



BOARD OF TRUSTEES MEETING
Thursday, April 9, 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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

APPROVAL OF MINUTES

REGULAR BUSINESS

- WLS Report
- President's Report
- Director's Report
 - Current Operational Status
 - Personnel Report

COMMITTEE REPORTS

- Budget Committee
- Buildings & Grounds/CROC Committee
- Community Relations Committee
- Finance Committee
- Personnel Committee
- Policy Committee
- Special Projects Committee

PUBLIC DISCUSSION

ADJOURNMENT



NRPL BOARD MEETING MINUTES
Wednesday, March 4, 2026
Zoom Meeting

NRPL Board President Lucille Renwick called the meeting to order at 12:02 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, Library Director

INFRASTRUCTURE BOND - DISCUSSION AND VOTE

- Budget/Finance Committee Chair Rhiannon reviewed all the bond-related materials shared with the Board ahead of the meeting.
- The Board discussed the potential impact of a \$55 million bond for library renovations on New Rochelle's tax payers. The 25-year financing options would mean a \$204.99 annual increase in taxes for the average household, or \$17 per month.
- When a public library seeks voter approval for a bond, the approval does not mean the funds are immediately issued or spent. Instead, voter approval authorizes the library to borrow up to the approved amount to fund the project.
- In this case, if the voters approve the bond in May 2026, the library will not issue the bond right away. The bond will only be issued when funds are needed- typically just before construction begins, which for our project is projected for 2028.
- This approach ensures that the library does not carry debt unnecessarily before funds are required, and it allows for careful financial planning. Tax impacts on residents are calculated based on the actual bond issuance and repayment schedule, not the voter approval date.
- The bond scope is based on an estimate provided by CALGI to set the scope of work. Once the voters approve the bond amount, the planning of the project can begin.
- The board discussed other potential funding sources for the needed infrastructure and renovation work and concluded that all avenues have been considered and pursued, such as the successful lobbying of state representatives to receive \$1 million towards the roof replacement project, but that reaching the needed amount for the suggested scope of work can only be brought in through a bond.
- The Board discussed concerns about a compressed timeline to bring this request to the voters and garner support. The Board also discussed concerns about the additional tax burden on New Rochelle residents. The Library Director and Chairs of the Budget/Finance and Buildings' Grounds committees explained that the appropriate process for pursuing a bond has been followed. The Board agreed that a

comprehensive communications plan has to be developed to engage with stakeholders such as the Foundation and the Friends, as well as the voting public to explain the necessity of this project and the funding of it through a bond.

- The Board reiterated the dire condition of the building, especially the key infrastructure such as the HVAC system and the roof, and the responsibility of the trustees to address the building's condition.
- Rhiannon introduced the Project SEQRA Resolution about the environmental impact of the project. This resolution uses the "Building Renovation" project description in the 1/14/26 CALGI estimate to set the Scope of the work, and is based on the building being a "Class A" structure (structural steel:)

PROJECT SEQRA RESOLUTION

WHEREAS the State Environmental Quality Review (SEQR) is a New York State process that requires government agencies to assess environmental impacts before making decisions on certain projects or actions; and

WHEREAS The goal of the SEQR process is to ensure that environmental factors are considered early in the planning stages and that potential impacts are identified, avoided, or minimized; and

WHEREAS projects involving replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes, actions to retrofit of an existing structure and its appurtenant areas to incorporate green infrastructure, and maintenance of existing landscaping or natural growth, are listed in 6 NYCRR 617.5 as "Type II"; and

WHEREAS the attached scope ("Scope") of the below-described Project to be undertaken by the Library (the "project"), the scope of which is attached as "A", lists only work consistent with a "Type II" project; and

WHEREAS the Library building at 1 Library Plaza being a Type "A" building and educational facility;

BE IT RESOLVED that the Library as lead agency classifies the Project as a Type II action under the State Environmental Quality Review Act.

Rhiannon made a motion to approve the SEQRA resolution, seconded by Tatiana Infante, approved unanimously.

- Rhiannon introduced a resolution requesting the school district to hold a special meeting to vote on the proposition:

WHEREAS per Education Law 260 (10) the board of trustees of a public library established and supported by a school district, in addition to any other powers conferred in this chapter, shall have the power to require that the board of education call, give notice of and conduct a special district meeting in accordance for the purpose of authorizing the issuance of obligations of the school district for construction of library facilities; and

WHEREAS the Board has decided to move forward with a project to renovate and renew the Library's facility and property at 1 Library Plaza, New Rochelle, New York (the "Project"); and

WHEREAS the Board has made the required SEQRA determination classifying the Project as a Type II action;

BE IT RESOLVED that the New Rochelle Public Library Board of Trustees directs the New Rochelle City School District to call a special meeting of school district voters to vote upon a proposition authorizing the financing and construction of the Library Renovation and Renewal Project (the "Project").

Rhiannon made a motion to approve the resolution, seconded by Corey Galloway, motion passed 6-1 with Nancy Weinberger voting against the resolution.

NEW BUSINESS

None

PUBLIC TO BE HEARD

None

The meeting was adjourned at 1:04 pm, with a motion by Lucille Renwick, seconded by Tatiana Infante and unanimously approved.

Respectfully submitted,
Rhiannon Navin, Secretary

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



NRPL BOARD MEETING MINUTES

Thursday, March 12, 2026

New Rochelle Public Library: Main Library Ossie Davis Theater

NRPL Board President Lucille Renwick called the meeting to order at 7:32 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, with a change to move public comment to the top of the agenda, seconded by Vera Salter, approved unanimously.

PUBLIC TO BE HEARD

Edris Scherer from North Salem, NY, representing the Library Trustee Association, a section of NYLA, presented the 2026 Velma K. Moore Award to Board President Lucille Renwick. The award goes in conjunction with a monetary award of \$1,500, which was given to the NRPL in Lucille's name.

MINUTES OF THE BOARD MEETINGS

The minutes from the February 12th, 2026, Board meeting were shared ahead of the meeting and reviewed by the Trustees. Rhiannon Navin made a motion to approve the minutes from the February 12th, 2026, Board meeting, seconded by Fela Cortés, approved unanimously.

The minutes from the February 12th, 2026, Emergency Board meeting were shared ahead of the meeting and reviewed by the Trustees. Rhiannon Navin made a motion to approve the minutes from the February 12th, 2026, Emergency Board meeting, seconded by Corey Galloway, approved unanimously.

The minutes from the March 3rd, 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 March 3rd, 2026, Special Board meeting, seconded by Vera Salter, approved unanimously.

The minutes from the March 4th, 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 March 4th, 2026, Special Board meeting, seconded by Tatiana Infante, approved unanimously.

WLS Report

WLS Representative Dr. David Mener gave his report:

The growing patron audience for hoopla content and corresponding expense increases are not sustainable at the consortium level. For January 2026, the monthly cost to WLS was over \$60,000, which could easily evolve into an annual cost of over \$750,000 – just for hoopla. WLS has been encouraging member library staff to share information with patrons about other digital resources, such as Libby, Freading, Comics Plus, and Kanopy. Libraries can fund additional hoopla borrows for their library card holders above the 3 borrows funded by WLS. At the end of each month, libraries that chose to offer 4 or more total borrows will only pay for their library card holders' borrows that exceed the 3 monthly borrows currently provided by WLS. Currently, the Briarcliff Manor Public Library is the only library that has provided additional borrows for their patrons, and they have reported that this process has worked well.

As with hoopla, the growing demand for Kanopy tickets is not sustainable. WLS is working with Kanopy to offer interested member libraries with the option of providing additional tickets for their library patrons.

Since late last year the IT department has been working on addressing the need for the Microsoft Office productivity suite for the libraries. Last year Microsoft discontinued several of their grant programs and forced users to select a paid service or change their software. WLS IT was able to leverage their status and work with their vendor to acquire new licenses for the users who needed the more advanced version of Office.

Trustee Education Opportunities

The 2026 Trustee Handbook Book Club's schedule includes 5 new sessions. All of these sessions are hosted online and run from 5 PM to 6:30 PM. Register for these sessions at <https://midhudson.org/trusteebookclub/>.

