



## **BOARD OF TRUSTEES MEETING**

**Thursday, February 12, 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](http://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, January 8, 2026**

**New Rochelle Public Library: Main Library Ossie Davis Theater**

NRPL Board President Lucille Renwick called the meeting to order at 7:30 p.m.

### **BOARD MEMBERS**

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

### **ADMINISTRATION**

Eugenia Schatoff  
Jhenelle Robinson  
Yesika Torres  
Toussaint Gauvin  
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, with one change to include the oath of office for NRPL's new Treasurer between agenda items 5 & 6, seconded by Corey Galloway, approved unanimously.

### **TREASURER OATH OF OFFICE**

Board president Lucille Renwick administered the oath of office to Toussaint Gauvin.

### **MINUTES OF THE BOARD MEETING**

The minutes from the December 11, 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 December 11, 2025, Board meeting, seconded by Vera Salter, approved unanimously. The minutes from the January 2, 2026, Special Board meeting were shared ahead of the meeting and reviewed by the Trustees. Rhiannon Navin made a motion to approve the minutes from the January 2, 2026, Special Board meeting, seconded by Corey Galloway, approved unanimously.

### **WLS Report**

WLS Representative Dr. David Mener had no report, because of WLS's winter recess.

### **PRESIDENT'S REPORT**

Board President Lucille Renwick thanked the library's dedicated staff, volunteers, and community for the many ways they make the library a place of connection, learning, and belonging. The new year brings fresh opportunities to strengthen the library's services and deepen its impact. On behalf of the Board of Trustees and the Director of NRPL, Lucille wished the community the very best in 2026 and reminded patrons to check out the NRPL website for the list of all the classes, programs and opportunities available at the library, to come in to use the library's meeting rooms or to check out a good book. Lucille concluded that there is a lot of work and wonderful progress ahead for this year and that she looks forward to working together

with the Friends of NRPL, the Foundation, city officials, and community members toward another year of shared purpose and possibility for our Library.

#### DIRECTOR'S REPORT

Director Eugenia Schatoff reported that her Director's report primarily focused on a new initiative to expand notary services at the library. As part of the commitment to meet the developing needs of the community, library staff members will be allowed to become licensed notaries. This is vital civic service and the hours of operation of the library lend themselves to being able to offer notary services, ideally seven days per week. Under this initiative, the library will cover the costs associated with staff members becoming notaries. An initial email has resulted in positive feedback from staff members.

Eugenia also shared that she was appointed to the City of New Rochelle's 250th Anniversary Celebration Committee. She is one of thirteen members of a committee that will plan and coordinate the city's celebration of the nation's anniversary. The goal is to recognize New Rochelle's important role in the founding of the country and to create commemorative activities that reflect the city's history, diversity, and civic spirit. Eugenia's term on the committee runs through December 21, 2026.

#### TREASURER'S REPORT

The Treasurer will present his first report at the February 12th Board meeting.

#### COMMITTEE REPORTS

**Budget/Finance Committee** – Chair Rhiannon Navin reported that the committee met on December 17 at 8:30am. The committee has begun the process of preparing the 2026/27 fiscal year budget and will have a number of meetings coming up to finalize the budget. At the next meeting, scheduled for January 21, Calgi Construction Management will present cost estimating for a potential 2026 infrastructure bond. Their estimating takes into account the findings of a building conditions study, performed in 2020. The library will be collaborating with the school district on the bond and an official MOU between the library and school district is being prepared.

Rhiannon explained 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 final report will be presented to the full Board at a Board retreat on February 24th. 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.

Rhiannon emphasized that the committee is excited to be working with the Treasurer and will collaborate to develop financial reporting for the full Board.

Additional committee meetings are scheduled for February 4th and 11th, 2026, at 8:30am.

**Buildings & Grounds/CROC Committee** – Chair Corey Galloway reported that the committee met on January 2nd. Corey reported that the committee reviewed cost scenarios for a potential infrastructure bond. These estimates will be fine-tuned to be presented to the full Board. Corey reported that the committee received and will review a contract from Lathrop, the vendor who will be conducting the library space use study.

Some members of the committee had a planning meeting with representatives from the Friends of the NRPL to discuss a necessary clean-up project of the library's basement and the development of a new basement floor plan.

Corey reported on the close working relationship with the NRPL Foundation, who has been a great partner to the library. The ARPA grant is in the process of being closed out.

**Community Relations Committee** – Co-Chair Vera Salter reported that the committee did not meet in December. The committee is scheduled to next meet on January 26, 2026, at 9am.

**Personnel Committee** – Chair Tatiana Infante was absent, so no report was given.

Lucille Renwick introduced the consent agenda for personnel resolutions, No. 2026-01 (1 through 8), according to the recommended actions. Lucille made a motion to approve the consent agenda, Rhiannon Navin seconded the motion and it was approved unanimously.

**Policy Committee** – Committee Chair Fela Cortés reported that the committee met on January 5, 2026. The committee will next meet on February 2nd, 2026, at 9am. Fela explained that two statements were shared with the Board ahead of today's meeting, the Freedom to Read and Freedom to View statements from the American Library Association. These statements were originally adopted by the Board in 2009 and were due for an updated review date. Fela made a motion for the Board to reaffirm the Freedom to Read and Freedom to View statements, seconded by Vera Salter, and approved unanimously.

#### APPROVAL OF CHECKS AND WARRANTS

Rhiannon Navin made a motion to approve the consent agenda for checks and warrants for the fiscal year 2025/2026: warrant 023, 024, 025, and 026.

The motion was seconded by Corey Galloway and approved unanimously.

#### RESOLUTIONS

None

#### OLD BUSINESS

None

#### NEW BUSINESS

None

#### PUBLIC TO BE HEARD

There were two statements from members of the public:

- Barbara Davis (50 Disbrow Lane, New Rochelle,) who highlighted the contributions of the Friends of the NRPL.
- Stephanie Tomei (70 Aviemore Drive, New Rochelle,) Co-President of the NRPL Foundation, giving information about the Foundation's 2026 fundraising plans.

The meeting was adjourned at 8:04 pm, with a motion by Lucille Renwick, seconded by Fela Cortés and unanimously approved.

Respectfully submitted,  
Rhiannon Navin, Secretary

**A recording of the meeting can be found on the library's website: [www.nrpl.org](http://www.nrpl.org).**



**BOARD OF TRUSTEES SPECIAL MEETING  
MINUTES  
Tuesday, February 3rd, 2026  
Zoom Meeting**

**BOARD MEMBERS**

Lucille Renwick, President  
Corey Galloway, Vice President  
Rhiannon Navin, Secretary  
Fela Cortés  
Tatiana Infante  
Vera Salter (joined at 4:21 am)  
Nancy Weinberger

**ADMINISTRATION**

Eugenia Schatoff

Board President Lucille Renwick called to order, at 4:20 pm, the Emergency Board meeting.

Board President Lucille Renwick made a motion for the Board to go into Executive Session to discuss a personnel matter, seconded by Fela Cortés, approved unanimously. The Board entered Executive Session at 4:21 pm.

Board President Lucille Renwick and Secretary Rhiannon Navin recused themselves from participating in the personnel matter discussion and from voting. Board Vice President Corey Galloway took over the meeting lead. Corey presented the following resolution for the Board's consideration:

*WHEREAS the performance of the newly hired Treasurer has been found insufficient in the first 90 days of hire,*

*BE IT RESOLVED that the employment of the Treasurer is terminated, effective February 4, 2026 (last day of work, February 3, 2026), prior to formal appointment as an officer of the board; and*

*BE IT FURTHER RESOLVED that any matters related to the Treasurer shall be duly addressed per policy.*

Corey made a motion for the Board to approve the resolution, seconded by Nancy Weinberger. After a brief discussion, a Board vote carried the motion unanimously. Lucille Renwick and Rhiannon Navin abstained.

Corey Galloway made a motion to end the Executive session, seconded by Fela Cortés, and approved unanimously. Executive session ended at 4:37 pm and the regular meeting resumed.

**PUBLIC TO BE HEARD** – No public to be heard.

The meeting was adjourned at 4:38 pm, with a motion by Lucille Renwick, seconded by Corey Galloway and unanimously approved.

Respectfully submitted,  
Rhiannon Navin, Secretary

**A recording of the meeting can be found on the library's website: [www.nrpl.org](http://www.nrpl.org).**

**APPROPRIATION CHECK RUN**  
**AUTHORIZATION**

FUND CODE L

FUND NAME LIBRARY - OPERATING

DUE DATE 1/13/2026

CHECK DATE 1/13/2026

WARRANT TOTAL \$42,513.76

WARRANT # 35

AUTHORIZED BY Elaine Dunn

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL  
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 21241

LAST CHECK # 21286

DATE PRINTED 1/15/2026

# New Rochelle Public Library



Check Warrant Report For L - 35: CD - JANUARY 2026 - WARRANT 202601-027 For Dates 1/1/2026 - 1/31/2026

Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
21241	01/13/2026	258 STAPLES ADVANTAGE	2025010640	610.86
21242	01/13/2026	100 AL ROVINS LOCKSMITH	2025010641	46.75
21243	01/13/2026	492 TYRONE & BROTHERS WHOLESALE &	2025010642	836.00
21244	01/13/2026	66 VEOLIA WATER NEW YORK INC	2025010643	794.37
21245	01/13/2026	479 OVERDRIVE, INC.	2025010644	1,642.03
21246	01/13/2026	479 OVERDRIVE, INC.	2025010645	2,006.86
21247	01/13/2026	479 OVERDRIVE, INC.	2025010646	614.82
21248	01/13/2026	479 OVERDRIVE, INC.	2025010647	921.17
21249	01/13/2026	33 DEMCO INC.	2025010648	630.68
21250	01/13/2026	1012 ROBERT HALF	2025010649	6,335.52
21251	01/13/2026	340 PACIFIC TELEMANAGEMENT SERV.	2025010650	69.24
21252	01/13/2026	479 OVERDRIVE, INC.	2026010651	3,288.68
21253	01/13/2026	52 MIDWEST TAPE	2026010652	270.15
21254	01/13/2026	848 ZIOGAS, CONSTANTINE E	2026010653	891.70
21255	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010654	231.44
21256	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010655	144.88
21257	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010656	167.87
21258	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010657	717.57
21259	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010658	564.63
21260	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010659	254.68
21261	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010660	261.20
21262	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010662	248.93
21263	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010663	458.02
21264	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010664	359.75
21265	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010665	505.55
21266	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010667	379.00
21267	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010668	622.64
21268	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010669	396.73
21269	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010670	345.37
21270	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010671	942.37
21271	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010672	881.62
21272	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010673	258.08
21273	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010674	640.98
21274	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010675	176.31
21275	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010676	470.81
21276	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010677	286.70
21277	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010678	275.04
21278	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010679	633.89
21279	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010680	224.53
21280	01/13/2026	756 INGRAM LIBRARY SERVICES	2026010681	135.78
21281	01/13/2026	479 OVERDRIVE, INC.	2026010682	182.94
21282	01/13/2026	11 WESTCHESTER LIBRARY SYSTEM	2026010684	725.00
21283	01/13/2026	873 PHILADELPHIA INSURANCE COMPANIES	2026010686	8,307.83
21284	01/13/2026	687 The Hartford	2026010687	2,156.00
21285	01/13/2026	824 T-MOBILE	2026010688	98.79

# New Rochelle Public Library

Check Warrant Report For L - 35: CD - JANUARY 2026 - WARRANT 202601-027 For Dates 1/1/2026 - 1/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
21286	01/13/2026	1063	SWINGIN' FOX MUSIC	2026010689	1,500.00
<b>Number of Transactions:</b> 46				<b>Warrant Total:</b>	<b>42,513.76</b>
				<b>Vendor Portion:</b>	<b>42,513.76</b>

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 46 in number, in the total amount of \$42,513.76. 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.

