Resolution #2025 08 14 #5:

TOPIC: New York State Grant Applications for 2025-2026

Grant# 0386-26-1808 - HCL - Roof Project

RESOLVED, that the Board of Trustees of the New Rochelle Public Library hereby amends its proceedings and ratifies that the following:

BE IT RESOLVED: The application and accompanying documents for a public library construction aid award are to be administered in accordance with the requirements of Education Law §273-a, and the conditions outlined in the Assurance letter are duly adopted.

Corey made a motion to pass the resolution. The motion was seconded by Tatiana Infante and approved unanimously.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC TO BE HEARD – No public to be heard.

The meeting was adjourned at 7:50 p.m., with a motion by Lucille Renwick, seconded by Rhiannon Navin and unanimously approved.

Respectfully submitted,
Rhiannon Navin, Secretary

A recording of the meeting can be found on the library's website: www.nrpl.org.



CONSENT AGENDA FOR CHECKS AND WARRANTS

Fiscal Year 2024-2025 Warrant 060

Fiscal Year 2025-2026 Warrant 006, 007, 008 and 009

Lucille Renwick	President	X_____
Corey L. Galloway	Vice President	X_____
Rhiannon Navin	Secretary	X_____
Tatianna Infante		X_____
Fela Cortes		X_____
Vera Salter		X_____
Nancy Weinberger		X_____

APPROPRIATION CHECK RUN
AUTHORIZATION

FUND CODE L


FUND NAME LIBRARY - OPERATING

DUE DATE 8/5/25

CHECK DATE 8/7/25

WARRANT TOTAL \$ 5072.50

WARRANT # 8 - 202506 - 060

AUTHORIZED BY 

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 20710

LAST CHECK # 20716

DATE PRINTED 8/6/25

New Rochelle Public Library

Check Warrant Report For L - 8: CD-JUNE 2025-WARRANT 202506-060 L600 For Dates 8/1/2025 - 8/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
17287	08/06/2025	776	CRONIN, EUGENE		1,110.00
17287	08/06/2025	776	**VOID** CRONIN, EUGENE		-1,110.00
17288	08/06/2025	218	GEOFFINO, THOMAS		1,110.00
17288	08/06/2025	218	**VOID** GEOFFINO, THOMAS		-1,110.00
17289	08/06/2025	1002	COOGAN, SULZER & HORGAN, P.C. GRIFFIN		573.75
17289	08/06/2025	1002	**VOID** COOGAN, SULZER & HORGAN, P.C. GRIFFIN		-573.75
17290	08/06/2025	756	INGRAM LIBRARY SERVICES		377.07
17290	08/06/2025	756	**VOID** INGRAM LIBRARY SERVICES		-377.07
17291	08/06/2025	228	MALEY, SUZANNE		1,110.00
17291	08/06/2025	228	**VOID** MALEY, SUZANNE		-1,110.00
17292	08/06/2025	933	PLAYAWAY PRODUCTS LLC		66.49
17292	08/06/2025	933	**VOID** PLAYAWAY PRODUCTS LLC		-66.49
17293	08/06/2025	1042	LLP SCHRODER & STROM		725.19
17293	08/06/2025	1042	**VOID** LLP SCHRODER & STROM		-725.19
20710	08/06/2025	228	MALEY, SUZANNE		1,110.00
20711	08/06/2025	218	GEOFFINO, THOMAS		1,110.00
20712	08/06/2025	1002	COOGAN, SULZER & HORGAN, P.C. GRIFFIN		573.75
20713	08/06/2025	933	PLAYAWAY PRODUCTS LLC		66.49
20714	08/06/2025	756	INGRAM LIBRARY SERVICES		377.07
20715	08/06/2025	1042	LLP SCHRODER & STROM		725.19
20716	08/06/2025	776	CRONIN, EUGENE		1,110.00

Number of Transactions: 21

Warrant Total: 5,072.50
Vendor Portion: 5,072.50

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 21 in number, in the total amount of \$5,072.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/17/25 Jay R. Rolleri Claims Auditor
Date Signature Title

2024-2025
L600

WARRANT
202506-060

New Rochelle Public Library
Exported on: 8/4/2025 at 11:16 AM

Purchase Order Schedule Report By L - 37: PO - L600 AUGUST # 1 - 2024/2025 - EXPENDITURES

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2025061870	776	CRONIN, EUGENE	L600 AUGUST 2025 - MEDICAL	Administration	06/30/2025	L 9060.801	1,110.00
2025061871	228	MALEY, SUZANNE	L600 AUGUST 2025 - MEDICAL	Administration	06/30/2025	L 9060.801	1,110.00
2025061872	218	GEOFFINO, THOMAS	L600 AUGUST 2025 - MEDICAL	Administration	06/30/2025	L 9060.800	1,110.00
2025061873	1002	GRIFFIN, COOGAN, SULZER & HORGAN, P.C	L600 AUGUST 2025 - CONTRACTUAL	Administration	06/30/2025	L 7410.414	573.75
2025061874	1042	SCHRODER & STROM, LLP	L600 AUGUST 2025 - CONTRACTUAL	Administration	06/30/2025	L 7410.414	725.19
2025061875	933	PLAYAWAY PRODUCTS LLC	L600 AUGUST 2024/2025 - MATERIALS	Children's Department	06/30/2025	L 7410.540-60	66.49
2025061877	756	INGRAM LIBRARY SERVICES	L600 AUGUST 2024/2025 - MATERIAL	Adult Services	06/30/2025	L 7410.540-10	377.07
Number of Purchase Orders: 7							
Schedule Totals:							5,072.50
Net Amount:							5,072.50

I hereby certify that the services or materials represented by the above listed claims have been rendered or furnished to the New Rochelle Public Library.

Director Eugene Schacht 8/4/25

The above listed claims were approved and ordered paid by the undersigned Board of Trustees.

Trustee Rochelle Grynich 8/4/25

Trustee Ven Satta 8/5/25

New Rochelle Public Library

Exported on: 8/4/2025 at 11:11 AM

Purchase Order Schedule Report By L - 37: PO - L600 AUGUST # 1 - 2024/2025 - EXPENDITURES

Account Distribution Totals

Account	Description	Placed
L 7410.414	TAX CERTIORARI SETTLEMENTS	1,298.94
L 7410.540-10	LIBRARY MATERIALS - NON-FICTION	377.07
L 7410.540-60	LIBRARY MATERIALS - JUVENILE AUDIO VIS	66.49
L 9060.800	MEDICAL INSURANCE	1,110.00
L 9060.801	RETIREE - MEDICAL INSURANCE	2,220.00
	Fund L Totals:	5,072.50

APPROPRIATION CHECK RUN
AUTHORIZATION

FUND CODE L

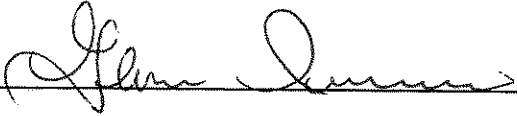
FUND NAME LIBRARY - OPERATING

DUE DATE 8/5/25

CHECK DATE 8/7/25

WARRANT TOTAL \$ 178,427.⁶³

WARRANT # 9- 202508.006

AUTHORIZED BY 

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 20717

LAST CHECK # 20749

DATE PRINTED 8/6/25

New Rochelle Public Library

Check Warrant Report For L - 9: CD - AUGUST 2025 - WARRANT 202508-006 For Dates 8/1/2025 - 8/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
20717	08/06/2025	848	ZIOGAS, CONSTANTINE E	2025070067	964.00
20718	08/06/2025	324	RISK STRATEGIES COSULTING	2025070069	2,000.00
20719	08/06/2025	1012	ROBERT HALF	2025070070	3,623.34
20720	08/06/2025	1028	VINCI LANDSCAPING INC	2025070071	650.00
20721	08/06/2025	925	ENVISIONWARE INC	2025070072	1,263.99
20722	08/06/2025	751	AUTHENTIC ELEVATOR SERVICES CO	2025070074	425.00
20723	08/06/2025	492	TYRONE & BROTHERS WHOLESALE &	2025070075	1,816.54
20724	08/06/2025	396	ALVIN ALCHOY	2025070076	93.00
20725	08/06/2025	635	DE LAGE LANDEN FINANCIAL SVCS	2025070078	113.50
20726	08/06/2025	687	The Hartford	2025070079	2,191.00
20727	08/06/2025	873	PHILADELPHIA INSURANCE COMPANIES	2025070080	8,294.59
20728	08/06/2025	873	PHILADELPHIA INSURANCE COMPANIES	2025070081	8,307.84
20729	08/06/2025	903	CSEA EMPLOYEE BENEFIT FUND	2025070082	23,527.05
20730	08/06/2025	1012	ROBERT HALF	2025070083	3,161.06
20731	08/06/2025	672	APPLE MAINTENANCE SERVICES INC	2025070084	3,985.00
20732	08/06/2025	67	VERIZON	2025070085	231.26
20733	08/06/2025	63	SSC INC.	2025070086	13,907.49
20734	08/06/2025	27	CITY OF NEW ROCHELLE	2025070092	49.63
20735	08/06/2025	30	CON EDISON	2025070093	50.91
20736	08/06/2025	613	SOUTHEASTERN NY LIBRARY RESOUR	2025070094	615.00
20737	08/06/2025	258	STAPLES ADVANTAGE	2025070095	85.97
20738	08/06/2025	258	STAPLES ADVANTAGE	2025070096	346.28
20739	08/06/2025	258	STAPLES ADVANTAGE	2025070097	459.95
20740	08/06/2025	479	OVERDRIVE, INC.	2025070098	169.84
20741	08/06/2025	18	AMAZON	2025070100	69.95
20742	08/06/2025	18	AMAZON	2025070101	306.48
20743	08/06/2025	18	AMAZON	2025070102	142.16
20744	08/06/2025	963	M&T BANK	2025070104	3,116.88
20745	08/06/2025	963	M&T BANK	2025070105	37.48
20746	08/06/2025	963	M&T BANK	2025070106	109.59
20747	08/06/2025	963	M&T BANK	2025070107	66.23
20748	08/06/2025	75	EMPLOYEE BENEFITS DIVISION	2025070108	97,521.62
20749	08/06/2025	635	DE LAGE LANDEN FINANCIAL SVCS	2025070077	725.00

New Rochelle Public Library

Check Warrant Report For L - 9: CD - AUGUST 2025 - WARRANT 202508-006 For Dates 8/1/2025 - 8/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 33				Warrant Total:	178,427.63
				Vendor Portion:	178,427.63