Tuesday, January 27: Open Meetings Law

Tuesday, February 10: Freedom of Information Law (FOIL)

Thursday, April 16: Hiring and Evaluating the Library Director

Wednesday, June 17: Laws and Regulations

Thursday, October 29: Duties and Responsibilities of Key Officer Roles

PRESIDENT'S REPORT

Board President Lucille Renwick thanked Edris Scherer and the Library Trustee Association Section of the NYLA for the recognition and the award and she thanked her fellow trustees and the Library director for their support. The gift will be put to good use at the NRPL. Lucille expressed that she is especially thankful that her fellow trustees entrusted her with the responsibility of serving as Board President. She takes that responsibility seriously and remains committed to continuing the work of strengthening how the Board works together in their efforts to ensure the library continues to grow and thrive for generations to come. Lucille emphasized that it takes a village to continue to improve how the Board works together and move the work of the Library forward for the community. Lucille stated that she could not have begun her presidency effectively without the support and guidance of Terry Kirchner of WLS, and the advice and guidance of her peers and colleagues in other library systems. She could not do this work without all the time, effort and dedication from her fellow trustees, all volunteers. The work that the trustees do is not always easy. But they all share a common

goal to continue to improve the New Rochelle Library for the community. Lucille emphasized how honored she is to work with her fellow trustees.

Lucille gave an update on basement clean up. Lucille referenced the February newsletter from Library Director Eugenia Schatoff, in which she gave an in-depth update on all the good work that was done around the basement clean up and highlighted the close cooperation between the Library and the Friends of the Library. As work was completed to remove different kinds of materials from the basement for safety reasons, new homes were found for the books.

Lucille mentioned that the Board met on February 24th for a Board retreat to discuss the Library's financial situation and audit.

DIRECTOR'S REPORT

Director Eugenia Schatoff reported that the library received a check for \$1.1 million from the State legislators. This grant was secured for critical building improvements thanks to the advocacy of State Senators Shelley Mayer and Nathalia Fernandez and State Assemblymembers Amy Paulin and Steve Otis, as well as the assistance of Finance and Audit Committee Chair Rhiannon Navin. The funds will go towards the theater roof repair as well as theater entrance renovations and upgrades to the Library's chiller system to hopefully allow the Library to remain a cooling center for several more years to come. All of this continues to keep the building safe and comfortable for the 750,000 Library visitors per year.

Eugenia reported on the status of the Library's spring clean up. The basement cleanup and safety remediation project significantly helped improve the safety conditions and ensured that the area remains well maintained and functional. Eugenia expressed her deepest gratitude for the support, flexibility, and partnership of the Friends of the NRPL. Their longstanding dedication continues to enrich services, programs, and collections for residents. Eugenia thanked the volunteers who helped with this important work, sorting and boxing books. The Friends remain fully active and engaged in their vital work, supporting the Library through advocacy, fundraising and volunteerism. As part of the cleanup process, the Friends identified hundreds of books to keep for the book sale, as well as books for removal. The books that were identified for removal were responsibly donated to Bay State Book Company, a company the Library has had a relationship with for over a dozen years, a trusted partner that works with libraries throughout New England and New York. They sustainably manage unused books and extend the life of materials through reuse and redistribution, saving thousands of books like NRPL's from landfills. Eugenia thanked the Library's maintenance team for their care, professionalism, and hands-on assistance throughout the project.

TREASURER'S REPORT

The office of the Treasurer is currently vacant. No report available.

COMMITTEE REPORTS

Budget/Finance Committee – Chair Rhiannon Navin reported that the Board met for a retreat of February 24th, during which it received an in-depth report on the Library's first-ever independently conducted audit. The Board also reviewed the final 2026/27 budget. The budget/finance committee met on February 25th to receive a report on the internal controls audit.

Treasurer Update

Michael Castongua from Branica solutions will be hired as a financial consultant with the options to then also take on the role of Treasurer. His official start date is March 23rd.

Rhiannon made a motion for the Board to approve the following resolution:

WHEREAS the Board has identified a qualified consultant to continue the work of critical fiscal matters;

BE IT RESOLVED to approve the Director signing the proposed contract with Branica Solutions.

The resolution was seconded by Tatiana Infante and approved unanimously.

Audit

During the Special Board meeting on March 3rd, the Board voted to approve the general audit. At the February 25th committee meeting, representatives from the Bonadio Group gave a comprehensive presentation on their findings of the internal controls audit, conducted at the NRPL for the first time. The report provides the library with baseline information necessary to understand the risks that were discovered with the current system of internal controls. The auditors highlighted several areas of concern in the current controls environment and made recommendations on how to lower or eliminate risk moving forward. Many of their recommendations are already being addressed by Library Director Eugenia Schatoff and her team.

During the committee meeting, [Eugenia Schatoff](#) emphasized that the recommendations from the internal audit will serve as a road map for changes that will be implemented to the library's system of financial processes. The general audit will be annual moving forward and Eugenia recommended performing another internal audit next year to assess the changes that will have been put in place.

The committee discussed ways in which the library staff will be trained to understand the changes for the financial processes that will be implemented. There needs to be a focus on training middle management.

2026/2027 Budget

The budget was presented at the February 24th Board retreat and approved at the March 3rd Special Board meeting.

2026 Infrastructure Bond

At the Special Board meeting on March 4th, the Board had an in-depth discussion around the bond. The Board discussed the potential impact of a \$55 million bond for library renovations on New Rochelle's tax payers. The 25-year financing options will mean a \$204.99 annual increase in taxes for the average household, or \$17 per month. The bond scope is based on an estimate provided by CALGI, which took into consideration the building condition study from 2019 that clearly revealed the poor condition of the 45-year old Library building, with much of the infrastructure having exceeded its useful life.

At the March 4th Special meeting, Rhiannon introduced the Project SEQRA Resolution, which used the "Building Renovation" project description in the 1/14/26 CALGI estimate to set the Scope of the work, and was based on the building being a "Class A" structure (structural steel.) The resolution was passed unanimously by the Board.

At the March 4th Special meeting, Rhiannon introduced a resolution requesting the school district to hold a special meeting to vote on the proposition. The resolution passed 6-1.

Rhiannon introduced a motion to approve the MOU between the school district and the NRPL for the Library's capital improvement project, seconded by Corey Galloway, approved unanimously.

Buildings & Grounds/CROC Committee – Chair Corey Galloway reported that the committee

Community Relations Committee – Co-Chair Vera Salter reported that the committee did not meet.

Personnel Committee – Chair Tatiana Infante made a motion to approve the consent agenda for personnel resolutions, No. 2025 (1 through 2,) according to the recommended action for each item. Rhiannon Navin seconded the motion and it was unanimously approved. The committee will meet again on March 18th at 9am.

Policy Committee – Committee Chair Fela Cortés reported that the committee met to discuss policies on tabling, bulletin board, workplace violence, and confidentiality of library records. The committee will next meet on March 30th, 2026, at 9am.

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 032, 033, 029, 034, 035 and 036.

The motion was seconded by Vera Salter and approved unanimously.

RESOLUTIONS

None

OLD BUSINESS

None

NEW BUSINESS

None

The meeting was adjourned at 8:15 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.