1/22/26

Date

Sayla Reller

Signature

Claims Auditor

Title

## 2025-2026

## WARRANT # 202601-027

New Rochelle Public Library  
Exported on: 1/8/2026 at 5:58 PM

### Purchase Order Schedule Report By L-17: PO - JANUARY 2026 # 1

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date Account	Placed
2025010640	258	STAPLES ADVANTAGE	JANUARY 2026 - CONTRACTUAL	Administration	01/01/2026 L 741.016	610.86
2025010641	100	AL ROVINS LOCKSMITH	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/01/2026 L 7415.606-0	46.75
2025010642	492	TYRONE & BROTHERS WHOLESALE & JANUARY 2026 - CONTRACTUAL	Custodial & Facilities		01/01/2026 L 7415.606-0	836.00
2025010643	66	VEOLIA WATER NEW YORK INC	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/01/2026 L 7410.425	794.37
2025010644	479	OVERDRIVE, INC.	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-92	1,642.03
2025010645	479	OVERDRIVE, INC.	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-91	2,006.86
2025010646	479	OVERDRIVE, INC.	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-90	614.82
2025010647	479	OVERDRIVE, INC.	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-91	921.17
2025010648	33	DEMCO INC.	JANUARY 2026 - CONTRACTUAL	Tech Services	01/01/2026 L 7415.607-0	630.68
2025010649	1012	ROBERT HALF	JANUARY 2026 - CONTRACTUAL	Administration	01/01/2026 L 7410.403-40	6,335.52
2025010650	340	PACIFIC TELEMANAGEMENT SERV.	JANUARY 2026 - CONTRACTUAL	Tech Services	01/01/2026 L 7410.411	69.24
2026010651	479	OVERDRIVE, INC.	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-90	3,288.68
2026010652	52	MIDWEST TAPE	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-40	270.15
2026010653	848	ZIOGAS, CONSTANTINE E	JANUARY 2026 - CONTRACTUAL	Teen Services	01/01/2026 L 7410.406-50	891.70
2026010654	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-50	231.44
2026010655	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-50	144.88
2026010656	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-50	167.87
2026010657	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-50	717.57
2026010658	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-50	564.63
2026010659	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	254.68
2026010660	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	261.20

**2025-2026****WARRANT # 202601-027**

2026010661	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	277.19 - <i>V O 1 D</i>
2026010662	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	248.93
2026010663	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	458.02
2026010664	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	359.75
2026010665	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	505.55
2026010666	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	516.66 - <i>V O 1 D</i>
2026010667	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	379.00
2026010668	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	622.64
2026010669	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	396.73
2026010670	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	345.37
2026010671	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	942.37
2026010672	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	881.62
2026010673	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	258.08
2026010674	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	640.98
2026010675	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	176.31
2026010676	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-10	470.81
2026010677	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	286.70
2026010678	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	275.04
2026010679	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	633.89
2026010680	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-20	224.53
2026010681	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/01/2026 L 7410.540-50	135.78
2026010682	479	OVERDRIVE, INC.	JANUARY 2026 - MATERIALS	Adult Services	01/05/2026 L 7410.540-91	182.94
2026010683	479	OVERDRIVE, INC.	JANUARY 2026 - MATERIALS	Adult Services	01/05/2026 L 7410.540-90	222.48 - <i>U O 1 D</i>

**2025-2026****WARRANT # 202601-027**

2026010684	11	WESTCHESTER LIBRARY SYSTEM	JANUARY 2026- CONTRACTUAL	Tech Services	01/05/2026 L 7410.403-70 725.00
2026010686	873	PHILADELPHIA INSURANCE COMPANY	JANUARY 2026 - CONTRACTUAL	Administration	01/05/2026 L 7410.407 8,307.83
2026010687	687	THE HARTFORD	JANUARY 2026 - CONTRACTUAL	Administration	01/05/2026 L 9040.800 2,156.00
2026010688	824	T-MOBILE	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/05/2026 L 7410.411 98.79
2026010689	1063	SWINGIN' FOX MUSIC	JANUARY 2026 - CONTRACTUAL	Community Relations	01/05/2026 L 7410.403-70 1,500.00
				<b>Schedule Totals:</b>	<b>43,530.09</b>
				<b>Net Amount:</b>	<b>43,530.09</b>

Number of Purchase Orders: 49

✓010 ✓checks  
# 1,016.33 (1+)

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

*Jeffrey Mark* 1/8/26  
Director

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

*John Doe* 1/8/26  
Trustee

*Jeanne Bernstein* 1/8/2026  
Trustee

New Rochelle Public Library

Exported on: 1/8/2026 at 5:58 PM

## Purchase Order Schedule Report By L - 17: PO - JANUARY 2026 # 1

## Account Distribution Totals

Account	Description	Placed
L 7410.403-40	FEES FOR SERVICES-PAYROLL EXP.	6,335.52
L 7410.403-70	FEES FOR SERVICES-PROGRAMS-GEN.	2,225.00
L 7410.406-50	CONTRACTED SERVICES-THEATRE & TEEN AST	891.70
L 7410.407	INSURANCE PREMIUMS	8,307.83
L 7410.411	TELEPHONE	168.03
L 7410.425	WATER	794.37
L 7410.540-10	LIBRARY MATERIALS - NON-FICTION	4,734.91
L 7410.540-20	LIBRARY MATERIALS - FICTION	4,681.14
L 7410.540-40	LIBRARY MATERIALS - ADULT AUDIO VISUAL	270.15
L 7410.540-50	LIBRARY MATERIALS - JUVENILE PRINT	1,962.17
L 7410.540-90	LIBRARY MATERIALS - EBOOKS - FICTION	4,125.98
L 7410.540-91	LIBRARY MATERIALS - EBOOKS - NON FICTION	3,110.97
L 7410.540-92	LIBRARY MATERIALS - EBOOKS - CHILDRENS	1,642.03
L 7415.606-0	SUPPLIES - BUILDING	882.75
L 7415.607-0	SUPPLIES - TECH SERVICES	630.68
L 9040.800	WORKERS' COMP	2,156.00
L G741.016	DIGITAL NAVIGATOR - HUDSON VALLEY	610.86
<b>Fund L Totals:</b>		<b>43,530.09</b>

**APPROPRIATION CHECK RUN**  
**AUTHORIZATION**

FUND CODE LT

FUND NAME LIBRARY - GIFTS & DONATIONS

DUE DATE 1/13/2026

CHECK DATE 1/13/2026

WARRANT TOTAL \$400.00

WARRANT # 13

AUTHORIZED BY *John Dunn*

TITLE *Deputy Treasurer*

PLEASE ATTACH A COPY OF YOUR FINAL  
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 2901

LAST CHECK # 2901

DATE PRINTED 1/15/2026

# New Rochelle Public Library

Check Warrant Report For LT - 13: CD - JANUARY 2026 - WARRANT 202601-028 For Dates 1/1/2026  
- 1/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2901	01/13/2026	133	CHILDREN'S MUSEUM/MANHATTAN	2026010685	400.00
<b>Number of Transactions:</b> 1					<b>Warrant Total:</b> 400.00
					<b>Vendor Portion:</b> 400.00

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 400.00. 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.

1/22/26

Date

Layla Rollin

Signature

Claims Auditor

Title

**2025-2026****WARRANT****202601-028**

New Rochelle Public Library  
Exported on: 1/8/2026 at 6:08 PM

**Purchase Order Schedule Report By LT - 13: PO - JANUARY 2026 # 1 G&D**

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date Account
2026010685	133	CHILDREN'S MUSEUM/MANHATTAN	JANUARY 2026 - G & D - FOUNDATION	Adult Services	01/05/2026 LT 7411.000

Placed  
400.00

Schedule Totals:  
Net Amount:  
400.00  
400.00

Number of Purchase Orders: 1

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

  
Alyssa Shapoff  
Director

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

 1/8/2026  
Trustee  
 1/8/2026  
Trustee

**WARRANT  
202512-026**

**2025-2026**

New Rochelle Public Library

Exported on: 1/8/2026 at 6:08 PM

Purchase Order Schedule Report By LT - 13; PO - JANUARY 2026 # 1 G&D

Account Distribution Totals	Description	Placed
Account	FOUNDATION EXPENDITURES	400.00
LT 7411.000	Fund LT Totals:	400.00

# APPROPRIATION CHECK RUN

## AUTHORIZATION

FUND CODE L

FUND NAME LIBRARY - OPERATING

DUE DATE 1/20/2026

CHECK DATE 1/20/2026

WARRANT TOTAL \$192,053.90

WARRANT # 36

AUTHORIZED BY *John Dunn*

TITLE *Deputy Treasurer*

PLEASE ATTACH A COPY OF YOUR FINAL  
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # *21287*

LAST CHECK # *21336*

DATE PRINTED *1/20/24*

# New Rochelle Public Library

Check Warrant Report For L - 36: CD - JANUARY 2026 - WARRANT 202601-029 For Dates 1/1/2026 - 1/31/2026



