

Brentwood Public Library
Board of Trustees Monthly Meeting Minutes
February 23, 2023

Present:

Mary Reid, President
Ellen Edelstein, Vice President
Francis Picart, Trustee
William Menendez, Trustee
Dorina Barksdale, Trustee

Absent with notice: None

Public Attendance:

Maureen Montelbano, NY Commerce Bank
Carmen Palmeri, NY Commerce Bank

Thomas Tarantowicz, Director,
Xibe Solis, Assistant Director,
Matthew Morley, Business Manager

Also Present:

Sarah Gyimah, Library Attorney
Miranda Hatziangelou, Board Secretary

I. Call to Order

The meeting was called to order at 5:30 pm by Board President Mary Reid.

II. Pledge of Allegiance, led by William Menendez, was followed by a moment of silence for the earthquake victims in Turkey and Syria.

III. Public Expression

The floor was opened to public expression.

NYCB representatives introduced themselves, Carmen Palmeri is also on the board of the Chamber of Commerce.

IV. Approval of Agenda

Ellen Edelstein moved, Francis Picart seconded, to accept the agenda as presented. All in favor.

V. Approval of Minutes

Dorina Barksdale moved, William Menendez seconded, to accept the minutes of the January 26, 2023 board meeting. All in favor.

VI. Correspondence was read by Library Director Thomas Tarantowicz. A \$50 donation was made to the Brentwood Public Library in Ellen Edelstein's name as a gift to her for the holidays from Ms. Marliese Flis. In addition, an invitation to attend the Town of Islip Unity Service was sent to the Library from Town Supervisor Angie Carpenter. Library Director Thomas Tarantowicz accepted, and reported that the event was well attended.

VII. Financial

- a) Francis Picart moved, Ellen Edelstein seconded, to accept the Financial Report for January 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- b) Dorina Barksdale moved, William Menendez seconded, to accept the Collateral Reconciliation Report dated January 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- c) Bills for the month of February 2023 were audited by Dorina Barksdale. Ms. Barksdale moved, Francis Picart seconded, to approve the expenditures in the amount of \$845,611.87. All in favor.
- d) Personnel report:
 - a. Ellen Edelstein moved, Dorina Barksdale seconded, to accept personnel changes as reported. All in favor.
- e) Reports
 - a. Board Members reported on meetings and library events attended. Ellen Edelstein attended the Unity Council which was wonderful and the swearing in ceremony for Assemblyman Ramos as Deputy Speaker of the House, The Black History Month celebration on February 4th at Brentwood Public Library, which was excellent and executed very well, with great speakers and food, the Black History Month celebration at Town Hall with Ms. Jackie Merriweather & several other honorees, several committee meetings for the St. Patrick's Day parade, the High school performance of Grease the musical, which was very nice, various Brentwood Public Library programs, the Columbiettes 60th Anniversary event, several Chamber of Commerce meetings and Networking, and the Associates at St. Joseph and a Historical Society meeting. Francis Picart attended the NAACP regular Executive Committee meeting via Zoom, as well as a NAACP Special Meeting of the Islip Town Executive Board, via Zoom, and a collaborative NAACP/Islip Arts Council production to display artwork from young and local black artists in the Islip Arts Gallery, South Shore Mall, as part of the celebration of Black History Month; the event was a great opportunity to encourage young artists and to network. Francis Picart mentioned that Legislator Sammy Gonzales and Assemblyman Steve Flotteron attended the NAACP Arts event as well. Dorina Barksdale attended the Long Island Housing Authority program, Assemblyman Ramos's swearing in ceremony, the Brentwood Public Library's Black History Month Celebration, and various

Brentwood Public Library programs. William Menendez attended Assemblyman Phil Ramos's swearing in ceremony, the High School production of Grease the musical, the Columbiettes 60th anniversary event, a Historical Society Meeting, Chamber of Commerce Meeting, St. Patrick Parade committee meeting, Knights of Columbus meeting, Lyons Club meeting and Fire Department meetings. Board President Mary Reid attended the Black History Month celebration at the Brentwood Public Library, and found it to be excellent, with great food and presentations, and she thanked the staff & administration who put it together, and incidentally, Carol from that event will also be speaking at an additional event. Board President Mary Reid also attended Assemblyman Ramos's swearing in ceremony, spoke with Senators Weik and Garbarino, and attended the Chamber of Commerce meeting with Angie Carpenter & George Guadron. Finally, Board President Mary Reid discussed the VFW and the Bay Shore Historical Society's plan to expand their collections.

- b. The Director's report was accepted. Library Director Thomas Tarantowicz discussed the Brentwood Public Library's plans for construction, and that they have been sent up to Albany, that the intended bids are getting refined and we are expecting approval soon. Library Director Thomas Tarantowicz discussed that he will be going to Albany to speak with our representatives, Senator Martinez, Deputy Speaker Ramos, and Legislator Brown and will extend an invitation to Governor Hochul to come visit the Brentwood Public Library and experience what we do and educate her what exactly libraries are involved with in their communities. Library Director Thomas Tarantowicz attended the Islip Zone meeting, to which Senators Weik & Garborino's aides were present, and arranged for Dr. Edward Bonahue to attend the March Directors' meeting to continue to formulate the plan to make Library Assistants a title with a certification that also works with the department of Civil Service and to discuss possibly using SCCC as a venue to hold the Battle of the Books, which attracts a very large crowd.