APPROPRIATION CHECK RUN
AUTHORIZATION

FUND CODE LT

FUND NAME LIBRARY - GIFTS & DONATIONS

DUE DATE 3/18/2026

CHECK DATE 3/18/2026

WARRANT TOTAL \$4,596.72

WARRANT # 17

AUTHORIZED BY 

TITLE Deputy Treasurer

PLEASE ATTACH A COPY OF YOUR FINAL
CASH REQUIREMENT REPORT

FOR DATA PROCESSING USE ONLY

FIRST CHECK # 2918

LAST CHECK # 2929

DATE PRINTED 3/18/26

New Rochelle Public Library

Check Warrant Report For LT - 17: CD - MARCH 2026 - WARRANT 202603-038 For Dates 3/1/2026 - 3/31/2026



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2918	03/18/2026	303	AMERICAN MUSEUM OF NATURAL HIS	2026030920	500.00
2919	03/18/2026	824	T-MOBILE	2026030921	909.00
2920	03/18/2026	1010	GETTING IN WRITE LLC	2026030926	150.00
2921	03/18/2026	846	ONE SOURCE THE BACKGROUND CHECK	2026030927	252.00
2922	03/18/2026	18	AMAZON	2026030979	531.20
2923	03/18/2026	18	AMAZON	2026030980	100.38
2924	03/18/2026	18	AMAZON	2026030981	82.92
2925	03/18/2026	18	AMAZON	2026030982	337.22
2926	03/18/2026	789	KATONAH MUSEUM OF ART	2026030983	60.00
2927	03/18/2026	1010	GETTING IN WRITE LLC	2026030984	150.00
2928	03/18/2026	293	GALLAGHER, JOHN	2026030985	600.00
2929	03/18/2026	824	T-MOBILE	2026030986	924.00

Number of Transactions: 12

Warrant Total: 4,596.72
Vendor Portion: 4,596.72

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 \$ 4,596.72. 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.

3/19/2026 [Signature] CLERK
 Date Signature Title

2025-2026

WARRANT
202603-038

New Rochelle Public Library
Exported on: 3/12/2026 at 1:04 PM


Purchase Order Schedule Report By LT - 17: PO - MARCH 2026 # 1 G&D

Reference #	Vendor ID	Vendor Name	PO Description	Contact	Date	Account	Placed
2026030920	303	AMERICAN MUSEUM OF NATURAL HIS	FEBRUARY 2026 - G & D - FOUNDATION	Adult Services	03/01/2026	LT 7411.000	500.00
2026030921	824	T-MOBILE	MARCH 2026 - G & D - FOUNDATION	Tech Services	03/01/2026	LT 7411.000	909.00
2026030926	1010	GETTING IN WRITE LLC	MARCH 2026 - G & D - FOUNDATION - HCL	Children's Department	03/01/2026	LT 7411.001	150.00
2026030927	846	ONE SOURCE THE BACKGROUND CHECK	MARCH 2026 - G & D - FOUNDATION	Administration	03/01/2026	LT 7411.000	252.00
2026030979	18	AMAZON	MARCH 2026 - G & D - FOUNDATION - HCL	Tech Services	03/11/2026	LT 7411.001	531.20
2026030980	18	AMAZON	MARCH 2026 - G & D - FOUNDATION	Tech Services	03/11/2026	LT 7411.001	0.00
					03/11/2026	LT 7411.000	100.38
2026030981	18	AMAZON	MARCH 2026 - G & D - FOUNDATION - FRIEND Children's Department	FRIEND Children's Department	03/11/2026	LT 7421.000	82.92
2026030982	18	AMAZON	MARCH 2026 - G & D - FOUNDATION	Administration	03/11/2026	LT 7411.000	337.22
2026030983	789	KATONAH MUSEUM OF ART	MARCH 2026 - G & D - FOUNDATION	Adult Services	03/11/2026	LT 7411.000	60.00
2026030984	1010	GETTING IN WRITE LLC	MARCH 2026 - G & D - FOUNDATION - HCL	Children's Department	03/11/2026	LT 7411.001	150.00
2026030985	293	GALLAGHER, JOHN	MARCH 2026 - G & D - FOUNDATION - FRIEND Children's Department	FRIEND Children's Department	03/11/2026	LT 7421.000	600.00
2026030986	824	T-MOBILE	MARCH 2026 - G & D - FOUNDATION	Tech Services	03/11/2026	LT 7411.000	924.00

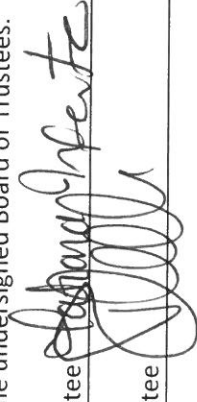
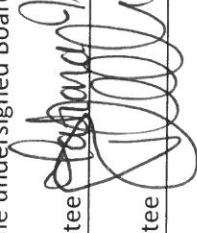
Number of Purchase Orders: 12

Schedule Totals: 4,596.72
Net Amount: 4,596.72

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

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

Trustee 
Trustee 

New Rochelle Public Library

Exported on: 3/12/2026 at 1:04 PM

Purchase Order Schedule Report By LT - 17: PO - MARCH 2026 # 1 G&D

Account Distribution Totals		
Account	Description	Placed
LT 7411.000	FOUNDATION EXPENDITURES	3,082.60
LT 7411.001	FOUNDATION EXPENDITURES - HCL	831.20
LT 7421.000	FRIENDS FUND	682.92
Fund LT Totals:		4,596.72

NRPL Monthly Departmental Update

Adult Services

Department: Adult Services

Submitted by: Kira Aiello

Reporting Period: March 2026

1. Key Highlights

- We held the first series of four Spanish language classes to great success. As soon as the class was announced in the library e-blast, registration filled. The waitlist filled shortly thereafter. We have received very positive feedback from the students in the class and those on the waitlist want to know when we will schedule the next cohort of classes. We are in discussion with our current teacher and have reached out to another. We are looking for a volunteer to lead an informal Spanish conversation group.
- Key staff met with representatives from Thirdway for a library walk-through and explanation of the Heat Mapping project. It was determined that we should begin with the Large Print collection as this is a microcosm of the major adult collections: fiction, biography and nonfiction. The project is off to a positive start. We will be meeting with the youth services staff to discuss the project in their areas of the library: the children's and teen rooms.

2. Programs, Services & Collections

Programs

- The third meeting of the **Past Pages Book Club** had an engaging discussion about Nathaniel Philbrick's *In the Hurricane's Eye*. There were 5 attendees. The book club continues to focus on books about the American Revolution in support of RW250.
- The **Brown Bag Book Club** met to discuss Marie Benedict's *Her Hidden Genius* for Women's History month. The book received a lukewarm review, there were 8 attendees.
- **Digital Learning classes:** the librarians continue to conduct Saturday morning computer classes. The last two of our 3-class introduction to Excel series were held in March with 5 patrons in attendance. We also taught Intro to Social Media and How to Scan and Upload Documents and Photos.

- In addition to the Saturday morning classes there were two Monday evening classes covering Microsoft Word and Google Docs basics in English & Spanish.
- We screened the third **film in the series**: A Celebration of Black Movie Musicals, *The Wiz (1978)*. There were 17 patrons in attendance.
- The **Acoustic String Jam** program was held on Saturday, March 21st. Eight patrons attended. It's so much fun to see everyone arriving with their guitars; 8 patrons attended the March meeting.

Services

- **Job Search Coach**- One-on-one sessions are available every Monday evening from 5:00–7:30 PM. The first Monday of the month features a one-hour workshop on a particular subject, the March workshop discussed strategies for job seekers 50+
- **Healthcare Navigation**- Drop-in assistance is offered for NYS affordable healthcare three Wednesdays a month, from 11:00 AM to 12:00 PM, Medicare (65+yrs) coverage basics every Monday from 10:00 AM to 12:00 PM. 2nd fl.
- **Free Notary Nights**- Notary Public available every third Thursday of the month at 6:00PM
- **Citizenship Preparation Classes**- The sessions cover the test, interview preparation and guidance on current USCIS application.
- Our Digital Navigators continue to meet with patrons for one on one help, both drop in and via scheduled appointments.

Community partnerships and collaborations

- Students from The Hallen School volunteer two days a week as part of a work/study program.
- Students from the NRHS volunteer with our local history librarian to scan our collection of yearbooks.
- Montefiore of New Rochelle Outreach at NRPL. March was Colorectal Cancer Awareness Month, hospital nurses and patient navigators provided information about colorectal cancer risks, screening options, and the importance of colonoscopies on 3/26 and 3/31, NRPL lobby.
- Hudson Valley Social Care Network-The Hudson Valley Care coalition, in partnership with NYS Health & WLS, provides a screening tool to help Medicaid members access support for food, housing, and transportation, connecting them to essential resources and care management services. The Help & Learning Center will assist patrons in connecting with a care coordinator and the screening process.