Check #	Check Date	Vendor ID Vendor Name	PO Number	Check Amount
21287	01/20/2026	76 PETTY CASH	2026010702	117.56
21288	01/20/2026	63 SSC INC.	2026010703	15,454.84
21289	01/20/2026	57 PURCHASE POWER	2026010704	450.63
21290	01/20/2026	27 CITY OF NEW ROCHELLE	2026010705	1,036.00
21291	01/20/2026	23 CABLEVISION	2026010706	59.90
21292	01/20/2026	635 DE LAGE LANDEN FINANCIAL SVCS	2026010707	725.00
21293	01/20/2026	635 DE LAGE LANDEN FINANCIAL SVCS	2026010708	113.50
21294	01/20/2026	1015 ADP INC.	2026010709	472.48
21295	01/20/2026	1012 ROBERT HALF	2026010710	6,790.72
21296	01/20/2026	66 VEOLIA WATER NEW YORK INC	2026010711	1,160.43
21297	01/20/2026	66 VEOLIA WATER NEW YORK INC	2026010712	137.17
21298	01/20/2026	66 VEOLIA WATER NEW YORK INC	2026010713	46.72
21299	01/20/2026	740 ZAMEK, BRIAN	2026010714	700.00
21300	01/20/2026	740 ZAMEK, BRIAN	2026010715	939.80
21301	01/20/2026	33 DEMCO INC.	2026010716	499.00
21302	01/20/2026	951 LIBRARY IDEAS LLC	2026010717	109.57
21303	01/20/2026	951 LIBRARY IDEAS LLC	2026010718	271.58
21304	01/20/2026	67 VERIZON	2026010720	303.38
21305	01/20/2026	481 WESTERN PEST SERVICES	2026010721	750.36
21306	01/20/2026	30 CON EDISON	2026010722	423.41
21307	01/20/2026	672 APPLE MAINTENANCE SERVICES INC	2026010723	5,780.20
21308	01/20/2026	849 CUSTOM COMPUTER SPECIALISTS, INC.	2026010724	23,040.00
21309	01/20/2026	756 INGRAM LIBRARY SERVICES	2026010725	168.64
21310	01/20/2026	756 INGRAM LIBRARY SERVICES	2026010726	127.99
21311	01/20/2026	756 INGRAM LIBRARY SERVICES	2026010727	437.67
21312	01/20/2026	756 INGRAM LIBRARY SERVICES	2026010728	328.83
21313	01/20/2026	756 INGRAM LIBRARY SERVICES	2026010729	1,088.58
21314	01/20/2026	66 VEOLIA WATER NEW YORK INC	2026010730	137.14
21315	01/20/2026	203 CITY SCHOOL DIST NEW ROCHELLE	2026010731	10,943.24
21316	01/20/2026	258 STAPLES ADVANTAGE	2026010732	995.65
21316	01/22/2026	258 **VOID** STAPLES ADVANTAGE	2026010732	-995.65
21317	01/20/2026	258 STAPLES ADVANTAGE	2026010733	895.25
21318	01/20/2026	18 AMAZON	2026010734	287.40
21319	01/20/2026	18 AMAZON	2026010735	369.19
21320	01/20/2026	18 AMAZON	2026010736	666.39
21321	01/20/2026	18 AMAZON	2026010737	58.20
21322	01/20/2026	18 AMAZON	2026010738	84.50
21323	01/20/2026	18 AMAZON	2026010739	210.81
21324	01/20/2026	18 AMAZON	2026010740	214.07
21325	01/20/2026	18 AMAZON	2026010742	426.64
21326	01/20/2026	18 AMAZON	2026010746	37.30
21327	01/20/2026	1055 BONADIO & CO., LLP	2026010747	7,500.00
21328	01/20/2026	1065 INTENSITY MUSIC LLC	2026010748	1,500.00
21329	01/20/2026	917 DORIS EUGENIO	2026010749	665.00
21330	01/20/2026	963 M&T BANK	2026010750	96.93

**New Rochelle Public Library****Check Warrant Report For L - 36: CD - JANUARY 2026 - WARRANT 202601-029 For Dates 1/1/2026 - 1/31/2026**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
21331	01/20/2026	963	M&T BANK	2026010751	101.47
21332	01/20/2026	75	EMPLOYEE BENEFITS DIVISION	2026010754	104,948.91
21333	01/20/2026	963	M&T BANK	2026010755	172.39
21334	01/20/2026	963	M&T BANK	2026010756	66.23
21335	01/20/2026	963	M&T BANK	2026010757	66.23
21336	01/20/2026	933	PLAYAWAY PRODUCTS LLC	2026010758	77.00
<b>Number of Transactions: 51</b>				<b>Warrant Total:</b>	<b>191,058.25</b>
				<b>Vendor Portion:</b>	<b>191,058.25</b>

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, 51 in number, in the total amount of \$191,058.25. 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.

1/22/26

Date

Layla Rollins

Signature

Claims Auditor

Title

## 2025-2026

### Purchase Order Schedule Report By L - 18: PO - JANUARY 2026 # 2

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date Account	Placed
2026010702	76	PETTY CASH	JANUARY 2026 - PETTY CASH	Administration	01/13/2026 L 7415.601-0	30.96
					01/13/2026 L 7410.404	73.90
					01/13/2026 L 7410.550	12.70
2026010703	63	SSC INC.	JANUARY 2026 - CONTRACTUAL	Administration	01/13/2026 L 7410.406-10	15,454.84
2026010704	57	PURCHASE POWER	JANUARY 2026 - CONTRACTUAL	Administration	01/13/2026 L 7410.550	450.63
2026010705	27	CITY OF NEW ROCHELLE	JANUARY 2026 - CONTRACTUAL	Administration	01/13/2026 L 7410.410	1,036.00
2026010706	23	CABLEVISION	JANUARY 2026- CONTRACTUAL	Tech Services	01/13/2026 L 7410.200-30	59.90
2026010707	635	DE LAGE LANDEN FINANCIAL SVCS	JANUARY 2026 - CONTRACTUAL	Administration	01/13/2026 L 7410.402-20	725.00
2026010708	635	DE LAGE LANDEN FINANCIAL SVCS	JANUARY 2026 - CONTRACTUAL	Administration	01/13/2026 L 7410.402-20	113.50
2026010709	1015	ADP INC.	JANUARY 2026 - CONTRACTUAL	Administration	01/13/2026 L 7410.403-40	472.48
2026010710	1012	ROBERT HALF	JANUARY 2026 - CONTRACTUAL	Administration	01/13/2026 L 7410.403-40	6,790.72
2026010711	66	VEOLIA WATER NEW YORK INC	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/13/2026 L 7410.425	1,160.43
2026010712	66	VEOLIA WATER NEW YORK INC	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/13/2026 L 7410.425	137.17
2026010713	66	VEOLIA WATER NEW YORK INC	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/13/2026 L 7410.425	46.72
2026010714	740	ZAMEK, BRIAN	JANUARY 2026 - CONTRACTUAL	Adult Services	01/13/2026 L 7410.408	700.00
2026010715	740	ZAMEK, BRIAN	JANUARY 2026 - CONTRACTUAL	Adult Services	01/13/2026 L 7410.408	939.80
2026010716	33	DEMCO INC.	JANUARY 2026 - CONTRACTUAL	Tech Services	01/13/2026 L 7415.607-0	499.00
2026010717	951	LIBRARY IDEAS LLC	JANUARY 2026 - MATERIALS	Adult Services	01/13/2026 L 7410.540-70	109.57
2026010718	951	LIBRARY IDEAS LLC	JANUARY 2026 - MATERIALS	Adult Services	01/13/2026 L 7410.540-60	271.58
2026010720	67	VERIZON	JANUARY 2026 - CONTRACTUAL	Tech Services	01/13/2026 L 7410.411	303.38
2026010721	481	WESTERN PEST SERVICES	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/13/2026 L 7410.401-30	750.36
2026010722	30	CON EDISON	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/13/2026 L 7410.440	423.41

**2025-2026****WARRANT # 202601-029**

2026010723	672	APPLE MAINTENANCE SERVICES INC JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/13/2026 L 7410.406-30	5,780.20
2026010724	849	CUSTOM COMPUTER SPECIALISTS, INC JANUARY 2026 - CONTRACTUAL	Administration	01/13/2026 L 7410.406-50	23,040.00
2026010725	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/14/2026 L 7410.540-50
2026010726	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/14/2026 L 7410.540-50
2026010727	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/14/2026 L 7410.540-50
2026010728	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/14/2026 L 7410.540-70
2026010729	756	INGRAM LIBRARY SERVICES	JANUARY 2026 - MATERIALS	Adult Services	01/14/2026 L 7410.540-70
2026010730	66	VEOLIA WATER NEW YORK INC	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/14/2026 L 7410.425
2026010731	203	CITY SCHOOL DIST NEW ROCHELLE	JANUARY 2026 - CONTRACTUAL	Custodial & Facilities	01/14/2026 L 7410.441
2026010732	258	STAPLES ADVANTAGE	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7415.601-0
2026010733	258	STAPLES ADVANTAGE	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7415.602-0
2026010734	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7415.601-0
2026010735	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7410.540-40
2026010736	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7415.603-0
2026010737	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7410.403-74
2026010738	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7415.607-0
2026010739	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7410.200-10
2026010740	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7415.601-0
2026010742	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/14/2026 L 7415.606-0
2026010746	18	AMAZON	JANUARY 2026 - CONTRACTUAL	Administration	01/15/2026 L 7410.403-70
2026010747	1055	BONADIO & CO., LLP	JANUARY 2026 - CONTRACTUAL	Administration	01/15/2026 L 7415.601-0
2026010748	1065	INTENSITY MUSIC LLC	JANUARY 2026 - CONTRACTUAL	Community Relations	01/15/2026 L 7410.403-70

**2025-2026****WARRANT # 202601-029**

2026010749	917	DORIS EUGENIO	JANUARY 2026 - CONTRACTUAL	Community Relations	01/15/2026 L 7410.403-72	665.00
2026010750	963	M&T BANK	JANUARY 2026 - CONTRACTUAL	Teen Services	01/15/2026 L 7410.403-74	96.93
2026010751	963	M&T BANK	JANUARY 2026 - CONTRACTUAL	Teen Services	01/15/2026 L 7410.403-74	101.47
2026010754	75	EMPLOYEE BENEFITS DIVISION	JANUARY 2026 - HEALTH CARE	Administration	01/15/2026 L 9060.800	78,687.88
					01/15/2026 L 9060.801	26,261.03
2026010755	963	M&T BANK	JANUARY 2026 - CONTRACTUAL	Administration	01/15/2026 L 7410.403-40	172.39
2026010756	963	M&T BANK	JANUARY 2026 - CONTRACTUAL	Administration	01/15/2026 L 7410.411	66.23
2026010757	963	M&T BANK	JANUARY 2026 - CONTRACTUAL	Administration	01/15/2026 L 7410.411	66.23
2026010758	933	PLAYAWAY PRODUCTS LLC	JANUARY 2026 - MATERIALS	Children's Department	01/15/2026 L 7410.540-60	77.00

Schedule Totals:  
Net Amount:

Number of Purchase Orders: 50

VOID CK # 21316  
# 99565 (YF)

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.

