BOARD OF TRUSTEES MEETING
Thursday, January 8, 2026
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. Resolution to Adopt the Agenda
6. Approval of Minutes
7. 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
8. Resolutions
9. Old Business
10. New Business
11. Public Comment
12. Adjournment

NRPL BOARD MEETING MINUTES
Thursday, December 11, 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
WLS Representative Dr. David Mener

RESOLUTION TO ADOPT AGENDA
Lucille Renwick made a motion to adopt the meeting agenda, as presented prior to the meeting, seconded by Corey Galloway, approved unanimously.

MINUTES OF THE BOARD MEETING
The minutes from the November 13, 2025, Board meeting were shared ahead of the meeting and reviewed by the Trustees. Rhiannon Navin made a motion to approve the minutes from the November 13, 2025, Board meeting, seconded by Vera Salter, approved unanimously.

WLS Report
WLS Representative Dr. David Mener gave his report:

The County is faced with a challenging financial environment in the next year and has reduced funding for many countywide services and nonprofit organizations. WLS experienced an 8% reduction in funding from the previous year's budget.

The proposed WLS 2026 budget already anticipated a 5% reduction, so this additional 3% decrease equates to $40,000. The proposed plan to accommodate the funding reduction is to further reduce the system expenditures for Hoopla and Kanopy by $40,000 across the year. WLS will also be exploring additional funding and sponsorship opportunities.

WLS Executive Director WLS Chief Financial Officer, Rob Caluori, will closely monitor the upcoming budget hearings and sessions.

PRESIDENT'S REPORT

Board President Lucille Renwick noted the success of New Rochelle's 61st annual Thanksgiving Day parade—the 2nd largest in NYS—and thanked all Board members and library staff members who attended to represent the Library. Chis Selin, NRPL Foundation Board member, was the parade's grand marshall.

Lucille reiterated what Vice President Corey Galloway had mentioned regarding the NRPL's strategic plan at the November 13th, 2025, Board meeting. In November 2024, the Board had voted to extend the strategic plan to 2027 (vs. the original end date of 2026.) Given the fact that the new Executive Director began her work just over a year ago and has identified numerous operational needs that needed to be urgently addressed before tracking the details of the strategic plan, Lucille made a motion to extend the plan until 2028, seconded by Fela Cortés, approved unanimously.

On this final meeting of 2025, Lucille took a moment to thank the Library's many volunteers, especially those of the NRPL Foundation and Friends of the NRPL. The Board is working on cooperation agreements with both organizations and aims to present them for a vote at the next Board meeting.

DIRECTOR'S REPORT

Director Eugenia Schatoff thanked the entire community for their warm welcome, their patience and partnership that everyone has shown her since she assumed her role as Director. Much of the past year has been spent on behind-the-scenes work, such as adopting a wide range of essential policies, completing two audits, focusing on legal compliance, updates to human resources, and the structural pieces that keep the Library protected and thriving. A new Treasurer position was created, giving the Library a much stronger financial oversight. These steps are not always visible, but they make everything else possible. Alongside this foundational work, many new positions were added and the Library celebrated staff promotions. A new staff-led workplace violence working group was launched, which has already made a real impact, developing safety policies, strengthening procedures, and yes, getting the Library panic buttons. Their thoughtful work has made the Library a safer place for staff and patrons alike. This year also saw the Library's first-ever staff development days and general staff meetings, opportunities for all staff to learn, connect, and build a stronger team.

In addition to this foundational work, the Library also had some tremendous wins, including some large capital grants and Eugenia plans to bring many more resources to the NRPL. Her main focus will continue to be to learn, get to know the community, the library's partners, the neighborhoods, and how people rely on their library.

Eugenia will continue to do behind-the-scenes work in the coming year, defining job descriptions, aligning roles with the Library's mission, so the Library can expand programming, outreach, and the vibrant, creative work that connects people to the Library.

Eugenia expressed her deepest thanks to the staff, the Board, the Foundation and Friends, and the Library's patrons. She thanked them for making her first year meaningful, energizing, and full of promise. Together, a Library is being built that reflects the creativity, diversity, and spirit of New Rochelle and Eugenia looks forward to a new year of connection, imagination, and all the fun stuff that makes public libraries.

TREASURER'S REPORT

No report.

COMMITTEE REPORTS

Budget/Finance Committee – Chair Rhiannon Navin reported that the committee met on

November 19 at 8:30am. The committee welcomed NRPL's new Treasurer, who is currently employed as a financial consultant, and will have his official start date as NRPL employee on December 16, 2025.
Rhiannon reiterated that the Library's first-ever independent audit has been completed. The committee will receive a preliminary report from the auditors at the January 28th committee meeting and the full report will be presented to the full Board at a Board retreat in mid-February. The goal is to approve the audit report at the March 12th Board meeting.
The committee will work to finalize NRPL's financial policies in Q1 of 2026, taking into account the auditors' findings and the Treasurer's findings and recommendations.
The committee discussed a potential infrastructure bond in May of 2026 and is working with a contractor to obtain a cost analysis of updating/replacing the roof, HVAC system, windows, a new/additional elevator, and new/additional public bathrooms. The committee will work closely with the school district on the potential bond and will continue to keep the Board informed on next steps.

The committee is scheduled to meet again on December 17, 2025 at 8:30am, and on January 29th, 2026 at 8:30am.

Buildings & Grounds/CROC Committee – Chair Corey Galloway reported that the committee met on December 5th: The following issues were discussed:

Library Bond and MOU Discussion

The committee discussed a potential infrastructure bond for the library and the proposed MOU with the school district. The school district has offered a collaborative approach to bond financing, which would allow the library to fold existing debt into the new bond and use the proceeds efficiently.

Space Use Study Next Steps

The committee discussed next steps for the Huguenot Library project, including reviewing the master agreement with Lathrop to address insurance and indemnification concerns related to the library's easement. Rhiannon volunteered to lead the MOU process, while Corey agreed to assist and take the lead on the AIA contract for the space planning firm. The group decided to proceed with both mold and air quality testing and a floor plan for the basement. Potential fire hazards have been identified that will need to be addressed asap.

Children's Garden Budget Planning

The committee discussed the Children's Garden Phase 2 project and reviewed a $135,000 budget excluding architectural costs, with $50,000 from a grant for a new fence. Corey requested Calgy to create a detailed project budget including contingency and professional fees, as this phase will be library-managed rather than foundation-funded.

Space Planning Committee Formation

The Buildings and Grounds Committee discussed forming an ad hoc committee to work with the space planning firm Margaret Sullivan Studios on a weekly basis from January to June. Vera volunteered to lead this effort, with Corey and potentially another member joining.

Community Relations Committee – Co-Chair Vera Salter reported that the committee did not meet in November. The committee is scheduled to next meet on December 22, 2025, at 9am.

Personnel Committee – Chair Tatiana Infante eported that the committee met on November 18 at 9am. The committee discussed the continued ADP transition, some staffing updates, and the 2026 Holiday and Closing schedule. Tatiana noted one change in the schedule vs previous schedules—the addition of Juneteenth as an officially observed holiday. Based on her outreach to the Westchester Library System, **27 out of 32 libraries** were closed in observance of Juneteenth this past year, and most plan to continue this practice. Aligning with the majority of peer libraries promotes regional consistency and reflects NRPL's commitment to recognizing significant cultural and historical observances.
Closing the Library on Juneteenth will **not disrupt** NRPL's programming. The Library will continue to offer meaningful programs and educational events in the days leading up to the holiday to commemorate and celebrate Juneteenth.
Tatiana made a motion to adopt the following 2026 Holiday and Closing schedule:

Thursday	January I"	New Year's Day
Sunday	January 18th	Martin Luther King, Jr. Day
Monday	January 19"'	Martin Luther King, Jr. Day (observed)
Sunday	February 15th	President's Day
Monday	February **16th**	President's Day (observed)
Sunday	April 5th	Easter
Sunday	May 10th	Mother's Day
Sunday	May 24th	Memorial Day
Monday	May 25th	Memorial Day (observed)
Friday	June 19th	Juneteenth
Friday	July 3th	Independence Day
Saturday	July 4th	Independence Day (observed)
Saturday	September 5th -	Labor Day Weekend
Sunday	September 6th -	Labor Day Weekend
Monday	September 7th -	Labor Day Weekend

Sunday	October 11th	Columbus Day
Monday	October 12th	Columbus Day (observed)
Wednesday	November 11th -	Veterans Day
Thursday	November 26th -	Thanksgiving Day
Friday	November 27th -	Day After Thanksgiving Day
Friday	December 25th	Christmas Day

Last Sunday opened May 31, 2026

CLOSED-All Sundays in June, July & August 2026

Library Fall Sunday Hours start September 13, 2026

Thursday, December 24--Library closes at 12:00 NOON

Thursday, December 31 -Library closes at 1:00 pm

SATURDAY DATES 2026

Last Full Day Saturday opening in summer - June 27'h

Summer Saturday Hours Start (10:00 am-2:00 pm)

Last Summer Saturday

First Saturday opening in fall

SUNDAY DATES 2025

Last Sunday Opening: May 31st

Reopening on Sunday: September 13th

HCL Last Saturday opening in summer: June 27th
HCL First Saturday opening in fall: September 12th
HCL closed on Sundays and all Major Holidays

The motion was seconded by Nancy Weinberger and approved unanimously.

Tatiana introduced the consent agenda for personnel resolutions, No. 2025-12 (1 through 3), according to the recommended action for item #1. Tatiana made a motion to approve the consent agenda, Rhiannon Navin seconded the motion and it was approved unanimously. The committee will next meet on December 16, 2025, at 9 am.

Policy Committee – Committee Chair Fela Cortés reported that the committee met on December 1, 2025 at 9am, and for a special meeting on December 9. The committee will next meet on January 5, 2026, at 10am. Fela explained that three new policies were shared with the Board ahead of the Board meeting:

1. Restricted Areas Policy: Fela explained that this policy was created by the staff-led workplace violence prevention group with an eye towards increasing safety for all staff and patrons. Fela made a motion to approve the Restricted Areas Policy, seconded by Vera Salter, and approved unanimously.
2. Internet Access Policy (revision:) Fela made a motion to approve the Panic Button Policy, seconded by Corey Galloway, and approved unanimously.
3. Facilities Rental Policy (Revision:) Fela made a motion to approve the Adult Volunteer Policy, seconded by Tatiana Infante, and approved unanimously.

APPROVAL OF CHECKS AND WARRANTS
Rhiannon Navin made a motion to approve

- for the fiscal year 2025/2026: warrant 019, 020, 021, and 022

The motion was seconded by Nancy Weinberger and approved unanimously.

RESOLUTIONS
None

OLD BUSINESS
None

NEW BUSINESS
Rhiannon Navin announced that the NRPL is a recipient of a very generous grant from New Rochelle's four state legislators, State Senators Shelley Mayer and Nathalia Fernandez, and State Assemblymembers Amy Paulin and Steve Otis, who have each pledged $250,000, for a total of $1 million, towards the much-needed roof replacement project. The state representatives are all huge supporters of the NRPL and the Board is exceedingly grateful for this egenrous show of their support. The Library Director as well as the Board members are diligent in pursuing every possible avenue to secure funding for the much needed facility upgrades to both the main library and HCL.

PUBLIC TO BE HEARD – No public to be heard.

The meeting was adjourned at 8:03 pm, 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.

New Rochelle Public Library
www.nrpl.org

CONSENT AGENDA FOR CHECKS AND WARRANTS

Fiscal Year 2025-2026 Warrant 023, 024, 025 and 026

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	12/16/2025
CHECK DATE	12/16/2025
WARRANT TOTAL	$41,987.39
WARRANT #	30
AUTHORIZED BY	
TITLE	Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK #	21183
LAST CHECK #	21198
DATE PRINTED	12/16/25

New Rochelle Public Library

Check Warrant Report For L - 30: CD - DECEMBER 2025 - WARRANT 202512-023 For Dates 12/1/2025 - 12/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
21183	12/16/2025	1056	LIBRARY JOURNAL LLC	2025120577	2,230.20
21184	12/16/2025	1059	TOUSSAINT GAUVIN	2025120578	950.00
21185	12/16/2025	63	SSC INC.	2025120579	19,793.12
21186	12/16/2025	983	SKM PETROLEUM TESTING	2025120580	675.00
21187	12/16/2025	1033	MARTHA SCHUSTER	2025120581	200.00
21188	12/16/2025	1004	HILDY MARTIN	2025120582	600.00
21189	12/16/2025	849	CUSTOM COMPUTER SPECIALISTS, INC.	2025120584	760.64
21190	12/16/2025	30	CON EDISON	2025120585	257.63
21191	12/16/2025	1060	PEREZ, SANDRA	2025120586	77.26
21192	12/16/2025	687	The Hartford	2025120587	2,156.00
21193	12/16/2025	873	PHILADELPHIA INSURANCE COMPANIES	2025120588	8,307.83
21194	12/16/2025	635	DE LAGE LANDEN FINANCIAL SVCS	2025120589	113.50
21195	12/16/2025	635	DE LAGE LANDEN FINANCIAL SVCS	2025120590	725.00
21196	12/16/2025	103	CABLEVISION LIGHTPATH	2025120591	736.21
21197	12/16/2025	672	APPLE MAINTENANCE SERVICES INC	2025120592	3,985.00
21198	12/16/2025	246	FRIED, SUSAN	2025120597	420.00

Number of Transactions: 16

Warrant Total:	**41,987.39**
Vendor Portion:	**41,987.39**

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 16 in number, in the total amount of $ 41,987.39. 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.