Collection development

- We met with our representative from Hoopla. Beginning on April 1, 2026 our patrons will be able to borrow an additional two titles per month. Increasing the monthly limit to 5 titles and removing the spending cap.
- 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.

3. Patron & Community Engagement

- Many patrons who came to the library to receive AARP Tax Preparation assistance also received printing help from the librarians and benefited from tech support at the Help & Learning Center. This assistance allowed patrons to complete their returns with the AARPs tax preparers. As one patron, Mercedes Banks, shared, “I couldn’t have finished my taxes without the IRS Pin #, thanks for your help.”
- Our volunteer program continues to grow. Four new volunteers are fully vetted and ready to go; they will provide services such as GED tutoring and an English Conversation Circle. In March our volunteers completed 46 hours of service in total.
- Each month the librarians create reading lists for the newsletter and book displays (one of our new volunteers updates our book displays weekly) throughout the building. In March the lists and displays featured: Women’s History Month, March Madness, baseball opening day, St. Patrick’s Day, cheerful fiction, and the Oscars.

4. Operations & Facilities

- The librarians received updated computers supplied by the Westchester Library System, which include access to the Evergreen catalog.

5. Statistics Snapshot

<u>Event</u>	<u>Sessions</u>	<u>Attendance</u>
Book Clubs	2	13
Acoustic String Jam	1	8
Film screening	1	17
Civics/citizenship class	2	8
Digital learning classes	5	22

Job Search Coach	2	8
Notary services	1	3
Healthcare/Medicare Help		14
Exams Proctored		10
Study room reservations		617

Circulation statistics for – Statistics are not available as of the writing of this report

Overdrive/Libby

Kanopy

Hoopla

6. Looking Ahead

- Based upon the success of our first series of classes, we will further develop our offering of Spanish classes.
- Planning is ongoing for the May 30th author talk by Emily Sneff/*When the Declaration of Independence was News*.
- The Heat Mapping project is off to a good start. We have completed the Large Print collection – three rows of shelves consisting of 14 sections each. Now we must move on to every section of shelving in the library. This is a big project.
- We are hopeful that the increased availability of Hoopla checkouts will receive a positive reaction from our patrons.

Narrative Report – Adult Services

March 2026

Department: Adult Services

Submitted by: Kira Aiello

Reporting Period: 03/01/2026-03/31/2026

In March much of the focus at the second floor reference desk was assisting patrons with their tax return filing needs, printing W-2 forms, paystub and 1099s.

As we complete the first quarter of the year, each member of the Adult Services Department has assumed responsibility for a public program; providing computer instruction as both group classes and one-on-one digital navigator assistance; providing film screenings and leading string instrument jams; writing groups; and book clubs both fiction and nonfiction.

We are actively assuming responsibility for all aspects of adult programming and outreach activities from establishing best practices to tracking statics as needed for the yearly New York State Report to adding a program facilitator to each vendor-led program, so all events will have a staff member on hand from the beginning of a program to the end to provide support and safety for the attendees and the performer.

We are pleased with the success of the Spanish language class and will continue to balance the goals of the library's strategic plan with the needs of the community. We are preparing for the author event and book discussion on May 30th. The librarian leading the discussion has been reading an advanced reading copy of *When the Declaration of Independence was News*, by Emily Sneff scheduled to be published on April 15, and has been working with colleagues experienced in leading author talks in preparation for the event.

We are also eager to be working on the Heat Mapping project. This project will allow us to look at every section of shelving in the library to see which collections are most-visited by our patrons to help us better understand how our collection is currently used and intentionally plan for future collection development.

NRPL Monthly Departmental Update (March 2026)

Department: Youth Services

Submitted by: Bobby Simic

Reporting Period: February 23 - March 31, 2026

1. Key Highlights (Strategic Goals Alignment)

- **Children's Room:** The first half of our Spring Break programming (March 30 & March 31) started off incredibly strong. Our 4 programs, which included seed planting, live reptiles, a sign language music program, and a fairy house craft project attracted 403 attendees. 3 of the 4 programs took place on our new Children's Patio (see images below).
- **HCL:** Science Club introduced young patrons to the water cycle which everyone loved thanks to the enthusiasm of the teens from NRHS.
- **Teen Services:** We welcomed Jay Tyler from non-profit organization My Sisters Place and NRPD Officer Stephanie Rodriguez and two of her colleagues to our Teen Advisory Board (TAB) on March 7. They were able to chat with our TAB members, impart information about the services they provide, and how they can collaborate with the library (see image below).

2. Programs, Services & Collections

- **Children's Room Book Displays:** Spring, Women's History Month, Ramadan, Purim, Holi, St. Patrick's Day, Easter, Passover, Pi Day, Autism Acceptance Month (a little early), April Fool's Day
- **Children's Room:** Weeding for Juvenile Nonfiction was completed and evaluation of our Juvenile Fiction/Chapter Book collection has begun
- **Children's Room:** Our 5-week Chess for Kids series on Sundays beginning March 1 had a great response. Registration quickly filled up and, each week, the workshops were at near-capacity for the program series' run.
- **HCL Displays:** Pi Day & Women's History Month
- **HCL:** We had our Beary Fun Time party that lived up to its name on Saturday, February 28th. Families enjoyed multiple bear crafts, a photo op with a large Eric Carle brown bear cut-out, and listening to his classic brown bear story.
- **HCL:** Writer Karen Gardner hosted two Saturday events - Every Picture Tells a Story (March 14) where participating families wrote with the aid of photo prompts, and Paint a Picture with a Poem (March 21) where poetry and watercolors paired up for great creativity.
- **HCL:** We finished our successful, staff-led Tuneful Tots program on March 24th and are happy to have it return this summer.
- **Teen Services:** Our 3D Pen Night has been well attended this month with a total of 10 teens making 3D crafts during the 4 sessions.

- **Teen Services Book Displays:** Easter, MAR10 Day, National Nutrition Month, St. Patrick's Day, Women's History Month, World Poetry Day
- **Teen Services Collection:** The teen collection has been weeded, shifted, and new shelves were added for the expanding manga collection. 223 fiction, biographies, graphic novels, and Spanish books were weeded to make space for new additions, popular books, and attain space for outward facing book displays at the end of each shelf.

3. Patron & Community Engagement

- **Children's Room:** Youth Services and other library staff were present at outreach events hosted by Webster and Ward Elementary Schools both held on March 18th. Staff shared info regarding programs and services and provided library card sign ups at both events.
- **HCL:** We welcomed back a middle schooler volunteer who assisted with a parenting books project, and we were thrilled to have several of Rio's great volunteers help with our Saturday events.
- **Teen Services:** 44 teen volunteers came in this month assisting with children's programs, the NRHS yearbook scanning project, Creative Cards for a Cause, and various other teen services-related tasks totaling about 147 hours of community service.
- **Teen Services:** Creative Cards for a Cause facilitated by our non-profit partner Neurofirst has consistently drawn about 17 teen volunteers every week this month.

4. Operations & Facilities

- **Children's Room:** Due to the meeting room unexpectedly becoming unavailable, 3 of our Spring Break programs (March 30 - April 4) were held outdoors on our new patio (see images below)
- **Children's Room:** New chairs purchased for our small Children's Program Room by the Foundation in January are becoming popular items throughout the library. Not only are they benefitting Children's Services in our many programs, but Teen Services use them on a weekly basis for their Monday Creative Cards for a Cause program. And the Foundation used them for their Bliss Music Center event on the 3rd floor, March 26th.
- **HCL:** Our IT consultant gave new life to our old patron internet computer and it is now up and running.
- **Teen Services:** -

5. Statistics Snapshot

(Attach or embed charts/tables if possible)

- **Children's Room:** 87 programs/1889 attendees; **HCL:** 34 program/688 attendees; **Teen Services:** 80 programs/394 attendees
[Youth Services Program Stats](#)
- **Circulation:** See Milton's report.
- **Children's Room Total Ref Stats:** 3052; **HCL Total Ref Stats:** 1691

6. Looking Ahead

- **Children's Room:** Closing out the remainder of Spring Break (April 1 - 4) with craft and STEAM activities, a puppet show and special guests Mad Science, Turtle Dance Music & the NRPD.
- **Children's Room:** A lot of special weekend programming and celebrations in May & June - Children's Book Week (May 9), Water Safety (May 16), Chinese Acrobatics (May 23), Chinese Knotting (May 30), Drag Story Hour (June 6), Summer Reading Kick-Off (June 13) & a Juneteenth Concert (June 20)
- **HCL:** We are excited about an upcoming Earth Day program as well as the return of Singin' with Sean, a favorite family music program. Nature Tales begins in April as well.
- **Teen Services:** We are looking forward to the Scarsdale RoboRaiders demonstration on April 8, 4- 6 pm and a series of Earth Day related programs including a seed swap on April 4, a planter decorating craft on April 15, and a spring plant bookmark craft on April 22. Participants for the planter decoration will receive a free seed packet of herbs or flowers and compressed coconut husks and soil to grow their seeds at home.