Doris Eugenio 1/15/26  
Director

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

Trustee John S. Schaff 1/16/26  
Trustee John S. Schaff 1/20/26

New Rochelle Public Library

Exported on: 1/15/2026 at 4:21 PM

## Purchase Order Schedule Report By L - 18: PO - JANUARY 2026 # 2

## Account Distribution Totals

Account	Description	Placed
L 7410.200-10	EQUIPMENT- DATA PROCESS-HARDWARE	210.81
L 7410.200-30	EQUIPMENT- DATA PROCESS-TELECOMMUNICAT	59.90
L 7410.401-30	FACILITY REPAIR - PEST CONTROL	750.36
L 7410.402-20	EQUIPMENT REPAIR - COPIER MACHINES	838.50
L 7410.403-40	FEES FOR SERVICES-PAYROLL EXP.	7,435.59
L 7410.403-70	FEES FOR SERVICES-PROGRAMS-GEN.	1,515.17
L 7410.403-72	FEES FOR SERVICES-PROGRAMS-COMMREL	665.00
L 7410.403-74	FEES FOR SERVICES-PROGRAMS-TEENS	256.60
L 7410.404	MILEAGE ALLOWANCE	73.90
L 7410.405	AUDIT & SUPPORT	7,500.00
L 7410.406-10	CONTRACTED SERVICES-SECURITY PERSONNEL	15,454.84
L 7410.406-30	CONTRACTED SERVICES-FACILITY MAINT SVC	5,780.20
L 7410.406-50	CONTRACTED SERVICES-THEATRE & TEEN AST	23,040.00
L 7410.408	PROFESSIONAL TRAINING	1,639.80
L 7410.410	TAXES & ASSESSMENTS-COUNTY WATER&SEW	1,036.00
L 7410.411	TELEPHONE	435.84
L 7410.425	WATER	1,481.46
L 7410.440	CON ED - HCL GAS	423.41
L 7410.441	PASNY- ELECTRICITY	10,943.24
L 7410.540-40	LIBRARY MATERIALS - ADULT AUDIO VISUAL	369.19
L 7410.540-50	LIBRARY MATERIALS - JUVENILE PRINT	734.30
L 7410.540-60	LIBRARY MATERIALS - JUVENILE AUDIO VIS	348.58
L 7410.540-70	LIBRARY MATERIALS - HCL COLLECTION	1,526.98
L 7410.550	POSTAGE FREIGHT RENT	463.33
L 7415.601-0	SUPPLIES - GENERAL	1,423.10
L 7415.602-0	SUPPLIES - TONERS	1,022.36
L 7415.603-0	SUPPLIES - CHILDREN'S	666.39
L 7415.606-0	SUPPLIES - BUILDING	426.64
L 7415.607-0	SUPPLIES - TECH SERVICES	583.50
L 9060.800	MEDICAL INSURANCE	78,687.88
L 9060.801	RETIREE - MEDICAL INSURANCE	26,261.03
<b>Fund L Totals:</b>		<b>192,053.90</b>

## APPROPRIATION CHECK RUN

### AUTHORIZATION

FUND CODE LT

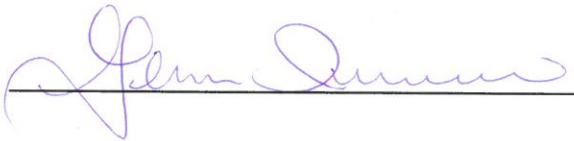
FUND NAME LIBRARY - GIFTS & DONATIONS

DUE DATE 1/20/2026

CHECK DATE 1/20/2026

WARRANT TOTAL \$4,479.58

WARRANT # 14

AUTHORIZED BY 

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL  
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 2902

LAST CHECK # 2906

DATE PRINTED 1/20/24

**New Rochelle Public Library****Check Warrant Report For LT - 14: CD - JANUARY 2026 - WARRANT 202601-030 For Dates 1/1/2026 - 1/31/2026**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2902	01/20/2026	303	AMERICAN MUSEUM OF NATURAL HIS	2026010743	500.00
2903	01/20/2026	824	T-MOBILE	2026010744	909.00
2904	01/20/2026	18	AMAZON	2026010745	70.58
2905	01/20/2026	963	M&T BANK	2026010752	2,750.00
2906	01/20/2026	130	MUSEUM OF THE CITY OF NY	2026010753	250.00
<b>Number of Transactions: 5</b>				<b>Warrant Total:</b>	<b>4,479.58</b>
				<b>Vendor Portion:</b>	<b>4,479.58</b>

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$4,479.58. 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.

1/22/26

Date

Jayla Roller

Signature

Claims Auditor

Title

**WARRANT****202601-030****2025-2026**

New Rochelle Public Library  
Exported on: 1/15/2026 at 3:43 PM

**Purchase Order Schedule Report By LT - 14: PO - JANUARY 2026 # 2 G&D**

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date Account	Placed
2026010743	303	AMERICAN MUSEUM OF NATURAL HIS	JANUARY 2026 - G & D - FOUNDATION	Adult Services	01/14/2026 LT 7411.000	500.00
2026010744	824	T-MOBILE	JANUARY 2026 - G & D - FOUNDATION	Tech Services	01/14/2026 LT 7411.000	909.00
2026010745	18	AMAZON	JANUARY 2026 - G & D - FOUNDATION	Tech Services	01/14/2026 LT 7411.001	70.58
2026010752	963	M&T BANK	JANUARY 2026 - G & D - FOUNDATION	Circ & Registration	01/15/2026 LT 7411.000	2,750.00
2026010753	130	MUSEUM OF THE CITY OF NY	JANUARY 2026 - G & D - FOUNDATION	Adult Services	01/15/2026 LT 7411.000	250.00
<b>Number of Purchase Orders:</b> 5				<b>Schedule Totals:</b>	<b>4,479.58</b>	
				<b>Net Amount:</b>	<b>4,479.58</b>	

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.

Josephine Sekaloff 1/15/26  
Director

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

John Seltzer 1/16/26  
Trustee

John Seltzer 1/16/26  
Trustee

**2025-2026**

**WARRANT  
202601-030**

New Rochelle Public Library

Exported on: 1/15/2026 at 3:43 PM

Purchase Order Schedule Report By LT - 14: PO - JANUARY 2026 # 2 G&D

**Account Distribution Totals**

<b>Account</b>	<b>Description</b>	<b>Placed</b>
LT 7411.000	FOUNDATION EXPENDITURES	4,409.00
LT 7411.001	FOUNDATION EXPENDITURES - HCL	70.58
	<b>Fund LT Totals:</b>	<b>4,479.58</b>

**APPROPRIATION CHECK RUN**  
**AUTHORIZATION**

FUND CODE L

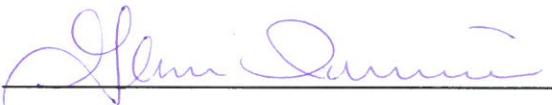
FUND NAME LIBRARY - OPERATING

DUE DATE 1/20/2026

CHECK DATE 1/20/2026

WARRANT TOTAL \$17,205.00

WARRANT # 37

AUTHORIZED BY 

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL  
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 21337

LAST CHECK # 21348

DATE PRINTED 1/20/24

**New Rochelle Public Library****Check Warrant Report For L - 37: CD - JANUARY 2026 - WARRANT 202601-031 For Dates 1/1/2026 - 1/31/2026**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
21337	01/20/2026	444	JOHN A NATOLI	2026010690	2,220.00
21338	01/20/2026	307	BIGUAD, BROWN	2026010691	2,220.00
21339	01/20/2026	540	GASPARINI-WILKE	2026010692	2,220.00
21340	01/20/2026	22	MILLS, BETH	2026010693	1,110.00
21341	01/20/2026	962	ROXANNE MAPP	2026010694	1,110.00
21342	01/20/2026	227	COOKE, GERRI	2026010695	1,110.00
21343	01/20/2026	308	MICELI, MARY	2026010696	1,110.00
21344	01/20/2026	216	OGYIRI, DANIEL	2026010697	1,110.00
21345	01/20/2026	777	PASACRETA, MARY J KANE	2026010698	2,220.00
21346	01/20/2026	776	CRONIN, EUGENE	2026010699	1,110.00
21347	01/20/2026	218	GEOFFINO, THOMAS	2026010700	1,110.00
21348	01/20/2026	1064	REITANO, DONNA	2026010701	555.00

**Number of Transactions: 12****Warrant Total: 17,205.00****Vendor Portion: 17,205.00****Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, 12 in number, in the total amount of \$17,205.00. 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.

1/22/26

Date

Layla Ralli

Signature

Claims Auditor

Title

## 2025-2026

## WARRANT # 202601-031

New Rochelle Public Library  
Exported on: 1/15/2026 at 5:12 PM

### Purchase Order Schedule Report By L - 19: PO - JANUARY 2026 # 2 - MEDICARE REIMBURSEMENT

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date Account	Placed
2026010690	444	NATOLI, JOHN A.	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	2,220.00
2026010691	307	BIGUAD, BROWN	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	2,220.00
2026010692	540	GASPARINI-WILKE, LISA	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	2,220.00
2026010693	22	MILLS, BETH	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	1,110.00
2026010694	962	MAPP, ROXANNE	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	1,110.00
2026010695	227	COOKE, GERRI	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	1,110.00
2026010696	308	MICELI, MARY	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	1,110.00
2026010697	216	OGYRI, DANIEL	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	1,110.00
2026010698	777	PASACRETA, MARY J KANE	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	2,220.00
2026010699	776	CRONIN, EUGENE	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	1,110.00
2026010700	218	GEOFFINO, THOMAS	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	1,110.00
2026010701	1064	REITANO, DONNA	JANUARY 2026 - MEDICAL	Administration	01/13/2026 L 9060.801	555.00

Number of Purchase Orders: 12

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.