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 33 in number, in the total amount of \$178,427.63. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

<u>8/17/25</u>	<u>Layla Balli</u>	<u>Claims Auditor</u>
Date	Signature	Title

2025-2026

WARRANT # 202508-006

New Rochelle Public Library

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Purchase Order Schedule Report By L - 6: PO - AUGUST 2025 # 1

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2025070067	848	ZIOGAS, CONSTANTINE E	AUGUST 2025 - CONTRACTUAL	Teen Services	08/01/2025	L 7410.406-50	964.00
2025070069	324	AQUARIUS CAPITAL, A DIVISION OF	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 7410.405	2,000.00
2025070070	1012	ROBERT HALF	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 7410.403-40	3,623.34
2025070071	1028	VINCI LANDSCAPING INC	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/01/2025	L 7410.401-60	550.00
2025070072	925	ENVISIONWARE INC	AUGUST 2025 - CONTRACTUAL	Tech Services	08/01/2025	L 7410.200-20	1,263.99
2025070074	751	AUTHENTIC ELEVATOR SERVICES CO	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/01/2025	L 7410.401-20	425.00
2025070075	492	TYRONE & BROTHERS WHOLESale	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/01/2025	L 7415.606-0	1,816.54
2025070076	396	ACHOY, AL	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/01/2025	L 7415.606-0	93.00
2025070077	635	DE LAGE LANDEN FINANCIAL SVCS	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 7410.402-20	725.00
2025070078	635	DE LAGE LANDEN FINANCIAL SVCS	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 7410.402-20	113.50
2025070079	687	THE HARTFORD	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 9040.800	2,191.00
2025070080	873	PHILADELPHIA INSURANCE COMPAN	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 7410.407	8,294.59
2025070081	873	PHILADELPHIA INSURANCE COMPAN	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 7410.407	8,307.84
2025070082	903	CSEA EMPLOYEE BENEFIT FUND	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 9060.810	23,527.05
2025070083	1012	ROBERT HALF	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 7410.403-40	3,161.06
2025070084	672	APPLE MAINTENANCE SERVICES INC	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/01/2025	L 7410.406-30	3,985.00
2025070085	67	VERIZON	AUGUST 2025 - CONTRACTUAL	Tech Services	08/01/2025	L 7410.411	231.26
2025070086	63	SSC INC.	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025	L 7410.406-10	13,907.49
2025070092	27	CITY OF NEW ROCHELLE	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/01/2025	L 7410.409	49.63
2025070093	30	CON EDISON	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/01/2025	L 7410.440	50.91
2025070094	613	SOUTHEASTERN NY LIBRARY RESOUR	AUGUST 2025 - CONTRACTUAL	Archives	08/01/2025	L 7410.403-50	615.00

2025-2026

WARRANT # 202508-006

2025070095	258	STAPLES ADVANTAGE	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025 L 7415.601-0	85.97
2025070096	258	STAPLES ADVANTAGE	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025 L 7410.200-10 08/01/2025 L 7415.602-0	269.99 76.29
2025070097	258	STAPLES ADVANTAGE	AUGUST 2025 - CONTRACTUAL	Administration	08/01/2025 L 7410.402-20	459.95
2025070098	479	OVERDRIVE, INC.	AUGUST 2025 - CONTRACTUAL	Adult Services	08/01/2025 L 7410.540-91	169.84
2025070100	18	AMAZON	AUGUST 2025 - CONTRACTUAL	Administration	08/04/2025 L 7410.403-74	69.95
2025070101	18	AMAZON	AUGUST 2025 - CONTRACTUAL	Administration	08/04/2025 L 7410.540-40	306.48
2025070102	18	AMAZON	AUGUST 2025 - CONTRACTUAL	Administration	08/04/2025 L 7415.601-0	142.16
2025070104	963	M&T BANK	AUGUST 2025 - CONTRACTUAL	Teen Services	08/04/2025 L 7410.403-50	3,116.88
2025070105	963	M&T BANK	AUGUST 2025 - CONTRACTUAL	Teen Services	08/04/2025 L 7410.403-20	37.48
2025070106	963	M&T BANK	AUGUST 2025 - CONTRACTUAL	Teen Services	08/04/2025 L 7410.540-92	109.59
2025070107	963	M&T BANK	AUGUST 2025 - CONTRACTUAL	Administration	08/04/2025 L 7410.411	66.23
2025070108	75	EMPLOYEE BENEFITS DIVISION	AUGUST 2025 - HEALTH CARE	Administration	08/04/2025 L 9060.800 08/04/2025 L 9060.801	73,130.85 24,390.77
Number of Purchase Orders: 33					Schedule Totals:	178,427.63
					Net Amount:	178,427.63

I hereby certify that the services or materials represented by the above listed claims have been rendered or furnished to the New Rochelle Public Library.

Eugenia Schatoff 8/5/25
Director

The above listed claims were approved and ordered paid by the undersigned Board of Trustees.

Trustee Paula Bynon 8/5/2025
Trustee Ver Saifer 8/5/2025

New Rochelle Public Library

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Purchase Order Schedule Report By L - 6: PO - AUGUST 2025 # 1

Account Distribution Totals

Account	Description	Placed
L 7410.200-10	EQUIPMENT- DATA PROCESS-HARDWARE	269.99
L 7410.200-20	EQUIPMENT- DATA PROCESS-SOFTWARE	1,263.99
L 7410.401-20	FACILITY REPAIR - ELEVATOR MAINTENANCE	425.00
L 7410.401-60	FACILITY REPAIR - LANDSCAPING	650.00
L 7410.402-20	EQUIPMENT REPAIR - COPIER MACHINES	1,298.45
L 7410.403-20	FEES FOR SERVICES-BANK & SERVICE	37.48
L 7410.403-40	FEES FOR SERVICES-PAYROLL EXP.	6,784.40
L 7410.403-50	FEES FOR SERVICES-TECH-WEB & OTHER	3,731.88
L 7410.403-74	FEES FOR SERVICES-PROGRAMS-TEENS	69.95
L 7410.405	AUDIT & SUPPORT	2,000.00
L 7410.406-10	CONTRACTED SERVICES-SECURITY PERSONNEL	13,907.49
L 7410.406-30	CONTRACTED SERVICES-FACILITY MAINT SVC	3,985.00
L 7410.406-50	CONTRACTED SERVICES-THEATRE & TEEN AST	964.00
L 7410.407	INSURANCE PREMIUMS	16,602.43
L 7410.409	VEHICLE OPERATIONS	49.63
L 7410.411	TELEPHONE	297.49
L 7410.440	CON ED - HCL GAS	50.91
L 7410.540-40	LIBRARY MATERIALS - ADULT AUDIO VISUAL	306.48
L 7410.540-91	LIBRARY MATERIALS - EBOOKS - NON FICTION	169.84
L 7410.540-92	LIBRARY MATERIALS - EBOOKS - CHILDRENS	109.59
L 7415.601-0	SUPPLIES - GENERAL	228.13
L 7415.602-0	SUPPLIES - TONERS	76.29
L 7415.606-0	SUPPLIES - BUILDING	1,909.54
L 9040.800	WORKERS' COMP	2,191.00
L 9060.800	MEDICAL INSURANCE	73,130.85
L 9060.801	RETIREE - MEDICAL INSURANCE	24,390.77
L 9060.810	UNION CONTRACT PAYMENTS	23,527.05
	Fund L Totals:	178,427.63

APPROPRIATION CHECK RUN
AUTHORIZATION

FUND CODE LT

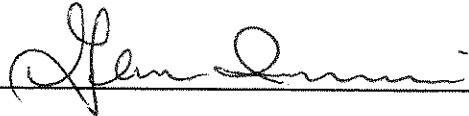
FUND NAME LIBRARY - GIFTS & DONATIONS

DUE DATE 8/5/25

CHECK DATE 8/7/25

WARRANT TOTAL \$ 6094.70

WARRANT # 3 - 202508.007

AUTHORIZED BY 

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 2863

LAST CHECK # 2869

DATE PRINTED 8/6/25

New Rochelle Public Library

Check Warrant Report For LT - 3: CD - AUGUST 2025 - WARRANT 202508-007 For Dates 8/1/2025 - 8/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2863	08/06/2025	824	T-MOBILE	2025070087	909.00
2864	08/06/2025	875	FARMER, JOY	2025070088	750.00
2865	08/06/2025	875	FARMER, JOY	2025070089	750.00
2866	08/06/2025	837	HALASZ, DAWN	2025070090	900.00
2867	08/06/2025	246	FRIED, SUSAN	2025070091	1,680.00
2868	08/06/2025	480	ARMELLE GLOAGUEN	2025070099	1,050.00
2869	08/06/2025	18	AMAZON	2025070103	55.70
Number of Transactions: 7				Warrant Total:	6,094.70
				Vendor Portion:	6,094.70

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$6,094.70. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/7/25

Date

Layla Rolleri

Signature

Claims Auditor

Title

2025-2026

New Rochelle Public Library
Exported on: 8/4/2025 at 10:56 AM

Purchase Order Schedule Report By LT - 3: PO - AUGUST 2025 # 1 G&D

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2025070087	824	T-MOBILE	AUGUST 2025 - G & D - FOUNDATION	Tech Services	08/01/2025	LT 7411.000	909.00
2025070088	875	FARMER, JOY	AUGUST 2025 - G & D - FOUNDATION - HCL	Children's Department	08/01/2025	LT 7411.001	750.00
2025070089	875	FARMER, JOY	AUGUST 2025 - G & D - FOUNDATION - HCL	Children's Department	08/01/2025	LT 7411.001	750.00
2025070090	837	HALASZ, DAWN	AUGUST 2025 - G & D - FOUNDATION - HCL	Children's Department	08/01/2025	LT 7411.001	900.00
2025070091	246	FRIED, SUSAN	AUGUST 2025 - G & D - FOUNDATION - HCL	Children's Department	08/01/2025	LT 7411.001	1,680.00
2025070099	480	ARMELLE GLOAGUEN	AUGUST 2025 - G & D - FOUNDATION - HCL	Children's Department	08/01/2025	LT 7411.001	1,050.00
2025070103	18	AMAZON	AUGUST 2025 - G & D - HCL - FOUNDATION	Children's Department	08/04/2025	LT 7411.001	55.70
Schedule Totals:							6,094.70
Number of Purchase Orders: 7							6,094.70

Number of Purchase Orders: 7

I hereby certify that the services or materials represented by the above listed claims have been rendered or furnished to the New Rochelle Public Library.