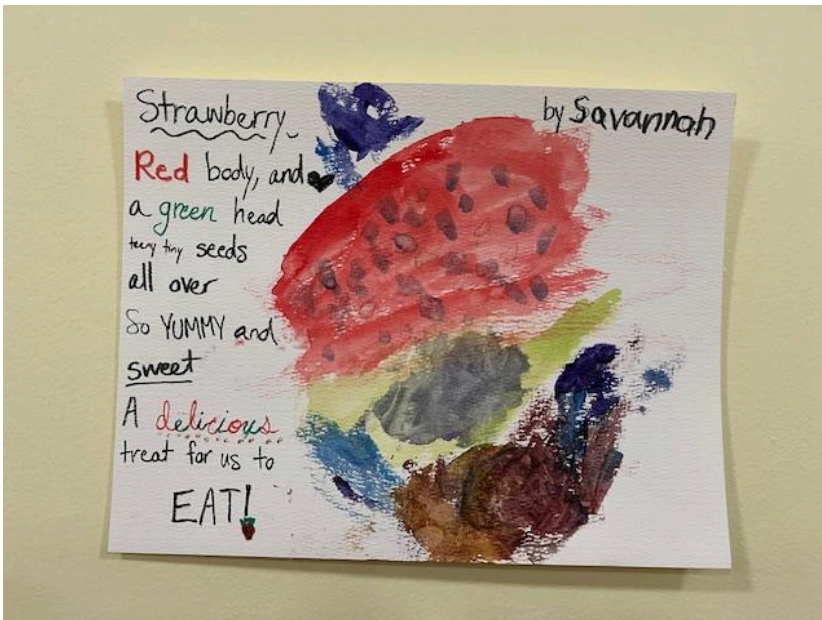
7. Attachments/Supporting Documents



Teen Advisory Board members (left and front) speaking with Jay Tyler and Officer Stephanie Rodriguez and colleagues (right).



The Science Club led by the NRHS Honor Society students presented the water cycle at the Huguenot Children's Library



From the Saturday programs at HCL: Every Picture Tells a Story and Paint a Picture with a Poem



1



2



3



4



5



6

When the meeting room became unexpectedly unavailable during Spring Break, library staff quickly pivoted outdoors to offer our Spring Seeds program (March 30th- Photo 1), BabyFingers (March 31st - Photos 2 & 3) and Build, Make, Create: Fairy Houses (March 31st - Photos 4, 5 & 6).

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 (March 2026)

Department: Youth Services

Submitted by: Bobby Simic

Reporting Period: February 23 - March 31, 2026

During the month of March, spring programming sprung to life in Youth Services with a number of kids, teens and families taking advantage of all we had to offer. 201 programs were held in March between the Children's Room, the Teen Room and at the Huguenot Children's Library with 2,971 attendees in total.

Some of our standard programs – storytimes, video games and yoga, to name a few – continued to be solid performers throughout the month. But Youth Services also hosted many special events that drew people to both locations.

The Children's Room hosted a 5-week Chess for Kids series on Sundays beginning March 1. We received an enthusiastic response with registration quickly filling up. Participants regularly came to each workshop, resulting in weekly, near-capacity attendance.

Spring Break began the last week of March at Main. We hosted 4 special programs over the last two days in March. Attendance was overwhelming but rewarding for staff and participants. Circumstances led us to use the patio instead of the planned meeting room, and so we held a seed planting, sign language music program and fairy house craft project outside, taking advantage of the long overdue, warm spring weather. We also hosted an auditorium program where kids got to meet live reptiles. Between the 4 programs, we welcomed a total of 403 attendees to the library over the 2 days.

The Huguenot Children's Library (HCL) was bustling with activities during Saturdays at the end of February and March. HCL closed out "Febr-Bear-y" on February 28 with a Beary Fun Party with an abundance of bear-related crafts and stories and a photo op with Eric Carle's Brown Bear standee entertained families.

HCL hosted special guest Writer Karen Gardner who led two weekend events - Every Picture Tells a Story (March 14) and Paint a Picture with a Poem (March 21). combined literacy and writing activities with photos and painting projects.

The Teen Room hosted special 3D Pen Nights each Monday night in March and received a strong turnout. And Teen volunteers continue to provide essential support to the community through Cards for a Cause as well as Children's Programs and special Adult Services high school yearbook scanning project. In March, teens logged in a whopping 147 hours of service at the library – even helping at HCL a few times!

As we get further into spring, Youth Services doesn't look to be slowing down. More special programs are planned to celebrate Earth Day for both kids and teens, Children's Book Week with a visit from Curious George, 2 intergenerational programs honoring Asian American Pacific Islander Heritage Month, and a robotics demonstration in the Teen Room.

NRPL Monthly Departmental Update

Department: Circulation Department

Submitted by: Milton Cobb

Reporting Period: March 2026

1. Key Highlights

- The Circulation Department is preparing for changes as NRPL transitions to a Welcome Desk Model. The department welcomes the chance to help lead an effort by the library to provide an increased level of quality service for New Rochelle Public Library patrons.

2. Programs, Services & Collections

- With changes to programming at NRPL, members of the Circulation Department are ready to assist as needed at the direction of David Torres, Head of Programming and Outreach. The department looks forward to collaborating with the Head of Programming and Outreach on outreach opportunities and programs.
- The Circulation Department, along with the overarching Adult Services Department, is planning a transition to a Welcome Desk model on the first floor. The model, which will place a librarian/library assistant at one of the work stations at the current Circulation Desk, will be implemented soon. In preparation for this transition, some training will be provided to Circulation staff and Adult Services Librarians and Library Assistants. More information concerning this topic can be found below.

3. Patron & Community Engagement

- **Book Clubs allow patrons to connect.**
 - New Rochelle Public Library has several book clubs available to patrons. The book clubs, coordinated by Caroline Reddy, are fantastic opportunities for patrons to connect with one another. The Circulation Department will continue to provide assistance to help these book clubs. Members of the department will work closer with staff members who lead book club discussions. In addition, more space will be made for book clubs in the library's hold shelf area.
- **Increased advertisement of library programming and offerings.**
 - The previous display, in preparation for the arrival of Spring, was "Cheerful Fiction." Patrons engaged with the display to find books that would leave them in a good mood and in high spirits. For a change in seasons, especially to one of new beginnings such as Spring, this display was well timed. The current display is "April is Diversity Month", and features diverse stories from an array of diverse

authors. The stated goal on the flyer for this display is to “embrace the richness of diversity, celebrate each unique culture, and stand united to build a harmonious, inclusive, and peaceful world where every tradition and identity is cherished and respected.”