*Elisabeth Schatoff* 1/15/26  
Director

Schedule Totals:  
17,205.00

Net Amount:  
17,205.00

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

*John Saffer* 1/16/26  
Trustee  
*John Saffer* 1/16/26  
Trustee

**2025-2026**

**WARRANT**

**202601-031**

New Rochelle Public Library

Exported on: 1/15/2026 at 5:12 PM

**Purchase Order Schedule Report By L - 19: PO - JANUARY 2026 # 2 - MEDICARE REIMBURSEMENT**

**Account Distribution Totals**

<b>Account</b>	<b>Description</b>	<b>Placed</b>
L 9060.801	RETIREE - MEDICAL INSURANCE	17,205.00
<b>Fund L Totals:</b>		<b>17,205.00</b>

# Narrative Report – Adult Services

## January 2026

**Department:** Adult Services

**Submitted by:** Kira Aiello

**Reporting Period:** 01/02/2026-01/31/2026

The librarians continue to look for new and diverse ways to reach the community. *How to Grieve Your Property Taxes*, is a program that was pitched to us through our new online volunteer application by a long time New Rochelle resident and library patron. She has been a NY State certified general appraiser since 2005 and active member of the Appraisal Institute. Ginna has lived in New Rochelle since 2009 and currently works as the assistant assessor for the City of Rye. The program, held on Thursday evening, January 15th, was a runaway hit! “There is no cost to grieve an assessment, and it does not require you to hire a lawyer. Come join us for an informational presentation and learn how to do it yourself.” This program was the first of its kind at the library and was originally planned for the third floor classroom, but it quickly became apparent that we needed a bigger space, fortunately there was availability so the presentation could be moved to the theater. Forty patrons attended this program.

Our Square cash register system went live at the end of January. We are very excited about this technology upgrade. The new register is equipped to accept cash payments, debit/credit card transactions, and payment through apps like Google Pay, Apple Pay and Cash App. All income transactions will be processed through the register. This includes exam proctoring fees, room rental fees, payments for lost items, and payments for late museum passes. Goal 2, upgrade technology to elevate the library’s service delivery.

In January we partnered with ARC Westchester to host a Job Fair focused on careers supporting individuals with developmental disabilities. We also partnered with the City School District of New Rochelle to hold a Universal Pre-K Registration. On Saturday 1/24 from 9:30-1:30 representatives from the school district helped our Spanish speaking community members with the pre-K registration process. Goal 3, support and strengthen partnerships with community-based organizations and Goal 4, prioritizing outreach to communities of color and Spanish-speaking residents.

# NRPL Monthly Departmental Update

## Adult Services

**Department:** Adult Services

**Submitted by:** Kira Aiello

**Reporting Period:** January 2026

### 1. Key Highlights (Strategic Goals Alignment)

- *How to Grieve Your Property Taxes*, a program held on Thursday evening, January 15th was a runaway hit! “There is no cost to grieve an assessment, and it does not require you to hire a lawyer. Come join us for an informational presentation and learn how to do it yourself.” This program was the first of its kind at the library and was originally planned for the third floor classroom, but it quickly became apparent that we needed a bigger space, fortunately there was availability and the presentation was moved to the theater. Forty patrons attended the program. Goal 5, increase access & scale of library programs and services.
- Our Square cash register system went live at the end of January. We are very excited about this technology upgrade. The new register is equipped to accept cash payments, debit/credit card transactions, and payment through apps like Google Pay, Apple Pay and Cash App. All income transactions will be processed through the register. This includes exam proctoring fees, room rental fees, payments for lost items, and payments for late museum passes. Goal 2, upgrade technology to elevate the library’s service delivery.
- In January we partnered with ARC Westchester to host a Job Fair focused on careers supporting individuals with developmental disabilities. We also partnered with the City School District of New Rochelle to hold a Universal Pre-K Registration. On Saturday 1/24 from 9:30-1:30 representatives from the school district helped our Spanish speaking community members with the pre-K registration process. Goal 3, support and strengthen partnerships with community-based organizations and Goal 4, prioritizing outreach to communities of color and Spanish-speaking residents.

## 2. Programs, Services & Collections

### Programs

- The first meeting of the Past Pages Society Book Club, our first *nonfiction book club* was held on Saturday, January 17th. The theme of the books to be discussed this year will support the library's 250th Anniversary of the Revolutionary War initiative. The book chosen for January's discussion was *Thomas Paine and the Promise of America* by Harvey J. Kaye—a fitting choice as Paine spent his final years in New Rochelle.
- The Brown Bag Book Club met to discuss *Before the Coffee Gets Cold* by Kawaguchi.
- *How to Grieve Your Property Taxes*, a program held on Thursday evening, January 15th in the Ossie Davis Theater.
- First of our current films series: A Celebration of Black Movie Musicals, was screened on Saturday, January 3rd, *Stormy Weather* (1943)
- Our Citizenship Preparation Classes covering interview preparation and guidance on current USCIS applications have resumed for the new year. The first class was held on Saturday, January 24th.
- Digital Learning Classes - Microsoft and Google Docs basics in English & Spanish are held every Monday at 5:00 PM.
- ESL classes offered by Westchester Community College began their winter semester. In person classes are held every Monday, Tuesday, Thursday and Friday.
- A meeting of the Acoustic String Jam Session was held on Saturday, January 10th and is growing in popularity.

### Services

- Job Search Coach - One-on-one sessions are held every Monday evening from 5:00–7:30 PM.
- Healthcare Navigator Drop-in assistance is offered for NYS affordable healthcare three Wednesdays a month, from 11:00 AM to 12:00 PM, 2nd.FI.
- Notary Nights are offered the third Thursday of every month at 6:00 PM.
- Our Digital Navigators continue to meet with patrons for one on one help, both drop in and via scheduled appointments.

### Community partnerships and collaborations

- Arc Westchester partnered with the NRPL to host a Job Fair focused on careers supporting individuals with developmental disabilities. Thursday, 1/22- 1:00-4:00 pm, Meeting Room.
- City School District of NR: Universal Pre-K Registration - Representatives from the

school district helped our Spanish speaking patrons with the registration process, Saturday 1/24, 9:30-1:30 PM. Meeting Room

### **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**

- The Adult Services Department, along with all of the other library departments, gave a presentation at our staff development day, "Adult Services: who we are and what we do." It was a good exercise to revisit and present what we do everyday, and it was interesting to get a refresher on what all of the other departments do to serve our patrons.

## **3. Patron & Community Engagement**

- Each month the librarians create reading lists for the newsletter and book displays throughout the building. January lists and displays featured: A New Year, a New You, Martin Luther King Jr. Day, National Hobby Month, and a Thomas Paine display celebrating the 250th anniversary of the publication of "Common Sense" on January 10th.
- We recently added a new book display area on the circulation desk facing the lobby. Our display for January was "Inspirational fiction." We are pleased to report that this display was popular with our patrons and we found ourselves re-stocking the display.
- Beginning this month, a volunteer is assisting the library with updating and maintaining our monthly book displays throughout the building.
- *"The library was my place of refuge when I was a kid in the Bronx, so when I needed help with my phone, I knew where to go."* Mr. Fuerte needed help accessing and sending an email from his phone. His wife died recently and she was the techie in the family, so now in his 70's Mr. Fuerte needs to learn these new skills. We've seen him a few times this past month. He's been receiving assistance from the reference desk staff and one-on-one assistance in the Help & Learning center.

## 4. Operations & Facilities

- Our Square cash register system went live at the end of January. We are very excited about this technology upgrade. The new register is equipped to accept cash payments, debit/credit card transactions, and payment through apps like Google Pay, Apple Pay and Cash App. All income transactions will be processed through the register. This includes exam proctoring fees, room rental fees, payments for lost items, and payments for late museum passes.

## 5. Statistics Snapshot

<u>Event</u>	<u>Sessions</u>	<u>Attendance</u>
Book Clubs	2	17
Acoustic String Jam	1	9
How to Grieve Property taxes	1	40
Film screening	1	36
Civics/citizenship class	2	5
Digital learning classes	3	20
Job Search Coach	2	8
Notary services	1	3
Healthcare Navigator	2	5
Help & Learning Center Assistance	18	87

1

Librarians proctored 3 exams in January.

### Circulation statistics for

Overdrive/Libby	10,859
Kanopy	not available
Hoopla	1,637

## 6. Looking Ahead

- Tax season is approaching at NRPL. The librarians and the Help & Learning Center in particular, anticipate providing tax assistance support by helping patrons access their 1099 forms, and other income and tax information necessary for the AARP tax prep volunteers to file patrons' 2025 taxes.

- Librarians continue to offer new ideas for programming. Chris Poggiali, our resident film expert and author of two books, is planning a screenwriting workshop for the Spring.
- 2/25/2026 the *New Rochelle Council of Community Services (NRCCS)* will hold an information session about the rollout of NRCCS Micro-Grant opportunities for community partners.



# NRPL Monthly Departmental Update (January 2026)

**Department:** Youth Services

**Submitted by:** January 30, 2026

**Reporting Period:** December 22 - January 23, 2026

## 1. Key Highlights (Strategic Goals Alignment)

- **Youth Services:** We are thrilled to welcome Constantine Ziogas and Zaneta Bailey, new Full-Time and Part-Time Library Assistants, respectively, who will assist in providing a more comprehensive and robust service to our teen patrons.
- **Children's Room:** We welcomed **613 people** to our **4 days of December Break programming**. Our 2 programs hosted in the auditorium – a bilingual Nutcracker Tap Dancing music performance & a Noon Year's Eve Magic Show – were at capacity with about 140 attendees at each.
- **HCL:** Our Once Upon a Craft program with the Girl Scouts started on January 17 before our other programs and had an enthusiastic response with 22 attendees.
- **Teen Services:** We had 24 teens coming in for 3 days of Cozy Movie Week during winter break and 18 teens interacting with therapy dogs during the 3 sessions this month.

## 2. Programs, Services & Collections

- **Book Displays found in the Children's Room:** Winter/Snow, Three Kings Day, Chinese New Year, Other Lunar New Years, Martin Luther King, Jr. Day, Valentine's Day/Love, Groundhog's Day, National Hobby Month, President's Day
- **HCL:** Dinocember, Winter, Poetry Collections, Cozy Crafts, Cooking. We have ordered 28 more Spanish books to add to the HCL collection.
- **Teen Services Book Displays:** Appreciate a Dragon Day, Winter Books, Game Through the Holidays, Make & Bake This Holiday, President's Day, 2025's Top 10 Most Borrowed Fiction, Video Games, Graphic Novels, Manga, and Staff Favorites of 2025.

