



Brentwood Public Library  
Board of Trustees Monthly Meeting Minutes  
April 27, 2023

**Present:**

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

Absent with notice: None

Public Attendance: Kris Schumacher

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

**Also Present:**

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

III. Public Expression

The floor was opened to public expression. There was none.

IV. Approval of Agenda

Francis Picart moved, Ellen Edelstein seconded, to accept the agenda with the addition, under "XI. Other" of the last of the Library department tours, the tour of the Lower Level, Mechanical and Boiler rooms, and Business Office. All in favor.

V. Approval of Minutes

a. Dorina Barksdale moved, William Menendez seconded, to accept the minutes of the March 28, 2023 public information meeting. All in favor.

b. Ellen Edelstein moved, Francis Picart seconded, to accept the minutes of the March 28, 2023 board meeting. All in favor.

VI. Correspondence was read to the Board by Library Director Thomas Tarantowicz and included an invitation by Senator Monica Martinez to invite the Brentwood Public Library to attend a Pet Food Drive, and a letter from the Teacher's Federal Credit Union wherein they donated \$1,000 to the Brentwood Public Library and also, Joe Price, sent a \$500 check donation for children's materials.

## VII. Financial

- a) Ellen Edelstein moved, Francis Picart seconded, to accept the Financial Report for March 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 March 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- c) Bills for the month of April 2023 were audited by Ellen Edelstein. Ms. Edelstein moved, Dorina Barksdale seconded, to approve the expenditures in the amount of \$654,725.85. All in favor.
- d) Personnel report:  
William Menendez moved, Dorina Barksdale seconded, to accept personnel changes as reported. All in favor.

## VIII. Reports

- a. Board Members reported on meetings and library events attended.  
Dorina Barksdale attended the Town of Islip Housing Authority meeting, the Mid-Island Women's program, and volunteered in the Brentwood Community Garden. William Menendez attended the Suffolk County Police Recruitment event with Senator Monica Martinez, the NAACP meeting, Memorial Day Parade meetings, the Chamber of Commerce' "Meet the [school board] Candidates" night, and the Brentwood Public Library Budget and Trustee Vote. Francis Picart attended the NAACP meeting and had occasion to visit the Brentwood Public Library several times, observing that the staff was very good. Ellen Edelstein attended several Chamber of Commerce meetings and Board meetings, at which planning has begun for the Annual Chamber of Commerce Scholarship BBQ and Dinner to be held at La Estacion on June 21, 2023. Ellen Edelstein also attended the Chamber of Commerce' "Meet the Candidates" night at the Legion Hall, the PRONTO Donor Dinner at the Brentwood Country Club, the American Legion Fundraiser "Night at the Races," the school district audit committee meeting, the Brentwood Public Library's Budget and Trustee Vote, the Brentwood Public Library Program Cooking with Chef Rob (off-site, at Adelante), a Senior Citizens Meeting, several Memorial Day Parade Committee meetings, the Suffolk County Citizens' Police Academy Alumni election, the Mid-Island Club Luncheon, several meetings with the Sisters of St. Joseph regarding the May 7<sup>th</sup> concert (to take place in the Sacred Heart Chapel at 2pm), the Sisters of St. Joseph Liturgy and Luncheon, the Sisters of St. Joseph Community Day and LAC meeting. Board President Mary Reid thanked the Board for their support and said that she is honored to have been re-elected, and also thanked the Brentwood Public Library for putting up a banner celebrating her re-election. Board President Mary Reid attended the Islip Town Unity Council meeting in preparation for an August event, the press conference regarding Hate Crime

called by Suffolk County Executive Bellone and Police Commissioner Harrison to discuss bringing back the Suffolk County Hate Crimes Unit which will be headed by an officer from the 3<sup>rd</sup> Precinct, a ceremony at the Mosque, a Pakistani celebration, a Bay Shore Historical Society meeting, a windmill/solar energy workshop in Hauppauge regarding SCCC's \$10 million dollar windmill project grant (with Andrea Esposito and Steve Englebright as speakers, both of whom Mrs. Mary Reid invited to come to the Brentwood Public Library to present). Board President Mary Reid also attended the Founder's Day Luncheon and discussed upcoming events at the First Congregational Church of Bay Shore and the West Islip Middle School.