4. Operations & Facilities

- More space will be made for book clubs in the library’s hold shelf area.
- More consideration was made concerning the book drop at Hugh Doyle Senior Center. After investigating potential City of New Rochelle properties for a better place to relocate the book drop, it appears that the current location of the book drop is squarely in the center of the area the library would like to target. More advertisement of the book drop’s location may increase its use. A campaign to increase knowledge of the library’s book drop locations is being drafted.
- The Circulation Department, along with the overarching Adult Services Department, is planning a transition to a Welcome Desk model on the first floor. The model, which will place a librarian/library assistant at one of the work stations at the current Circulation Desk, will be implemented soon. In preparation for this transition, some training will be provided to Circulation staff and Adult Services Librarians and Library Assistants.
 - Adult Services Librarians/Library Assistants:
 - Librarians will receive library card renewal training.
 - Librarians will receive cash register training
 - A general overview on Circulation Procedures, including the above mentioned training topics, is tentatively scheduled for a Wednesday morning before opening to the public (9:00 to 10:00 AM).
 - Circulation Clerks:
 - Clerks will receive museum pass training
 - Training for museum pass circulation is scheduled to be part of the Circulation Meeting tentatively scheduled for Wednesday, April 22 at 9:00 AM.
 - In addition to the training to be provided to both Circulation clerks and Adult Services Librarians, accounts will need to be created for all staff working at the Welcome Desk:
 - Circulation Clerks will have LibCal accounts created for them so that they may access the museum pass reservation system.
 - Librarians and Library Assistants will have Square register accounts created so that they may access the cash register.
- Eventually, as instructed by the Head of Adult Services, the plan moving forward is to cross train all librarians and clerks for the following functions:
 - **Information Desk responsibilities:**
 - Answering reference questions about:
 - Finding materials in the collection
 - Assisting patrons with locating material on the first floor
 - ESL classes

- Computer classes
 - Other programs
 - Following up on Museum Passes
 - Checking item and card status
 - Making courtesy phone calls
 - Checking Museum passes in/out
 - Registering patrons for programs
- **Circulation Desk responsibilities:**
 - Issuing library cards
 - Renewing library cards
 - Helping patrons with card and circulation issues (lost material, two cards in system, etc.)
 - Checking out materials
 - Accepting returns
 - Checking in book drop returns
 - Checking in ILL bins
 - Generating and distributing holds list
 - Maintaining the Holds shelf
 - Assisting patrons with the photocopies

5. Statistics Snapshot

February 2026 Circulation Statistics (March's statistics are not posted yet)

Main Branch

[Circulations](#): **11,661**

5 Highest Circulation Statistical Categories:

1. Juvenile Fiction- **4,717**
2. Juvenile Nonfiction- **1,330**
3. Movie- **1,301**
4. Fiction- **1,001**
5. Nonfiction- **797**

[Intraloans Supplied](#): **2,666**

[Intraloans Received](#): **965**

[Patrons Added](#): **178**

[Items Added](#): **682**

[Items Deleted](#): **668**

HCL

[Circulations](#): **2,086**

5 Highest Circulation Statistical Categories:

1. Juvenile Fiction- **1,560**
2. Juvenile Nonfiction- **170**
3. Fiction - **138**
4. New Book - **61**
5. YA Fiction - **48**

[Intraloans Supplied](#): **165**

[Intraloans Received](#): **327**

[Patrons Added](#): **11**

[Items Added](#): **58**

[Items Deleted](#): **110**

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 continue 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, May 12, 2026.
- **The Circulation Department is ready to do whatever is needed to make the upcoming implementation of the Welcome Desk a successful transition. The department welcomes the chance to help lead an effort by the library to provide an increased level of quality service for New Rochelle Public Library patrons.**

7. Attachments/Supporting Documents

- Monthly Circulation: [x Monthly_Circulation_Feb2026.xlsx](#)
- Intraloans Supplied: [x Monthly_Supplied_Feb2026.xlsx](#)
- Intraloans Received: [x Monthly_Received_Feb2026.xlsx](#)
- Patrons Added: [x Monthly_Patrons_Added_Feb2026.xlsx](#)
- Items Added: [x Monthly_Items_Added_Feb2026.xlsx](#)
- Items Deleted: [x Monthly_Items_Deleted_Feb2026.xlsx](#)
- [February Circulation Tally Sheet](#)
- [March Circulation Tally Sheet](#)

Monthly Departmental Narrative Report

Department: Circulation Department

Submitted by: Milton Cobb

Reporting Period: March 2026

Narrative Report

The Circulation Department is preparing for changes as New Rochelle Public Library transitions to a Welcome Desk model. The model, which will place a librarian/library assistant at one of the work stations at the current Circulation Desk, will be implemented soon. In preparation for this transition, some training will be provided to Circulation Department staff and Adult Services librarians and library assistants. In addition to the training to be provided to both Circulation clerks and Adult Services Librarians, accounts for using the cash register and museum pass reservation software will be created for all staff working at the Welcome Desk.

Eventually, as instructed by the Head of Adult Services, the plan moving forward is to cross train all librarians and clerks for the following distinct functions. Information Desk functions will include answering reference questions, checking museum passes in and out, following up on museum pass loans, and registering patrons for programs. Circulation Desk functions will include issuing and renewing library cards, helping patrons with circulation issues, checking out materials, accepting returns of materials, checking in book drop and ILL bins, generating and distributing holds lists, maintaining the holds shelf, and assisting patrons with photocopies.

The Circulation Department is ready to do whatever is needed to make the upcoming implementation of the Welcome Desk a successful transition. The department welcomes the chance to help lead an effort by the library to provide an increased level of quality service for New Rochelle Public Library patrons.

NRPL Monthly Departmental Update

Department: Community Relations

Submitted by: Lisa Itzkowitz/Tobe Sevush

Reporting Period: March 2026

1. Key Highlights

- Led promotional efforts to drive patron engagement for 33 March programs with emphasis on generating awareness AARP Tax Assistance and new programs including Beginner Spanish, Acoustic String Jam Session and *Past Pages Society* History Book Club.
- Thirdway Space conducted onsite UX Research for 5 days of March 22, 23, 24, 29 and 30. A lot of great feedback was gathered which will be included in the final report to NRPL
- The website/logo design team:
 - Finalized the new NRPL logo
 - Reviewed the proposed HCL logo and provided feedback.
 - Approved the website prototype. The website vendor will now build the new site over the next month.
- Information about the new bond was distributed to the community in the March 27 weekly eblast, and posted to the website.
- The annual budget mailer is in the process of being designed, incorporating information about the bond.
- Planning is underway for visioning sessions with an outside research firm. Dates and communications are currently being finalized.
- Utilization of AARP Tax Aide has been consistently strong, serving 50 - 60 patrons/session. Tim Oberg, our point of contact for the program shared this information in on 3/14/26.
 - *We have submitted 426 returns so far this year, compared to 441 at this point last year. Remember, we lost one day this year due to a snowstorm that delayed the library's opening and kept the city from plowing the parking lots. An earthquake also made things more complicated. We had no closings last year.*

We have nine more days left this year, just like last year.

Based on last year's data, the workload will get busier moving forward. We have averaged nearly 40 completed returns per day so far this year. Last year, our numbers surged after this date, reaching nearly 50 per day, and hitting 58 and 71 on the final two days.

2. Programs

- **Health and Wellness Programs - 12 sessions**
 - Chair Yoga averaged 26 attendees
 - Multi Level Yoga averaged 11 attendees
- **Arts and Culture Programs - 18 session**
 - **Friday Night Concerts** continue to be a success. Michael Powers' Blues Heritage had 95 attendees.
 - We presented a new group called VoiceScapes which is an audio theater company. We had 40 in attendance which is good for a first time program and the audience loved it.

- We partnered with the New Rochelle Council on the Arts who produced a wonderful exhibit on Life in New Rochelle during the American Revolution .
- **AARP Tax Prep - 9 sessions**
 - Averaging 50 attendees/session.
- **Fun and Games Programs - 4 sessions**
 - **MahJong** open play moved this month to Friday afternoons averaging 8 attendees/session
- **Virtual programs - 3 programs**
 - Hutchinson River Restoration Project, *17 attendees*
 - Spring Birding, *6 attendees*
 - From Here to Over There: Women of World War II, *7 attendees*

3. Patron & Community Engagement

- User Experience research conducted with 36 people across a variety of user/non user groups.
- Coordinating NRPL presence at City of New Rochelle Earth Day Event on April 22, and Ward Acres Conservancy GoatFest on June 6

4. Operations and Facilities

n/a

5. Statistics Snapshot

- Total number of program sessions: 43
- Total number of attendees: 1269

After two above average months, March was an average month for our social media. **Facebook** gained 47 new followers, had 685 content interactions, reached 16,462 unique accounts, accumulated 62,653 views across all posts and 1,418 profile visits from unique accounts. On **Instagram** we gained 43 new followers, had 539 content interactions (likes & comments), reached 2,424 unique accounts, accumulated 20,293 views across all posts and 331 profile visits from unique accounts.