- c. The Assistant Director's report was accepted. Assistant Director Xibelualka Solis attended the ALA Mid-Winter with Kristen Brewi, Adabelle Campos, and Tia Johnson. Together, they attended the Conference opener featuring speakers/authors Nic Stone and Ibram X. Kendi, and their book *How to be an Anti-racist*. Assistant Library Director Xibelualka Solis reported on attending the presented courses: Building thriving communities, Fire Floods & Covid, recovery plans, Different conversations, declining with hostility & resolving conflicts; Acknowledging what's Beneath the Cover: Trauma, regarding techniques from dealing with combative public; In addition, the group went on a tour of the New Orleans Public Library and were impressed by their excellent Maker Space & Sound Recording booth, built with money from a grant from Best Buy, something we intend to look into applying for as well; one notable, there were a lot of homeless people at the New Orleans Public Library occupying all the benches

everywhere on the property. Finally, Assistant Library Director Xibelualka Solis discussed that Celia Vollmer, Senior Library Clerk and Safety Officer at the Brentwood Public Library, will be the recipient of an award through the Flutterflies at their luncheon on March 26th.

- d. The Business Manager's report was accepted. Business Manager Matthew Morley discussed that his department is busy this season, and any additional report he deferred to executive session.

- e. The Library Attorney's report was deferred to executive session.

IX. Unfinished Business. There was none

X. New Business

- a. William Menendez moved, Francis Picart seconded, to accept the State Report as presented. All in favor.

XI. Other. There was none

XII. Suggestion Box. Patron suggestions were read to the Board by Assistant Library Director Xibelualka Solis, and included requests for a Summer Party, 3D Printer classes, more chess club please, that the World Book is outdated and can we purchase a new one, Poindexter requested a party, pizza and Karaoke, Notary services, that some services such as reservation/museum passes can improve because it doesn't work when people don't return the passes/items, that we please move the bench, it's too close, and that we change the library bathroom signs. Patron Francis Amato wrote that Peter Carmona was wonderful, and that John & Peter were great; patron Maryann Byaz wrote that "Brentwood is the best Library and has great programs and friendly staff."

XIII. Public Expression. There was none.

XIV. Date/Time of next board meeting

The next meeting of the Board of Trustees will take place on Tuesday, March 28, 2023 directly following the 5:00 pm Public Hearing.

XV. Executive Session

Mary Reid moved to adjourn the meeting to Executive Session for legal matters/personnel matters at 6:58 pm. All in favor.

William Menendez moved to reconvene the meeting at 7:57pm.

Be It Resolved, upon the recommendation of the Business Manager, the Board of Trustees hereby accepts the proposed "Banking Plan" pursuant to which the Business Manager is authorized to take such steps as are necessary to have New York Community Bank designated as the depository for General Fund Accounts Payable, General Fund Savings, General Fund Discretionary, General Fund Payroll, Grant Fund, Capital Improvement Fund, and Special Bequest Fund; to have M&T Bank designated as the depository for General Fund; and to have all HSBC accounts closed.

Be It Further Resolved, the Business Manager is hereby authorized to take such steps as are necessary to effectuate the implementation of Authorized Signatories for such banks as set forth in the proposed "Banking Plan"; and online access for such banks to meet operational needs as determined by the Director and Business Manager.

William Menendez moved, Francis Picart seconded, to accept the resolutions as presented. All in favor.

XVI. Adjournment

There being no further business Ellen Edelstein moved to adjourn the meeting at 7:58pm.

Respectfully submitted
Miranda Hatziangelou
Secretary to the Board
Tia J. Johnson
Office Assistant

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 11-0701

12/1/2022

For The Period

TO

12/31/2022

Checking Account

HSBC xxx-xx751-8

Total available balance as reported at end of preceding period:

\$33,784.83

Receipts during Month:

From MMS #xxxxx7372	\$5,000.00
From Capital #xxx-xx7488	\$0.00
Misc Revenue	(\$0.00)
Interest	\$69.95

Total Receipts	<u>\$5,069.95</u>
Total Receipts and Opening Balance	<u>\$38,854.78</u>

Disbursements made during Month:

Accounts Payable Checks	\$17,019.55
0	\$0.00
Payroll #16	\$0.00
Payroll #17	\$0.00
Retirement ACH	\$6,852.76
403 B ACH disbursement	\$8,630.00
0	\$0.00

Total disbursements and charges: \$32,502.31

Cash Balance as shown by records: **\$6,352.47**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	\$33,266.20
Less outstanding checks: (see schedule)	\$20,060.97
Retirement disbursement	\$6,852.76

Net balance in bank: \$6,352.47

Add: **\$0.00**

Total available balance: **\$6,352.47**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **March 28, 2023**

This is to certify that the above cash balance is in agreement with my bank statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 11-703

For The Period

12/1/2022

TO

12/31/2022

Money Market Savings

HSBC xxx-xx737-2

Total available balance as reported at end of preceding period:

\$5,077.98

Receipts during Month:

Real Propty Taxes	\$0.00	Suff Cty IDA	\$0.00
Book Fines	\$104.65	Vending machine	\$0.00
Video Fines	\$4.50	Printer Rev's	\$393.10
Book Bag Sales	\$14.00	Reference Copies	\$0.00
Lost Books	\$98.88	Photo Printing Rev	\$0.00
Lost Cards	\$45.00	Book Sales	\$0.00
Lost DVD	\$0.00	Rev Ck Fees	\$0.00
Interest Inc	\$7.79	PILOT / Levy	\$0.00
E-Rate Reimb	\$0.00	Refund bank fee	\$0.00
Attraction Ticktes	\$122.00	Deposits-adult prgm	\$0.00
Headphones	\$5.00	Trans from Chking	\$0.00
Other Revenue	\$0.00	Unemployment Ins	\$0.00
Fax Rev's	\$35.50		
USB (flashdrive)	\$8.00		
Gifts & Donations	\$0.00		
Town IDA	\$0.00		
State Aid	\$0.00		