- b. The Director's report was accepted. Library Director Thomas Tarantowicz discussed the impending outdoor renovation, the architect has emailed him that all of the State's questions have been answered and we are at the last stage before approval and ready to take the project to bid at a moment's notice and once it takes off, it will all happen very quickly. Library Director Thomas Tarantowicz thanked the Brentwood Public Library staff who have all worked very hard to keep programs happening, and that he anticipates to have more details within a week. Library Director Thomas Tarantowicz also discussed the on-going effort with SCCC and the Department of Civil Service to create a new paraprofessional library support staff class/title with a certification program that would allow advancement beyond Library Clerk without the need for a Bachelor's degree, and an additional avenue to take advantage of the Brentwood Public Library's tuition reimbursement.
- c. The Assistant Director's report was accepted. Assistant Library Director Xibe Solis discussed how the Brentwood Public Library departments are pulling back programs and events to the Library while we wait for construction to the parking lot and exterior spaced to begin, focusing particularly on Children's Programming and Defensive Driving classes, and that we are considering our first efforts to hold all programs and events off-site as a trial-run to when construction actually begins. Most of the Library's current efforts in programming are focused on setting up our Summer Concert Series at the alternative location provided to us by Legislator Sammy Gonzalez before the Newsletter goes to print.
- d. The Business Manager's report was accepted. Business Manager Matthew Morley discussed that he is currently finalizing the banking changes, including paperwork and set-up of online access. Business Office is also working on familiarizing themselves with NYS' changes to retirement benefits and rate changes, including attending seminars to that purpose.
- e. The Library Attorney's report was deferred to executive session.

#### IX. Unfinished Business

The Board of Trustees discussed the upcoming State Budget, including the possibility of cut to Library funds and support for Libraries in general. Library Director Thomas Tarantowicz discussed that our Stat Aid is very small already, and that we are lucky to have a direct vote for our funding, but nonetheless, we must always fight for funding or we will have all Library funding drastically decreased. To that purpose, administration always attends the Library Advocacy sessions in Albany to fight for our share. Board President Mary Reid asked that administration reach out to all our elected officials to thank them for supporting libraries.

#### X. New Business

The Board of Trustees congratulated Board President Mary Reid on her recent reelection to the Board of Trustees at the Brentwood Public Library's Budget and Trustee vote on April 4, 2023.

#### XI. Other

Board President Mary Reid mentioned that in light of Administrative Professionals' Day, she would like to say thank you to Miranda Hatziangelou and that it be noted in the minutes. Board President Mary Reid also discussed that SCOPE will be honoring Ellen Edelstein at a gala on May 22, 2023, and we are all very proud, but are unable to attend as all the tickets are sold out. Library Director Thomas Tarantowicz discussed the AED's from the previous month's meeting, the Library has discussed and obtained the support of the insurance agency and Library Attorney to proceed with obtaining the devices and with training select staff in their proper use, and the decision was also made, at the suggestion of William Menendez, that the Library will purchase new, fully updated units rather than accepting the (very generous) donation of the older models from the BUFSD.

XII. Suggestion Box. Patron suggestions were read to the Board of Trustees by Assistant Library Director Xibe Solis and included requests for a digital Library Card through Google Wallet, Notary Public services, more games, a gardening program, a summer party, to move large print books closer to the entrance and to have a larger selection, and a patron thanking the Brentwood Public Library Staff for doing a fantastic job, everyone being very helpful and they love the Brentwood Public Library.

#### 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 Thursday, May 25, 2023 at 5:30 pm.

#### XV. Executive Session

Board President Mary Reid moved to adjourn the meeting to Executive Session for legal matters/personnel matters at 6:21 pm. All in favor.

Ellen Edelstein moved to reconvene the meeting at 6:46 pm.