Director
Cecilia Soloff 8/4/25

The above listed claims were approved and ordered paid

by the undersigned Board of Trustees.

Trustee *Franklin D. Franklin*

Trustee *Wm. S. Soper*

2025-2026

WARRANT
202508-007

New Rochelle Public Library

Exported on: 8/4/2025 at 10:56 AM

Purchase Order Schedule Report By LT - 3: PO - AUGUST 2025 # 1 G&D

Account Distribution Totals

Account	Description	Placed
LT 7411.000	FOUNDATION EXPENDITURES	909.00
LT 7411.001	FOUNDATION EXPENDITURES - HCL	5,185.70
Fund LT Totals:		6,094.70

APPROPRIATION CHECK RUN
AUTHORIZATION

FUND CODE L


FUND NAME LIBRARY - OPERATING

DUE DATE 8/15/2025

CHECK DATE 8/18/2025

WARRANT TOTAL \$149,229.16

WARRANT # 11

AUTHORIZED BY 

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 20750

LAST CHECK # 20812

DATE PRINTED 8/18/25 AR

New Rochelle Public Library

Check Warrant Report For L - 11: CD - AUGUST 2025 - WARRANT 202508-008 For Dates 8/1/2025 - 8/31/2025



Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
20750	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070109	518.28
20751	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070110	583.56
20752	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070111	354.54
20753	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070112	1,089.33
20754	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070113	1,334.42
20755	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070114	606.94
20756	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070115	617.09
20757	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070116	210.82
20758	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070117	410.03
20759	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070118	250.47
20760	08/18/2025	756 INGRAM LIBRARY SERVICES	2025070119	316.31
20761	08/18/2025	52 MIDWEST TAPE	2025070120	398.06
20762	08/18/2025	1043 HALLIDAY, JAMES	2025070121	200.00
20763	08/18/2025	103 CABLEVISION LIGHTPATH	2025070122	1,208.57
20764	08/18/2025	1044 SUE MASKALERIS	2025070123	200.00
20765	08/18/2025	1045 AMARANTE, GUSTAVO	2025070124	200.00
20766	08/18/2025	1046 SILVA, DANIEL	2025070125	200.00
20767	08/18/2025	67 VERIZON	2025070126	36.12
20768	08/18/2025	100 AL ROVINS LOCKSMITH	2025070127	12.00
20769	08/18/2025	824 T-MOBILE	2025070128	41.17
20770	08/18/2025	139 MATTHEW BENDER & CO., INC.	2025070129	2,268.00
20771	08/18/2025	1012 ROBERT HALF	2025070130	3,225.33
20772	08/18/2025	57 PURCHASE POWER	2025070131	245.73
20773	08/18/2025	56 PITNEY BOWES GLOBAL FINANCIAL SERVICES	2025070132	325.89
20774	08/18/2025	479 OVERDRIVE, INC.	2025070133	1,430.17
20775	08/18/2025	479 OVERDRIVE, INC.	2025070134	1,281.97
20776	08/18/2025	479 OVERDRIVE, INC.	2025070135	451.79
20777	08/18/2025	557 MINUTEMAN PRESS	2025070136	228.85
20778	08/18/2025	562 MSM DESIGNZ	2025070137	1,012.50
20779	08/18/2025	258 STAPLES ADVANTAGE	2025070138	70.18
20780	08/18/2025	33 DEMCO INC.	2025070139	174.04
20781	08/18/2025	479 OVERDRIVE, INC.	2025070140	1,732.20
20782	08/18/2025	66 VEOLIA WATER NEW YORK INC	2025080141	1,679.98
20783	08/18/2025	66 VEOLIA WATER NEW YORK INC	2025080142	137.14
20784	08/18/2025	66 VEOLIA WATER NEW YORK INC	2025080143	46.89
20785	08/18/2025	66 VEOLIA WATER NEW YORK INC	2025080144	137.17
20786	08/18/2025	203 CITY SCHOOL DIST NEW ROCHELLE	2025080145	18,392.31
20787	08/18/2025	18 AMAZON	2025080147	201.17
20788	08/18/2025	18 AMAZON	2025080148	92.12
20789	08/18/2025	18 AMAZON	2025080149	131.51
20790	08/18/2025	18 AMAZON	2025080150	298.36
20791	08/18/2025	963 M&T BANK	2025080151	194.97
20792	08/18/2025	756 INGRAM LIBRARY SERVICES	2025080152	361.90
20793	08/18/2025	756 INGRAM LIBRARY SERVICES	2025080153	188.67
20794	08/18/2025	756 INGRAM LIBRARY SERVICES	2025080154	236.30

New Rochelle Public Library

Check Warrant Report For L - 11: CD - AUGUST 2025 - WARRANT 202508-008 For Dates 8/1/2025 - 8/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
20795	08/18/2025	756	INGRAM LIBRARY SERVICES	2025080155	1,028.48
20796	08/18/2025	756	INGRAM LIBRARY SERVICES	2025080156	163.62
20797	08/18/2025	756	INGRAM LIBRARY SERVICES	2025080157	3,937.08
20798	08/18/2025	756	INGRAM LIBRARY SERVICES	2025080158	515.63
20799	08/18/2025	756	INGRAM LIBRARY SERVICES	2025080159	669.28
20800	08/18/2025	756	INGRAM LIBRARY SERVICES	2025080160	623.82
20801	08/18/2025	52	MIDWEST TAPE	2025080161	300.50
20802	08/18/2025	52	MIDWEST TAPE	2025080162	159.60
20803	08/18/2025	1047	L.L.C. KOEPPPEL MARTONE & LEISTMAN	2025080163	739.74
20804	08/18/2025	1047	L.L.C. KOEPPPEL MARTONE & LEISTMAN	2025080164	659.45
20805	08/18/2025	848	ZIOGAS, CONSTANTINE E	2025080165	1,084.50
20806	08/18/2025	947	D.P.C ALAN MARGOLIN & ASSOCIATES CONSULTING ENGINEERS AND ARCHITECTS	2025080166	6,800.00
20807	08/18/2025	1012	ROBERT HALF	2025080167	3,441.66
20808	08/18/2025	76	PETTY CASH	2025080168	22.12
20809	08/18/2025	1012	ROBERT HALF	2025080169	344.93
20810	08/18/2025	745	JOHNSON CONTROLS SECURITY SOLU	2025080170	1,749.00
20811	08/18/2025	745	JOHNSON CONTROLS SECURITY SOLU	2025080171	1,171.80
20812	08/18/2025	11	WESTCHESTER LIBRARY SYSTEM	2025080172	82,485.10

Number of Transactions: 63

Warrant Total: 149,229.16
Vendor Portion: 149,229.16

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 63 in number, in the total amount of \$149,229.16. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/21/25

Date

Louella Ralli

Signature

claims Auditor

Title

Purchase Order Schedule Report By L - 7: PO - AUGUST 2025 # 2

2025-2026

WARRANT # 202508-008

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2025070109	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-10	518.28
2025070110	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-10	583.56
2025070111	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-10	354.54
2025070112	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-20	1,089.33
2025070113	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-20	1,334.42
2025070114	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-20	606.94
2025070115	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-20	617.09
2025070116	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-20	210.82
2025070117	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-20	410.03
2025070118	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-20	250.47
2025070119	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-50	316.31
2025070120	52	MIDWEST TAPE	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025	L 7410.540-40	398.06
2025070121	1043	HALLIDAY, JAMES	AUGUST 2025 - CONTRACTUAL	Community Relations	08/11/2025	L 7410.403-70	200.00
2025070122	103	CABLEVISION LIGHTPATH	AUGUST 2025 - CONTRACTUAL	Tech Services	08/11/2025	L 7410.411	859.80
2025070123	1044	SUE MASKALERIS	AUGUST 2025 - CONTRACTUAL	Community Relations	08/11/2025	L 7410.403-70	348.77
2025070124	1045	AMARANTE, GUSTAVO	AUGUST 2025 - CONTRACTUAL	Community Relations	08/11/2025	L 7410.403-70	200.00
2025070125	1046	SILVA, DANIEL	AUGUST 2025 - CONTRACTUAL	Community Relations	08/11/2025	L 7410.403-70	200.00
2025070126	67	VERIZON	AUGUST 2025 - CONTRACTUAL	Tech Services	08/11/2025	L 7410.411	36.12
2025070127	100	AL ROVINS LOCKSMITH	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/11/2025	L 7415.606-0	12.00
2025070128	824	T-MOBILE	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities			

2025-2026

WARRANT # 202508-008

2025070129	139	MATTHEW BENDER & CO., INC.	AUGUST 2025 - MATERIALS	Adult Services	08/11/2025 L 7410.411	41.17
2025070130	1012	ROBERT HALF	AUGUST 2025 - CONTRACTUAL	Administration	08/11/2025 L 7410.540-30	2,268.00
2025070131	57	PURCHASE POWER	AUGUST 2025 - CONTRACTUAL	Administration	08/11/2025 L 7410.403-40	3,225.33
2025070132	56	PITNEY BOWES GLOBAL FINANCIAL	AUGUST 2025 - CONTRACTUAL	Administration	08/11/2025 L 7410.550	245.73
2025070133	479	OVERDRIVE, INC.	AUGUST 2025 - CONTRACTUAL	Adult Services	08/11/2025 L 7410.550	325.89
2025070134	479	OVERDRIVE, INC.	AUGUST 2025 - CONTRACTUAL	Adult Services	08/11/2025 L 7410.540-90	1,430.17
2025070135	479	OVERDRIVE, INC.	AUGUST 2025 - CONTRACTUAL	Adult Services	08/11/2025 L 7410.540-91	1,281.97
2025070136	557	MINUTEMAN PRESS	AUGUST 2025 - CONTRACTUAL	Community Relations	08/11/2025 L 7410.540-92	451.79
2025070137	562	MSM DESIGNZ	AUGUST 2025 - CONTRACTUAL	Tech Services	08/11/2025 L 7410.403-72	228.85
2025070138	258	STAPLES ADVANTAGE	AUGUST 2025 - CONTRACTUAL	Administration	08/11/2025 L 7410.403-50	1,012.50
2025070139	33	DEMCO INC.	AUGUST 2025 - CONTRACTUAL	Tech Services	08/11/2025 L 7415.601-0	70.18
2025070140	479	OVERDRIVE, INC.	AUGUST 2025 - CONTRACTUAL	Adult Services	08/11/2025 L 7415.607-0	174.04
2025080141	66	VEOLIA WATER NEW YORK INC	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/11/2025 L 7410.540-90	1,732.20
2025080142	66	VEOLIA WATER NEW YORK INC	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/12/2025 L 7410.425	1,679.98
2025080143	66	VEOLIA WATER NEW YORK INC	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/12/2025 L 7410.425	137.14
2025080144	66	VEOLIA WATER NEW YORK INC	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/12/2025 L 7410.425	46.89
2025080145	203	CITY SCHOOL DIST NEW ROCHELLE	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/12/2025 L 7410.425	137.17
2025080147	18	AMAZON	AUGUST 2025 - CONTRACTUAL	Administration	08/12/2025 L 7410.441	18,392.31
2025080148	18	AMAZON	AUGUST 2025 - CONTRACTUAL	Administration	08/12/2025 L 7410.540-40	201.17
2025080149	18	AMAZON	AUGUST 2025 - CONTRACTUAL	Administration	08/12/2025 L 7410.403-74	92.12
2025080150	18	AMAZON	AUGUST 2025 - CONTRACTUAL	Administration	08/12/2025 L 7415.601-0	131.51
2025080151	963	M&T BANK	AUGUST 2025 - CONTRACTUAL	Tech Services	08/12/2025 L 7415.606-0	298.36
2025080152	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/12/2025 L 7410.540-80	194.97
					08/14/2025 L 7410.540-10	361.90