12/22/25 — Date

Signature

Claims Auditor — Title

2025-2026

WARRANT # 202512-023

New Rochelle Public Library
Exported on: 12/5/2025 at 10:58 AM

Purchase Order Schedule Report By L - 15: PO - DECEMBER 2025 # 1

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2025120577	1056	LIBRARY JOURNAL LLC	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/05/2025	L 7410.408	2,230.20
2025120578	1059	GAUVIN, TOUSSAINT	DECEMBER 2025 - CONTRACTUAL	Administration	12/05/2025	L 7410.406-50	950.00
2025120579	63	SSC INC.	DECEMBER 2025 - CONTRACTUAL	Administration	12/05/2025	L 7410.406-10	19,793.12
2025120580	983	SKM PETROLEUM TESTING	DECEMBER 2025 - CONTRACTUAL	Administration	12/05/2025	L 7410.401-70	675.00
2025120581	1033	SCHUSTER, MARTHA	DECEMBER 2025 - CONTRACTUAL	Community Relations	12/05/2025	L 7410.403-72	200.00
2025120582	1004	HILDY MARTIN	DECEMBER 2025 - CONTRACTUAL	Community Relations	12/05/2025	L 7410.403-70	600.00
2025120584	849	CUSTOM COMPUTER SPECIALISTS, I	DECEMBER 2025 - CONTRACTUAL	Tech Services	12/05/2025	L 7410.419	760.64
2025120585	30	CON EDISON	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/05/2025	L 7410.440	257.63
2025120586	1060	PEREZ, SANDRA	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/05/2025	L 7415.601-0	77.26
2025120587	687	THE HARTFORD	DECEMBER 2025 - CONTRACTUAL	Administration	12/05/2025	L 9040.800	2,156.00
2025120588	873	PHILADELPHIA INSURANCE COMPAN	DECEMBER 2025 - CONTRACTUAL	Administration	12/05/2025	L 7410.407	8,307.83
2025120589	635	DE LAGE LANDEN FINANCIAL SVCS	DECEMBER 2025 - CONTRACTUAL	Administration	12/05/2025	L 7410.402-20	113.50
2025120590	635	DE LAGE LANDEN FINANCIAL SVCS	DECEMBER 2025 - CONTRACTUAL	Administration	12/05/2025	L 7410.402-20	725.00
2025120591	103	CABLEVISION LIGHTPATH	DECEMBER 2025 - CONTRACTUAL	Tech Services	12/05/2025 12/05/2025	L 7410.411 L 7410.200-30	407.60 328.61
2025120592	672	APPLE MAINTENANCE SERVICES INC	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/05/2025	L 7410.406-30	3,985.00
2025120597	246	FRIED, SUSAN	DECEMBER 2025 - CONTRACTUAL	Community Relations	12/05/2025	L 7410.403-73	420.00

Number of Purchase Orders: 17

Schedule Totals: **41,987.39**
Net Amount: **41,987.39**

2025-2026

WARRANT # 202512-023

New Rochelle Public Library
Exported on: 12/5/2025 at 10:58 AM

Number of Purchase Orders: 17

Purchase Order Schedule Report By L - 15: PO - DECEMBER 2025 # 1

Schedule Totals:	41,987.39
Net Amount:	41,987.39

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 12/12/25

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

Trustee

Trustee 12/16/25

2025-2026 WARRANT 202512-023

New Rochelle Public Library
Exported on: 12/5/2025 at 10:58 AM

Purchase Order Schedule Report By L - 15: PO - DECEMBER 2025 # 1

Account Distribution Totals

Account	Description	Placed
L 7410.200-30	EQUIPMENT- DATA PROCESS-TELECOMMUNICAT	328.61
L 7410.401-70	FACILITY REPAIR - BOILER MAINTENANCE	675.00
L 7410.402-20	EQUIPMENT REPAIR - COPIER MACHINES	838.50
L 7410.403-70	FEES FOR SERVICES-PROGRAMS-GEN.	600.00
L 7410.403-72	FEES FOR SERVICES-PROGRAMS-COMMREL	200.00
L 7410.403-73	FEES FOR SERVICES-PROGRAMS-CHILDRENS	420.00
L 7410.406-10	CONTRACTED SERVICES-SECURITY PERSONNEL	19,793.12
L 7410.406-30	CONTRACTED SERVICES-FACILITY MAINT SVC	3,985.00
L 7410.406-50	CONTRACTED SERVICES-THEATRE & TEEN AST	950.00
L 7410.407	INSURANCE PREMIUMS	8,307.83
L 7410.408	PROFESSIONAL TRAINING	2,230.20
L 7410.411	TELEPHONE	407.60
L 7410.419	E-RATE GRANT - MATCH FUNDS	760.64
L 7410.440	CON ED - HCL GAS	257.63
L 7415.601-0	SUPPLIES - GENERAL	77.26
L 9040.800	WORKERS' COMP	2,156.00
	Fund L Totals:	**41,987.39**

APPROPRIATION CHECK RUN AUTHORIZATION

FUND CODE	LT
FUND NAME	LIBRARY - GIFTS & DONATIONS
DUE DATE	12/16/2025
CHECK DATE	12/16/2025
WARRANT TOTAL	$7,569.00
WARRANT #	11
AUTHORIZED BY	
TITLE	Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL

CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK #	2895
LAST CHECK #	2898
DATE PRINTED	12/16/25

New Rochelle Public Library

Check Warrant Report For LT - 11: CD - DECEMBER 2025 - WARRANT 202512-024 For Dates 12/1/2025 - 12/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2895	12/16/2025	837	HALASZ, DAWN	2025120593	1,800.00
2896	12/16/2025	996	SUSAN SCIASCIA	2025120594	1,500.00
2897	12/16/2025	246	FRIED, SUSAN	2025120595	3,360.00
2898	12/16/2025	824	T-MOBILE	2025120596	909.00

Number of Transactions: 4

Warrant Total: 7,569.00

Vendor Portion: 7,569.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of $ 7,569.00. 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.

12/22/25 (Date) — Signature — Claims Auditor (Title)

2025-2026

WARRANT 202512-024

New Rochelle Public Library
Exported on: 12/5/2025 at 11:03 AM

Purchase Order Schedule Report By LT - 11: PO - DECEMBER 2025 # G&D

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2025120593	837	HALASZ, DAWN	DECEMBER 2025 - G & D - FOUNDATION - HCL	Children's Department	12/05/2025	LT 7411.001	1,800.00
2025120594	996	SCIASCIA, SUSAN	DECEMBER 2025 - G & D - FOUNDATION - HCL	Children's Department	12/05/2025	LT 7411.001	1,500.00
2025120595	246	FRIED, SUSAN	DECEMBER 2025 - G & D - FOUNDATION - HCL	Children's Department	12/05/2025	LT 7411.001	3,360.00
2025120596	824	T-MOBILE	DECEMBER 2025 - G & D - FOUNDATION	Tech Services	12/05/2025	LT 7411.000	909.00

Number of Purchase Orders: 4

Schedule Totals: 7,569.00
Net Amount: 7,569.00

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 Eugenia Schaeffer 12/12/25

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

Trustee

Trustee 12/16/25

2025-2026

WARRANT 202512-024

New Rochelle Public Library

Exported on: 12/5/2025 at 11:03 AM

Purchase Order Schedule Report By LT - 11: PO - DECEMBER 2025 # G&D

Account Distribution Totals

Account	Description	Placed
LT 7411.000	FOUNDATION EXPENDITURES	909.00
LT 7411.001	FOUNDATION EXPENDITURES - HCL	6,660.00
	Fund LT Totals:	**7,569.00**

APPROPRIATION CHECK RUN AUTHORIZATION

FUND CODE	L
FUND NAME	LIBRARY - OPERATING
DUE DATE	12/18/2025
CHECK DATE	12/18/2025
WARRANT TOTAL	$351,274.83
WARRANT #	31
AUTHORIZED BY	
TITLE	Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL CASH REQUIREMENT REPORT

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FIRST CHECK #	21199
LAST CHECK #	21238
DATE PRINTED	12/18/25

New Rochelle Public Library

Check Warrant Report For L - 31: CD - DECEMBER 2025 - WARRANT 202512-025 For Dates 12/1/2025 - 12/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
21199	12/18/2025	1012	ROBERT HALF	2025120598	7,418.95
21200	12/18/2025	959	JIAN-YANG RONG	2025120599	300.00
21201	12/18/2025	1061	FRANCO, OMAR	2025120600	500.00
21202	12/18/2025	754	METRO SOUND PROS INC.	2025120601	1,125.00
21203	12/18/2025	492	TYRONE & BROTHERS WHOLESALE &	2025120602	1,823.18
21204	12/18/2025	275	EBSCO	2025120603	6,144.78
21205	12/18/2025	185	SRAGER, LESLIE	2025120604	300.00
21206	12/18/2025	1012	ROBERT HALF	2025120607	2,996.40
21207	12/18/2025	824	T-MOBILE	2025120608	98.79
21208	12/18/2025	848	ZIOGAS, CONSTANTINE E	2025120609	1,156.80
21209	12/18/2025	1059	TOUSSAINT GAUVIN	2025120610	1,187.50
21210	12/18/2025	336	NEW YORK LIBRARY ASSOCIATION	2025120611	25.00
21211	12/18/2025	1005	PLLC THE LAW OFFICE OF STEPHANIE ADAMS	2025120612	15,669.45
21212	12/18/2025	1055	BONADIO & CO., LLP	2025120613	4,250.00
21213	12/18/2025	67	VERIZON	2025120614	303.38
21214	12/18/2025	481	WESTERN PEST SERVICES	2025120615	575.36
21215	12/18/2025	203	CITY SCHOOL DIST NEW ROCHELLE	2025120616	107,856.25
21216	12/18/2025	203	CITY SCHOOL DIST NEW ROCHELLE	2025120617	11,614.50
21217	12/18/2025	1028	VINCI LANDSCAPING INC	2025120618	1,000.00
21218	12/18/2025	1015	ADP INC.	2025120619	472.48
21219	12/18/2025	729	CLEARWATER INDUSTRIES	2025120620	312.38
21220	12/18/2025	751	AUTHENTIC ELEVATOR SERVICES CO	2025120621	425.00
21221	12/18/2025	171	CARRIER CORPORATION	2025120622	3,871.88
21222	12/18/2025	66	VEOLIA WATER NEW YORK INC	2025120623	137.17
21223	12/18/2025	66	VEOLIA WATER NEW YORK INC	2025120624	135.09
21224	12/18/2025	66	VEOLIA WATER NEW YORK INC	2025120625	36.96
21225	12/18/2025	481	WESTERN PEST SERVICES	2025120626	195.00
21226	12/18/2025	203	CITY SCHOOL DIST NEW ROCHELLE	2025120627	15,705.68
21227	12/18/2025	974	SUNOCO LLC	2025120629	13,144.92
21228	12/18/2025	103	CABLEVISION LIGHTPATH	2025120630	1,245.43
21229	12/18/2025	63	SSC INC.	2025120631	15,011.40
21230	12/18/2025	52	MIDWEST TAPE	2025120632	1,016.34
21231	12/18/2025	52	MIDWEST TAPE	2025120633	48.21
21232	12/18/2025	75	EMPLOYEE BENEFITS DIVISION	2025120634	106,428.44
21233	12/18/2025	963	M&T BANK	2025120635	409.99
21234	12/18/2025	963	M&T BANK	2025120636	295.00
21235	12/18/2025	1055	BONADIO & CO., LLP	2025120637	15,000.00
21236	12/18/2025	11	WESTCHESTER LIBRARY SYSTEM	2025120638	120.00
21237	12/18/2025	1059	TOUSSAINT GAUVIN	2025120639	1,100.00
21238	12/18/2025	203	CITY SCHOOL DIST NEW ROCHELLE	2025120628	11,818.12

New Rochelle Public Library

Check Warrant Report For L - 31: CD - DECEMBER 2025 - WARRANT 202512-025 For Dates 12/1/2025 - 12/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount

Number of Transactions: 40

Warrant Total:	**351,274.83**
Vendor Portion:	**351,274.83**

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 40 in number, in the total amount of $351,274.83 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.