## 3. Patron & Community Engagement

- **Children's Room:** On the evening of Thursday, January 8th, Head of Youth Services Bobby Simic visited The Junior League of Westchester on the Sound's store, The Golden Shoestring, in Larchmont. Bobby shared upcoming February Break and Chess programming that the JLWOS funded.

- **Children's Room:** Children's Room Assistant Supervisor Ashley Bressingham visited Trinity Elementary School on Friday, January 9th for their ENL Parent Workshop. She spoke to the caregivers about the programs and services we offer for children as well as adults, how to get a library card, and all the things patrons can do with their card. Ashley also let them know about the juvenile world language collection along with our bilingual books and the read-along books that include an audio component.
- **Teen Services:** The Video Game Borrower Guide made by the Teen Advisory Board was finalized and is now posted in the Teen Room.
- **Teen Services:** There were a total of 18 teen volunteers this period, accomplishing 54 hours of community service aiding teens, children's and the local history NRHS yearbook scanning project.

## 4. Operations & Facilities

- **Children's Room:** 2 retired teachers visited the Children's Room after attending the library's adult Yoga program. Speaking with one of the Children's Librarians, they were very complimentary of the space and found the collection attractive and arranged well.
- **Children's Room:** Thanks to funding from the Foundation, we received our new agile tables and chairs! These refresh the Children's Program Room and will prove flexible as well as incredibly useful to our staff as we use the space for a number of programs that require a variety of setups.
- **Children's Room:** A new door was installed between the Children's Room and patio. The door has a push bar, making it safer to use in the event of an emergency, and is more ADA compliant with its electric push button opener..
- **HCL:** We have been very grateful for our front walk with replaced tiles as no matter what the weather, it is no longer a slippery hazard like it was previously.
- **Teen Services:** New acrylic book display holders from storage were found and have replaced older, taped-up versions for a fresh, cleaner look.

## 5. Statistics Snapshot

*(Attach or embed charts/tables if possible)*

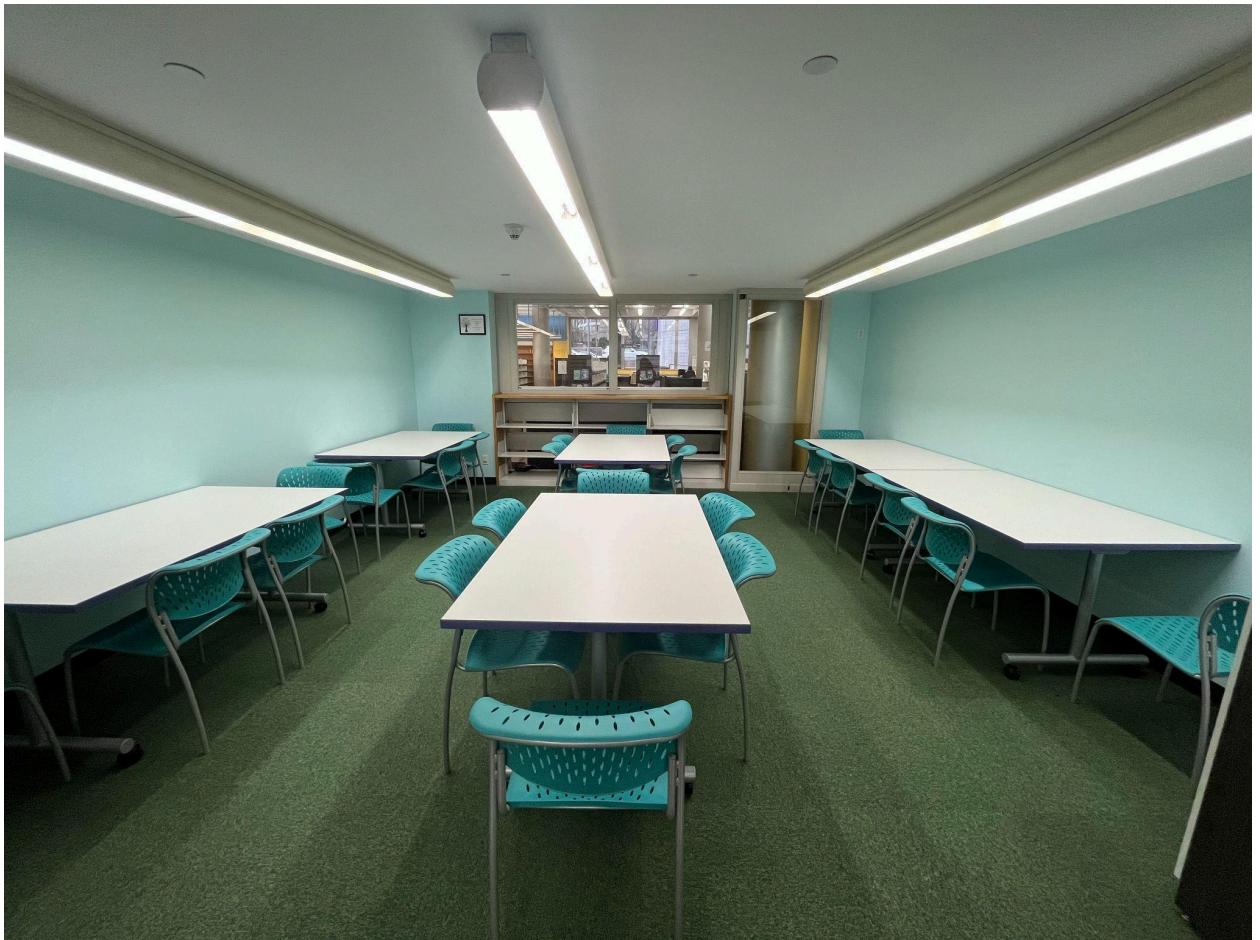
- **Children's Room:** 11 programs/656 attendees; **HCL:** 1 program/22 attendees, more programs starting January 26.; **Teen Services:** 58 programs/187 attendees  
[Children's Room Program Stats](#) - [HCL Program Stats](#) - [Teen Program Stats](#)
- **Circulation:** See Milton's report.
- **Children's Room Total Ref Stats:** 2272; **HCL Total Ref Stats:** 921 (as of 1/30)

## 6. Looking Ahead

- **Children's & HCL:** Our Winter/Spring 2026 preschool and afterschool programs begin on Monday, January 26th.

- **Children's Room:** On January 26th, we'll kick off our Winter/Spring 2026 programs with Crayola Creativity Week and incorporate special art projects into our established programs to encourage creative thinking and artistic expression.
- **Children's Room:** Our **Live Owl program** intended for Saturday, December 27th but cancelled because of the weather has been **rescheduled for Saturday, January 31st.**
- **Children's Room: February Break (February 20 - 24)** has a robust lineup of craft, puppet and music programs. The week will have special programs celebrating **Black History Month** thanks to funding from **the Junior League of Westchester on the Sound.**
- **HCL:** To celebrate FebruBeary, we will have a Beary fun party with crafts and fun for families and friends planned on a Saturday, and also a Valentine's Day program to make special Heart Art and valentines.
- **Teen Services:** Blind Date with a Book where teens can select and keep a wrapped book based on its summary will be made available late January and run till February 20 in celebration of Valentine's Day.
- **Teen Services:** FAFSA application assistance will be available on February 7 & 21, 10 am - 1 pm in the Teen Room for high school seniors and their parents.

## 7. Attachments/Supporting Documents



*The Foundation generously funded new furniture -  
it looks great set up in our Children's Program Room!*

**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 (January 2026)**

**Department:** Youth Services

**Submitted by:** January 30, 2026

**Reporting Period:** December 22 - January 23, 2026

Youth Services is excited to welcome Constantine Ziogas and Zaneta Bailey as the Teen Room's new Full-Time and Part-Time Library Assistants, respectively. Under Teen Librarian Rio Aucena's guidance and leadership, we look forward to seeing the new ways in which our teen patrons will benefit from the expanded Teen Services team.

The Children's Room welcomed **613 people** to our **4 days of December Break programming (December 26 - 31)**, which included gingerbread house, ornament and snow globe making and a puppet show performed by Children's staff. Our 2 programs hosted in the auditorium – a bilingual Nutcracker Tap Dancing music performance & a Noon Year's Eve Magic Show – were at capacity with about 140 attendees at each.

Children's staff managed to get out of the building for a few outreach opportunities in January. On the evening of Thursday, January 8th, Head of Youth Services Bobby Simic visited The Junior League of Westchester on the Sound's store, The Golden Shoestring, in Larchmont. Bobby shared upcoming February Break and Chess programming that the JLWOS funded.

While at the Golden Shoestring, a woman approached Bobby and said she and her family went to all of our family events years ago (her children are now grown). She was grateful for the variety of library programs while raising her children, especially since they were free. Bobby assured the woman that it's still the library's priority to offer free, diverse programs for all ages.

Children's Room Assistant Supervisor Ashley Bressingham visited Trinity Elementary School on Friday, January 9th for their ENL Parent Workshop. She spoke to the caregivers about the programs, services and collections we offer for children as well as adults and emphasized the importance for people of all ages to get library cards. Since her audience spoke languages besides English, Ashley made sure to highlight our juvenile Spanish and world language collections along with our bilingual books and the read-along books that include an audio component.

While Children's official Winter/Spring program start date is January 26th, the Huguenot Children's Library got a jump start on programming on Saturday, January 17th. With the help of the Girl Scouts, HCL presented Our Once Upon a Craft and had an enthusiastic turnout of 22 attendees.

HCL had a beautiful moment with one adult patron. As she was walking through both floors of the branch, the patron said the library had raised her children who were now in college and post-college. She was extremely appreciative of all HCL has done for her family and others.

Teen volunteers continue to make essential contributions to Youth Services and other library departments. The Teen Advisory Board finalized The Video Game Borrower Guide, which is now on hand in the Teen Room. Teen volunteers continue to assist with programs in the Children's Room and have been helping Local History with their NRHS yearbook scanning project as well.

Children's and Teen Services continue to find ways to collaborate under the recently formed Youth Services. Staff from both areas worked together using the 3D printer to create Roblox action figures, which will be part of a Crayola Creativity Week program during the week of January 26th.