Total Receipts	\$838.42
Reconciling items	
A/R	\$0.00
Rev Adj	(\$74.46)
Credit Card Fees	\$37.23
Total Receipts and Opening Balance	\$5,879.17

Disbursements made during Month:

To Checking Acct #xxx-xx751-8	\$5,000.00
To Pre-paid	\$0.00
	<u>\$0.00</u>

Total disbursements and charges: **\$5,000.00**

Cash Balance as shown by records: **\$879.17**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	\$879.17
Less outstanding checks:	<u>\$0.00</u>
Net balance in bank:	\$879.17
Add Deposit in transit (11/30 Square)	<u>\$0.00</u>

Total available balance: **\$879.17**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **March 28, 2023**

This is to certify that the above cash balance is in agreement with my bank statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 11-702

12/1/2022

For The Period

TO

12/31/2022

**Pre-Paid Account
HSBC xxx-xx750-0**

Total available balance as reported at end of preceding period:

(opng bal)

\$3,001.75

Receipts during Month:

Date

Source

Amount

From cking 11-701
Interest income

\$0.00
\$3.22

Total Receipts

\$3.22

Total Receipts and Opening Balance

\$3,004.97

Disbursements made during Month:

By checks :

0

1,925.89

Total disbursements and charges:

\$1,925.89

Cash Balance as shown by records:

12/31/2022

\$1,079.08

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:

\$1,079.08

Less outstanding checks:

0

\$0.00

Net balance in bank:

\$1,079.08

In transit

0

Total available balance:

\$1,079.08

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **March 28, 2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hofmeister

Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 15-0704

For The Period

12/1/2022

TO

12/31/2022

**Special Bequest
HSBC xxx-xx749-6**

Total available balance as reported at end of preceding period:

\$102,574.80

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$180.42
	0	\$0.00

Total Receipts

\$180.42

Total Receipts and Opening Balance

\$102,755.22

Disbursements made during Month:

By checks :

0

\$0.00

Total disbursements and charges:

\$0.00

Cash Balance as shown by records:

\$102,755.22

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:

\$102,755.22

Less outstanding checks:

\$0.00

Net balance in bank:

\$102,755.22

In transit

\$0.00

Total available balance:

\$102,755.22

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **March 28, 2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hofmeister

Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 12-701

12/1/2022

For The Period

TO

12/31/2022

**Grant Account
HSBC xxx-xx752-6**

Total available balance as reported at end of preceding period:

\$53,638.11

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$88.24
		\$0.00

Total Receipts	\$	<u>88.24</u>
Total Receipts and Opening Balance		\$53,726.35

Disbursements made during Month:

By checks : #1186 \$4,821.96

Total disbursements and charges: \$4,821.96

Cash Balance as shown by records: **\$48,904.39**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month: \$48,904.39
Less outstanding checks: # \$0.00

Net balance in bank: \$48,904.39
In transit \$0.00

Total available balance: **\$48,904.39**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **March 28, 2023**

This is to certify that the above cash balance is in agreement with my bank statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 13-701

For The Period

12/1/2022

TO

12/31/2022

HSBC Cap'l Fund A/P cking

HSBC xxx-xx7488

Total available balance as reported at end of preceding period:

\$819,576.47

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
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	Interest	\$1,397.91
	0	\$0.00

Total Receipts	\$1,397.91
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Total Receipts and Opening Balance	\$820,974.38
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Disbursements made during Month:

By Check	#1321-1322	\$55,721.43
To Checking Acct #xxx-xx751-8		\$0.00

<u>Total disbursements and charges:</u>	<u>\$55,721.43</u>
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Cash Balance as shown by records:

\$765,252.95

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:		\$790,455.64
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Less outstanding checks:	#1322	\$25,202.69
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Net balance in bank:		\$765,252.95
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In transit		<u>\$0.00</u>
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Total available balance:

\$765,252.95

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **March 28, 2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

11-704

For The Period

12/1/2022 TO 12/31/2022

M&T Peoples United Bank

#8834

Total available balance as reported at end of preceding period: \$3,847,239.30

Receipts during Month:

Real Propty Taxes	\$0.00	Suff Cty IDA	\$0.00
Book Fines	\$0.00	Vending machine	\$0.00
Video Fines	\$0.00	Printer Rev's	\$1,008.50
Book Bag Sales	\$0.00	Reference Copies	\$0.00
Lost Books	\$102.93	Photo Printing Rev	\$0.00
Lost Cards	\$0.00	Book Sales	\$0.00
Lost DVD	\$0.00	Rev Ck Fees	\$0.00
Interest Inc	\$0.00	PILOT/Levy	\$0.00
E-Rate Reimb	\$0.00	Refund bank fee	\$0.00
WIFI Fines/Repl	\$0.00	Unemployment Ins	\$0.00
Headphones	\$0.00	Wi-Fi Fines/Repl	\$0.00
Other revenue	\$200.00	Deposits-adult prgm	\$0.00
Fax Rev's	\$0.00	Retiree Checks	\$14,913.57
USB (flashdrive)	\$0.00	Trans from SBF	\$0.00
Gifts & Donations	\$0.00	Health Insurance	\$0.00
Town IDA	\$0.00	Dental & Vision	\$0.00
State Aid	\$0.00		

Total Receipts per rev report \$16,225.00

Reconciling items

A/R

Rev Adj

Credit Card Fees

Total Receipts and Opening Balance \$3,863,464.30

Disbursements made during Month:

To Checking Acct #xxx-xx751-8	
Accounts Payable Checks	\$359,004.32
Payroll #25	\$184,776.18
Payroll #26	\$168,443.25
0	\$0.00

Total disbursements and charges: 712,223.75

Cash Balance as shown by records: \$3,151,240.55

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	\$3,260,113.65
Less outstanding checks:	(\$108,873.10)
Add Deposit in transit	<u>\$0.00</u>

Net balance in bank: \$3,151,240.55

Total available balance: \$3,151,240.55

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **3/28/2023**

This is to certify that the above cash balance is in agreement with my bank statement as reconciled.