12/22/25	Layla Polli	Claims Auditor
Date	Signature	Title

New Rochelle Public Library
Exported on: 12/16/2025 at 5:17 PM

Purchase Order Schedule Report By L - 16: PO - DECEMBER 2025 # 2

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2025120598	1012	ROBERT HALF	DECEMBER 2025 - CONTRACTUAL	Administration	12/05/2025	L 7410.403-40	7,418.95
2025120599	959	JIAN-YANG RONG	DECEMBER 2025 - CONTRACTUAL	Community Relations	12/05/2025	L 7410.403-72	300.00
2025120600	1061	FRANCO, OMAR	DECEMBER 2025 - CONTRACTUAL	Children's Department	12/05/2025	L 7410.403-73	500.00
2025120601	754	METRO SOUND PROS INC.	DECEMBER 2025 - CONTRACTUAL	Community Relations	12/05/2025	L 7410.402-30	1,125.00
2025120602	492	TYRONE & BROTHERS WHOLESALE &	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/05/2025	L 7415.606-0	1,823.18
2025120603	275	EBSCO	DECEMBER 2025 - MATERIALS	Adult Services	12/05/2025	L 7410.540-80	6,144.78
2025120604	185	SRAGER, LESLIE	DECEMBER 2025 - CONTRACTUAL	Community Relations	12/05/2025	L 7410.403-70	300.00
2025120607	1012	ROBERT HALF	DECEMBER 2025 - CONTRACTUAL	Administration	12/15/2025	L 7410.403-40	2,996.40
2025120608	824	T-MOBILE	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025	L 7410.411	98.79
2025120609	848	ZIOGAS, CONSTANTINE E	DECEMBER 2025 - CONTRACTUAL	Teen Services	12/15/2025	L 7410.406-50	1,156.80
2025120610	1059	GAUVIN, TOUSSAINT	DECEMBER 2025 - CONTRACTUAL	Administration	12/15/2025	L 7410.406-50	1,187.50
2025120611	336	NEW YORK LIBRARY ASSOCIATION	DECEMBER 2025 - CONTRACTUAL	Administration	12/15/2025	L 7410.403-30	25.00
2025120612	1005	THE LAW OFFICE OF STEPHANIE ADA	DECEMBER 2025 - CONTRACTUAL	Administration	12/15/2025	L 7410.405	15,669.45
2025120613	1055	BONADIO & CO., LLP	DECEMBER 2025 - CONTRACTUAL	Administration	12/15/2025	L 7410.405	4,250.00
2025120614	67	VERIZON	DECEMBER 2025 - CONTRACTUAL	Tech Services	12/15/2025	L 7410.411	303.38
2025120615	481	WESTERN PEST SERVICES	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025	L 7410.401-30	575.36
2025120616	203	CITY SCHOOL DIST NEW ROCHELLE	DECEMBER 2025 - BOND DEBT	Administration	12/15/2025 12/15/2025	L 9760.670-1 L 9760.770-1	85,000.00 22,856.25
2025120617	203	CITY SCHOOL DIST NEW ROCHELLE	DECEMBER 2025 - BOND DEBT	Administration	12/15/2025	L 9760.770-2	11,614.50
2025120618	1028	VINCI LANDSCAPING INC	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025	L 7410.401-60	1,000.00
2025120619	1015	ADP INC.	DECEMBER 2025 - CONTRACTUAL	Administration	12/15/2025	L 7410.403-40	472.48

2025120620	729	CLEARWATER INDUSTRIES	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.401-10	312.38
2025120621	751	AUTHENTIC ELEVATOR SERVICES CO	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.401-20	425.00
2025120622	171	CARRIER CORPORATION	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.401-40	3,871.88
2025120623	66	VEOLIA WATER NEW YORK INC	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.425	137.17
2025120624	66	VEOLIA WATER NEW YORK INC	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.425	135.09
2025120625	66	VEOLIA WATER NEW YORK INC	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.425	36.96
2025120626	481	WESTERN PEST SERVICES	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.401-30	195.00
2025120627	203	CITY SCHOOL DIST NEW ROCHELLE	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.441	15,705.68
2025120628	203	CITY SCHOOL DIST NEW ROCHELLE	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.441	11,818.12
2025120629	974	SUNOCO LLC	DECEMBER 2025 - CONTRACTUAL	Custodial & Facilities	12/15/2025 L 7410.420	13,144.92
2025120630	103	CABLEVISION LIGHTPATH	DECEMBER 2025 - CONTRACTUAL	Tech Services	12/15/2025 L 7410.411 12/15/2025 L 7410.200-30	904.88 340.55
2025120631	63	SSC INC.	DECEMBER 2025 - CONTRACTUAL	Administration	12/15/2025 L 7410.406-10	15,011.40
2025120632	52	MIDWEST TAPE	DECEMBER 2025 - MATERIALS	Adult Services	12/15/2025 L 7410.540-40	1,016.34
2025120633	52	MIDWEST TAPE	DECEMBER 2025 - MATERIALS	Adult Services	12/15/2025 L 7410.540-60	48.21
2025120634	75	EMPLOYEE BENEFITS DIVISION	DECEMBER 2025 - HEALTH CARE	Administration	12/16/2025 L 9060.800 12/16/2025 L 9060.801	80,167.41 26,261.03
2025120635	963	M&T BANK	DECEMBER 2025 - CONTRACTUAL	Administration	12/16/2025 L 7410.403-40	409.99
2025120636	963	M&T BANK	DECEMBER 2025 - CONTRACTUAL	Teen Services	12/16/2025 L 7410.403-74	295.00
2025120637	1055	BONADIO & CO., LLP	DECEMBER 2025 - CONTRACTUAL	Administration	12/16/2025 L 7410.405	15,000.00
2025120638	11	WESTCHESTER LIBRARY SYSTEM	DECEMBER 2025 - CONTRACTUAL	Tech Services	12/16/2025 L 7415.607-0	120.00
2025120639	1059	GAUVIN, TOUSSAINT	DECEMBER 2025 - CONTRACTUAL	Administration	12/16/2025 L 7410.406-50	1,100.00

Number of Purchase Orders: 40

Schedule Totals: **351,274.83**
Net Amount: **351,274.83**

Number of Purchase Orders: 40

Schedule Totals:	351,274.83
Net Amount:	351,274.83

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 Eugenia Schatoff 12/18/25

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

Trustee Tatiana Infante

Trustee

2025-2026 WARRANT 202512-025

New Rochelle Public Library
Exported on: 12/16/2025 at 5:17 PM

Purchase Order Schedule Report By L - 16: PO - DECEMBER 2025 # 2

Account Distribution Totals

Account	Description	Placed
L 7410.200-30	EQUIPMENT- DATA PROCESS-TELECOMMUNICAT	340.55
L 7410.401-10	FACILITY REPAIR - WATER TREATMENT	312.38
L 7410.401-20	FACILITY REPAIR - ELEVATOR MAINTENANCE	425.00
L 7410.401-30	FACILITY REPAIR - PEST CONTROL	770.36
L 7410.401-40	FACILITY REPAIR - HVAC MAINTENANCE	3,871.88
L 7410.401-60	FACILITY REPAIR - LANDSCAPING	1,000.00
L 7410.402-30	EQUIPMENT REPAIR - FURN & EQUIPMENT	1,125.00
L 7410.403-30	FEES FOR SERVICES-ASSOC. & DUES	25.00
L 7410.403-40	FEES FOR SERVICES-PAYROLL EXP.	11,297.82
L 7410.403-70	FEES FOR SERVICES-PROGRAMS-GEN.	300.00
L 7410.403-72	FEES FOR SERVICES-PROGRAMS-COMMREL	300.00
L 7410.403-73	FEES FOR SERVICES-PROGRAMS-CHILDRENS	500.00
L 7410.403-74	FEES FOR SERVICES-PROGRAMS-TEENS	295.00
L 7410.405	AUDIT & SUPPORT	34,919.45
L 7410.406-10	CONTRACTED SERVICES-SECURITY PERSONNEL	15,011.40
L 7410.406-50	CONTRACTED SERVICES-THEATRE & TEEN AST	3,444.30
L 7410.411	TELEPHONE	1,307.05
L 7410.420	OIL	13,144.92
L 7410.425	WATER	309.22
L 7410.441	PASNY- ELECTRICITY	27,523.80
L 7410.540-40	LIBRARY MATERIALS - ADULT AUDIO VISUAL	1,016.34
L 7410.540-60	LIBRARY MATERIALS - JUVENILE AUDIO VIS	48.21
L 7410.540-80	LIBRARY MATERIALS - PERIODICALS	6,144.78
L 7415.606-0	SUPPLIES - BUILDING	1,823.18
L 7415.607-0	SUPPLIES - TECH SERVICES	120.00
L 9060.800	MEDICAL INSURANCE	80,167.41
L 9060.801	RETIREE - MEDICAL INSURANCE	26,261.03
L 9760.670-1	BOND DEBT SERVICE - PRINCIPLE	85,000.00
L 9760.770-1	BOND DEBT SERVICE - INTEREST	22,856.25
L 9760.770-2	BOND DEBT SERVICE - INTEREST	11,614.50
	Fund L Totals:	**351,274.83**

APPROPRIATION CHECK RUN AUTHORIZATION

FUND CODE	LT
FUND NAME	LIBRARY - GIFTS & DONATIONS
DUE DATE	12/18/2025
CHECK DATE	12/18/2025
WARRANT TOTAL	$800.00
WARRANT #	12
AUTHORIZED BY	
TITLE	Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL

CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK #	2899
LAST CHECK #	2900
DATE PRINTED	12/18/25

New Rochelle Public Library

Check Warrant Report For LT - 12: CD - DECEMBER 2025 - WARRANT 202512-026 For Dates 12/1/2025 - 12/31/2025

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2899	12/18/2025	128	STEPPING STONES MUSEUM	2025120605	300.00
2900	12/18/2025	689	WESTCHESTER CHILDRENS MUSEUM	2025120606	500.00

Number of Transactions: 2

Warrant Total: 800.00

Vendor Portion: 800.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of $ 800.00. 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.

12/22/25 — Date

Signature

Claims Auditor — Title

2025-2026

WARRANT 202512-026

New Rochelle Public Library
Exported on: 12/16/2025 at 5:22 PM

Purchase Order Schedule Report By LT - 12: PO - DECEMBER 2025 # 2 G&D

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2025120605	128	STEPPING STONES MUSEUM	DECEMBER 2025 - G & D - FOUNDATION	Adult Services	12/05/2025	LT 7411.000	300.00
2025120606	689	WESTCHESTER CHILDRENS MUSEUM	DECEMBER 2025 - G & D - FOUNDATION	Adult Services	12/05/2025	LT 7411.000	500.00

Number of Purchase Orders: 2

Schedule Totals: 800.00
Net Amount: 800.00

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 Eugenia Sekaleff 12/18/25

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

Trustee Tatiana Infante

Trustee Ken Salter

2025-2026

WARRANT 202512-026

New Rochelle Public Library

Exported on: 12/16/2025 at 5:22 PM

Purchase Order Schedule Report By LT - 12: PO - DECEMBER 2025 # 2 G&D

Account Distribution Totals

Account	Description	Placed
LT 7411.000	FOUNDATION EXPENDITURES	800.00
	Fund LT Totals:	**800.00**

ACCOUNT	DESCRIPTION	2025-2026	BUDGET ADJUSTMENTS AND MODIFICATIONS	CUMULATED EXPENSES	Budget Remaining	% of Annual Budget Remaining	ENCUMBERED	Budget Remaining After Encumbrances	% of Budget Remaining After Encumbrances	% UNDER (OVER)
ACCOUNT	**BUDGET SUMMARY** December 31, 2025									
50%	REMAINING IN YEAR For Expenditures through DECEMBER 31, 2025	2025-2026	BUDGET ADJUSTMENTS AND MODIFICATIONS	CUMULATED EXPENSES	Budget Remaining	% of Annual Budget Remaining	ENCUMBERED	Budget Remaining After Encumbrances	% of Budget Remaining After Encumbrances	% UNDER (OVER)
	Salaries & Benefits	$5,563,200.00	$0.00	$1,637,866.24	$3,925,333.76	70.56%	$0.00	$3,925,333.76	70.56%	20.56%
	Facilities & Equipment	$433,859.78	$0.00	$261,450.89	$172,408.89	39.74%	$0.00	$172,408.89	39.74%	-10.26%
	Utilities	$242,723.50	$0.00	$107,370.39	$135,353.11	55.76%	$0.00	$135,353.11	55.76%	5.76%
	Contracted Services (Security, Cleaning)	$256,238.56	$0.00	$126,671.52	$129,567.04	50.57%	$0.00	$129,567.04	50.57%	0.57%
	Library Materials	$323,315.79	$0.00	$121,399.28	$201,916.51	62.45%	$2,715.28	$199,201.23	61.61%	11.61%
	Insurance Premiums	$105,000.00	$0.00	$88,329.64	$16,670.36	15.88%	$0.00	$16,670.36	15.88%	-34.12%
	Debt Service	$234,529.33	$0.00	$0.00	$234,529.33	100.00%	$0.00	$234,529.33	100.00%	50.00%
	Tax-Related	$34,500.00	$0.00	$5,255.16	$29,244.84	84.77%	$0.00	$29,244.84	84.77%	34.77%
	Other	$184,300.00	$0.00	$194,732.72	-$10,432.72	-5.66%	$0.00	-$10,432.72	-5.66%	-55.66%
	TOTAL EXPENDITURES	**$7,377,666.96**	**$0.00**	**$2,543,075.84**	**$4,834,591.12**	**65.53%**	**$2,715.28**	**$4,831,875.84**	**65.49%**	**15.49%**
	Library Generated Income	$150,000.00								
	Fund Balance	$0.00								
	Tax Levy	$6,884,006.45								
	Dollar Increase/Decrease	$343,660.51								
	Percentage Increase/Decrease	4.66%								
	Total Budget Amount	**$7,377,666.96**								
	Total Tax Levy	$7,227,666.96								