2025-2026

WARRANT # 202508-008

2025080153	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-10	188.67
2025080154	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-20	236.30
2025080155	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-20	1,028.48
2025080156	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-20	163.62
2025080157	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-50	3,937.08
2025080158	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-50	515.63
2025080159	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-50	669.28
2025080160	756	INGRAM LIBRARY SERVICES	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-70	623.82
2025080161	52	MIDWEST TAPE	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-40	300.50
2025080162	52	MIDWEST TAPE	AUGUST 2025 - MATERIALS	Adult Services	08/14/2025 L 7410.540-60	159.60
2025080163	1047	KOEPEL MARTONE & LEISTMAN, LI	AUGUST 2025 - CONTRACTUAL	Administration	08/14/2025 L 7410.414	739.74
2025080164	1047	KOEPEL MARTONE & LEISTMAN, LI	AUGUST 2025 - CONTRACTUAL	Administration	08/14/2025 L 7410.414	659.45
2025080165	848	ZIOGAS, CONSTANTINE E	AUGUST 2025 - CONTRACTUAL	Teen Services	08/14/2025 L 7410.406-50	1,084.50
2025080166	947	ALAN MARGOLIN & ASSOCIATES COI	AUGUST 2025 - FIRE STOP PROJECT	Administration	08/14/2025 L 7410.418	6,800.00
2025080167	1012	ROBERT HALF	AUGUST 2025 - CONTRACTUAL	Administration	08/14/2025 L 7410.403-40	3,441.66
2025080168	76	PETTY CASH	AUGUST 2025 - PETTY CASH	Administration	08/14/2025 L 7415.606-0	9.98
2025080169	1012	ROBERT HALF	AUGUST 2025 - CONTRACTUAL	Administration	08/14/2025 L 7410.550	12.14
2025080170	745	JOHNSON CONTROLS SECURITY SOLI	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/14/2025 L 7410.403-40	344.93
2025080171	745	JOHNSON CONTROLS SECURITY SOLI	AUGUST 2025 - CONTRACTUAL	Custodial & Facilities	08/14/2025 L 7410.401-50	1,749.00
2025080172	11	WESTCHESTER LIBRARY SYSTEM	AUGUST 2025- CONTRACTUAL	Adult Services	08/14/2025 L 7410.401-50	1,171.80
					08/14/2025 L 7410.402-10	70,396.44
					08/14/2025 L 7410.540-95	12,088.66
Number of Purchase Orders: 63					Schedule Totals:	149,229.16
					Net Amount:	149,229.16

2025-2026

WARRANT # 202508-008

Number of Purchase Orders: 63

Schedule Totals: 149,229.16
Net Amount: 149,229.16

I hereby certify that the services or materials represented by the above listed claims have been rendered or furnished to the New Rochelle Public Library.

Regina Mayes 8/14/25
Director

The above listed claims were approved and ordered paid

by the undersigned Board of Trustees.

Trustee *Lucille R. Brown* 8/14/25
Trustee *Vern Sawyer* 8/14/25

New Rochelle Public Library

Exported on: 8/14/2025 at 5:37 PM

Purchase Order Schedule Report By L - 7: PO - AUGUST 2025 # 2

Account Distribution Totals

Account	Description	Placed
L 7410.200-30	EQUIPMENT- DATA PROCESS-TELECOMMUNICAT	348.77
L 7410.401-50	FACILITY REPAIR - SECURITY MONITORING	2,920.80
L 7410.402-10	EQUIPMENT REPAIR - WLS	70,396.44
L 7410.403-40	FEES FOR SERVICES-PAYROLL EXP.	7,011.92
L 7410.403-50	FEES FOR SERVICES-TECH-WEB & OTHER	1,012.50
L 7410.403-70	FEES FOR SERVICES-PROGRAMS-GEN.	800.00
L 7410.403-72	FEES FOR SERVICES-PROGRAMS-COMMREL	228.85
L 7410.403-74	FEES FOR SERVICES-PROGRAMS-TEENS	92.12
L 7410.406-50	CONTRACTED SERVICES-THEATRE & TEEN AST	1,084.50
L 7410.411	TELEPHONE	937.09
L 7410.414	TAX CERTIORARI SETTLEMENTS	1,399.19
L 7410.418	BUILDING CAPITAL PROJECTS- Grants	6,800.00
L 7410.425	WATER	2,001.18
L 7410.441	PASNY- ELECTRICITY	18,392.31
L 7410.540-10	LIBRARY MATERIALS - NON-FICTION	2,006.95
L 7410.540-20	LIBRARY MATERIALS - FICTION	5,947.50
L 7410.540-30	LIBRARY MATERIALS - REFERENCE	2,268.00
L 7410.540-40	LIBRARY MATERIALS - ADULT AUDIO VISUAL	899.73
L 7410.540-50	LIBRARY MATERIALS - JUVENILE PRINT	5,438.30
L 7410.540-60	LIBRARY MATERIALS - JUVENILE AUDIO VIS	159.60
L 7410.540-70	LIBRARY MATERIALS - HCL COLLECTION	623.82
L 7410.540-80	LIBRARY MATERIALS - PERIODICALS	194.97
L 7410.540-90	LIBRARY MATERIALS - EBOOKS - FICTION	3,162.37
L 7410.540-91	LIBRARY MATERIALS - EBOOKS - NON FICTION	1,281.97
L 7410.540-92	LIBRARY MATERIALS - EBOOKS - CHILDRENS	451.79
L 7410.540-95	LIBRARY MATERIALS - ONLINE RESOURCES	12,088.66
L 7410.550	POSTAGE FREIGHT RENT	583.76
L 7415.601-0	SUPPLIES - GENERAL	201.69
L 7415.606-0	SUPPLIES - BUILDING	320.34
L 7415.607-0	SUPPLIES - TECH SERVICES	174.04
	Fund L Totals:	149,229.16

APPROPRIATION CHECK RUN
AUTHORIZATION

FUND CODE LT

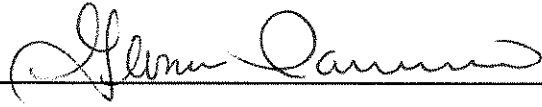
FUND NAME LIBRARY - GIFTS & DONATIONS

DUE DATE 8/15/2025

CHECK DATE 8/15/2025

WARRANT TOTAL \$250.00

WARRANT # 4

AUTHORIZED BY 

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 2870

LAST CHECK # 2870

DATE PRINTED 8/18/25 He

New Rochelle Public Library

Check Warrant Report For LT - 4: CD - AUGUST 2025 - WARRANT 202508-009 For Dates 8/1/2025 - 8/31/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2870	08/18/2025	779	STORM KING ART CENTER	2025080146	250.00
Number of Transactions: 1				Warrant Total:	250.00
				Vendor Portion:	250.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 250.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/21/25

Date

Jayla Roller

Signature

Claims Auditor

Title

New Rochelle Public Library
Exported on: 8/14/2025 at 5:44 PM

Purchase Order Schedule Report By LT - 4: PO - AUGUST 2025 # 2 G&D

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date Account	Placed
2025080146	779	STORM KING ART CENTER	AUGUST 2025 - G & D - FOUNDATION	Adult Services	08/12/2025 LT 7411.000	250.00
Schedule Totals:						250.00
Net Amount:						250.00

Number of Purchase Orders: 1

I hereby certify that the services or materials represented by the above listed claims have been rendered or furnished to the New Rochelle Public Library.

Eugenia Skrabl
Director

The above listed claims were approved and ordered paid by the undersigned Board of Trustees.

Trustee *Franklin J. Gurnick 8/14/25*
Trustee *Ken Satter 8/14/25*

2025-2026

WARRANT
202508-009

New Rochelle Public Library

Exported on: 8/14/2025 at 5:44 PM

Purchase Order Schedule Report By LT - 4: PO - AUGUST 2025 # 2 G&D

Account Distribution Totals

Account	Description	Placed
LT 7411.000	FOUNDATION EXPENDITURES	250.00
	Fund LT Totals:	250.00



NEW ROCHELLE PUBLIC LIBRARY **SEXUAL HARASSMENT PREVENTION POLICY**

Purpose and Goals

New Rochelle Public Library (NRPL) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but NRPL recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence (see NRPL's Anti-Discrimination Policy). The purpose of this policy is to teach employees to recognize sexual harassment and provide the tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment in the workplace. This policy is one component of NRPL's commitment to a discrimination-free work environment.