Eric M. Hoffmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY
Treasurer's Monthly Report
For The Period
12/1/2022 TO 12/31/2022
NYCB Operating account
NYCB xxxxxx5936

GL 11-0710

Total available balance as reported at end of preceding period: \$200,009.86

Receipts during Month:

From Peoples a/c	\$0.00
School Checkk	\$608,738.92
Interest	\$40.65

Total Receipts	<u>\$608,779.57</u>
Total Receipts and Opening Balance	\$808,789.43

Disbursements made during Month:

Accounts Payable Checks

Service Charge	\$25.20
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Total disbursements and charges: \$25.20

Cash Balance as shown by records: **\$808,764.23**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	\$808,764.23
Less outstanding checks: (see schedule)	\$0.00
	\$0.00

Net balance in bank: \$808,764.23

Add:

Total available balance: **\$808,764.23**

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **3/28/2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 11-0701

1/1/2023

For The Period

TO

1/31/2023

Checking Account

HSBC xxx-xx751-8

Total available balance as reported at end of preceding period:

\$6,352.47

Receipts during Month:

From MMS #xxxxx7372	\$0.00
From Capital #xxx-xx7488	\$50,000.00
Misc Revenue	\$0.00
Interest	\$110.15

Total Receipts	<u>\$50,110.15</u>
Total Receipts and Opening Balance	<u>\$56,462.62</u>

Disbursements made during Month:

Accounts Payable Checks	\$1,811.92
0	\$0.00
Payroll #16	\$0.00
Payroll #17	\$0.00
Retirement ACH	\$6,908.59
403 B ACH disbursement	\$8,890.00
0	\$0.00

Total disbursements and charges: \$17,610.51

Cash Balance as shown by records: \$38,852.11

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	\$52,709.23
Less outstanding checks: (see schedule)	\$6,948.53
Retirement disbursement	\$6,908.59

Net balance in bank: \$38,852.11

Add: \$0.00

Total available balance: \$38,852.11

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **March 28, 2023**

This is to certify that the above cash balance is in agreement with my bank statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 11-703

For The Period

1/1/2023

TO

1/31/2023

Money Market Savings

HSBC xxx-xx737-2

Total available balance as reported at end of preceding period:

\$879.17

Receipts during Month:

Real Propty Taxes	\$0.00	Suff Cty IDA	\$0.00
Book Fines	\$257.35	Vending machine	\$0.00
Video Fines	\$29.99	Printer Rev's	\$360.90
Book Bag Sales	\$31.00	Reference Copies	\$0.00
Lost Books	\$315.59	Photo Printing Rev	\$0.00
Lost Cards	\$117.59	Book Sales	\$0.00
Lost DVD	\$40.12	Rev Ck Fees	\$0.00
Interest Inc	\$3.61	PILOT / Levy	\$0.00
E-Rate Reimb	\$0.00	Refund bank fee	\$0.00
Attraction Ticktes	\$1,060.00	Deposits-adult prgm	\$0.00
Headphones	\$6.00	Trans from Chking	\$70.00
Other Revenue	\$0.00	Unemployment Ins	\$0.00
Fax Rev's	\$118.00		
USB (flashdrive)	\$0.00		
Gifts & Donations	\$0.00		
Town IDA	\$0.00		
State Aid	\$0.00		

Total Receipts		\$2,410.15
Reconciling items		
A/R		\$0.00
Rev Adj		\$0.00
Credit Card Fees		(\$90.88)
0		\$0.00
Total Receipts and Opening Balance		\$3,198.44

Disbursements made during Month:

To Checking Acct #xxx-xx751-8	\$0.00
To Pre-paid	\$0.00
	<hr/>

Total disbursements and charges: **\$0.00**

Cash Balance as shown by records: **\$3,198.44**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	\$3,170.93
Less outstanding checks:	<u>\$0.00</u>
Net balance in bank:	\$3,170.93
Add Deposit in transit (1/31 Square)	<u>\$27.51</u>

Total available balance: **\$3,198.44**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **March 28, 2023**

This is to certify that the above cash balance is in agreement with my bank statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 11-702

1/1/2023

For The Period

TO

1/31/2023

**Pre-Paid Account
HSBC xxx-xx750-0**

Total available balance as reported at end of preceding period:

(opng bal)

\$1,079.08

Receipts during Month:

Date

Source

Amount

From cking 11-701
Interest income

\$0.00
\$2.00

Total Receipts

\$2.00

Total Receipts and Opening Balance

\$1,081.08

Disbursements made during Month:

By checks :

0

143.03

Total disbursements and charges:

\$143.03

Cash Balance as shown by records:

1/31/2023

\$938.05

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:

\$938.05

Less outstanding checks:

0

\$0.00

Net balance in bank:

\$938.05

In transit

0

Total available balance:

\$938.05

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **March 28, 2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hofmeister

Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 15-0704

1/1/2023

For The Period

TO

1/31/2023

**Special Bequest
HSBC xxx-xx749-6**

Total available balance as reported at end of preceding period:

\$102,755.22

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$207.20
	0	\$0.00

Total Receipts

\$207.20

Total Receipts and Opening Balance

\$102,962.42

Disbursements made during Month:

By checks :

0

\$0.00

Total disbursements and charges:

\$0.00

Cash Balance as shown by records:

\$102,962.42

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:

\$102,962.42

Less outstanding checks:

\$0.00

Net balance in bank:

\$102,962.42

In transit

\$0.00

Total available balance:

\$102,962.42

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **March 28, 2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hofmeister

Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 12-701

1/1/2023

For The Period

TO

1/31/2023

**Grant Account
HSBC xxx-xx752-6**

Total available balance as reported at end of preceding period:

\$48,904.39

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$98.61
		\$0.00

Total Receipts	\$ 98.61
Total Receipts and Opening Balance	<u>\$49,003.00</u>

Disbursements made during Month:

By checks : # \$0.00

Total disbursements and charges: \$0.00

Cash Balance as shown by records: **\$49,003.00**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month: \$49,003.00
Less outstanding checks: # \$0.00

Net balance in bank: \$49,003.00
In transit \$0.00

Total available balance: **\$49,003.00**

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **March 28, 2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

GL 13-701

For The Period

1/1/2023

TO

1/31/2023

HSBC Cap'l Fund A/P cking

HSBC xxx-xx7488

Total available balance as reported at end of preceding period:

\$765,252.95

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$1,464.37
	0	\$0.00

Total Receipts

\$1,464.37

Total Receipts and Opening Balance

\$766,717.32

Disbursements made during Month:

By Check	#1324-1326	\$41,369.99
To Checking Acct #xxx-xx751-8		<u>\$50,000.00</u>
<u>Total disbursements and charges:</u>		<u>\$91,369.99</u>

Cash Balance as shown by records:

\$675,347.33

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:		\$716,717.32
Less outstanding checks:	#1324-1326	\$41,369.99
Net balance in bank:		\$675,347.33
In transit		<u>\$0.00</u>

Total available balance:

\$675,347.33

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **March 28, 2023**

This is to certify that the above cash balance is in agreement with my bank statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY
Treasurer's Monthly Report
For The Period
1/1/2023 TO 1/31/2023
M&T Peoples United Bank
#8834

11-704

Total available balance as reported at end of preceding period: \$3,151,240.55

Receipts during Month:

Real Propty Taxes	\$0.00	Suff Cty IDA	\$0.00
Book Fines	\$0.00	Vending machine	\$0.00
Video Fines	\$0.00	Printer Rev's	\$810.00
Book Bag Sales	\$0.00	Reference Copies	\$0.00
Lost Books	\$70.72	Photo Printing Rev	\$0.00
Lost Cards	\$0.00	Book Sales	\$0.00
Lost DVD	\$0.00	Rev Ck Fees	\$0.00
Interest Inc	\$0.00	PILOT/Levy	\$0.00
E-Rate Reimb	\$0.00	Refund bank fee	\$0.00
WIFI Fines/Repl	\$0.00	Unemployment Ins	\$0.00
Headphones	\$0.00	Wi-Fi Fines/Repl	\$0.00
Other revenue	\$0.00	Deposits-adult prgm	\$0.00
Fax Rev's	\$0.00	Retiree Checks	\$7,361.49
USB (flashdrive)	\$0.00	Trans from SBF	\$0.00
Gifts & Donations	\$0.00	Health Insurance	\$0.00
Town IDA	\$0.00	Dental & Vision	\$0.00
State Aid	\$0.00		

Total Receipts per rev report \$8,242.21

Reconciling items

A/R

Rev Adj

Credit Card Fees

Total Receipts and Opening Balance \$3,159,482.76

Disbursements made during Month:

To Checking Acct #xxx-xx751-8

Accounts Payable Checks

\$203,961.79

Payroll #1

\$171,531.53

Payroll #2

\$169,457.30

Payroll adj

\$91.04

Total disbursements and charges:

545,041.66

Cash Balance as shown by records:

\$2,614,441.10

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:

\$2,693,611.90

Less outstanding checks:

(\$79,170.80)

Add Deposit in transit

\$0.00

Net balance in bank:

\$2,614,441.10

Total available balance:

\$2,614,441.10

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **3/28/2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hoffmeister

Treasurer

BRENTWOOD PUBLIC LIBRARY
Treasurer's Monthly Report
For The Period
1/1/2023 TO 1/31/2023
NYCB Operating account
NYCB xxxxxx5936

GL 11-0710

Total available balance as reported at end of preceding period: **\$808,764.23**

Receipts during Month:

From Peoples a/c	\$0.00
School Checkk	\$0.00
Interest	\$137.37

Total Receipts	\$137.37
Total Receipts and Opening Balance	\$808,901.60

Disbursements made during Month:

Accounts Payable Checks

Harland Clark epay	\$169.72
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Total disbursements and charges: \$169.72

Cash Balance as shown by records: **\$808,731.88**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	\$808,731.88
Less outstanding checks: (see schedule)	\$0.00

Net balance in bank: \$808,731.88

Add:

Total available balance: **\$808,731.88**

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **3/28/2023**

This is to certify that the
above cash balance is in
agreement with my bank
statement as reconciled.