ACCOUNT	DESCRIPTION	2025-2026	BUDGET ADJUSTMENTS AND MODIFICATIONS	CUMULATED EXPENSES	Budget Remaining	% of Annual Budget Remaining	ENCUMBERED	Budget Remaining After Encumbrances	% of Budget Remaining After Encumbrances	% UNDER (OVER)
	SALARIES & BENEFITS									
L 7410.110	SALARIES FULL TIME	$2,904,000.00		$1,309,166.04	$1,594,833.96	54.92%		$1,594,833.96	54.92%	4.92%
L 7410.111	SALARIES FULL TIME SUNDAY	$47,184.37		$16,605.05	$30,579.32	64.81%		$30,579.32	64.81%	14.81%
L 7410.112	SALARIES FULL TIME SATURDAY	$14,376.49		$5,425.66	$8,950.83	62.26%		$8,950.83	62.26%	12.26%
L 7410.115	SALARIES LONGEVITY	$27,000.00		$11,185.36	$15,814.64	58.57%		$15,814.64	58.57%	8.57%
L 7410.120	SALARIES NIGHT DIFFERENTIAL	$7,614.45		$2,852.94	$4,761.51	62.53%		$4,761.51	62.53%	12.53%
L 7410.121	SALARIES IN CHARGE DIFFERENTIAL	$0.00		$2,154.03	-$2,154.03			-$2,154.03		-50.00%
L 7410.125	SALARIES OVERTIME	$15,000.00		$2,902.79	$12,097.21	80.65%		$12,097.21	80.65%	30.65%
L 7410.130	SALARIES HOURLY	$499,980.23		$262,669.10	$237,311.13	47.46%		$237,311.13	47.46%	-2.54%
L 7410.131	SALARIES HOURLY SUNDAY	$42,765.06		$16,287.74	$26,477.32	61.91%		$26,477.32	61.91%	11.91%
L 7410.132	SALARIES HOURLY SATURDAY	$13,029.98		$8,617.53	$4,412.45	33.86%		$4,412.45	33.86%	-16.14%
	TOTAL SALARIES	**$3,570,950.58**	**$0.00**	**$1,637,866.24**	**$1,933,084.34**	**54.13%**	**$0.00**	**$1,933,084.34**	**54.13%**	**4.13%**
L 9010.800	LIBRARY NYSERS	$455,000.00			$455,000.00	100.00%		$455,000.00	100.00%	50.00%
L 9030.800	SOCIAL SECURITY	$301,268.33			$301,268.33	100.00%		$301,268.33	100.00%	50.00%
L 9040.800	WORKERS' COMP	$48,000.00			$48,000.00	100.00%		$48,000.00	100.00%	50.00%
L 9060.800	MEDICAL INSURANCE - CURRENT EMPLOYEE	$871,607.69			$871,607.69	100.00%		$871,607.69	100.00%	50.00%
L 9060.801	MEDICAL INSURANCE - RETIREE	$260,501.60			$260,501.60			$260,501.60		-50.00%
L 9060.810	UNION CONTRACT PAYMENTS	$55,871.80			$55,871.80	100.00%		$55,871.80	100.00%	50.00%
	TOTAL BENEFITS	**$1,992,249.42**	**$0.00**	**$0.00**	**$1,992,249.42**	**100.00%**	**$0.00**	**$1,992,249.42**	**100.00%**	**50.00%**
	TOTAL SALARIES & BENEFITS	**$5,563,200.00**	**$0.00**	**$1,637,866.24**	**$3,925,333.76**	**70.56%**	**$0.00**	**$3,925,333.76**	**70.56%**	**20.56%**
	OPERATING ACCOUNTS									
L 7410.200	**EQUIPMENT**									
L 7410.200-10	EQUIPMENT- DATA PROCESS-HARDWARE	$17,000.00		$16,473.44	$526.56	3.10%		$526.56	3.10%	-46.90%
L 7410.200-20	EQUIPMENT- DATA PROCESS-SOFTWARE	$37,000.00		$36,448.87	$551.13	1.49%		$551.13	1.49%	-48.51%
L 7410.200-30	EQUIPMENT- DATA PROCESS-TELECOMMUNICAT	$15,000.00		$2,360.79	$12,639.21	84.26%		$12,639.21	84.26%	34.26%
	TOTAL EQUIPMENT	**$69,000.00**	**$0.00**	**$55,283.10**	**$13,716.90**	**19.88%**	**$0.00**	**$13,716.90**	**19.88%**	**-30.12%**
L 7410.401	**FACILITY REPAIR**	$9,300.00		$363.14	$8,936.86	96.10%		$8,936.86	96.10%	46.10%
L 7410.401-01	FACILITY REPAIR - INSPECT.& CERTS	$3,000.00		$1,950.00	$1,050.00	35.00%		$1,050.00	35.00%	-15.00%
L 7410.401-10	FACILITY REPAIR - WATER TREATMENT	$5,500.00		$2,286.90	$3,213.10	58.42%		$3,213.10	58.42%	8.42%
L 7410.401-20	FACILITY REPAIR - ELEVATOR MAINTENANCE	$5,100.00		$2,550.00	$2,550.00	50.00%		$2,550.00	50.00%	0.00%
L 7410.401-30	FACILITY REPAIR - PEST CONTROL	$25,000.00		$6,515.48	$18,484.52	73.94%		$18,484.52	73.94%	23.94%
L 7410.401-40	FACILITY REPAIR - HVAC MAINTENANCE	$63,427.96		$33,573.52	$29,854.44	47.07%		$29,854.44	47.07%	-2.93%
L 7410.401-50	FACILITY REPAIR - SECURITY MONITORING	$19,999.00		$26,364.50	-$6,365.50	-31.83%		-$6,365.50	-31.83%	-81.83%
L 7410.401-60	FACILITY REPAIR - LANDSCAPING	$7,250.00		$4,800.00	$2,450.00	33.79%		$2,450.00	33.79%	-16.21%
L 7410.401-70	FACILITY REPAIR - BOILER MAINTENANCE	$10,000.00		$4,975.00	$5,025.00	50.25%		$5,025.00	50.25%	0.25%
L 7410.401-75	FACILITY REPAIR - PLUMBING	$0.00		$489.95	-$489.95			-$489.95		
L 7410.401-80	FACILITY REPAIR - ELECTRIC	$1,500.00		$38.75	$1,461.25	97.42%		$1,461.25	97.42%	47.42%
L 7410.401-81	FACILITY REPAIR - HCL	$7,500.00		$0.00	$7,500.00	100.00%		$7,500.00	100.00%	50.00%
	TOTAL FACILITY REPAIR	**$157,576.96**	**$0.00**	**$83,907.24**	**$73,669.72**	**46.75%**	**$0.00**	**$73,669.72**	**46.75%**	**-3.25%**
L 7410.402	**EQUIPMENT REPAIR - NON WLS**									
L 7410.402-10	EQUIPMENT REPAIR - WLS	$157,500.00		$70,396.44	$87,103.56	55.30%		$87,103.56	55.30%	5.30%
L 7410.402-20	EQUIPMENT REPAIR - COPIER MACHINES	$20,000.00		$6,528.65	$13,471.35	67.36%		$13,471.35	67.36%	17.36%
L 7410.402-30	EQUIPMENT REPAIR - FURN & EQUIPMENT	$6,000.00		$2,476.56	$3,523.44	58.72%		$3,523.44	58.72%	8.72%
	TOTAL EQUIPMENT REPAIR	**$183,500.00**	**$0.00**	**$79,401.65**	**$104,098.35**	**56.73%**	**$0.00**	**$104,098.35**	**56.73%**	**6.73%**

ACCOUNT	DESCRIPTION	2025-2026	BUDGET ADJUSTMENTS AND MODIFICATIONS	CUMULATED EXPENSES	Budget Remaining	% of Annual Budget Remaining	ENCUMBERED	Budget Remaining After Encumbrances	% of Budget Remaining After Encumbrances	% UNDER (OVER)
L 7410.403	**FEES FOR SERVICES**							$0.00		
L7410.403-10	FEES FOR SERV.- OTHER	$250.00			$250.00	100.00%		$250.00	100.00%	50.00%
L7410.403-20	FEES FOR SERV.- BANK & SERVICE	$150.00		$82.48	$67.52	45.01%		$67.52	45.01%	-4.99%
L7410.403-30	FEES FOR SERV.- ASSOC. & DUES	$3,500.00		$3,417.00	$83.00	2.37%		$83.00	2.37%	-47.63%
L7410.403-40	FEES FOR SERV.- PAYROLL EXP.	$12,000.00		$76,958.48	-$64,958.48	-541.32%		-$64,958.48	-541.32%	-591.32%
L7410.403-50	FEES FOR SERV.- TECH - WEB & OTHR	$7,000.00		$4,744.38	$2,255.62	32.22%		$2,255.62	32.22%	-17.78%
L7410.403-70	FEES FOR SERV.- PROGRAMS-GEN.	$18,000.00		$6,888.91	$11,111.09	61.73%		$11,111.09	61.73%	11.73%
L7410.403-71	FEES FOR SERV. - PROGRAMS-BTOP	$35,000.00		$0.00	$35,000.00	100.00%		$35,000.00	100.00%	50.00%
L7410.403-72	FEES FOR SERV. - PROGRAMS-COMMREL	$10,000.00		$4,742.06	$5,257.94	52.58%		$5,257.94	52.58%	2.58%
L7410.403-73	FEES FOR SERV. - PROGRAMS-CHILDRENS	$11,000.00		$1,615.00	$9,385.00	85.32%		$9,385.00	85.32%	35.32%
L7410.403-74	FEES FOR SERV. - PROGRAMS-TEENS	$5,000.00		$1,668.30	$3,331.70	66.63%		$3,331.70	66.63%	16.63%
L7410.403-75	FEES FOR SERV. - PROGRAMS-COMMOUT	$2,250.00		$0.00	$2,250.00	100.00%		$2,250.00	100.00%	50.00%
	TOTAL FEES FOR SERVICES	**$104,150.00**	**$0.00**	**$100,116.61**	**$4,033.39**	**3.87%**	**$0.00**	**$4,033.39**	**3.87%**	**-46.13%**
L 7410.404	MILEAGE ALLOWANCE	$750.00		$0.00	$750.00	100.00%		$750.00	100.00%	50.00%
L 7410.405	AUDIT & SUPPORT	$6,000.00		$67,669.45	-$61,669.45	-1027.82%		-$61,669.45	-1027.82%	-1077.82%
L 7410.405-10	LEGAL - MASTER DEVELOPMENT	$0.00			$0.00			$0.00		
L 7410.405-20	LEGAL - ZONING/LAND USE	$0.00			$0.00			$0.00		
L 7410.405-30	LEGAL - VALUATION CONSULTING	$0.00		$0.00	$0.00			$0.00		
	TOTAL LEGAL, AUDIT & SUPPORT	**$6,000.00**	**$0.00**	**$67,669.45**	**-$61,669.45**	**-1027.82%**	**$0.00**	**-$61,669.45**	**-1027.82%**	**-1077.82%**
L 7410.406	**CONTRACTED SERVICES**									
L 7410.406-10	CONTRACTED SERVICES-SECURITY PERSONNEL	$203,438.56		$81,444.12	$121,994.44	59.97%		$121,994.44	59.97%	9.97%
L 7410.406-30	CONTRACTED SERVICES-FACILITY MAINT SVC	$51,250.00		$23,910.00	$27,340.00	53.35%		$27,340.00	53.35%	3.35%
L 7410.406-40	CONTRACTED SERVICES-EMPLOYEE ASSISTANC	$1,550.00		$0.00	$1,550.00	100.00%		$1,550.00	100.00%	50.00%
L 7410.406-50	CONTRACTED SERVICES-THEATRE MANAGER	$0.00		$13,817.40	-$13,817.40			-$13,817.40		-50.00%
L 7410.406-60	CONTRACTED SERVICES-MISCELLANEOUS	$0.00		$7,500.00	-$7,500.00			-$7,500.00		
	TOTAL CONTRACTED SERVICES	**$256,238.56**	**$0.00**	**$126,671.52**	**$129,567.04**	**50.57%**	**$0.00**	**$129,567.04**	**50.57%**	**0.57%**