We should expect April to be an above average month for socials due to bond and budget info going out to the public. We will monitor our social media for the public's reaction to the budget and bond numbers and report next month if the public was receiving the info negatively or positively. We will continue to refine our posting strategy to best optimize our socials and ensure that we are getting as many views as possible.

The most popular post of the month was the \$1 million check photo with the state senators/assembly persons. (11,865 Views, 3,642 Reach, 517 Interactions)

Facebook

- Children's Spring Break Programming (6,976 Views, 4,607 Reach, 31 Interactions)
- American Revolution Exhibit (5,973 Views, 3,299 Reach, 42 Interactions)

- Lucille Award Photos (3,062 Views, 1,917 Reach, 42 Interactions)

Instagram

- 3/30 Spring Break Recap Photos (1,076 Views, 454 Reach, 26 Interactions)
 - Bokandeye Announcement (1,029 Views, 133 Reach, 14 Interactions)
 - Crayola Creativity Week Announcement (921 Views, 464 Reach, 21 Interactions)
- Email: The open rate on the weekly eblast was 58% - slightly below our typical open rate, but 23% higher than the industry average. This may be due to changes in the way Constant Contact is calculating open rates. Further investigation needed. Total contacts remained steady at 15,000.

6. Looking Ahead

- April programs will include a Friday Night Concert with Wayne Henderson, a classical concert with Young Musicians of Westchester, a concert by Songcatchers and a concert with Tutti Bravi productions.
- Budget/Bond information sessions will take place on April 16 and 28.
- Staff visioning sessions will take place on April 15 and 22 (Virtually). Community, ambassador and partner sessions will take place following staff sessions. Dates TBD
- Budget mailer will be finalized, printed and mailed by the end of April
- Mah Jongg beginner instruction/supervised play (new class format), begins April
- Tai Chi/Qi Gong begins April 23 with new instructor

7. Supporting Documents



Our March Friday Night Concert, Michael Powers Blues Heritage Band attracted 90



We presented a new group called VoiceScapes which is an audio theater company.



Thirty-six User Experience interviews were conducted over the course of 5 days in March

Community Relations Narrative Report

Department: Community Relations

Submitted by: Lisa Itzkowitz/Tobe Sevush

Reporting Period: March 2026

This month, marketing provided support for 33 programs across all library departments. Key events included the continuation of AARP Tax Assistance, Friday night and Sunday afternoon Concerts, and new programs including Beginner Spanish, *Past Pages Society* History Book Club and Acoustic String Jam sessions.

Community Relations and the **website** design team gave final approval for the new NRPL logo, and input on the Huguenot Children's Library version of the new logo. The team also reviewed, tweaked and approved the site prototype. With this approval, Library Market will begin building the site, which will take about one month. The site is scheduled to launch in mid-June

The **User Experience Research**, conducted by Thirdway Space, took place March 22, 23, 24, 29 and 30 due. Marketing collaborated with ThirdWay to finalize interviewee recruitment and onsite communications about the research. Thirty-six interviews were conducted with a cross section of participants including mobility impaired, vision impaired, unhoused, caregivers with children, and remote workers.

Marketing met with Margaret Sullivan Studios and Lothrop to review plans for and assist in scheduling and communicating with staff, board, patron, and partner **visioning sessions** for the future of NRPL.

Developed suggested social media posts - design and content - to **introduce bond to the community**. Managed inclusion of bond information in weekly eblast and on website. Met with communications consultant Joan Grangois to review social media plans and strategize re: how to present bond information in Annual Budget Mailer

The **Annual Budget Mailer** is in process. The design will remain similar to last year. Final copy and design edits are in the works to incorporate information about the bond. Spanish translation and printing/mailing services have been identified and are waiting for final copy/art and mailing list.

Continued to work with Brian to maximize **program opportunities as part of Yiddish Book Grant**. Met again with JCC Events Director, JCC Director of Jewish Life and JCC Grant writer to discuss how we can partner on Yiddish Book Club grant-funded programs.

Working with Caroline to position and promote a new **summer reading program for adults**.

Identified and hired a new **Tai Chi/Qi Gong** instructor. Classes begin April 21

NRPL continues to receive strong **coverage in local media**. [ArtsWestchester](#) picked up our new Acoustic String Jam Sessions and [March Friday Night Concert](#). Talk of the Sound also picked up [Acoustic Jam](#), [Open Play Mah Jongg](#), and [Sing Your Heart Out](#). The [March issue of the New Rochelle Review](#) picked up several NRPL March events. The [Westfair Business](#) and [Talk of the Sound](#) ran a story about Lucille Renwick being awarded the 2025 Velma K. Moore

award, in recognition of outstanding leadership. [Patch](#), [Westfair Communications](#) ran a story about the \$1.18M in state funding the library received for capital improvements. The Westchester Historical Society included The Past Pages Society March meeting in their newsletter. Local online Moms groups in [Scarsdale](#) and [Rye](#) continue to pick up select children's and teen programs on their calendars.

VoiceScapes

VoiceScapes is a theater program unlike anything we've experienced before, and I couldn't resist bringing them to NRPL. This modern-day audio theater company brings together talented audio engineers, actors, and writers to perform original short plays enriched with music and immersive sound effects. Their performances ranged from funny to touching, with moments that were even a little eerie—and the audience was completely captivated throughout.

Young Musicians of Westchester

Our partnership with YMW has been a fantastic addition to our programming. Their 5–6 classical concerts each year, held on Sundays, consistently deliver outstanding performances—and this Baroque concert was no exception. Robert Brooks Carlson is truly one of the finest pianists I've ever experienced. His performance earned a standing ovation, with the audience eagerly calling for encores.

**Board Meeting
Thursday, April 9, 2026
Incident Report Listing**

DATE	TIME	LOCATION	DESCRIPTION	ACTION Y/N	EMERGENCY SERVICES CONTACT
3/3/2026	6:30 PM	Main Library	Facility Odor and Required Maintenance Response	No	
3/3/2026	6:50 PM	Main Library	Patron Hygiene and Cleaning Response	No	
3/5/2026	7:10 PM	Main Library	Reported Inappropriate Conduct by Patron on Second Floor Computer Area	No	
3/11/2026	12:25 PM	Main Library	Child Fall in Children's Room – Staff Assisted	No	
3/12/2026	6:49 PM	Main Library	Patron Misconduct – Inappropriate Behavior	No	
3/13/2026	2:45 PM	Main Library	Physical Altercation with Patron on Second Floor	Yes	NRPD
3/13/2026	2:45 PM	Main Library	Second Floor Patron Altercation Report	Yes	NRPD
3/16/2026	4:30 PM	Main Library	Unauthorized Study Room Use	No	
3/17/2026	3:50 PM	Main Library	Minor Patron Fall, No Injuries Reported	No	
3/26/2026	1:00 PM	Main Library	Termination Meeting and Patron Staff Conduct	No	
3/26/2026	1:15 PM	Main Library	Termination Meeting Escalation and Departure	No	



Dear Friends and Neighbors,

Every day, the New Rochelle Public Library is part of people's lives. A child finds a book she loves. A teenager works toward their future. A new neighbor gets their bearings. A senior finds connection and community.

These moments happen here—hundreds of times a day—and they depend on a building that serves the people who rely on it.

On Tuesday, May 19, 2026, voters will consider a \$55 million Capital Improvement Bond to modernize the Library. This investment would address aging infrastructure while improving the spaces where our community reads, learns, and comes together.

This building has served New Rochelle for decades. It has been cared for responsibly, but many systems are now outdated. Addressing these needs now helps avoid greater costs and disruption in the future.

At the same time, this project is about who we are as a community today. Families need more space in Children's. Teens deserve a place of their own. Adults need quiet places to work and welcoming spaces to connect. As New Rochelle continues to grow, the Library should grow with it.