Eric M. Hofmeister
Treasurer

BRENTWOOD PUBLIC LIBRARY - GENERAL FUND

Revenues & Expenditures (unaudited)

	Month of February 2023		Fiscal Year-to-Date : July 1, 2022 to February 28, 2023			
	Actual	Percent	Actual	Budget	Difference	Percent
Revenue						
119801 · Local Public Funds	\$ 608,738.92	7.78%	\$ 5,341,052.57	\$ 7,829,867.00	\$ (2,488,814.43)	68.21%
119810 · Library Fines & Charges	\$ 786.73	100.00%	\$ 4,921.01	\$ -	\$ 4,921.01	100.00%
119821 · Other Receipts	\$ 6,186.13	24.75%	\$ 28,743.44	\$ 25,000.00	\$ 3,743.44	114.97%
119831 · Federal & State Aid	\$ 2,670.00	10.68%	\$ 26,701.00	\$ 25,000.00	\$ 1,701.00	106.80%
119908 · Interest Income	\$ 263.92	100.00%	\$ 1,471.47	\$ -	\$ 1,471.47	100.00%
119916 · Gifts & Donations	\$ 50.00	100.00%	\$ 50.00	\$ -	\$ 50.00	100.00%
Total Revenues	\$ 618,695.70	7.85%	\$ 5,402,939.49	\$ 7,879,867.00	\$ (2,476,927.51)	68.57%
Expenditures						
110140 · Salaries & Wages	\$ 352,552.51	7.82%	\$ 2,933,971.51	\$ 4,509,793.00	\$ (1,575,821.49)	65.06%
111900 · Employee Benefits	\$ 204,940.78	10.51%	\$ 1,385,723.10	\$ 1,950,074.00	\$ (564,350.90)	71.06%
113440 · Professional Fees	\$ 20,829.02	16.53%	\$ 77,717.57	\$ 126,000.00	\$ (48,282.43)	61.68%
113450 · Professional Development	\$ 12,534.03	36.87%	\$ 51,464.86	\$ 34,000.00	\$ 17,464.86	151.37%
113900 · Library Programs & Activities						
112102 · History Programs	\$ -	0.00%	\$ 450.00	\$ 2,500.00	\$ (2,050.00)	18.00%
112103 · ADULT PROGRAMS	\$ 20,302.35	42.74%	\$ 47,302.35	\$ 47,500.00	\$ (197.65)	99.58%
112104 · JUVENILE PROGRAMS	\$ 3,610.00	18.05%	\$ 20,061.00	\$ 20,000.00	\$ 61.00	100.31%
112105 · YA PROGRAMS	\$ 500.00	3.33%	\$ 5,915.00	\$ 15,000.00	\$ (9,085.00)	39.43%
112106 · Career & Learning Programs	\$ 650.00	6.50%	\$ 2,385.00	\$ 10,000.00	\$ (7,615.00)	23.85%
112107 · Maker Space Programs	\$ 600.00	100.00%	\$ 1,400.00	\$ -	\$ 1,400.00	100.00%
112111 · General Activities	\$ -	0.00%	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
Total 113900 · Library Programs & Activities	\$ 25,662.35	25.66%	\$ 77,513.35	\$ 100,000.00	\$ (22,486.65)	77.51%
114001 · Library Collection & Materials						
114901 · General & All Patrons	\$ 74,697.67	46.69%	\$ 124,684.72	\$ 160,000.00	\$ (35,315.28)	77.93%
114903 · Adult & Reference	\$ 14,785.53	13.44%	\$ 147,510.91	\$ 110,000.00	\$ 37,510.91	134.10%
114904 · Children	\$ 16,539.90	27.57%	\$ 47,132.23	\$ 60,000.00	\$ (12,867.77)	78.55%
114905 · Young Adult	\$ 4,289.00	14.30%	\$ 28,818.05	\$ 30,000.00	\$ (1,181.95)	96.06%
114906 · Career & Learning	\$ 979.15	4.90%	\$ 13,166.76	\$ 20,000.00	\$ (6,833.24)	65.83%
Total 114001 · Library Collection & Materials	\$ 111,291.25	29.29%	\$ 361,312.67	\$ 380,000.00	\$ (18,687.33)	95.08%
115000 · Library Operations	\$ 32,803.06	8.63%	\$ 287,665.46	\$ 380,000.00	\$ (92,334.54)	75.70%
117000 · Building Operations	\$ 21,467.68	5.37%	\$ 285,072.19	\$ 400,000.00	\$ (114,927.81)	71.27%
Total Expenditures	\$ 782,080.68	9.93%	\$ 5,460,440.71	\$ 7,879,867.00	\$ (2,419,426.29)	69.30%
Revenue in excess (deficit) of Expenditures	\$ (163,384.98)	100.00%	\$ (57,501.22)	\$ -	\$ (57,501.22)	100.00%

**Brentwood Public Library
Collateralization of Deposits
2/28/2023**

<u>HSBC Bank</u>	
<u>Checking & Demand Account(s)</u>	
General Fund - Accounts Payable #7518	\$ 15,079.38
General Fund - Pre-Paid #7500	2,897.98
Capital Improvement Fund - Accounts Payable #7488	660,780.11
Grant Fund - Accounts Payable #7526	46,642.71
Special Bequest Fund - Accounts Payable #7496	103,154.66
<u>Timed & Savings Account(s)</u>	
Money Market Depository Account #7372	\$ 6,438.74
Total Deposits held by HSBC Bank	<u>\$ 834,993.58</u>
FDIC coverage of Checking & Demand Accounts	250,000.00
FDIC coverage of Timed & Savings Account	<u>6,438.74</u>
Deposits not insured by FDIC	<u>\$ 578,554.84</u>

<u>BNY Mellon Bank</u>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 602,790.43
State and Municipal Bonds	<u>-</u>
Total value of eligible securities under NY Gen Mun L § 10 (2015) held as collateral by Third Party Custodian	<u>\$ 602,790.43</u>

<u>Compliance</u>	
Collateral assets to uninsured deposits ratio	104.19%
Collateral assets in excess of uninsured deposits	\$ 24,235.59
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 590,125.94
Collateral in excess of requirement	\$ 12,664.49

**Brentwood Public Library
Collateralization of Deposits
2/28/2023**

<u>M&T Bank</u>	
<u>Checking & Demand Account(s)</u>	
BPL Public Fund Deposits #8834	\$ 2,002,958.39
Total Deposits held by M&T Bank	<u>\$ 2,002,958.39</u>
FDIC coverage of Checking & Demand Accounts	<u>250,000.00</u>
Deposits not insured by FDIC	\$ 1,752,958.39