ACCOUNT	DESCRIPTION	2025-2026	BUDGET ADJUSTMENTS AND MODIFICATIONS	CUMULATED EXPENSES	Budget Remaining	% of Annual Budget Remaining	ENCUMBERED	Budget Remaining After Encumbrances	% of Budget Remaining After Encumbrances	% UNDER (OVER)
L 7410.407	INSURANCE PREMIUMS	$105,000.00		$88,329.64	$16,670.36	15.88%		$16,670.36	15.88%	-34.12%
L 7410.408	PROFESSIONAL TRAINING	$5,000.00		$2,832.20	$2,167.80	43.36%		$2,167.80	43.36%	-6.64%
L 7410.409	VEHICLE OPERATIONS	$3,000.00		$94.77	$2,905.23	96.84%		$2,905.23	96.84%	46.84%
L 7410.410	TAXES & ASSESSMENTS	$18,500.00		$0.00	$18,500.00	100.00%		$18,500.00	100.00%	50.00%
L 7410.411	TELEPHONE	$12,000.00		$7,514.98	$4,485.02	37.38%		$4,485.02	37.38%	-12.62%
L 7410.412	SCAR TAX REDUCTIONS	$6,000.00		$0.00	$6,000.00	100.00%		$6,000.00	100.00%	50.00%
L 7410.414	TAX CERTIORARI SETTLEMENTS	$10,000.00		$5,255.16	$4,744.84	47.45%		$4,744.84	47.45%	-2.55%
L 7410.416	FACILITY PLANNING	$10,000.00		$0.00	$10,000.00	100.00%		$10,000.00	100.00%	50.00%
L 7410.416-50	CAPITAL PROJECTS									
L 7410.417	BUILDING CONTINGENCY	$13,782.82		$300.00	$13,482.82	97.82%		$13,482.82	97.82%	47.82%
L 7410.418	BUILDING CAPITAL PROJECTS	$0.00		$42,558.90	-$42,558.90	0.00%		-$42,558.90		
L 7410.419	E-RATE GRANT - MATCH FUNDS	$0.00		$3,060.64	-$3,060.64	0.00%		-$3,060.64		
	UTILITIES									
L 7410.420	OIL	$43,000.00		$13,144.92	$29,855.08	69.43%		$29,855.08	69.43%	19.43%
L 7410.425	WATER	$12,000.00		$7,307.28	$4,692.72	39.11%		$4,692.72	39.11%	-10.89%
L 7410.440	CON ED - HCL GAS	$2,250.00		$465.52	$1,784.48	79.31%		$1,784.48	79.31%	29.31%
L 7410.441	PASNY	$173,473.50		$86,452.67	$87,020.83	50.16%		$87,020.83	50.16%	0.16%
	TOTAL FUEL & ELECTRICITY	**$230,723.50**	**$0.00**	**$107,370.39**	**$123,353.11**	**53.46%**	**$0.00**	**$123,353.11**	**53.46%**	**3.46%**
L 7410.450	PRINTING	$24,400.00		$360.98	$24,039.02	98.52%		$24,039.02	98.52%	48.52%
L 7410.540	LIBRARY MATERIALS									
L 7410.540-10	LIBRARY MATERIALS - NON-FICTION	$54,217.00		$13,755.50	$40,461.50	74.63%	$273.92	$40,187.58	74.12%	24.12%
L 7410.540-20	LIBRARY MATERIALS - FICTION	$48,850.00		$18,807.44	$30,042.56	61.50%		$30,042.56	61.50%	11.50%
L 7410.540-30	LIBRARY MATERIALS - REFERENCE	$4,500.00		$2,770.53	$1,729.47	38.43%		$1,729.47	38.43%	-11.57%
L 7410.540-40	LIBRARY MATERIALS - ADULT AUDIO VISUAL	$14,830.00		$5,114.82	$9,715.18	65.51%		$9,715.18	65.51%	15.51%
L 7410.540-50	LIBRARY MATERIALS - JUVENILE PRINT	$47,437.79		$17,977.07	$29,460.72	62.10%		$29,460.72	62.10%	12.10%
L 7410.540-60	LIBRARY MATERIALS - JUVENILE AUDIO VIS	$10,000.00		$3,443.32	$6,556.68	65.57%		$6,556.68	65.57%	15.57%
L 7410.540-70	LIBRARY MATERIALS - HCL COLLECTION	$8,890.00		$3,068.67	$5,821.33	65.48%		$5,821.33	65.48%	15.48%
L 7410.540-80	LIBRARY MATERIALS - PERIODICALS	$16,320.00		$14,152.47	$2,167.53	13.28%		$2,167.53	13.28%	-36.72%
L 7410.540-90	LIBRARY MATERIALS - EBOOKS - FICTION	$36,000.00		$13,544.46	$22,455.54	62.38%	$594.27	$21,861.27	60.73%	10.73%
L 7410.540-91	LIBRARY MATERIALS - EBOOKS - NON FICTION	$28,000.00		$9,062.90	$18,937.10	67.63%		$18,937.10	67.63%	17.63%
L 7410.540-92	LIBRARY MATERIALS - EBOOKS - CHILDRENS	$15,000.00		$4,872.69	$10,127.31	67.52%	$1,847.09	$8,280.22	55.20%	5.20%
L 7410.540-95	LIBRARY MATERIALS - EBOOKS - ONLINE RESOURCES	$39,271.00		$14,829.41	$24,441.59	62.24%		$24,441.59	62.24%	12.24%
L 7410.540-98	LIBRARY MATERIALS - Non-Book Circulating Items	$0.00		$0.00	$0.00			$0.00		
L 7410.540-99	LIBRARY MATERIALS - WLS REIMBURSABLE	$0.00		$0.00	$0.00			$0.00		
	TOTAL LIBABRY MATERIALS	**$323,315.79**	**$0.00**	**$121,399.28**	**$201,916.51**	**62.45%**	**$2,715.28**	**$199,201.23**	**61.61%**	**11.61%**
L 7410.550	POSTAGE FREIGHT RENT	$9,000.00		$1,397.21	$7,602.79	84.48%		$7,602.79	84.48%	34.48%
L 7415.60	FUNCTIONAL OPERATING SUPPLIES									
L 7415.601-0	SUPPLIES - General	$5,500.00		$2,053.45	$3,446.55			$3,446.55	62.66%	12.66%
L 7415.602-0	SUPPLIES - Toners	$1,700.00		$823.56	$876.44			$876.44	51.56%	1.56%
L 7415.603-0	SUPPLIES - Children's	$2,000.00		$758.34	$1,241.66			$1,241.66	62.08%	12.08%
L 7415.604-0	SUPPLIES - Comm. Relations	$2,400.00			$2,400.00			$2,400.00	100.00%	50.00%
L 7415.605-0	SUPPLIES - Archives	$4,000.00			$4,000.00			$4,000.00	100.00%	50.00%
L 7415.606-0	SUPPLIES - Building	$8,400.00		$6,518.06	$1,881.94			$1,881.94	22.40%	-27.60%
L 7415.607-0	SUPPLIES - Tech. Services	$7,000.00		$1,247.12	$5,752.88			$5,752.88	82.18%	32.18%
L 7415.608-0	SUPPLIES - Teen	$1,000.00		$285.35	$714.65			$714.65	71.47%	21.47%
	TOTAL FUNCTIONAL OPERATING SUPPLIES	**$32,000.00**	**$0.00**	**$11,685.88**	**$20,314.12**	**63.48%**	**$0.00**	**$20,314.12**	**63.48%**	**13.48%**
	TOTAL OPERATING ACCOUNTS	**$1,579,937.63**	**$0.00**	**$905,209.60**	**$674,728.03**	**42.71%**	**$2,715.28**	**$672,012.75**	**42.53%**	**-7.47%**
	TOTAL SALARIES, BENEFITS & OPERATING	**$7,143,137.63**	**$0.00**	**$2,543,075.84**	**$4,600,061.79**	**64.40%**	**$2,715.28**	**$4,597,346.51**	**64.36%**	**14.36%**

ACCOUNT	DESCRIPTION	2025-2026	BUDGET ADJUSTMENTS AND MODIFICATIONS	CUMULATED EXPENSES	Budget Remaining	% of Annual Budget Remaining	ENCUMBERED	Budget Remaining After Encumbrances	% of Budget Remaining After Encumbrances	% UNDER (OVER)
	BOND & BAN DEBT SERVICE									
L 9760.670-1	BOND 1 DEBT SERVICE - PRINCIPLE	$85,000.00			$85,000.00	100.00%		$85,000.00	100.00%	
L 9760.670-2	BOND 2 DEBT SERVICE - PRINCIPLE	$79,534.00			$79,534.00	100.00%		$79,534.00	100.00%	
L 9760.700	TAN INTEREST	$0.00			$0.00			$0.00		
L 9760.770-1	BOND 1 DEBT SERVICE - INTEREST	$45,712.50			$45,712.50	100.00%		$45,712.50	100.00%	
L 9760.770-2	BOND 2 DEBT SERVICE - INTEREST	$24,282.83			$24,282.83	100.00%		$24,282.83	100.00%	
L 9950.910	TRANSFER TO CAPITAL FUND	$0.00			$0.00			$0.00		
	TOTAL BOND & BAN DEBT SERVICE	**$234,529.33**	**$0.00**	**$0.00**	**$234,529.33**	**100.00%**	**$0.00**	**$234,529.33**	**100.00%**	
	TOTAL ALL	**$7,377,666.96**	**$0.00**	**$2,543,075.84**	**$4,834,591.12**	**65.53%**	**$2,715.28**	**$4,831,875.84**	**65.49%**	**15.49%**

GRANTS 2025-2026 DECEMBER

December 31, 2025

Revenue Account	Appropriation Account		Account Name	OPENING BALANCES	REVENUE RECEIVED	EXPENDITURES	TO DATE ACCOUNT BALANCE
LG277.020	LG741.450		SMART FAMILY FOUNDATION	$2,235.62	$0.00	$0.00	$2,235.62
LG384.016	LG741.016		DIGITAL NAVIGATOR - HUDSON VALLEY	$2,922.74	$500.00	$0.00	$3,422.74
LG384.017	LG741.017		STEM TALES - Twin City Public TV	$94.31	$0.00	$0.00	$94.31
LG384.018	LG741.018		PLA DIGITAL LITERACY GRANT	$288.19	$0.00	$0.00	$288.19
LG384.019	LG741.019		LINCOLN PARK CONSERVANCY GRANT	$200.00	$0.00	$0.00	$200.00
LG384.020	LG741.020		WLS STATE SUMMER READING GRANT	$403.30	$0.00	$0.00	$403.30
LG384.023	LG741.023		WLS GRANT IN AID	$0.00	$20,000.00	$0.00	$20,000.00
LG384.193	LG741.193		PHCL - SUMMER FUND GRANT - EXP	$2,125.75	$0.00	$0.00	$2,125.75
LG38.405	LG741.550		VOICES OF THE HUDSON	$2,114.70	$0.00	$0.00	$2,114.70
LG384.319	LG741.319		MAIN - NOISE ABATEMENT II & WAYFINDIN(	$108,521.00	$0.00	$0.00	$108,521.00
LG384.770	LG741.770		WESTCHESTER ARTS COUNCIL dba ARTS	$250.00	$2,500.00	$2,000.00	$750.00
LG384.771	LG741.771		CONSORTIUM FOR OCEAN RESEARCH	$2,732.96	$0.00	$0.00	$2,732.96
LG428.91	LG741.610		THE BIG READ	$1,010.43	$0.00	$0.00	$1,010.43
			TOTALS	**$122,899.00**	**$23,000.00**	$2,000.00	**$143,899.00**

GIFTS AND DONATIONS

2025-2026

December 31, 2025

DECEMBER

Revenue Account	Appropriation Account	Account Name	FUND BALANCE ACCOUNTS	OPENING BALANCES LT909 UNRESERVE	OPENING BALANCES LT911 RESERVE	ALLOCATED INTEREST INCOME ALLOCATED INTEREST INCOME		ADJUSTED BALANCE	REVENUE RECEIVED	EXPENDITURES	ACCOUNT BALANCE
LT2401	LT7411.100	Interest Earned, Gifts	LT909.2401					$0.00	$0.00	$0.00	$0.00
LT2705.1	LT7415.000	Gifts & Donations	LT909.2705.1	$9,914.23				$9,914.23	$5,000.00	$0.00	$14,914.23
LT2705.2	LT7416.000	Bliss Music Center	LT911.2705.2		$470.01			$470.01	$0.00	$0.00	$470.01
LT2705.3	LT7417.000	Robbins/Englander Fund	LT911.2705.3		$25,310.62			$25,310.62	$0.00	$1,150.00	$24,160.62
LT2705.12	LT7412.750	New Rochelle Lions Club Inc.	LT911.2705.12		$524.12			$524.12	$0.00	$0.00	$524.12
LT2705.8	LT7413.500	New Rochelle Rotary Club			$824.82			$824.82	$0.00	$0.00	$824.82
LT2705.13	LT7413.750	Burgess Fund	LT911.2705.13		$1,050.12			$1,050.12	$0.00	$0.00	$1,050.12
LT2705.5	LT7411.500	Local History Fund	LT911.2705.5		$1,718.98			$1,718.98	$0.00	$0.00	$1,718.98
LT2705.15	LT7411.750	K. Allen Fund for Local History F	LT911.2705.15		$82,247.70			$82,247.70	$0.00	$0.00	$82,247.70
LT2705.016	LT7420.016	Rubin Fund			$600.00			$600.00	$0.00	$0.00	$600.00
LT2705.6	LT7411.000	Library Foundation Fund	LT911.2705.6		$115,690.13			$115,690.13	$125,604.00	$53,599.70	$187,694.43
LT2705.601	LT7411.001	Foundation Exp. - HCL			$0.00			$0.00	$30,000.00	$15,208.67	$14,791.33
LT2705.7	LT7415.500	Alexander Reichman Fund	LT911.2705.7		$3,310.46			$3,310.46	$0.00	$0.00	$3,310.46
LT2706.0	LT7412.000	Praxair Expenditures	LT911.2705		$38.04			$38.04	$0.00	$0.00	$38.04
LT2705.9	LT7414.500	SwineHart Fund	LT911.2705.9		$1,260.90			$1,260.90	$0.00	$1,213.32	$47.58
		TOTALS		**$9,914.23**	**$233,045.90**	**$0.00**	$0.00	**$242,960.13**	**$160,604.00**	**$71,171.69**	**$332,392.44**
					$242,960.13		$0.00		$403,564.13		

NRPL Monthly Departmental Update

Department: Adult Services
Submitted by: Kira Aiello
Reporting Period: December 2025

1. Key Highlights (Strategic Goals Alignment)

- We continue our efforts to reach out to community partners. In December Chris introduced himself to the staff and members of JCC of mid Westchester where he showed *Dirty Dancing*, and led a post-viewing discussion. This was the first of a series of film screenings and discussion that Chris will be leading at JCC in the coming year. 18 people attended.
- On Saturday December 13th librarian, Larry Sheldon in collaboration with the Westchester Library System (WLS) and the New Rochelle YMCA, held a community screening of the documentary ***Playing for Keeps: The Upside of Downtime*** as part of the **Disconnect to Reconnect (D2R)** initiative. Librarian Larry Sheldon has been coordinating this effort in collaboration with Community Relations. Before the film, there was an opportunity to play with games made available to attendees to emphasize the importance of play in the lives of adults. The screening was followed by a discussion led by Larry and members of the YMCA. 32 patrons attended.
- David Rose, library archivist completed the organization of The NRPL Foundation records. The collection consists of the business records of the Foundation since its founding in 1993. The records include meeting minutes of the Board of Directors, by-laws, annual financial reports, correspondence, insurance and tax records, and photography. The printed literature includes a quarterly newsletter, program booklets of fund raising events, and pamphlets and brochures. The photography consists mainly of color snapshots of gala events such as CelebriTea and Jazzamatazz. The many finding guides to the library's archival collection will be made accessible to our patrons from the library's new web page.