If approved, the project would include:

- Renovated Children's, Teen, and Adult spaces
- New study rooms, meeting areas, and flexible spaces
- Accessibility improvements throughout the building
- Updated furniture, fixtures, and equipment
- Professional design and construction services
- Upgrades to building systems (heating, cooling, electrical, plumbing)
- Roof replacement and exterior repairs

Bond funds are legally restricted and can only be used for these improvements—not for salaries or daily operations.

Estimated cost:

For the average homeowner, approximately \$204 per year (about \$17 per month), with no tax impact before 2028.

The Library has already secured over \$1.18 million in State funding—an investment in New Rochelle from our partners at the state level.

Learn more:

Visit nrpl.org for full details, FAQs, and upcoming information sessions on April 16 and April 28.

The Library has long been a shared resource - open to everyone, shaped by this community, and used every day. This project is about taking care of that resource and ensuring it continues to serve New Rochelle for generations to come.

With appreciation,

Eugenia Schatoff

Eugenia Schatoff
Executive Director
New Rochelle Public Library

April 9, 2026 Director's Board Report

Committee Meetings

Policy Committee Meeting Monday, March 2 · 9:00 – 10:00am

Budget Finance Committee Meeting Wednesday, March 4 · 8:30 – 9:30am

Programming Committee Wednesday, March 4 · 3:00 – 4:00pm

B&G Committee meeting Friday, March 6 8:30 – 9:30am

Programming Committee Wednesday, March 11 · 3:00 – 4:00pm

Policy Committee Check-in Zoom Monday, March 16 · 5:00 – 5:45pm

Finance Committee Meeting Wednesday, March 25 · 8:30 – 9:30am

Policy Committee Meeting - 9am Monday, March 30 · 9:00 – 10:00am

Check-In Meetings

Check In Meeting JR Monday, March 2 · 10:15 – 11:00am

NRPL & Cole weekly meeting Monday, March 2 · 11:00am – 12:00pm

weekly check in ES & MA Monday, March 2 · 1:30 – 2:15pm

ES to Call TI Monday, March 2 · 4:00 – 5:00pm

Asst. Director Discussion JR & HR Tuesday, March 3 · 9:30 – 10:00am

Community Relations Tuesday, March 3 · 10:00 – 10:45am

Appointment times (Lisa Itzkowitz) Wednesday, March 4 · 1:15 – 1:45pm

Status check Board member Thursday, March 5 · 1:00 – 1:30pm

Check In Meeting Assistant Director Thursday, March 5 · 3:00 – 3:30p

HR Check In Thursday, March 5 · 4:00 – 4:45pm

Treasurer Check In Monday, March 9 · 12:00 – 12:30pm

Check In Call w/ board member Monday, March 9 · 12:30 – 1:00pm

Foundation Chek-In Wednesday, March 11 · 10:00 – 11:00am

Check in Assistant Director Thursday, March 12 · 4:30 – 5:00pm

Check in community relations program coordinator Thursday, March 12 · 5:00 – 5:30pm

Check in maintenance Monday, March 16 · 1:00 – 1:45pm

Check In Meeting - Director + Board President Thursday, March 19 · 1:00 – 2:00pm

Check in meeting with Assistant Director Monday, March 23 · 10:00 – 10:45am

Check in meeting with Assistant Director Tuesday, March 24 · 10:00 – 10:45am

Bond comms team check-in call Tuesday, March 31 · 11:30am – 12:00pm

Other Meetings

Civil Service Monday, March 2 · 8:00 – 9:00am

Re Treasurer search: Tuesday, March 3 · 12:00 – 12:30pm

Photo Op re: NRPL Construction aid Tuesday, March 3 · 1:00 – 2:00pm

Special Board Meetin Tuesday, March 3 · 2:00 – 3:00pm

Dept head meeting Admin conf. Rm Wednesday, March 4 · 10:00 – 11:00am
Special Board Meeting Wednesday, March 4 · 12:00 – 1:00pm
Reimagining Libraries: Innovation, Space, and Community Impact Thursday, March 5 · 8:00 – 10:30am
Partnering with the Children's Native Pollinator Garden at NRPL Thursday, March 12 · 12:00 – 1:00pm
Lothrop meeting Tuesday, March 10 · 9:00 – 11:00am
Brick Donor Prep Meeting Tuesday, March 10 · 1:00 – 2:00pm

Employee Evaluation Tuesday, March 10 · 3:00 – 3:45pm
Admin Team meeting Wednesday, March 11 · 4:00 – 4:30pm
Partnering with the Children's Native Pollinator Garden at NRPL Thursday, March 12 · 12:00 – 1:00pm
Bond campaign discussion Thursday, March 12 · 1:00 – 2:00pm
Project 2853-00 NRPL- Children's Garden meeting Thursday, March 12 · 3:00 – 4:30pm
Library Tour Thursday, March 12 · 6:00 – 7:00p
Director Handbook Book Club Series Friday, March 13 · 10:00 – 11:30am
NRPL & Cole weekly meeting Monday, March 16 · 11:00am – 12:00pm
NRPLF Board Meeting Monday, March 16 · 7:00 – 9:30pm
Kick off Meeting LoThrop & NRPL Tuesday, March 17 · 11:30am – 12:30pm
Impact100 Grant Interview Tuesday, March 17 · 3:30 – 4:30pm
Staff Development Wednesday, March 18 · 9:00am – 12:00pm
Civil Service Commission Meeting Wednesday, March 18 · 3:30 – 4:30pm
New Rochelle Public Library Bond Meeting & MOU Discussion Thursday, March 19 · 4:30 – 5:30pm
NRPL post-bond meeting meeting Thursday, March 19 · 5:30 – 6:00pm
Admin team meeting Monday, March 23 · 4:00 – 4:30pm

Bond campaign discussion Tuesday, March 24 · 2:30 – 3:30pm
Foundation Event Wednesday, March 25 · 6:30 – 9:30pm
Maintenance Department Meeting Thursday, March 26 · 11:00am – 12:00pm
CSDNR Board of Education Meeting Thursday, March 26 · 6:00 – 9:30pm
Meeting with Human Resources & Maintenance Thursday, March 26 · 1:00 – 1:30pm
Library Bond Discussion - Zoom Meeting Monday, March 30 · 7:00 – 8:00pm
NRPL Building tours for thirdway space Tuesday, March 31 · 8:15am – 2:45pm

DEPARTMENTAL REPORTS

Adult Services , Submitted by Kira Aiello

 [2026-04 Adult Services Departmental Update.pdf](#)

 [2026-04 Adult Services Narrative Report.pdf](#)

Youth Report, submitted by Bobby Simic

 [2026 04 Youth Services Monthly Report.pdf](#)

 [2026 04 Youth Services Monthly Narrative.pdf](#)

Circulation Report, Submitted by Milton Cobb

 [2026 04 Circulation Department Monthly Update.pdf](#)

 [2026 04 Circulation Department Monthly Narrative.pdf](#)

Community Relations Report, Submitted by Lisa Itzkowitz and Tobe

 [2026 04 Community Relations Monthly Update.pdf](#)

 [2026 04 Community Relations Monthly Narrative.pdf](#)

Personnel Report

 [2026 04 Personnel Report Listing.pdf](#)

Respectfully Submitted,

Eugenia Schatoff

Eugenia Schatoff,
Library Director

Board Meeting
Thursday, April 9, 2026
Personnel Report Listing

							Board Meeting
Last Name	Name	Title	Salary	Reason	Action Date	Report - Date	
1 Santiago	Marta	Full Time - From Senior Library Clerk	\$ 61,391.00	Resigned	16-Mar-26	9-Apr-26	
2 Segura	Gustavo	PT - Laborer	\$24.62 Hour	Dismissal	26-Mar-26	9-Apr-26	
3 Golomb	Beth	PT - Library Clerk	\$26.62 Hour	Resigned	26-Mar-26	9-Apr-26	
4 Manning	Jean	FT - Administrative Assistant to Director	\$ 109,872.10	Retired	8-May-26	9-Apr-26	