Goals of this Policy:

Sexual harassment is against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment looks like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment by filing a complaint internally with NRPL. Employees can also file a complaint with a government agency or in court under federal, state, or local anti-discrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To

file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

Sexual Harassment Prevention Policy:

1. NRPL'S policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with New Rochelle Public Library. For the remainder of this policy, we will use the term "covered individual" to refer to these individuals who are not direct employees of the company.
2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of NRPL who retaliates against anyone involved in a sexual harassment investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
4. Sexual harassment is a violation of our policies, is unlawful, and may subject NRPL to liability for the harm experienced by targets of sexual harassment. Harassers may also be individually subject to liability and employers or

supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment, including managers and supervisors who engage in harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. NRPL will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about sexual harassment, or when it otherwise knows of possible sexual harassment occurring. New Rochelle Public Library will keep the investigation confidential to the extent possible. If an investigation ends with the finding that sexual harassment occurred, New Rochelle Public Library will act as required. In addition to any required discipline NRPL will also take steps to ensure a safe work environment for the employee(s) who experienced the harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director. If the complaint is about the Library Director, the manager or supervisor should report the complaint to the President of the Board of Trustees.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes

harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of NRPL's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or

- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - o Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
 - o Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:

- o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
 - § This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
 - o Subtle or obvious pressure for unwelcome sexual activities; or
 - o Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - o Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - o Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - o Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - o This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - o Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - o Sabotaging an individual's work;
 - o Bullying, yelling, or name-calling;

- o Intentional misuse of an individual's preferred pronouns; or
- o o Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of another sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on Black women employees than White women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel retraumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment, either internally or with any government agency;

- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or the Library Director.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Library Director. Managers and supervisors should

not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. NRPL will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

New Rochelle Public Library recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the Library Director or designee:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, the Library Director or designee will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Library Director or designee will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;

4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by NRPL but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they

can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to NRPL does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the

EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees at New Rochelle Public Library and covered individuals an understanding of their right to a harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual

orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

***Adopted by New Rochelle Public Library Board of Trustees
on September 11, 2025.***

New Rochelle Public Library
Sexual Harassment Reporting Form

If you believe that you have been subjected to discrimination or harassment, including but not limited to sexual harassment, you are encouraged to complete this form and submit it to the Library Director. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Library Director will complete this form, provide you with a copy, and follow the Library's Anti-Discrimination/ Anti-Harassment Policy by investigating the claims as outlined at the end of this form.

For additional resources, visit:
ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _____

Work Address: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Address: _____ Work Phone: _____

COMPLAINT INFORMATION

1. Your complaint of Discrimination and/or Harassment is made about:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Date(s) discrimination or harassment occurred: _____

Is the discrimination or harassment continuing? ☐ Yes ☐ No

3. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional but may help the investigation.

4. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

I request that the New Rochelle Public Library investigate this complaint of discrimination and/or harassment in a timely and confidential manner as outlined above and advise me of the results of the investigation.

Signature: _____ Date: _____



NEW ROCHELLE PUBLIC LIBRARY **TIMEKEEPING POLICY**

PURPOSE

The purpose of this policy is to ensure accurate, efficient, and compliant timekeeping of employee hours, scheduling, reporting, and confirming hours worked.

1. SCOPE

This policy applies to all employees of the New Rochelle Public Library.

2. TIME KEEPING SYSTEM

- 2.1 Timekeeping will be done by using an ADP Time System.
- 2.2 The system can be downloaded via an app on smartphones, desktop computers, and iPad kiosks located at every service desk.

CLOCKING PROCEDURES

3. DAILY CLOCK-IN

- 3.1. All employees must clock in at the start of their shift using the designated time clock system.
- 3.2. All employees must clock in real time at the start of their shift using the designated time clock system.

4. DAILY CLOCK-OUT

Employees must clock out immediately after finishing work.

5. MEAL BREAKS

- 5.1. All staff are entitled to a one-hour meal break.
- 5.2. Staff are required to punch out during lunch breaks.
- 5.3. The timekeeping system features a countdown clock to indicate the remaining break time.
- 5.4. Employees must punch back in at the one-hour mark.

6. REMOTE AND FIELD WORK

- 6.1. Bargaining unit employees will be unable to clock in and out off-site.
- 6.2. Employees are required to contact their supervisors to enter their time when working off-site.

7. TIME-ROUNDING POLICY

- 7.1. Time entries may be rounded to the nearest quarter hour.
- 7.2. Unexcused and/or unapproved absences of more than seven (7) minutes caused by the employee's failure to clock in on time or by clocking out early may require the use of accrued leave balances to cover the absence or be treated as an unpaid absence.

8. MISSED OR INCORRECT PUNCHES

Employees who forget to clock in or out must notify their supervisor by email so a correction can be made.

9. TIME CLOCK PROBLEMS

If an employee is unable to punch in or out due to a time clock malfunction, it is the employee's responsibility to immediately inform his/her supervisor and/or payroll administrator.

10. PROHIBITED ACTIONS

Any falsification, tampering, or unauthorized viewing of time clock records is grounds for disciplinary action. This includes, but is not limited to:

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in (Buddy punching) for another employee.
- Leaving early without clocking out.

11. OVERTIME APPROVAL

- 11.1. Overtime is prohibited, except with the written permission of the Library Director.
- 11.2. If you work past your scheduled end time, you must notify your supervisor.
- 11.3. Unauthorized overtime may not be compensated.

12. COMMUNICATION & TRAINING

- 12.1. New hires will receive training in the clock-in/clock-out process.
- 12.2. Refresher training will be scheduled when systems are updated or when time clock rules are changed.

13. POLICY ACKNOWLEDGEMENT

Employees are required to sign an acknowledgment form confirming they've read and understood this clocking-in and out policy. Violation of the timekeeping policies, including a pattern of missing or late time entries, will result in disciplinary action.

Adopted by the New Rochelle Public Library Board of Trustees

on September 11, 2025



Dear New Rochelle Community

As summer winds down, I want to take a moment to reflect on what an incredible season it has been here at the Library. Our 2025 summer programs were filled with energy, creativity, and connection—truly a celebration of learning and community.

This year's Summer Reading theme, Color Our World, came alive through outstanding participation from over 1,100 children and teens. Young readers logged books and joined us for programs that ranged from kiddie music performances and yoga to live

animal visits, crafts,

water play, family concerts, and more. A special children's acting workshop gave our young drama queens and kings a chance to shine, and quickly became one of the highlights of the summer.

Teens made the Teen Room their own, connecting with friends in a welcoming, safe space. Programs included arts & crafts, jigsaw puzzle and giant Jenga nights, video gaming, and special events such as tie-dye, laser tag, treasure hunts, and college essay workshops. Their creativity and enthusiasm brought wonderful energy to the Library.

One of the crown jewels of our summer season was our International Music and Dance Festival, a beloved NRPL tradition for more than 20 years. This annual program continues to dazzle audiences with its extraordinary talent and diversity of cultural expression. This year's lineup was no exception—featuring the rhythms of Cuban and Afro-Peruvian music, vibrant Eastern European dance, and the spirited performance by the Calpulli Mexican Dance Workshop participants. It is truly one of the highlights of our year, and a shining example of how the arts can bring our community together in joy and celebration.

Adults also had plenty of opportunities to learn and connect, from new computer workshops to favorite programs like the Brown Bag book club, yoga, sewing, knitting, English conversation groups, and films.

As we look ahead to the fall, the Library will continue to be a place to connect, create, and celebrate together. We'll be bringing back beloved programs like our Friday night and Sunday afternoon concert series, wellness classes, the New Rochelle Plays Hollywood film series, and trivia nights. New offerings this season include acoustic string jam sessions and a history book club, giving our community even more ways to learn and share. Our daily children's programs at both Main and HCL will be back in full swing the week of September 15 with more music, puppet shows, STEAM and math programs, bilingual story times and more. Teens can look forward to additional college readiness programs, and more ways to connect with peers in fun and engaging activities..

And since September is Library Card Sign-Up Month, it's the perfect time to remind friends and family who don't yet have a card just how much it offers. A library card is more than access to books—it's a passport to programs, technology, digital resources, and opportunities to learn and connect. If you already have a card, consider encouraging someone you know to sign up and discover all the Library has to offer.

Whether you are a regular at our programs or have been meaning to try something new, fall is the perfect time to join us. You can explore all of our upcoming programs on our online calendar, follow us on Facebook and Instagram (@nrpubliclibrary), and of course, keep an eye on this weekly eblast. If you already enjoy it, please share it with a friend—we love welcoming new faces. Thank you for making this summer such a success. I look forward to seeing you at the Library this fall! Warm regards,

**Eugenia Schatoff
Executive Director
New Rochelle Public Library**

DIRECTOR'S REPORT SEPTEMBER 11 , 2025

Trainings:

ADP STAFF TRAINING

Wednesday, August 13·9:00 – 10:15am

Committee Meetings:

B&G Committee meeting-Friday, August 1·8:30 – 9:30am

Policy Committee Meeting-Monday, August 4·9:00 – 10:00am

Special Personnel Committee meeting-Tuesday, August 12·12:00 – 1:00pm

Finance Committee Meeting-Wednesday, August 13·8:30 – 9:30am

Personnel Committee Meeting-Monday, August 18·9:00 – 10:00am

B&G Committee Meeting-Friday, August 22·8:30 – 9:30am

Check-in Meetings:

Check In Meeting-Friday, August 1·10:15 – 11:00am

Check In Meeting-Monday, August 4·10:15 – 11:00am

Check In Meeting-Tuesday, August 5·9:30 – 10:00am-Asst. Director

Check In Meeting-Tuesday, August 5·3:30 – 4:00pm-Asst. Director

Check In Meeting-Wednesday, August 6·9:30 – 10:15am-Asst. Director

Check In Meeting-Wednesday, August 6·1:45 – 2:15pm-Community Relations

Check In Meeting-Wednesday, August 6·3:15 – 4:00pm-Asst. Director

Check In Meeting-Thursday, August 7·11:15am – 12:00pm-Asst. Director

Check In mtg. -Thursday, August 7·2:30 – 3:15pm Community Relations

Check In Meeting-Monday, August 11·9:45 – 10:30am-Asst. Director

Check In Meeting- Monday, August 11·10:30 – 11:00am-Admin

Check In Meeting-Monday, August 11·2:30 – 3:15pm-Asst. Director

Check In Meeting-Tuesday, August 12·9:00 – 9:45am-Facilities

Check In Meeting-Tuesday, August 12·9:30 – 10:15am-Director

Check In Meeting-Tuesday, August 12·2:00 – 3:00pm-Adult Services

Check In Meeting-Wednesday, August 13·1:30 – 2:00pm-Community Relations

Check In Meeting-Wednesday, August 13·3:30 – 4:00pm-Asst. Director

Check In Meeting-Thursday, August 14·3:00 – 3:30pm-Children's Services

Check In Meeting -Thursday, August 14·4:00 – 4:45pm-Community Relations

Check In Meeting-Friday, August 15·9:30 – 10:15am-Asst. Director

Check In meeting-Monday, August 18·9:00 – 10:00am-HR

Check In Meeting-Monday, August 18·10:00 – 10:45am-Asst. Director

Check In Meeting-Tuesday, August 19·9:00 – 9:45am-Facilities

Security Check in-Tuesday, August 19·9:30 – 10:15am-Facilities & Security

Check In Meeting-Tuesday, August 19·11:00 – 11:30am-Director

Check In Meeting-Tuesday, August 19·2:00 – 3:00pm-Adult Services

Check In Meeting-Thursday, August 21·1:00 – 1:45pm-Asst. Director

Check In Meeting-Thursday, August 21·2:00 – 2:45pm-Community Relations

Check In Meeting-Thursday, August 21·3:00 – 3:45pm-Children Services

Other Meetings

NRPL & Cole weekly meeting-Monday, August 4-11:00am - 12:00pm
GF55 Architects-Monday, August 4-1:00 - 2:00pm
H2M Architects-Monday, August 4-1:00 - 2:00pm
NRPL Walkthrough Confirmed for GF55 Architects-Monday, August 4-1:00 - 2:00pm
Check In Meeting-Monday, August 4-3:30 - 4:15pm-Assst. Director
Check Incident Reports - Dwight-Tuesday, August 5-9:30 - 10:00am
Check In Meeting-Tuesday, August 5-10:00 - 11:00am
Admin Team Meeting Tuesday, August 5-11:30am - 12:00pm
New Rochelle Public Library RFP - Site Visit-Tuesday, August 5-2:30 - 4:00pm
Andrea Steele Architecture Walkthrough-Tuesday, August 5-2:30 - 3:30pm
G&D Architects-Tuesday, August 5-2:30 - 3:30pm
Lothrop Walkthrough-Tuesday, August 5-2:30 - 3:30pm
Meeting--NRPL & Foundation (HCL Follow up)Wednesday, August 6-8:30 - 9:30am
Foundation Meeting-Wednesday, August 6-8:30 - 9:30am
Meeting--NRPL & Foundation (HCL Follow up)-Wednesday, August 6-8:30 - 9:30am
Department Head Meeting-Wednesday, August 6-10:00 - 11:00am
HMA2 architects-Thursday, August 7-9:00 - 10:00am
Perkins Eastman Architects-Thursday, August 7-9:00 - 10:00am
Sage & Coomb Architects-Thursday, August 7-9:00 - 10:00am
Walkthrough DattnerArchitects-Thursday, August 7-9:00 - 10:00am
NRPL & Cole weekly meeting-Monday, August 11-11:00am - 12:00pm
Check Incident Reports - Dwight-Tuesday, August 12-9:30 - 10:00am
Admin Team Meeting-Tuesday, August 12-10:00 - 10:30am
Nina & Eugenia 1:1-Wednesday, August 13-10:00 - 11:00am
Schedule Discussion-Wednesday, August 13-11:30am - 12:00pm
FOIL Request Update-Thursday, August 14-2:00 - 3:00pm
NRPL & Cole weekly meeting-Monday, August 18-11:00am - 12:00pm
Scheduling meeting-Monday, August 18-1:00 - 3:00pm-Circulation
Volunteer Check in-Monday, August 18-3:00 - 4:00pm-Adult Services
NRPL Finance meeting-Tuesday, August 19-8:30 - 9:30am
Check Incident Reports - Dwight-Tuesday, August 19-9:30 - 10:00am
Library Audit-Tuesday, August 19-11:30am - 12:00pm
New Rochelle Public Library & Bonadio Audit Meeting-Thursday, August 21-9:00 - 9:45am
PLDA Meeting via Zoom-Thursday, August 21-9:30 - 10:30am
Staff Development Meeting-Thursday, August 21-11:00am - 12:00pm-Admin

FINANCIAL REPORTS

[2025 08 Financial Report](#)

DEPARTMENTAL REPORTS

Adult Services , Submitted by Kira Aiello

[2025 08 Adult Services Monthly Report](#)

Archivist, Submitted by David Rose

[2025 08 Archivist Monthly Report](#)

BTOP and Learning Center, Submitted by Denise Link

[2025 08 BTOP Monthly Report](#)

[2025 08 BTOP Statistics Monthly Report](#)

Children's Report, submitted by Bobby Simic

[2025 08 Children's Monthly Report](#)

Community Relations Report, Submitted by Lisa Itzkowitz and Tobe Sevush

[2025 08 Marketing & Programming Monthly Report](#)

Personnel Report

[2025 08 Incident Monthly Report](#)

[2025 09 Personnel Monthly Report](#)

**Respectfully Submitted,
Eugenia Schatoff, Library Director**

Adult Librarians Month End Report – August 2025

Programs

Chris showed the second in his library film series: *Storm Center* starring Bette Davis, 17 people attended, plus two people who walked in during the discussion afterwards and thought it was the introduction and the movie was starting at 7pm. One of the 17 had to leave about 40 minutes into the movie to take a phone call from his terminally ill fiancée's nurse, and then came back in tears because he'd missed the movie and begged me for a "raincheck." Chris ended up putting the movie back on so he could watch the last 30 minutes and at least see how it ends.

James taught a 3-week Excel class. He had 8 students who were committed and came to class each week. We plan to continue this series of classes on one subject model in the Fall.

The Brown Bag book club met and discussed Stephanie Dray's *Becoming Madam Secretary*, about the life of Frances Perkins the first female member of a presidential cabinet. It was a happy coincidence that this past August was the 90th anniversary of the passing of the Social Security Act. We had 8 attendees.

Digital Navigators – Caroline and James have completed their Digital Navigator training, received their certificates started meeting with clients. To date Caroline has met with 3 patrons – one them spoke only Farsi, so Caroline was able to use her ability to speak and understand Farsi to help the patron with much more – connecting her to local services and ESL classes. James has also been meeting with patrons, Denise received very positive feedback from a patron about the assistance he received from James.

Local History

A gentleman came in to do some research for the upcoming 250th anniversary of the American Revolution in Westchester County and was absolutely impressed when Larry showed him *The McDonald Papers*, by John Maclean McDonald 1790-1863, a collection of oral histories from the time period. It was exactly what he was looking for and he said he will be back.

Lists and Displays

Caroline keeps a spreadsheet of special days and months, and ensures that librarians send Lisa book lists for the newsletter each month and that displays are continuously

updated throughout the library. Some of August's displays: summer cooking and BBQs, books about golf.

Electronic Circulation Statistics

We are consistently among the highest circulation libraries for electronic products

Overdrive 10,019 (exceeding July's circulation by 781)

Kanopy 793 (the third highest circulating library in WLS)

Hoopla statistics not posted as of 9/3/2025

Other

David and Brian met with Lisa and Tobe to discuss their fall music program. It was decided that it will meet on Saturdays at 3pm. Exact dates to be finalized.

CORE schedules were finalized for Adult Services staff, Tech services staff, pages, and the circulation department. Everyone's been practicing checking in and out using ADP.

Librarians proctored 14 exams.

The study rooms continue to be very popular.

Teen Monthly Report

August 2025

Summer Reading

Our strongest showing for summer reading programs were the food programs with the Treasure Hunt coming strong with 11 teens participating. 15 teens signed up for the program this month with a total of 99 teens registered overall.

Title of Program - Attendance # (# of Sessions)

Ice Cream Sundae - 18 (1)

Open Painting - 0 (1)

Pizza Party - 21 (1)

Tissue Paper Picture Frame - 1 (1)

Treasure Hunt - 11 (1)



Teens looking for and solving clues during the Treasure Hunt summer reading program.

Outreach

Constantine and I tabled at Teen Fest, held on Saturday, August 2, 12 - 5 pm. Approximately 60 parents and teens stopped by the library's booth. We had 26 teens make our scratch off art.



Teens stopping by the library's booth at Teen Fest.



Michael Sacarello (center) and Kathie Sacarello (right) at the library booth with Constantine Ziogas (left).



Staff Madhu Panicker (left) and DeAra Johnson-Smith (center) at the library booth with Constantine Ziogas (right).

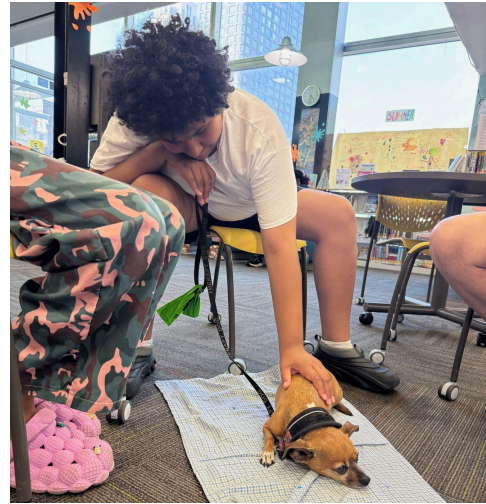
Program Highlights

Title of Program - Attendance # (# of Sessions)

Arts & Crafts Day - 27 (4)

Creative Cards for a Cause - 55 (5)

Summer Days to Paws & Relax - 37 (4)



Teens relaxing with certified therapy dogs Milo (left) and Izzy (right).

Statistics

Title of Program - Attendance # (# of Sessions)

Name - Attendees (session #)		
3D Pen Night	7	4
Arts & Crafts Day	27	4
Jigsaw Puzzle Night	3	4
Game & Watch	225	21
Giant Jenga Night	5	4
Video Game Tournament	5	1
VR Game Night		
College Essay Workshop	1	2
Creative Cards for a Cause	53	5
Ice Cream Sundae (SR)	18	1
Open Painting (SR)	0	1
Pizza Party (SR)	21	1
Summer Days to Paws & Relax *	37	4
Summer Mindfulness	0	2
Tissue Paper Picture Frame (SR)	1	1
Treasure Hunt (SR)	11	1
Vinyl Sticker Week	0	1

TOTAL:	414	57
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Volunteers

Applied - 10

Volunteered - 20

Volunteers total hours - over 92 hours

Sophia Fuentes, NeuroFirst founder, has shared images (see below) of the distribution of the cards made by teen volunteers from the past Creative Cards for a Cause sessions.



Images of cards distributed to memory care center Monarch Coopers Center.