2. Programs, Services & Collections

Programs:

- Chris continued his Saturday afternoon movie series with a screening of the 1961 film, *Cash on Demand*. He's developed a community of film aficionados and every month includes some new faces. 18 patrons attended.
- Caroline led the Brown Bag book club discussion of Jacqueline Woodson's *Red at the Bone,* in December. 7 patrons attended.

Library staff and contracted instructors to offer monthly and weekly programs to assist patrons with job searches, digital literacy skills and creative outlets. Programs and classes are scheduled at a variety of days and times, and computer classes are offered in English and Spanish in an effort to reach a broad spectrum of New Rochelle residents.

- On the first Monday of every month, our job search coach conducts a training session. On Monday, December 1, the subject was: *Jump Starting Your Job Search: How to make a job search plan.*
- Digital literacy training is available Monday evenings in English and Spanish, and in English on Saturday morning.
- Librarians continue to promote literacy and build community by facilitating book discussions both within the library and with community partners such as Casaroma and Blessed Sacrament.

Services:

- Fall series of Citizenship/civics classes concluded on Saturday, December 6th, 5 patrons attended.
- The library continues to offer job search assistance to our patrons on a daily basis. In addition to the day-to-day assistance available in the Help Center, on Monday evenings from 5:00 to 7:45, our Job Search Coach, Rebecca Mazin meets with patrons for drop-in assistance with updating resumes and job search guidance.
- The library partners with a Bilingual Medicare Advisor to answer patron questions onsite at NRPL about Medicare coverage.
- The library partners with the Westchester County Dept. of Health to provide bilingual Healthcare Navigator Assistance every Wednesday from 11am-12pm.
- Our volunteer Notary assisted 5 patrons in the month of December.

Community/partner collaborations:

- The library assists various community partners by providing tabling space in the lobby. In December our community partners, Family Services of Westchester and Onward Recovery Services, shared information about their resources and services with the New Rochelle community.

Collection development

- Librarians continue to monitor book reviews and numerous social media sources for news about popular titles, and order new books in print, audio and electronic formats.
- Monthly Purchase Alert, E-book Holds and Metered Access Notification Reports allow librarians to know which titles are most popular among our patrons to ensure we are meeting demand.

- The collection is maintained through open communication between librarians, clerks, pages and volunteers who continuously review books for use and condition.

Outreach or special projects:

- Chris partnered with mid Westchester JCC to present a monthly film series that will continue through Spring 2026. The first event was held on 12/18 with a screening of *Dirty Dancing.*
- Brian has also reached out to the JCC about collaboration possibilities for the Yiddish Book Center programs to be held monthly between May (Jewish American Heritage Month) and November 2026 (Jewish Book Month).

3. Patron & Community Engagement

- Each month the librarians create reading lists for the newsletter and book displays throughout the building. December lists and displays featured the Holidays!: cooking and entertaining, music, and cozy fiction. We also had a display featuring the books of Sophie Kinsella.

4. Operations & Facilities

5. Statistics Snapshot

Study rooms continue to be very popular. As of 12/29, there were 473 room reservations for the month of December.

Librarians proctored 4 exams in December. .

Digital Literacy Programs Provided						
Date	**Day**	**Time**	**Attendance**	**Instructor**	**Class**	**Description**
Dec 1	Monday	5:00 PM	8	Allison	Introduction to Microsoft Word and Google Docs	Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print open files in Microsoft & Google Docs.

Dec. 6	Saturday	10:00am	1	Caroline		Learn how to organize and manage your personal information (username/password) on your phone, MS Word and Google Docs
Dec. 8	Monday	5:00 PM	8	Allison Lopez	Computer Class: Introducción al Uso de Microsoft & Google Docs	Aprenda a crear un documento simple, editar y darformato al texto, corregir la ortografía, ajustar losmárgenes, guardar, imprimir y abrir archivos en Microsoft y Google Docs
Dec. 13	Saturday	10:00 AM	2	Rio	Create Your Own Flyers	Learn to create a flyer to promote an event, provide information, or sell items.
Dec 15	Monday	5:00 PM	8	Allison Lopez	Introduction to Microsoft Word and Google Docs	.Learn how to create a simple document, edit and format text, correct spelling, adjust margins, save, print open files in Microsoft & Google Docs.
Dec. 20	Saturday	10:00 AM	0	Chris	Buying on Ebay	Learn how to search for, bid on, and buy items on Ebay
Dec. 22	Monday	5:00 PM	6	Allison Lopez	Computer Class: Introducción al Uso de Microsoft & Google Docs	Aprenda a crear un documento simple, editar y darformato al texto, corregir la ortografía, ajustar losmárgenes, guardar, imprimir y abrir archivos en Microsoft y Google Docs
Health & Wellness Programs Provided						
Dec. 1. 8, 15, 22	Mondays	10am-12pm	5		Basics of Medicare Coverage Options	Bilingual Medicare Advisor will be at the Library to answer your questions about Medicare coverage
Adult Literacy and Learning						

Dec 1,8, 15, 22	Mondays	5-7:30pm	12	Rebecca Mazin	Job Search Coach	One-on-One assistance with updating resumes. .
Dec. 9	Tuesday	12:00	7	Caroline	Brown Bag Book Club	Book discussion open to all. Woodson/Red at the Bone

Circulation statistics for Overdrive/Libby, Kanopy and Hoopla are not available as of the writing of this report.

6. Looking Ahead

Plans are in place, dates settled and space reserved for our 2026 programs: Acoustic String Open Jam Sessions, Brown Bag Book Club, Past Pages Society Book Club, and mindful writing workshops. Citizenship and civics classes will resume in January, as will Medicare and Healthcare Navigator (Affordable Care Act) guidance.

We hope to expand our free Notary Public service in the new year.

Narrative Report – Adult Services December 2025

Department: Adult Services
Submitted by: Kira Aiello
Reporting Period: 12/1/2025-12/28/2025

This month the Adult Services department further expanded our outreach to community partners. We met with the staff of JCC of mid Westchester where we will support a monthly film screening with a librarian-led introduction and post-screening discussion. The first film, *Dirty Dancing* was screened on December 18th. After a few technical issues, the movie was shown followed by a lively discussion. The librarian was able to discuss the film and many other services that the library has to offer. In the new year films are scheduled for 2/19, 3/19 and 4/16/2026.

This past Fall, one of our librarians was awarded a grant to attend a training program at the Yiddish Book Center. Now that the training is complete, we are eligible to receive $2,000 in grant funding to support programs in 2026 to highlight Yiddish literature and culture. The JCC seemed like an obvious local partner to help us facilitate and highlight these programs, so we reached out to them and will work with them on a monthly series of book discussions and other Yiddish cultural appreciation programs planned for May (Jewish American Heritage Month) through November 2026 (Jewish Book Month).

On Saturday December 13th the library staff collaborated with the Westchester Library System (WLS) and the New Rochelle YMCA, to hold a community screening of the documentary ***Playing for Keeps: The Upside of Downtime*** as part of the **Disconnect to Reconnect (D2R)** initiative. Before the film, there was an opportunity to play with games made available to attendees to emphasize the importance of play in the lives of adults. The screening was followed by a discussion, 32 patrons attended.

NRPL Monthly Departmental Update (December 2025)

Department: Youth Services
Submitted by: Bobby Simic
Reporting Period: December 2025

1. Key Highlights (Strategic Goals Alignment)

- **Children's Room:** After 40 years working in the Children's Department, part-time Librarian Sandy Zinman announced her retirement mid-December.
- **HCL:** The outside lights and foyer lights were fixed for patron and staff safety (Goal 1), safety measures taken on staircase (more on that below)
- **Teen Services**: The Teen Art Wall has been expanded so more teens may share their artwork (Goal 5, Objective 2).

2. Programs, Services & Collections

- **Book Displays found in the Children's Room:** Winter/Snow, Kwanzaa. Christmas, Hanukkah, Jewish Book Week, New Year's
- **Book Displays found at HCL:** Kindness, Cookbooks and Holiday Baking, Winter/Snow
- **Programs at HCL:** Wrapped up our regular programs including Saturday's Once Upon a Craft program with the Girl Scouts. We also celebrated Dinocember with multiple interactive toys and dinosaur decor.
- **Book Displays found in Teen Services:** Make & Bake for the Holidays, Military Reads (Pearl Harbor Memorial 12/7), Game Through the Holidays, and Winter Reads.
- **Teen Services:** New posters of popular books and series have replaced older posters
- **Teen Services:** The first pilot run of the 1-Up Card has been issued with this month's Big Holiday Giveaway to help motivate teens to borrow video games again by forgiving late fines up to $30 on their account.

3. Patron & Community Engagement

- **Children's Room:** A regular patron and her two kids were visiting the Children's Room one Monday morning and mentioned they recently moved to Eastchester. When they visited that library, both kids expressed their desire to visit our library again, hence their Monday morning visit.
- **HCL:** We have put out our comment box. Overall the responses are very positive stressing good staff interaction and that they feel welcomed and assisted here. One

patron requested more tech although recently several patrons commented they prefer less tech for young children.

- **Teen Services:** We post up a Stick Together poster; a large gridded poster with letters in each box corresponding to a colored sticker; every month where teens can slowly see the whole picture as they post stickers on the grid. Teens were very enthusiastic this month and completed two mini posters (see image below) and a third one has been put up ahead of time.
- **Teen Services:** Our Teen Art Wall where teens share their drawings ran out of space so we created more "wall space" by removing the posters beneath the glass walls and shifted the drawings downwards. We hope this will encourage more teens to be creative and share their work (Goal 5, Objective 2).
- **Teen Services:** 35 teen volunteers came to volunteer this month, accomplishing about 86 hours of community service. Volunteers include 4 for the NRHS yearbook scanning project (Goal 2, Objective 5) and 13 assisting with programs in the children's room. Teen volunteers also worked to take down fall decorations and update to winter snowflakes on the Teen Room windows.

4. Operations & Facilities

- **Children's Room:** Patio pavers were at the Children's Room and Emergency stairwell entrances to minimize the tripping hazard that previously was an issue
- **Children's Room:** Our Spanish and Biography & Holiday Books swapped places in the hopes of giving Bios greater visibility and better connection to the rest of Nonfiction. Spanish books are closer to the rest of the World Language area and Early Readers in English
- **HCL:** Multiple safety measures were put in place for the steep staircase at HCL. Textured yellow safety tape defines the steps, large signs on the top and bottom encourage holding onto the banister and being careful. We have definitely noticed patrons being aware of the changes and assisting the children more as well as reminding them to be careful. (see photos below)
- **Teen Services:** A maintenance request has been made to clean up the several stains on the Teen Room carpet throughout the room such as the sofa and computer area.
- **Teen Services:** Looking for a new desk and terminal for the soon-to-be hired teen focused FT library assistant. Currently considering Tech Services as a viable space.

5. Statistics Snapshot

(Attach or embed charts/tables if possible)

- **Children's Room: (as of December 24)** 39 programs/684 attendees; **HCL:** 17 programs/360 attendees; **Teen Services:** 54 programs/284 attendees
  Children's Room Program Stats - HCL Program Stats - Teen Program Stats
- **Circulation:** See Milton's report.