Next month will be busy as ever in Youth Services. Children's kicks off their Winter/Spring 2026 programming on January 26th, which includes the mentioned Crayola Creativity Week at Main. Live Owls, meant for December 27th but delayed because of weather, will land at the Main Library on Saturday, January 31st. While kids are out of school for February Break (February 17 - 21), the library will offer a robust set of programs for children of all ages. Much of the programs celebrate Black History Month with storytelling, dance and music activities courtesy of the Junior League of Westchester on the Sound. In the Teen Room, FAFSA application assistance will be available over 3 days for high school seniors and their parents.

# **Monthly Departmental Narrative Report**

**Department:** Circulation Department

**Submitted by:** Milton Cobb

**Reporting Period:** January 2026

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## **Narrative Report**

The Library launched its new Square cash register for use on **Friday, 1/30/2026**. The new register is equipped to accept cash payments, debit/credit card transactions, and payment through apps like Google Pay and Cash App. All members of the staff who will be using the register have a passcode to access the payment terminal. Marta, Sandra, and Milton have managerial passcodes to assist with corrections and run reports.

One very important change that came along with the new register is the fact that it will be the only service point where money will be taken. All income transactions must be processed through the register. This includes exam proctoring fees, facilities use fees, payments for lost items, and payments for late museum passes. To assist with this, several buttons for these items have been set up on the register's screen.

Grant funds, tax revenue, retiree payments, and similar non-sales transactions do **not** need to go through the register.

Patrons have welcomed the Square cash register's ability to process credit and debit card transactions. The library can now offer additional payment options beyond "cash only." Additionally, patrons are **not** charged a service fee when paying by card. This provides them with a superior option when compared to the WLS Online Payment portal, which does charge a service fee. The addition of the new Square cash register has led to increases in engagement with patrons and customer service quality. The additional payment options are appreciated by patrons, which in turn, has led to an increase in payments for lost or damaged items.

# NRPL Monthly Departmental Update

**Department:** Circulation Department

**Submitted by:** Milton Cobb

**Reporting Period:** January 2025

## 1. Key Highlights

- Launch of new cash register and related systems.
- The Circulation Department continues collecting patron interactions data at the Circulation Desk.

## 2. Programs, Services & Collections

- The addition of the new Square cash register has led to an increase in engagement with patrons and customer service quality. The additional payment options are appreciated by patrons and have already begun to be utilized. This has led to an increase in payments for lost or damaged items.

## 3. Patron & Community Engagement

- **Patrons presented with additional ways to pay for items.**
  - The addition of the new Square cash register has allowed patrons to pay for items with the use of a credit or debit card. The library can now offer additional payment options beyond “cash only.” Additionally, patrons are **not** charged a service fee when paying by card. This provides them with a superior option when compared to the WLS Online Payment portal, which does charge a service fee.
- **Increased advertisement of library programming and offerings.**
  - The “Blind Date with a Book” display at the Circulation Desk facing the main lobby is off to a good start. Patrons are noticing the display and the creatively wrapped books. Going into February, and closer to the display’s thematic holiday of Valentine’s Day, it is foreseeable that the display will become increasingly popular.

## 4. Operations & Facilities

- The launch of the new Square cash register for use on **Friday, 1/30/2026**. The new register is equipped to accept cash payments, debit/credit card transactions, and payment through apps like Google Pay and Cash App. All members of the staff who will

be using the register have a passcode to access the payment terminal. One very important change that is coming along with the new register is the fact that it will be the only service point where money will be taken. **All income transactions must be processed through the register.** This includes exam proctoring fees, facilities use fees, payments for lost items, and payments for late museum passes.

## 5. Statistics Snapshot

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

### **Main Branch**

[Circulations](#): **10,054**

5 Highest Circulation Statistical Categories:

1. Juvenile Fiction- 4,281
2. Fiction- 1,037
3. Juvenile Nonfiction- 897
4. Movie- 842
5. Nonfiction- 704

[Intraloans Supplied](#): **2,756**

[Intraloans Received](#): **910**

[Patrons Added](#): **162**

[Items Added](#): **791**

[Items Deleted](#): **1,332**

### **HCL**

[Circulations](#): **2,143**

5 Highest Circulation Statistical Categories:

1. Juvenile Fiction- **1,559**
2. Juvenile Nonfiction- **198**
3. Fiction - **118**
4. New Book - **91**
5. Nonfiction - **53**

[Intraloans Supplied](#): **222**

[Intraloans Received](#): **464**

Patrons Added: 3

Items Added: 124

Items Deleted: 193

## 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, March 10, 2026.

## 7. Attachments/Supporting Documents

- Monthly Circulation: [Monthly\\_Circulation\\_Dec2025.xlsx](#)
- Intraloans Supplied: [Monthly\\_Supplied\\_Dec2025.xlsx](#)
- Intraloans Received: [Monthly\\_Received\\_Dec2025.xlsx](#)
- Patrons Added: [Monthly\\_Patrons\\_Added\\_Dec2025.xlsx](#)
- Items Added: [Monthly\\_Items\\_Added\\_Dec2025.xlsx](#)
- Items Deleted: [Monthly\\_Items\\_Deleted\\_Dec2025.xlsx](#)
- [December Circulation Tally Sheet](#)
- [January Circulation Tally Sheet](#)

## Community Relations Narrative Report

**Department:** Community Relations

**Submitted by:** Lisa Itzkowitz/Tobe Sevush

**Reporting Period:** January 2026

This month Community Relations and the website design continued to review and revise logo designs and began developing content for the new website.

Marketing support provided for 22 programs across all library departments. Key events included Friday Night Concert: The Leonore Raphael Trio, Bokandeye African Dance Workshop, and the new Past Pages Society History Book Club.

Collaborating with ThirdWay Space to recruit participants for UX Study to take place in February.

Facilitated final details for start of AARP Tax Assistance program, including secure IT set up, free parking for tax advisors, and program promotion. The program had a strong first day on Tuesday, February 3. Assistance will be provided on Tuesdays and Thursdays, through April 14.

NRPL continues to receive strong pick up in local media. NRPL programs received a full page in [NR Review's January Calendar of Events](#). The Yonkers Times ran a story on the [AARP Tax Assistance Program](#) and also picked up our listing about the new [Past Pages Society History Book Club](#). Patch also ran a story on [AARP Tax Assistance](#). [Talk of the Sound](#) picked up our story about the [JLWOS grant for Children's Vacation week](#), and chess programs, as well as a number of our events including the [Michael LeMorin concert presented in partnership with Tutti Bravi](#). Macaroni Kids picked up several events including a [Kiddie Music Concert](#), [Toddler Time](#), and [Baby Rhyme Time](#) programs.

We established new relationship with online Children's publication, *Kids Out and About*. We regularly send our events to them, and also post as time allows to their calendar. They are making a push to promote more library programs. We submit selectively (size, time available) and now I have a contact who is happy to help this effort. Following this connection, *Kids Out and About* posted a number of our February Vacation week programs including [Spin a Soft African Story](#), [Sing a Soft African Song](#), Sound Whirls, and also Teen Mindfulness.

### Bokandeye African Dance Theatre Workshop

This year marks our 30th anniversary of working with Bokandeye. Each January and February, we offer a six-week intergenerational African Dance workshop that culminates in a performance on February 21st in celebration of Black History Month. Participants span generations—the youngest performer to take the stage so far has been just two years old, and while we don't reveal the ages of our oldest dancers, we can proudly say they are grandparents. Babba Anthony does a beautiful job creating a welcoming, inspiring experience for dancers of all ages.

### Tutti Bravi Saturday Afternoon Jazz Concert

In partnership with Tutti Bravi Productions, we presented an Afro-Caribbean jazz concert that captivated the audience. Michael LeMorin's band performed a vibrant Afro-Caribbean jazz

fusion performance, weaving Vodou—an Afro-Haitian spiritual tradition—into sweet and spicy tropical styles. We had an unusually large Saturday afternoon crowd and the audience was thrilled by the ensemble's extraordinary talent.

## NRPL Monthly Departmental Update

**Department:** Community Relations

**Submitted by:** Lisa Itzkowitz/Tobe Sevush

**Reporting Period:** January 2026

### 1. Key Highlights

- Led promotional efforts to drive patron engagement for 22 January programs with emphasis on generating awareness of the new *Past Pages Society* History Book Club, and the return of community favorite program, Bokandeye African Dance Workshops.
- Started content development for the new website, and continued reviewing and providing feedback on new logo design. Started exploring content development at the last meeting in December.
- AARP Tax Aide program began on Tuesday, February 3 and will continue on Tuesdays and Thursdays, through April 14. AARP staff commented that it was busy for the first day, and was going well. We [posted this on social media](#) and got a lovely comment from a patron.
- Identified potential new Qi Gong instructor to continue this popular program. Working on contract with the goal to begin classes in March.
- Created Library Advocacy information package for staff attending Library Advocacy Day on February 2. The package included NRPL stats, NRPL stories - with buttons for staff to wear to encourage people to ask about the stories - i.e., "Ask me about our sewists.." Staff members were provided with bright purple hats on which to pin buttons.

### 2. Programs

- **Health and Wellness Programs - 6 sessions**
  - Chair Yoga averaged 27 attendees
- **Arts and Culture Programs - 15 session**
  - **Friday Night Concerts** continue to be full. Lenore Raphael had 95 attendees.
  - We partnered with **Tutti Bravi Productions** who produced a concert on Saturday afternoon with Michael LeMorin. We had 90 attendees.
  - We partnered with **NRCA** who produced a presentation on the secrets behind the Wizard of Oz. We had a strong turnout with 80 attendees.
  - **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.
  - **Bokandeye** Workshops are back for January and February. We are celebrating 30 years with Bokandeye.
- **Fun and Games Programs - 3 sessions**
  - **MahJong** open play continued this month on Thursday afternoons averaging 10 attendees.
- **Virtual programs - 1 program**
  - Bird Migration. 12 attendees.

### 3. Patron & Community Engagement

- Met with Bob Finkelstein, Healthy Yards New Rochelle YNR to discuss winter/spring slate of virtual gardening programs. Scheduled virtual Seed Starting program for February 17.

- Met with Ann Gold, Executive Director of the NRBID to brainstorm about how to reach downtown residents in new buildings. Discussions will continue, but we focused on possible programs at NRPL for residents of individual buildings. Ann has also been very helpful in getting NRPL communications on the digital signs in select buildings (where she has relationships with management companies or developers) as well as the NR Train Station.
- Met with community member and filmmaker Bob Clark, Chris Poggiali, and Tobe Sevush to discuss promotion of the film *Autistic Mode*, which will be screened at NRPL in April as part of the monthly NRPL Film series.