Webinars

WLS Tutor.com College Prep Resources Webinar - August 14, 2025

WLS Youth Services Meeting - August 21, 2025

WLS Tutor.com For Back to School Webinar - August 28, 2025

Weed/Discard

96 graphic novels

September 2, 2025

To: Eugenia

Fr: David

Re: Archive Accomplishments, August 2025

These are notable accomplishments and ongoing archival activities in July 2025.

Current Archival Processing

- Posters and Broadsides Collection
- Art and Illustration Collection – to include a complete inventory of all artwork in the Archive as well as artwork on display throughout the library and building exterior

Collections Discovered

- Artwork, framed photos and documents, and College of New Rochelle scrapbooks have been removed from the Machine Room and transferred to Archive

Information Requests and Archive Research Visitors

- Debbie McElroy, history of Hugh A. Doyle Senior Center

Ongoing Committee Participation

- Workplace Violence Prevention
- Records Retention
- Revolutionary Westchester 250

Archive Volunteer Activities

- Psalm Tanner – organizing news clippings of the Boys & Girls Club Records.

Archivist Presentations and Outreach

- Continuation of monthly “Archives Corner” in NRPL e-newsletter

September 2, 2025 / David Rose / NRPL Archive

September 2025 Monthly Report

As many NRPL patrons adjust to the start of the school year and the seasonal activities that fall brings, September remains a busy and engaging month at the library. The Help & Learning Center continues to provide valuable one-on-one assistance, supporting patrons with navigating online information, completing e-forms, developing digital skills, and connecting to a wide range of community resources. Many patrons are staying connected and booking one-on-one tech help sessions, through our website & e-newsletter, to get the hang of their smartphones, laptops, and helpful online tools. This month, we're also partnering with The Arc Westchester to host a job fair on Thursday, September 25, from 1:00 to 4:00 PM in the meeting room. As the largest agency in Westchester County serving individuals with developmental disabilities, the Arc is looking to connect with compassionate job seekers interested in meaningful and rewarding careers.

Job Readiness Support

Library patrons continue to benefit from the expertise of Job Readiness Coach, Rebecca Mazin, who provides guidance with online job applications, résumé writing and editing, and job interview preparation. These one-on-one sessions are held every Monday evening from 5:00 PM to 7:30 PM and remain in steady demand.

Healthcare Navigation

Healthcare Navigator Elizabeth Blackwell remains available to assist patrons with open enrollment services for individuals looking to purchase, change, or renew their health insurance through a NYS-qualified health plan. Drop-in assistance is offered on Wednesdays from 11:00 AM to 12:00 PM.

Bilingual Medicare Advisor Mercedes Stagnaro is available to answer questions about Medicare coverage basics every Monday from 10:00 AM to 12:00 PM through December 2025, during the Medicare Open Enrollment period.

Community Resources in the Lobby

The NRPL Lobby continues to serve as a central space for connecting patrons with vital community resources. Recent visitors included representatives from Senator Fernandez, Family Services of Westchester, Urban Strategies Head Start Program and the New Rochelle YMCA, all providing information and services to those in our community.

Free Notary Nights

Patrons can have their documents notarized at no cost during our monthly *Notary Nights*, held every third Thursday of the month at 6:00 PM in the Help & Learning center. Upcoming dates:

- September 18, 2025
- October 16, 2025
- November 20, 2025
- December 18, 2025

Citizenship Preparation Classes

Civic/Citizenship classes return this fall 2025, offering in-person instruction for individuals preparing for the U.S. naturalization process. Led by experienced instructor Sonica Dixon Esq., the classes cover interview preparation and guidance on current USCIS applications. Classes will be held on Saturdays, 1:00–2:00 PM, (11/1-11:00am) in the third-floor classroom room:

- September 6, 20
- October 4, 18
- November 1, 15

Digital Learning Classes

This fall, the NRPL Computer Lab will host a variety of classes designed to build digital literacy skills and boost confidence:

- **Microsoft Word & Google Doc (English & Spanish)**
Monday evenings starting September 15, 2025 @ 5:00pm
- **Spanish Digital Navigator appointments** for 1 on 1 assistance with Tech Help.
Thursday evenings: 9/25, 10/9, 10/30, 11/13 & 12/11- 5:00-7:00pm.

English Conversation Circle

This volunteer-led, drop-in program gives English language learners a fun and supportive space to practice speaking English. The group meets in the second floor conference room on Thursdays at 11:00am September 4, 11, 18 & 25, 2025.

Adult Literacy & GED Prep at the Help & Learning center

Interest in adult literacy and GED learning is growing at the New Rochelle Public Library. Through the *GED Academy*, patrons can access free, self-paced online courses to improve reading and writing skills or prepare for the GED exam. This valuable resource is available at no cost and supports learners at all levels on their path to educational success.

August 2025 Stats

BTOP HELP & LEARNING CENTER

* HSE/GED
 ** Outreach (library tour, tabling event)
 *** BTOP Programs- # of participants
 **** DN appointments

# Sessions	#Patrons	# Outreach	#HSE/GED	#DN Help	BTOP Programs
19	84	60	0	8	15

DATE	TIME	REASON	RESULT	FOLLOW-UP
8/1	20min	Resume review	Editing process	Print, shared in drive
	25min	Resume update	New format	Print copy, sent digital copy
	1 hr	Know Your Rights with the NY Immigration Coalition: Library FAQs webinar	Interacting with ICE at Libraries Part two	NYS Library
	15min	Mobile device- T mobile	Looking to purchase	Samsung Galaxy A36 5G
8/4	20min	Housing opportunities	New Rochelle	Allan building: affordable housing
****	25min	DN Google storage	photos	Managing storage in photos, emails
***	2hrs	Medicare advisor	Available for questions	#1
	25min	Job search	HHA agencies	training ?
8/5	1hr	DSS application	Emergency assistance	Visually impaired-
	25min	Credit report	recertification	Input info, print
	25min	Change contact	resume	Print, send

**	3 hrs	Police Night Out	Community outreach	# 55
8/6	30min	USCIS	Account recovery	Case status update
	15min	IRS	Information required	1040 form needed
8/8	25min	Rewrite statement	NYS Attorney General	Complaint form
	30min	Housing opportunities	Senior residences	Intake WRO Phone #
	25min	Online contract	Fill in & sign	Submit online
	25min	TAP NYS tuition	Correct/edit form	Will return
	30min	Home depot job appl	Assessment required	Will return to finish
	25min	ABC certified firms that perform work in the industrial and commercial sectors.	Associated Builders and Contractors is a national construction industry trade association	Contact local chapter for membership for cleaning business, needed for bidding for jobs
8/11 **	45min	Living Resources-Adult learning group	Travel Books, Kiubu- Learning platform for living resource	#5
	30min	Name change-will return	Ethiopian Consulate	Call to request info.
	20min	Train directions	Bergen County Mall	Info. review
	25min	IRS	Info needed for refund.	Must call, create account IRS
	30 min	Credit report-3x	scan& submit ID proof	Print copy
8/12	1hr	SS account	Email /contact	Inquiry about verify ID
	45min	SNAP appl.	Proof of income	Will return

	30min	Meeting with Spanish Computer instructor	Microsoft & Google Doc-English & Spanish 9/15	Set dates for Spanish DN & 9/15 start date for computer classes
	15min	Phone call	Affordable housing	Website links to org.
	20min	Editing resume	PDF vs Word	Save on USB
8/13	2 hr	5- hour course DMV-driving	Mobile device	Very difficult to manage
	25min	Forming a LLC	NY.GOV	https://esd.ny.gov/entrepreneurship-assistance-centers-program#objective
8/14	45min	USCIS	Interview practice	Review 100 questions for test
	30min	Volunteer help	For English Conversations	Possible Oct. date
	30min	Housing opportunities	Senior residences	Westchester residential opp.
***	1 hr	English Conversation	Volunteer led informal English chat	# 2
****	55min	DN help- storage files	McAfee sub	Review features
8/15	15min	5 hour driving course	review	Road test appointment
	20min	Replace Social Security card	NYS non drivers license	NY Westchester county ID
	15min	Enroll in ESL@WCC	Call to confirm online form	Student will receive notification
	55min	Renew NYS vehicle reg.	Online w/credit card	Print temporary reg.
	25min	Recover PW	Shopping app	Continue shop

8/18 ****	1 hr	DN appointment	Apple device	Facetime features, Apps
	25min	Renew license	DMV	Vision test needed
****	45min	DN appointment	iPad tablet	Review features
	10min	Legal question	HVJC	Will inquire-intake
	25min	Credit report	Input info	Sent to patrons email
8/19	10min	Phone inquiry	DN appointment	8/22-11:30
	15min	SNAP	Review of docs.	Will return to create NY.GOV
	25min	USCIS	I-90, waiver form	PDF version
	20min	USCIS	Case status	Online account
	55min	SNAP Application	Submitted info. successfully	Need to upload docs, will return
	15min	Job search	resume info. book	Will return
	10min	Phone inquiry	Online will services	Legal Hand HVJC
8/20	1 hr	Teen volunteer	Update devices	Clean,move devices
	25min	USCIS	I-90, I-912	Form, green card replacement
	20min	Scan & send	Recover email PW	Sent attachment PDF
8/21	1 hr	SNAP submitting docs	Scan docs for application	Submitted in portal successfully
	1 hr	USCIS-created account	I-90 & I-912	Form fill, will return
	25min	Job search West. county	Application PDF	Caseworker

	20min	Amazon ordering	Create account	Add card to account & order
	15miin	Fiction search	Review catalog	3rd fl. find
8/22	1hr	Online job application	XD10- Westchester county	Form filler, resume - USB Drive -resume
****	55 min	DN appointment	Brochure revision	James W.
	45min	Travel arrangements	American- app	Check status
	20min	storage	laptop	Files & saving docs.
8/23 ***	1 hr.`	Citizenship/Civic info. session	3rd floor classroom	#9
8/25	10min	SNAP Application	Form filled	Will return
	25min	Rent app	payment	Review features
	10min	Resume info.	Job search help	Will return for resume session
	15min	Urgent Request	Notary-ID required	#3
	55min	Direct Express- will return	Recovering card account	Customer service #
	25min	Job search	Requires resume for job portal	Will return to finish
8/27	25min	DMV- online	Car reg. renewal	Print temp. reg
	15min	DMV- White Plains	Reservation in-person	Non-drivers ID
	25min	Letter writing for patron	Word doc	Print copy
	30min	Letter of intent to start a business	Hours of operation, business address	Will return to include more info.