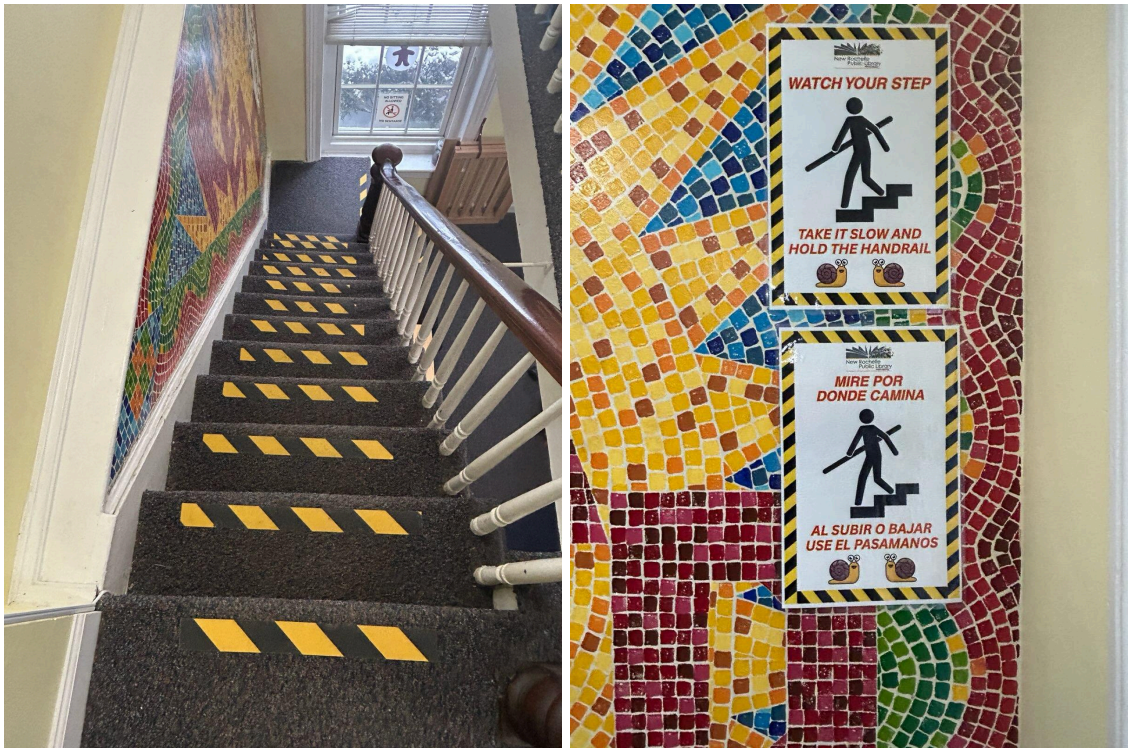
- **(as of December 24) Children's Room Total Ref Stats:** 1806; **HCL Total Ref Stats:** 757

6. Looking Ahead

- **Children's Room:** December Break (Dec. 26-31) programming snow globe, gingerbread house, and winter ornament maker programs; Nutcracker/tap dancing; puppet performance; and a magic show to celebrate Noon Year's Eve. The Meet Live Owls program scheduled for Saturday, December 27 has been postponed because of inclement weather.
- **Children's Room:** Winter/Spring programming begins January 26, and we'll kick-off programming that first week by celebrating Crayola Creativity Week, specially designed programs meant to inspire kids' artistic abilities
- **HCL:** preparing for late winter, early spring programs, finding space for more graphic novels which the patrons request and enjoy,
- **Teen Services:** VR Game Night will be coming back starting January 2026 featuring our new Oculus 3 VR headsets funded by the NRPL Foundation (Goal 5, Objective 7).
- **Teen Services:** Planning to bring back the Blind Date with a Book program starting late January and continuing till a week after Valentine's Day to promote teen reading. Will be working with teen volunteers to help prepare the books that will be given away for the duration of the event.

7. Attachments/Supporting Documents

Two completed Stick Together posters that teens complete as a passive teen program.



Signage and caution tape were put in place on the HCL stairs to better prevent accidents.

Instructions for Staff:

- Keep sections concise (bullets where possible).
- Always link updates back to **strategic goals**.
- Submit to the Admin Office by the monthly due date.

Narrative Report – Youth Services (December 2025)

Department: Youth Services
Submitted by: Bobby Simic
Reporting Period: December 2025

We have the bittersweet news that part-time Librarian Sandy Zinman announced her retirement mid-month. Sandy began her career at NRPL as a full-time librarian in Children's over 40 years ago, retired from that position and then worked in a part-time capacity for an additional 20+ years.

Sandy's passion for children's librarianship and literature are unmatched. Behind the Info Desk, we'll miss her sharp mind and keen eye for details, but it's reassuring to know she'll continue to pay NRPL visits as a patron when picking up her holds.

As the end of the year approaches, we wound down our activities in the Children's Room and at the Huguenot Children's Library in preparation for December Break programming (December 26 - 31) and our slate of Winter/Spring 2026 activities, which begins January 26.

With the newly formed Youth Services, Teen and Children's Services continue to connect the two age groups and foster collaboration. Teen volunteers have been a vital part of our afterschool STEAM programming on Thursdays in the Children's Room, assisting the presenter with prepwork and helping young participants with each week's activities. We look forward to continuing the partnership between children and teens and finding new ways to team up.

Teens showed off their artistic side in the Teen Room by working together to assemble 3 "Stick Together" post-it note posters. Usually 2 murals suffice for the month, but Teens enthusiastically rushed through those so that an additional sticky note poster had to be put out early to meet demand. The Teen Room's "Our Teen Art Wall," where teens' drawings are on display, also was expanded in order to showcase their many pieces of art.

Looking ahead, we hope families will come to the library in full force during our December Break programming. While the live Owls had to reschedule because of weather, we're excited to see the response to the week's current slate of programs, which includes a Nutcracker tap dancing performance, gingerbread house-, ornament- and snowglobe-making plus a staff-led winter-themed puppet show. We close out the break week and the year with a special "Noon Year's Eve" performance by magician Omar Olusion on the 31st.

The Teen Room will continue to find fresh and exciting ways to welcome young adults into the space and will start 2026 by bringing back VR Game Night courtesy of the Foundation, who funded the new Oculus 3 VR headsets. Also, we're nearing the end of the interview process for

the full-time Teen Services Library Assistant and look to fill the position early in the new year. Once the position is filled, it'll no doubt help Youth Services expand its offerings to attract more Teens to the library and its services.

NRPL Monthly Departmental Update

Department: Circulation Department
Submitted by: Milton Cobb
Reporting Period: December 2025

1. Key Highlights

- Completed 2-3 month evaluations for both Senior Clerks working in the Circulation Department.
- The Circulation Department began collecting data for patron interactions at the Circulation Desk.

2. Programs, Services & Collections

- Reports were run to evaluate the material budget spending in relation to the circulation of materials. These reports should hopefully prove useful in further collection development.

3. Patron & Community Engagement

- **Patron feedback, success stories, or testimonials.**
    - The Circulation staff continues to make patrons aware of the services available at New Rochelle Public Library. Many patrons have visited the 1st floor Information Desk requesting more information about the library's Museum Pass program after being referred by members of the Circulation staff.
- **Increased advertisement of library programming and offerings.**
    - The "Staff Picks" display at the Circulation Desk facing the main lobby has been successful. Patrons are noticing the display and the books it is displaying. While there was some initial hesitancy to do so, patrons are now borrowing books that are on the display.

4. Operations & Facilities

- A new cash register has been purchased and delivered. It should be set up and operational within the first few weeks of January. After setup is complete, staff will need to be trained on the use of the device. Training will be provided to senior clerks first, so that they may assist in the training of the rest of the Circulation Department staff.

5. Statistics Snapshot

November 2025 Circulation Statistics (December's statistics are not posted yet)

Main Branch

Circulations: **10,052**

5 Highest Circulation Statistical Categories:

1. Juvenile Fiction- **4,407**
2. Fiction- **939**
3. Juvenile Nonfiction – **921**
4. Movie– **874**
5. New Book– **676**

Intraloans Supplied: **3,003**

Intraloans Received: **873**

Patrons Added: **182**

Items Added: **712**

Items Deleted: **779**

HCL

Circulations: **2,231**

5 Highest Circulation Statistical Categories:

1. Juvenile Fiction- **1,728**
2. Juvenile Nonfiction- **161**
3. Fiction - **80**
4. New Book - **76**
5. Juvenile Audiobook - **58**

Intraloans Supplied: **257**

Intraloans Received: **478**

Patrons Added: **9**

Items Added: **149**

Items Deleted: **68**

6. Looking Ahead

- The Circulation Department will continue to track patron interactions via our tally sheets located at the Circulation Desk and the associated aggregate spreadsheet. This is being done in order to get a better understanding of how often the Circulation department engages with patrons beyond check-in and check-out transactions.
- The next WLS Circulation Committee will be on Tuesday, January 13, 2026.

7. Attachments/Supporting Documents

- Monthly Circulation: MONTHLY_CIRCULATION_NOV2025.xlsx
- Intraloans Supplied: MONTHLY_SUPPLIED_NOV2025.xlsx
- Intraloans Received: MONTHLY_RECEIVED_NOV2025.xlsx
- Patrons Added: MONTHLY_PATRONS_ADDED_NOV2025.xlsx
- Items Added: MONTHLY_ITEMS_ADDED_NOV2025.xlsx
- Items Deleted: MONTHLY_ITEMS_DELETED_NOV2025.xlsx

- December Circulation Tally Sheet (In progress, access required):

Monthly Departmental Narrative Report Template

Department: Circulation Department
Submitted by: Milton Cobb
Reporting Period: December 2025

Narrative Report

The Circulation Department helps patrons who visit the New Rochelle Public Library with matters beyond the checking in and checking out of materials. For a long time, these interactions went unreported and did not have recorded statistics. During the second week of December 2025, that changed.

Using the “Daily Service Statistics” tally sheet that is used at the Information Desks as a guide, the Circulation Department developed a tally sheet to track patron interactions. A copy of the sheet is at each of the three Circulation workstations. Staff are instructed to record a tally mark for each interaction they have with a patron. This has allowed the department to record the interactions that do not have statistics that are collected in Evergreen. From providing pathfinding guidance to explaining library programs and services, members of the Circulation Department play a role in informing our patrons. These interactions are now being recorded, and when taken with the statistics gathered from Evergreen ILS, they help provide a more holistic view of all that the Circulation Department does on a daily basis. In addition to allowing a better understanding of what the department does, these additional statistics can help the library better pinpoint busy times of the day. The statistics are uploaded to a spreadsheet by a member of the Circulation Team. A link to the spreadsheet is available in the Department Update for this month.

Lastly, the library has received the new Square cash register system ordered in mid-December. The register is a substantial upgrade to the prior cash register. Installation is to begin in early January, with training of staff to follow.

Community Relations Narrative Report

Department: Community Relations
Submitted by: Lisa Itzkowitz/Tobe Sevush
Reporting Period: December 2025

This month Community Relations and the website design team provided input to the first and second rounds of logo designs. The team also continued the design discovery phase for the site, sharing input on homepage layout, search bar, menu, images, icon preferences and more.

Wrote first draft of New Rochelle Public Library Marketing and Program Operations and Procedures Manual. The purpose of this manual is to provide Library staff with guidance on how to successfully plan and evaluate successful programs; streamline marketing efforts to maximize publicity for each event and service; enhance outreach efforts in a strategic and productive manner.

Marketing support provided for 33 programs across all library departments. Key events included Friday Night Concert: Wayne Henderson, Young Musicians of Westchester concert (details below), *Playing for Keeps* event/film (details below.)

Brainstormed with Brian Zamek regarding ancillary programs to host as part of Yiddish Book Center grant. Suggested: partnering with JCCMW and made introduction; theming one of our art workshops to incorporate Yiddish words/art; explore possibility of exhibit or program with photographer Marisa Scheinfeld, who has photographed Borscht Belt hotels.

Collaborated with Circulation to create a quarterly report of new cardholders to be auto-shared with Marketing, to add to NRPL email distribution list. Added 897 new contacts to email distribution from August - November cardholder lists bringing total distribution to just over 15,000.

Developed the first draft of a monthly program attendance report from Library Market.

NRPL continues to receive strong pick up in local media. NRPL programs are included in the NR Review's December Calendar of Events. Kids Out and About and Westchester Family picked up select children's vacation week programs, Town Planner picked up Come Play with Us, and News12 was at NRPL for the Gathering of Men's Kwanzaa celebration (though this is a rental, the Library is mentioned as the location with video showing the program in the Ossie Davis theater.)

Wellness programs - our current Qi Gong instructor has decided not to continue teaching at NRPL given her discomfort signing the new performer agreement. Patrons are very disappointed. We will try to source a new Qi Gong instructor given how popular this program is.

Given the popularity of Open Sewing, sessions have been extended 30 minutes, to 2.5 hours/week.

Young Musicians of Westchester (YMW) Concert, December 7

Three years ago, we began discussions with YMW to offer Sunday classical concerts at NRPL. Concerts are performed by advanced music students from the tri-state area universities. Our

first concert in April 2023, attracted 20 patrons; attendance has steadily increased with attendance at this month's concert at 115 patrons.

***Playing for Keeps: The Upside of Downtime* screening, December 13**

This thought-provoking documentary explores the importance of play—not just for children, but for adults as well. To enhance the event and create a draw, we began with lighthearted games like Jenga, Tic Tac Toe, and Connect Four which created a fun, welcoming atmosphere. Thirty people attended the program, followed by a Q&A with Dr. Andy Bell from the Westchester County Department of Community Mental Health and Janet Donat from WLS.