## 4. Operations and Facilities

n/a

## 5. Statistics Snapshot

- Total number of program sessions: 25
- Total number of attendees: 685
- Social Media: January was an above average month for our social media. Facebook gained 61 new followers, had 666 content interactions, reached 30,026 unique accounts, accumulated 91,713 views across all posts and 1,300 profile visits from unique accounts. On Instagram we gained 72 new followers, had 438 content interactions (likes & comments), reached 2,563 unique accounts, accumulated 17,534 views across all posts and 321 profile visits from unique accounts.

We have started 2026 off strong and will continue to build on the momentum. For February we have more interactive posts coming for Library Lovers Month, etc. We will continue to refine our posting strategy to best optimize our socials and ensure that we are getting as many views as possible.

Our most popular posts of the month were:

- A very clever [Snow Map Post](#) created by Geraldo to encourage patrons to come to the library to stock up on books ahead of the snowstorm (27,987 Views, 17,576 Reach, 302 Interactions)
- Bokandeye Announcement (12,243 Views, 8,669 Reach, 145 Interactions)
- Crayola Creativity Week Announcement (6,451 Views, 4,337 Reach, 46 Interactions)
- Email: Average open rate was 62% (25% higher than industry average, and up 4 percentage points from last month. Total contacts remained steady at 15,000

## 6. Looking Ahead

- February programs will include a Friday Night Concert with Bradford Hayes in honor of Black History Month, a continuation of Bokandeye's African Dance Workshop with a 30th celebratory performance on February 21st and a staged reading of short plays by Supporting Characters on February 28th.
- Crafting communications to keep community apprised of Phase 1 of our Facility Master Plan process

- Working with ThirdWay Space to recruit participants for UX Study (Phase 1 of Facility Master Plan.)
- In process of developing content ideas to maximize messaging on park entrance doors/windows (which are no longer in use as an entrance.)

## 7. Supporting Documents



*Our first Friday Night Concert of the Year - The Leonore Raphael Trio - welcomed close to 100 patrons*



*The Bokandeye African Dance Workshop, an New Rochelle community favorite program, returned for a 6-week, multi-age workshop which culminated in a final performance on February 21.*

**Board Meeting****Thursday, February 12, 2026****Personnel Report Listing**

							<b>Board Meeting</b>	<b>Report - Date</b>
<b>Last Name</b>	<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>Reason</b>	<b>Action Date</b>			
<b>1</b>	Lowe	Antoine	PT - Laborer	\$25.12 Hour	New Hire	20-Jan-26		12-Feb-26
<b>2</b>	Ziogas	Constantine	Full Time - Library Assistant - Teen's Room	\$56,704.00	New Hire	21-Jan-26		12-Feb-26
<b>3</b>	Bailey	Zaneta	FT - Library Assistant - Teen's Room	\$30.78 Hour	Promotion	27-Jan-26		12-Feb-26
<b>4</b>	Fuller	Christine	PT - Library Clerk - HCL	\$26.62 Hour	Resigned	28-Jan-26		12-Feb-26
<b>5</b>	Gauvin	Toussaint	PT - Library Treasurer	\$50.00 Hour	Dismissal	3-Feb-26		12-Feb-26

**Board Meeting****Thursday, February 12, 2026****Incident Report Listing**

DATE	TIME	LOCATION	DESCRIPTION	ACTION Y/N	EMERGENCY SERVICES CONTACT
1/2/2026	12:13 PM	HCL	Child Patron Fall Injury	No	
1/2/2026	3:01 PM	Main Library	Unauthorized Patron in Restricted Staircase Area	No	
1/5/2026	8:45 AM	Main Library	Patron Asked to Leave Premises Prior to Opening	No	
1/9/2026	2:48 PM	Main Library	Staff Medical Incident	No	
1/10/2026	3:30 PM	Main Library	Employee Incident	No	
1/15/2026	2:30 PM	Main Library	Patron Interaction Regarding Lost Personal Items	No	
1/20/2026	10:45 AM	Main Library	Patron Disturbances and Police Involvement	Yes	NRPD
1/28/2026	8:18 AM	Main Library	Patron Fall on Walkway	Yes	New Rochelle Fire Department
1/28/2026	8:18 AM	Main Library	Patron Fall and Medical Emergency on Memorial Highway Ramp	Yes	New Rochelle Fire Department
1/28/2026	5:10 PM	Main Library	Inappropriate Object Found in Teen Room	No	
1/28/2026	5:44 PM	Main Library	Unauthorized Patron in Restricted Staircase Area	No	

**Dear Friends and Neighbors,**

We are so grateful for the incredible generosity our community shows the New Rochelle Public Library and the Friends of the Library. Your book donations have played a meaningful role in supporting Friends' book sales and, in turn, many of the programs and services our patrons enjoy every day.



As we look ahead to the spring season, the Library and the Friends will be doing some long-overdue organizing, refreshing our storage areas, and giving the library basement a thorough clean-out. To make this effort as smooth and effective as possible, we have paused book donations from the public on behalf of the Friends of the Library.

In the spirit of this "spring cleaning," the Friends are hosting a special Book Bonanza! This is a wonderful opportunity to find your next great read while helping us clear our shelves. We are offering a \$1/bag sale on select books, including a variety of children's titles. Simply look for the carts and tables marked "Bag a \$1" in the lobby of the Main library during our regular hours. We invite you to bring your own bags and fill them to the brim with these treasures!

This short pause on donations and the accompanying sale will help us take good care of the many materials already entrusted to us and ensure we're well-prepared to accept donations again in the future.

Thank you, as always, for your generosity, understanding, and continued support of the New Rochelle Public Library. We truly appreciate our community and look forward to sharing updates soon.

With Gratitude,

*Eugenia Schatoff*

Executive Director

## DIRECTORS REPORT February 12, 2026

### Trainings

- PLA Town Hall: Exploring an AI-Assisted Future in Public Libraries — Jan 27, 2:00 PM
- ULI Westchester/Fairfield: Shaping Westchester's Future — Jan 30, 12:00–1:00 PM

### Committee Meetings

- B&G Committee — Jan 2, 8:30–9:30 AM
- Emergency Personnel Committee — Jan 2, 9:30–10:30 AM
- Policy Committee — Jan 5, 9:00–10:00 AM
- Personnel Committee — Jan 12, 9:00–10:00 AM
- Community Relations Committee Preparation — Jan 13, 8:30–9:30 AM
- NRPL Personnel Committee — Jan 19, 9:00–10:00 AM
- Finance Committee (Bond Focus) — Jan 21, 8:30–9:30 AM
- Civil Service Commission — Jan 21, 3:30–4:30 PM
- Finance Committee — Jan 28, 8:30–10:30 AM

### Check-In Meetings

- Director & Board President — Jan 2, 9:00–10:00 AM
- Senior Clerk — Jan 5, 9:30–10:00 AM
- Assistant Director — Jan 8, 3:00–4:00 PM
- Director & Board President — Jan 8, 6:30–7:15 PM
- Assistant Director — Jan 12, 10:00–10:45 AM
- Assistant Director — Jan 14, 10:00–10:45 AM
- Foundation — Jan 14, 11:00–11:45 AM
- Assistant Director — Jan 15, 10:00–10:45 AM
- Assistant Director — Jan 16, 12:15–12:45 PM
- Community Relations — Jan 21, 1:30–2:00 PM
- Community Relations — Jan 22, 3:00–3:45 PM
- Assistant Director — Jan 27, 10:00–10:45 AM
- Assistant Director — Jan 28, 11:00 AM–12:00 PM
- Tradesworker — Jan 29, 11:00 AM–12:00 PM
- Program Coordinator — Jan 29, 2:00–2:45 PM

### Other Meetings

- NRPL & Cole Weekly — Jan 5, 11:00 AM–12:00 PM
- Friends Meeting with Board — Jan 5, 1:00–2:00 PM
- Program Coordinator — Jan 8, 2:00–2:45 PM
- Time & Attendance (ADP) — Jan 8, 4:00–5:00 PM
- Board Meeting — Jan 8, 7:30–9:00 PM
- FY 2026–2027 Budget Meeting #1 — Jan 13, 10:00–11:30 AM
- Administration Staff Meeting — Jan 13, 12:00–1:00 PM
- Content Development (Webforms & Pages) — Jan 13, 3:00–4:00 PM
- PLDA Meeting (Zoom) — Jan 15, 9:30–10:30 AM

- Maintenance Department — Jan 15, 11:00 AM–12:00 PM
- Construction Estimate (Calgi) — Jan 15, 2:00–3:00 PM
- Community Relations Update — Jan 16, 11:00 AM–12:00 PM
- School District Call — Jan 16, 11:45 AM–12:15 PM
- Communications Plan — Jan 16, 1:00–2:00 PM
- Policy Meeting — Jan 16, 2:00–3:00 PM
- NRPLF Board Meeting — Jan 20, 7:00–9:30 PM
- Foundation Event — Jan 21, 7:00–8:00 PM
- Alternative Funding & Community Partnerships — Jan 22, 2:00–3:00 PM
- Robert Half x NRPL — Jan 22, 4:00–4:30 PM
- Community Relations Meeting — Jan 26, 9:00–10:00 AM
- NRPL & Cole Weekly — Jan 26, 11:00 AM–12:00 PM
- UX Research — Jan 27, 11:00 AM–12:00 PM
- Children's Garden Kick-Off — Jan 29, 4:00–5:00 PM

***Personnel Report Submitted by Administration:***

 [2026 02 Personnel Report Listing.pdf](#)

***Adult Services Submitted by Kira Aiello:***

 [2026-02 Adult Services-update.docx.pdf](#)  
 [2026-02 Adult Services Narrative.docx.pdf](#)

***Youth Services Report Submitted by Robert Simic:***

 [2026-02 Youth Update.docx.pdf](#)  
 [2026-02 Youth\\_Narrative.docx.pdf](#)

***Circulation Report Submitted by Milton Cobb:***

 [2026 02 Circulation\\_Update.docx.pdf](#)  
 [2026 02 -Circulation-Narrative.docx.pdf](#)

***Community Relations Report Submitted by Lisa Itzkowitz & Tobe Sevush:***

 [2026-02 CommunityRelations Update.docx.pdf](#)  
 [2026-02 CommunityRelations Narrative.docx.pdf](#)

Respectfully Submitted,

***Eugenia Schatoff***

Executive Director