8/28	25min	Credit report	2X input info.	Print copy
	10min	Register acct.	Aethna	Need to call CS
	10min	Needs to travel-no US passport	No enhanced ID NYS DMV	2 weeks, call airline
	25min	USCIS	I-864 form	Apply online
****	20min	DN Streaming apps.	tablet	payment
	45min	Rewrite lease	Digital copy	Add info.
	15min	Citizenship packet	Attending classes	Create account w/USCIC
8/29	10min	phonecall	tech help	Mobile device
****	25min	DN-mobile device	AOL app	Glitch with IOS mail
	55min	Online job application	indeed	McDonald, Taco Bell
	35min	Passport application	Form filler	Made res. For USPS
	25min	credit report-mail form only	Input info 3X	Unable to print, mail form in

Children's Monthly Report - August 2025

Mid-August saw the end of our summer programming both at the Main Library and Huguenot Children's Library. During the first half of the month, each location was full of fun and activity as families took advantage of our twice daily weekday programming. Between the two locations, 2671 attended our August offerings, which included yoga, science experiments, live animals, crafts, Mexican dance lessons, creative play and music, including a Mariachi concert.

We want to give special recognition to our pages and Summer Youth Bureau interns for their enthusiastic help this summer. We rely on them extensively in order to help prepare and implement our programs. Without them, programs wouldn't run as smoothly. We've been partnering with the Youth Bureau a few years now to offer young people opportunities to work at the library. We had 4 great interns this year in particular at both Main and HCL, and we're so grateful for their help.

At Main, outside of the morning and early afternoon program times, we felt we had a lot more patrons utilize the Children's Room after 4 pm, presumably when kids were done with day camps. The room seemed more bustling at this time than last year, with families exploring and borrowing the collection, using our computers and playing with our toys in our play space. Next year, we will strongly consider adding programming in the late afternoon to take advantage of the crowds.

We were thrilled with the response we received with this year's Color Our World; Summer Reading Challenge. We weren't sure we could top last year's 900+ signups, but we did and had over 1000 children participate in our game. Because of the enthusiastic response, we nearly ran out of prizes and book giveaways.

Now that summer is over and the kids are back in school, we're gearing up for our fall set of programs, which start mid-September at both locations. In late August, we also received our first call from a teacher to schedule class visits – the first of many classes we'll welcome this school year we anticipate/hope.

Some patron anecdotes worth sharing...

The last week of August, three separate adult patrons have come up to Huguenot Children's Library Supervisor Susan Moorhead to share how much they love our branch library. One even came up to the desk and said "Thank you for this place" which was lovely to hear. It's nice the public recognizes the amount of care put into our small branch.

And a bit outside the Children's Room, Children's Room Assistant Supervisor Ashley Bressingham, on a number of occasions, had seen and exchanged pleasantries with a man who used the library and was also homeless. The last time he saw her in late August, he was thrilled to tell Ashley that he was receiving housing assistance and wanted to thank Ashley for always being so kind to him.

Board Meeting
Thursday, September 11, 2025
Incident Report Listing

DATE	TIME	LOCATION	DESCRIPTION	ACTION Y/N	EMERGENCY SERVICES CONTACT
8/4/2025	11:30 AM	Children's room - Main Library	Patron Accident Report - A child ran and fell and hit his mouth, his mother was notified and she took care of the child.	N	
8/14/2025	2:50 PM	Main Library - 2nd Floor	A patron has been seen sleeping three times during the day	N	
8/14/2025	9:10 AM	Memorial Highway Courtyard	Staff - Harassment	Y	NRPD
8/14/2025	9:20 AM	Main Library Lobby	Staff - Harassment	Y	NRPD
8/14/2025	9:10 AM	Memorial Highway Courtyard	Staff - Harassment	Y	NRPD

Marketing/Program Report to Board of Trustees, 9/11/25

August 5 - September 3, 2025 PROGRAMS/EVENTS

Art Workshops/Gallery:

- NRAA Jules Bauer Exhibit, June 27-August 15
- Camp Kids Create, NR Parks & Rec Day Camp Exhibit, August 22-September 19
- Open Sewing, Aug 6, 13, 20, 27, Sept 3 *averaging 5 people/session*
- Mah Jongg Open Play, Thursdays , *avg 3 people/session*
- Knitting Club, August 8 & 22 *avg 10 people/session*

Wellness: Yoga, Qi Gong, Mindfulness

- Chair Yoga, Mondays and Wednesdays *Average attendance, 27 participants/class*
- Multi Level Yoga, Mondays, August 11 & 25, *averaging 17 attendees/class*
- Beginner/Gentle Yoga, Saturday, Aug 9 & 23, *19 attendees*
- Qi Gong resumed - Tuesdays, Sept 2, *25 attendees*

Lectures/Presentations/Concerts/Other:

- International Music and Dance Series:
 - August 5, Afro-Peruvian Performance, *100 attendees*
 - August 12, Calpulli Mexican Dance Final Performance, *300 attendees*
- Calpulli workshops, Thursday August 7th
 - 5-7 year olds, *averaging 40 attendees*
 - 8-13 year olds, *averaging 61 attendees*
 - teens/adults, *averaging 13 attendees*
- Westchester Sandbox Theater Acting Workshop for children, August 9 & 16, *average 20 attendees*
- NRPL Film Series with Film Librarian, Chris Pogialli presents *Storm Center*, Aug 19, *17 attendees*

Virtual

- Women and Money Roundtable, Aug 14 , *4 attendees*

Coming up:

Check NRPL calendar for upcoming events

MARKETING/COMMUNITY RELATIONS

Marketing

- Supported promotion of 26 August programs through print and digital media, PR, targeted communications, and community outreach.
- Created promotional materials for recurring programs (such as Chair Yoga, Art Workshops, Film Series, Friday Night Concerts, etc, all of which resume in September.)

- Website redesign project awarded to Library Market. NRPL attorney shared comments to the letter of agreement which have been shared with Library Market.
- Dick Van Dyke Show Celebration on September 13 is registered to capacity with a waitlist of 27 (as of 9/2/25.) Obtaining Proclamation from City of NR to present to Larry Mathews (aka Ritchie Petrie) who will attend the program to share show memories, photos, and memorabilia.
- The insert (to encourage newsletter signups by offering a lottery for a Library “Loot Bag”,) included in backpacks for the City of New Rochelle Back Pack distribution on 8/8/25 had a 0.45% response rate. This was a good learning opportunity to understand the value of including NRPL info in backpacks going forward.

Email/Social Media highlights:

- The average eblast open rate in August was 63 %. This open rate is in line with our usual rate and is 27 % higher than the industry average, and 9% higher year over year. The links in the August eblasts that received the highest number of clicks across the month were the Customer Service Representative job posting and link to Civil service, followed by the Harlem Blues and Jazz Band Concert info.
- During the month of August was an improved month compared to July in terms of results. On Instagram we gained 66 new followers on Instagram, had 892 content interactions (likes & comments), reached 4,188 unique accounts, accumulated 36,137 views across all posts and 393 profile visits from unique accounts. Facebook gained 32 new followers, had 782 content interactions, reached 18,829 unique accounts, accumulated 61,203 views across all posts and 1,618 profile visits from unique accounts.

August numbers are higher than last month's. This is likely a result of changing our posting strategy in combination with a variety of social posts including memes, reels and regular program announcements with engaging visuals.

- The most popular posts of the month were:
 - [Calpulli Recap Reel](#)
 - [Taylor Swift Library Card Meme](#)
 - NRPL Summer Children's Program Recap Photos
 - [Eugenia's Podcast Interview Clip](#)
 - We're Hiring Post for Assistants and Clerks

Community Relations

- NRPL hosted the Hearts and Homes for Refugees summer program for new immigrant children. This was the third summer NRPL provided space for this program. The camp took place the weeks of August 18 and 25 (as well as the week of June 30.). The program supported 14 campers and 10 teen counselors. This year, the program used the meeting room and theater as its primary space. This helped keep the Library quieter than in past years when the campers/counselors used conference rooms on the 2nd and 3rd floor.
- Coordinating NRPL presence at 13 Meet the Teacher Nights (as staff is available.)

- Coordinating NRPL presence of Taste of Union, rescheduled by City of NR for Saturday, September 27.
- Attending Revolutionary Westchester 250 kickoff - with representatives from across the county - to learn what other organizations are planning.
- Film collaboration with JCC as part of their 70th anniversary did not work out as NRPL Film Historian Chris Pogiali is on vacation on the date the JCC plans to present this event. The JCC is unable to change the date. Discussions for collaborative programs will continue.
- The insert (to encourage newsletter signups by offering a lottery for a Library “Loot Bag”,) that was included in backpacks for the City of New Rochelle Back Pack distribution on 8/8/25 had poor results. There were only 9 responses (out of 2000 inserts.) This was a good learning opportunity to understand the value of including NRPL info in backpacks.
- NRPL Participating in WLS led Diaper Drive. Collection takes place through September 22 to benefit the Sharing Shelf (who is collaborating with Westchester County Diaper Bank, United Way of Westchester & Putnam and the Junior League of Central Westchester to collect thousands of diapers to meet needs in the Westchester community.)

Teen Fest 2025



NRPL Teen Librarian Rio Aucena and Constantine Ziogas represented NRPL at the City of NR's Teen Fest on Saturday, August 2.

International Music and Dance Festival Finale



Over 300 people attended the International Music and Dance 2025 finale featuring the children, teens and adult performers who participated in the 5 week Calpulli Mexican Dance.

Hearts and Homes for Refugees Camp



NRPL hosted the Hearts and Homes for Refugees Camp program for the third year in a row by providing meeting room space free of charge. The camp, led by teen volunteers, provides new immigrant children with an opportunity to work on language and STEM skills in a fun and engaging way.

Board Meeting
Thursday, September 11, 2025
Personnel Report Listing

	Last Name	Name	Title	Salary	Reason	Action Date	Board Meeting Report - Date
1	Rossi	Mia	HCL - Page	\$16.83 Hour	Resigned	15-Aug-25	11-Sep-25
2	Welch	James	Full Time – Librarian I	From: Step # 1 \$62,912.88 - Salary \$2,621.37 To Step # 2 \$64,798.08 - Salary \$2,699.92	Step Increase	16-Oct-25	11-Sep-25
3	Panicker	Madhu	Full Time - Customer Service Representative	\$46,051	New Hire	1-Sep-25	11-Sep-25