<u>BNY Mellon Bank</u>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 1,799,093.92
State and Municipal Bonds	<u>-</u>
Total value of eligible securities under NY Gen Mun L § 10 (2015) held as collateral by Third Party Custodian	\$ 1,799,093.92

<u>Compliance</u>	
Collateral assets to uninsured deposits ratio	102.63%
Collateral assets in excess of uninsured deposits	\$ 46,135.53
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 1,788,017.56
Collateral in excess of requirement	\$ 11,076.36

**Brentwood Public Library
Collateralization of Deposits
2/28/2023**

<u>New York Community Bank</u>	
<u>Checking & Demand Account(s)</u>	
BPL Public Fund Deposits #5936	\$ 1,419,820.64
Total Deposits held by NYCB	<u>\$ 1,419,820.64</u>
FDIC coverage of Checking & Demand Accounts	<u>250,000.00</u>
Deposits not insured by FDIC	\$ 1,169,820.64

<u>Federal Home Loan Bank of New York</u>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 1,405,119.14
State and Municipal Bonds	<u>-</u>
Total value of eligible securities under NY Gen Mun L § 10 (2015) held as collateral by Third Party Custodian	\$ 1,405,119.14

<u>Compliance</u>	
Collateral assets to uninsured deposits ratio	120.11%
Collateral assets in excess of uninsured deposits	\$ 235,298.50
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 1,193,217.05
Collateral in excess of requirement	\$ 211,902.09

BRENTWOOD PUBLIC LIBRARY
Disbursements and Expenditures
March 2023

General Fund

Payroll	3/3/2023	\$	185,366.13
Payroll	3/17/2023	\$	178,077.29
Payroll		\$	-
Accounts Payable checks (HSBC)		\$	-
Prepaid checks (HSBC)		\$	273.90
Accounts Payable checks (People's United - M & T)		\$	275,693.55
Petty Cash		\$	76.71

Grant Fund

Accounts Payable checks (HSBC)		\$	-
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Capital Improvement Fund

Accounts Payable checks (HSBC)		\$	31,376.46
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Special Bequest Fund

Accounts Payable checks (HSBC)		\$	-
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\$ 670,864.04

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
March 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
110702 · HSBC PREPAID #7500			
03/16/2023	1388	Costco Wholesale Membership	-273.90
Total 110702 · HSBC PREPAID #7500			-273.90
110704 · M&T / People's United #8834			
03/02/2023	10218	NYS DEPARTMENT OF STATE	-50.00
03/03/2023	10219	ADMIN PARTNERS, LLC.	-12.50
03/03/2023	10220	BRENTWOOD PARADE COMMITTEE	-400.00
03/03/2023	10221	CLEARBROOK	-1,760.50
03/03/2023	10222	LONG ISLAND CHILDREN'S MUSEUM	-1,650.00
03/03/2023	10223	NATIONAL GRID (1)	-3,989.53
03/03/2023	10224	Newsday	-183.92
03/03/2023	10225	OLD WESTBURY GARDENS	-350.00
03/03/2023	10226	READY REFRESH BY NESTLE	-52.18
03/03/2023	10227	Suffolk County Water Authority (SCWA)	-237.54
03/03/2023	10228	T-MOBILE - HOTSPOTS	-4,910.19
03/03/2023	10229	T-MOBILE - VOICE	-359.64
03/03/2023	10230	WINTERS BROS. HAULING OF LI, LLC	-485.13
03/07/2023	10231	BRENTWOOD POSTMASTER	-3,969.91
03/07/2023	10232	ISLAND ELEVATOR	-433.00
03/07/2023	10233	Ocean Janitorial Supply	-1,012.32
03/07/2023	10234	OPTIMUM (1)	-1,095.64
03/07/2023	10235	PSEGLI - L	-8,735.11
03/07/2023	10236	PSEGLI - S	-13.70
03/07/2023	10237	THOMSON REUTERS WEST	-123.30
03/17/2023	10239	CSEA Employee Benefit Fund	-10,978.19
03/17/2023	10240	DAILY NEWS	-92.28
03/17/2023	10241	NYS EMPLOYEES HEALTH INS PENDING ACCT	-100,428.02
03/17/2023	10242	PITNEY BOWES PURCHASE POWER	-400.00
03/17/2023	10243 e...	CAPITAL ONE BANK	-20,788.54
03/22/2023	10244	A TIME FOR KIDS, INC.	-160.00
03/22/2023	10245	AMAZON CAPITAL SERVICES	-9,650.66
03/22/2023	10246	AMERICAN LIBRARY ASSOCIATION- PURCHASE	-145.10
03/22/2023	10247	AMY VAIL	-250.00
03/22/2023	10248	ANDRES POSADA	-1,800.00
03/22/2023	10249	ANTHONY DAVID SETTEDUCATI	-635.00
03/22/2023	10250	B&H PHOTOVIDEOAUDIO	-520.49
03/22/2023	10251	BAKER & TAYLOR	-18,649.69
03/22/2023	10252	BOSSLASER	-341.85