Janet Donat from WLS shared this note after the event:

Good Afternoon All, Thank you so much for all your efforts in making the Playing for Keeps: The Upside of Downtime event such a marvelous success! All of your planning, coordination, outreach, tech expertise etc made it so easy for Andy and myself to step in and do our thing. I got such joy out of seeing attendees engaging in the many play opportunities you had available before the movie, and was so impressed by the robust discussion we had following the screening.

Again many thanks to all. It was a pleasure to work with you. I hope we have another opportunity to collaborate in the future!

Janet Donat

Concerts in Motion, December 16

This was the third of three afternoon concerts performed by musicians affiliated with the nonprofit, Concerts in Motion which provides community performances. The performance dates were selected in coordination with the New Rochelle Office of the Aging (Hugh Doyle Senior Center), to help maximize attendance by Hugh Doyle Senior Center regulars. The Office for the Aging was able to transport 12 people to/from the concert.

NRPL Monthly Departmental Update

Department: Community Relations
Submitted by: Lisa Itzkowitz/Tobe Sevush
Reporting Period: December 2025

1. Key Highlights

- Led promotional efforts to drive patron engagement for 33 December programs with emphasis on the Friday Night and Sunday Afternoon concert series, the *Playing for Keeps: the Upside of Downtime* program, Concerts in Motion afternoon concert, and Children's Vacation week programs.
- Reviewed and provided feedback on two rounds of new logo designs. Continued discovery process for the redesign of the NRPL website with considerable time spent on developing site structure, and site design preferences. Started exploring content development at the last meeting in December.
- Qi Gong instructor has decided not to continue teaching at NRPL. We will try to source a new instructor. Patrons love the program and instructor and are disappointed about the instructor's decision

2. Programs

- **Health and Wellness Programs - 17 sessions**
  - Chair Yoga averaged 23 attendees
  - Gentle Yoga averaged 18 attendees/session
  - Multi Level Yoga averaged 11 attendees/session
  - Qi Gong averaged 18 attendees/session

- **Arts and Culture Programs - 13 session**
  - **Friday Night Concerts** continue to be full. Wayne Henderson had 110 attendees.
  - **Sunday Afternoon Concert** has grown. The Young Musicians of Westchester concert had 115 attendees.
  - **Concerts in Motion** - We have partnered with this nonprofit to provide afternoon concerts. The performance on 12/16 attracted 30 patrons. We collaborated with the New Rochelle Office of the Aging on dates, and asked them to provide transportation to/from the concert for their patrons which they did for 12 people.
  - **Open Sewing** is at capacity and growing. We have extended session time to 2 ½ hours (from 2 hours) and added tables to accommodate the new patrons.

- **Fun and Games Programs - 6 sessions**
  - **MahJong** open play and formal classes continued this month with open play on Tuesday evenings and Thursday afternoons. Our formal classes on Thursday afternoons have now ended for the year. Evening open play has been difficult to build so is being paused for winter. Afternoon open play will continue in January.

- **Virtual programs - 2 programs**
  - Opera Talk: La Boheme, 8 attendees; Coffee and Spice Dessert Workshop, 4 attendees

3. Patron & Community Engagement

- Helped facilitate partnership with JCC of MidWestchester for Matinee Movie Series featuring film introduction and post screening discussion led by NRPL Film Historian Chris Poggiali. First collaboration was on December 18 when *Dirty Dancing* was screened at JCC (18 attendees.) Additional films scheduled for February,
- Introduced Brian Zamek to JCC contact for possible collaboration on Yiddish Book Discussion ancillary programs (YBC provided funds for programs as part of book discussion grant.)

4. Operations and Facilities

n/a

5. Statistics Snapshot

- Total number of program sessions: 38
- Total number of attendees: 752
- Social Media: Facebook gained 21 new followers, had 615 content interactions, reached 24,845 unique accounts, accumulated 39,160 views across all posts and 733 profile visits from unique accounts. On Instagram we gained 45 new followers, had 365 content interactions (likes & comments), reached 4,744 unique accounts, accumulated 17,250 views across all posts and 200 profile visits from unique accounts. (*Please note that these stats were pulled on 12/24, therefore it is omitting stats from 12/25 - 12/31)*

  Overall, social media performance was stronger in 2025 vs. 2023 & 2024. We will continue to evaluate what worked and didn't work well in 2025 to make our posting process even better in 2026.

Our most popular posts this month were:

- Happy Holidays from Board and Staff (11,317 Views, 7,800 Reach, 114 Interactions)
- Vacation Week Events Announcement (10,427 Views, 6,132 Reach, 123 Interactions)
- Concerts in Motion Announcement (7,129 Views, 4,134 Reach, 34 Interactions)
- *Dirty Dancing* Offsite Movie Announcement (5,456 Views, 4,157 Reach, 357 Interactions)

- Email: Average open rate was 58% (21% higher than industry average, but down 4% from usual NRPL open rate of around 62%. This is due in part to lower open rate (54%) on 12/25 email which is to be expected given it was Christmas Day. The open rate is also inexplicably lower (57%) on December 11.) New cardholders from August - November 2025 were added to our distribution list, as well as November/December program participants bringing the total list to 15,018

6. Looking Ahead

- January programs will include a Friday Night Concert with Lenore Raphael and her jazz trio, a Saturday afternoon concert in partnership with Tutti Bravi Productions and the return of

Bokandeye's African Dance Workshop. This year marks our 30th anniversary with Bokandeye.

- Coordinating set up and testing, as well as promotion for AARP Tax Aide program scheduled to begin on February 3.
- Developing content ideas to maximize messaging on park entrance doors/windows (which are no longer in use as an entrance.)
- Developing promotional ideas for Library Advocacy Day to highlight NRPL

7. Supporting Documents

Patrons are reminded of the joy of play prior to the NRPL screening/discussion of Come Play With Us: The Upside of Downtime

The Young Musicians of Westchester concert drew an audience of 115 patrons at the concert on 12/7

Board Meeting
Thursday, January 8, 2026
Personnel Report Listing

	Last Name	Name	Title	Salary	Reason	Action Date	Board Meeting Report - Date
1	Gauvin	Toussaint	PT - Treasurer	$50.00 Hour	New Hire	16-Dec-25	8-Jan-26
2	Zinman	Marilynn	PT - Librarian I	$36.40 Hour	Resigned	17-Dec-25	8-Jan-26
3	Rodriguez	Geraldo	FT Social Media Coordinator	From Step # 3 $68,040.96 - Salary $2,616.96 To Step # 4 $71,721 - Salary $2,758.50	Step Increase	16-Feb-26	8-Jan-26
4	Damian	Natalie	Page	From: $16.83 To: $17.00	Min wage increase	1-Jan-26	8-Jan-26
5	Onorino	Rocco	Page	From: $16.83 To: $17.00	Min wage increase	1-Jan-26	8-Jan-26
6	Ouammou	Malak	Page	From: $16.83 To: $17.00	Min wage increase	1-Jan-26	8-Jan-26
7	Varghese	Leena	Page	From: $16.83 To: $17.00	Min wage increase	1-Jan-26	8-Jan-26
8	Thomson	Sekani	PT - Laborer	$25.12 Hour	New Hire	6-Jan-26	8-Jan-26

New Rochelle Public Library Director's Letter to the Community

January, 2026

Expanding Notary Services to Better Serve Our Community

As part of our ongoing commitment to meeting evolving community needs, the Library is planning to expand its notary services beginning in 2026. This initiative is designed to increase access to an essential civic service while making thoughtful use of existing staff capacity.

Currently, demand for notary services at the Library regularly exceeds availability. By supporting interested staff members in becoming licensed notaries, we can offer more consistent coverage and reduce wait times for patrons- particularly those who rely on the Library for low- or no-cost access to official services.

Under this initiative, the Library will cover the costs associated with becoming a notary, including the application fee, license, and official stamp/seal. Participation is entirely voluntary and open to both full-time and part-time employees. Notary duties will be scheduled as needed and will remain secondary to each employee's primary role, ensuring that core library services are not disrupted.

In addition to strengthening public service delivery, this program provides a meaningful professional development opportunity for staff. Becoming a notary is a transferable skill that supports employee growth while directly benefiting the community we serve.

Staff interest is currently being assessed, and next steps will include sharing training resources, exam requirements, and application guidance with those who opt in. Implementation will be phased and carefully managed to ensure quality, compliance, and sustainability.

This initiative reflects the Library's broader mission: to be a responsive, accessible, and trusted community resource. I look forward to keeping the Board informed as the program develops and as we expand our capacity to meet this important public need.

Respectfully submitted,

Eugenia Schatoff

Eugenia Schatoff
Executive Director, New Rochelle Public Library

Committee Meetings:

Policy Committee Meeting Monday, December 1 · 9:00 – 10:00am

Buildings & Grounds, Friday, December 5 · 8:30 – 9:30am

NRPL Policy Committee (special meeting)Tuesday, December 9 · 8:30 – 9:30am

NRPL Personnel Committee meeting Monday, December 15 · 9:00 – 10:00am

Personnel Committee Meeting Tuesday, December 16 · 9:00 – 10:00am

Finance Committee Wednesday, December 17 · 8:30 – 9:30am

Community Relations Committee Meeting Monday, December 22 · 8:30 – 9:30am

Check-in Meetings:

Assistant Director, Monday, December 1 · 10:30 – 11:00am

Community Relations, Administrative Assistant Tuesday, December 2 · 10:00 – 11:00am

Assistant Director & Librarian III, Tuesday, December 2 · 2:00 – 3:00pm

Assistant Director, Wednesday, December 3 · 10:00 – 10:45am

Assistant Director, Friday, December 5 · 11:15am – 12:00pm

Administrative Assistant, Monday, December 8 · 10:30 – 11:00am

Executive Director of Foundation, Monday, December 8 · 2:00 – 3:00pm

Assistant Director Tuesday, December 9 · 10:30 – 11:15am

Administrative Assistant Tuesday, December 9 · 3:00 – 3:30pm

Youth Department Head Thursday, December 11 · 3:00 – 3:30pm

Board Presidenthursday, December 11 · 6:00 – 7:00pm

Security Tuesday, December 16 · 9:30 – 10:00am

Board President Thursday, December 18 · 8:00 – 9:00am

Administrative Assistant Thursday, December 18 · 10:00 – 10:30am

NRPL Foundation Thursday, December 18 · 11:15am – 12:00pm

Assistant Director Monday, December 22 · 10:00 – 10:45am

Security Tuesday, December 23 · 9:30 – 10:00am

Board President Friday, December 26 · 9:00 – 10:00am

Treasurer Tuesday, December 30 · 9:15 – 10:00am

Other Meetings:

Community Relations Meeting, Monday, December 1 · 3:00 – 3:30pm

Administration Staff Meeting ,Tuesday, December 2 · 12:00 – 1:00pm

Meeting with architect, Monday, December 8 · 12:30 – 1:30pm

NRPL Union prep meeting Tuesday, December 9 · 3:30 – 4:30pm

WLS- Offsite work dayWednesday, December 10 · 9:00am – 5:00pm

Board Meeting Thursday, December 11 · 7:30 – 9:00pm

NRPL Foundation and Board meeting Friday, December 12 · 9:00 – 10:30am

Architect Friday, December 12 · 10:30 – 11:30am

Foundation Monday, December 15 · 1:00 – 2:00pm

Operations manager Thursday, December 18 · 1:30 – 2:00pm

Logo Design Review Site Map Tuesday, December 16 · 3:00 – 4:00pm

Holiday Breakfast Wednesday, December 17 · 9:00am – 12:00pm

Friends Annual Meeting Wednesday, December 17 · 12:00 – 2:00pm

Civil Service Commission Meeting Wednesday, December 17 · 3:30 – 4:30pm

NRPL - Children's Garden - Project Update MeetingThursday, December 18 · 9:00 – 9:30am

Executive Officers Call Tuesday, December 23 · 8:30 – 9:30am

Financial Advisor Call Friday, December 26 · 10:00 – 11:00am

Webforms/Content Tuesday, December 30 · 3:00 – 4:00pm

Departmental Reports

Adult Services Submitted by Kira Aiello:

2026 01 Adult Services monthly report.pdf

2026 01 Adult Services monthly narrative.docx.pdf

Youth Services submitted by Robert Simic :

2026 01 Youth monthly report.pdf

2026 01 Youth Narrative.pdf

Circulation Department submitted by Milton Cobb:

2026 01 Circulation monthly report.docx.pdf

2026 01 Circulation narrative. docx.pdf

Community Relation Department submitted by Lisa Itzkowitz:

2026 01 CommunityRelations monthlyreport.docx.pdf

2026 01 Community Relations Narrative.docx.pdf

Personnel Report:

2026 01 Personnel Report Listing (2).pdf

Incident Reports:

2025 12 Incident Report Listing.pdf

Board Meeting
Thursday, January 8, 2026
Incident Report Listing

DATE	TIME	LOCATION	DESCRIPTION	ACTION Y/N	EMERGENCY SERVICES CONTACT
12/15/2025	7:41 PM	Main Library	Room Cleanliness Issue Following Reservation		
12/15/2025	4:15 PM	Main Library	Medical Emergency Involving Patron	Yes	Ambulance
12/22/2025	3:30 PM	Main	Two patrons arguing, security was called and both patrons were asked to leave.		
12/26/2025	4:15 PM	Main	Disruptive Teen Behavior During Library Program		