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
March 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/22/2023	10253	CDW-GOVERNMENT INC.	-6,682.87
03/22/2023	10254	CHARLES CORNETTA	-833.33
03/22/2023	10255	CHILDREN'S MUSEUM OF THE EAST END	-300.00
03/22/2023	10256	CRISPIN SARTWELL	-200.00
03/22/2023	10257	CSLP	-159.71
03/22/2023	10258	CYNTHIA MERKLER	-480.00
03/22/2023	10259	DAVID MORRISON	-150.00
03/22/2023	10260	DEMCO, INC.	-281.40
03/22/2023	10261	DIANA CONKLIN	-600.00
03/22/2023	10262	DIGITAL PROVISIONS	-2,678.94
03/22/2023	10263	DOREEN MCILWAINE	-750.00
03/22/2023	10264	DORIS J. BENTER	-275.00
03/22/2023	10265	EDEN BENNETT	-640.00
03/22/2023	10266	ERIC M. HOFMEISTER	-666.67
03/22/2023	10267	GOVCONNECTION	-4,716.25
03/22/2023	10268	GRAINGER	-60.79
03/22/2023	10269	HILDUR PALSDOTTIR DELLO-IACONO	-175.00
03/22/2023	10270	HOOPLA - MIDWEST	-393.69
03/22/2023	10271	JO ANN TUFO	0.00
03/22/2023	10272	JOANNE OTTONE	-750.00
03/22/2023	10273	JOSEPH STURNIOLO	-1,360.80
03/22/2023	10274	KATHERIN ALVARADO	-1,800.00
03/22/2023	10275	KAYLA SPURRELL	-250.00
03/22/2023	10276	KONICA MINOLTA BUSINESS SOLUTIONS USA,	-2,234.50
03/22/2023	10277	LESLIE CORTEZ-MINERA	-275.00
03/22/2023	10278	MANGO	-10,314.55
03/22/2023	10279	MARGARET UTSET	-900.00
03/22/2023	10280	MARIA'S MEXICAN COOKING LLC	-400.00
03/22/2023	10281	METROPOLITAN DATA SOLUTIONS	-1,500.00
03/22/2023	10282	MICHAEL BUONO	-275.03
03/22/2023	10283	MID-ISLAND CLUB	-180.00
03/22/2023	10284	MIDWEST TAPE	-7,556.83
03/22/2023	10285	Minuteman Press	-445.00
03/22/2023	10286	MMJ ELECTRICAL, INC.	-744.25
03/22/2023	10287	NAELA'S ORGANICS INC.	-400.00
03/22/2023	10288	NATIONAL GRID (1)	-3,525.91
03/22/2023	10289	NICOLE D. BROWN	-56.33
03/22/2023	10290	NICOLE J. CHRISTIAN	-115.00
03/22/2023	10291	Qualified Fire Inspection	-320.00

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
March 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/22/2023	10292	QUILL CORPORATION	-467.45
03/22/2023	10293	R&J GRAPHICS INC.	-11,485.00
03/22/2023	10294	ROBERT OTTONE	-600.00
03/22/2023	10295	ROBERT SCOTT	-435.00
03/22/2023	10296	ROLAND P MENNELLA LANDSCAPING CORP	-2,580.00
03/22/2023	10297	SHARON DOCKWEILER	-200.00
03/22/2023	10298	SHARPER TRAINING SOLUTIONS, INC.	-440.00
03/22/2023	10299	Suburban Exterminating Service, Inc.	-321.71
03/22/2023	10300	Suffolk Cooperative Library System	-5,908.65
03/22/2023	10301	The Library Store, Inc.	-106.96
03/22/2023	10302	THE META ESPORTS & GAMING, LLC	-525.00
03/22/2023	10303	THE NEW YORK TIMES (1)	-88.01
03/22/2023	10304	TURTLE & HUGHES, INC.	-686.40
03/22/2023	10305	VOLZ & VIGLIOTTA PLLC	-2,797.00
03/22/2023	10306	W.T. COX INFORMATION SERVICES INC	-39.48
03/22/2023	10307	FIRST UNUM LIFE INSURANCE CO.	-207.12
03/22/2023	10308	JO ANN TUFO	-200.00
03/22/2023	10309	JON KNOWS HOW LLC	-400.00
03/22/2023	10310	ANASTASIA BAZILEVSKAYA	-94.99
Total 110704 · M&T / People's United #8834			-275,693.55
TOTAL			-275,967.45

BRENTWOOD PUBLIC LIBRARY - CAPITAL FUND
Check register for the month of
As of March 31, 2023

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Credit</u>
13-0701 · HSBC A/P CHECKING #7488 (HSBC A/P CHECKING)			
03/22/2023	BEATTY HARVEY COCO ARCHITECTS, LLP	1332	12,636.46
03/22/2023	MMJ ELECTRICAL INC.	1333	9,950.00
03/22/2023	TRANE	1334	8,790.00
Total 13-0701 · HSBC A/P CHECKING #7488 (HSBC A/P CHECKING)			31,376.46
TOTAL			31,376.46

PERSONNEL CHANGES
March 28, 2023

APPOINTMENTS:

Melissa Somoza, Librarian I (Children's Services), P/T, \$31.99/hr, effective March 20, 2023
Wendy K. Lena Dutan, Page (Reference), P/T, \$15.00/hr, effective March 13, 2023
Juliana I. Ayala, Page (Reference), P/T, \$15.00/hr, effective March 21, 2023

PROMOTIONS:

Johanna Canadas, Library Assistant (SS), F/T, \$45,500.00, effective February 19, 2023
Adabelle Campos, Librarian II, F/T, \$64, 763.20, effective March 12, 2023
Michele Nevola, Librarian II, F/T, \$64, 763.20, effective March 12, 2023
Kofi Amanquah, Network & Systems Technician, F/T, \$54, 993.00, effective March 26, 2023
Steven Gardiner, Custodial Worker II, F/T, \$47,840, effective March 26, 2023
Vilma Martinez, Custodial Worker II, F/T, \$47,840, effective March 26, 2023

RESIGNATIONS:

Michael Perez, Librarian I (Children's Services), P/T, effective March 16, 2023
Erin Sweeney, Librarian I (Children's Services), P/T, effective March 18, 2023