The Board of Trustees of the Brentwood Public Library evaluated the Library Director, Thomas Tarantowicz. The Board shared the following comments:

- Mr. Tarantowicz provides excellent leadership in his development and implementation of Board plans and policies as well as in his communication with the Board. He serves as a positive voice for the Brentwood Public Library and sets an example for the staff through his professional conduct. He ensures the Library is in compliance with the County and State rules and regulations. He encourages the Library's partnership with the Library community, various businesses within the Brentwood community and other civic groups. He creates an inclusive atmosphere for staff, Board trustees and the community as a whole. It is a pleasure to annually evaluate Mr. Tarantowicz.
- Mr. Tarantowicz demonstrates and maintains a very deep knowledge in library science, best practices, and library politics which he continuously invests in expanding. He brings this knowledge to his job as Library Director and also teaches this to the next generation through his staff. He is exemplary in encouraging staff to maintain an awareness of advances within the profession.
- Mr. Tarantowicz is an exceptional leader who personifies the saying "the oil runs from the head down." He is empathetic and compassionate to the community which he serves, and has put together a team that carries on similar values and skills to the Library community at large.
- Mr. Tarantowicz is outstanding at identifying professional development programs for staff; he encourages and assists staff in the pursuit of their career goals within the Library. His partnership with the Suffolk County Community College to begin a certification program for Library paraprofessionals embodies his ongoing efforts to benefit Library employees and the Library community.

Furthermore, Board President Mary Reid made the following statement: "Mr. [Thomas] Tarantowicz provides excellent leadership in developing, communicating and implementing plans and policies; he serves as a voice for the Brentwood Public Library; he ensures the library is in compliance with the county and state system; he encourages partnerships with the community, businesses and other civic groups; he creates an inclusive atmosphere for staff, board trustees and community. It is a pleasure to write this annual evaluation for Mr. Thomas Tarantowicz, Director Brentwood Public Library."

Be it resolved that the Board of Trustees of the Brentwood Public Library hereby approves the annual evaluation of the Library Director, Thomas Tarantowicz. Francis Picart moved, Dorina Barksdale seconded. All in favor.

#### XVI. Adjournment

There being no further business Francis Picart moved to adjourn the meeting at 7:40 pm.

Respectfully submitted  
Miranda Hatziangelou  
Secretary to the Board

**BRENTWOOD PUBLIC LIBRARY**

Treasurer's Monthly Report

**GL 11-0701**

For The Period

2/1/2023

TO

2/28/2023

**Checking Account**

**HSBC xxx-xx751-8**

**Total available balance as reported at end of preceding period: \$38,852.11**

Receipts during Month:

From MMS #xxxxx7372	\$0.00
From Capital #xxx-xx7488	\$0.00
Misc Revenue	\$1,077.10
Interest	\$62.62

Total Receipts	<u>\$1,139.72</u>
Total Receipts and Opening Balance	<u>\$39,991.83</u>

Disbursements made during Month:

Accounts Payable Checks	\$13,894.88
0	\$0.00
Payroll #16	\$0.00
Payroll #17	\$0.00
Retirement ACH	\$7,389.00
403 B ACH disbursement	\$9,000.00
0	\$0.00

Total disbursements and charges: \$30,283.88

**Cash Balance as shown by records: \$9,707.95**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$15,079.38
Less outstanding checks: (see schedule)	\$6,448.53
Retirement disbursement	\$0.00

Net balance in bank: \$8,630.85

Add: **\$1,077.10**

**Total available balance: \$9,707.95**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 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

2/1/2023

TO

2/28/2023

**Money Market Savings**

**HSBC xxx-xx737-2**

**Total available balance as reported at end of preceding period:** \$3,198.44

**Receipts during Month:**

Real Propty Taxes	\$0.00	Suff Cty IDA	\$0.00
Book Fines	\$170.19	Vending machine	\$0.00
Video Fines	\$0.00	Printer Rev's	\$465.70
Book Bag Sales	\$23.50	Reference Copies	\$0.00
Lost Books	\$371.60	Photo Printing Rev	\$0.00
Lost Cards	\$107.00	Book Sales	\$0.00
Lost DVD	\$38.99	Rev Ck Fees	\$0.00
Interest Inc	\$5.56	PILOT / Levy	\$0.00
E-Rate Reimb	\$0.00	Refund bank fee	\$0.00
Attraction Ticktes	\$4,533.52	Deposits-adult prgm	\$0.00
Headphones	\$3.00	Trans from Chking	\$70.00
Other Revenue	\$0.00	Unemployment Ins	\$0.00
Fax Rev's	\$77.50		
USB (flashdrive)	\$8.00		
Gifts & Donations	\$0.00		
Town IDA	\$0.00		
State Aid	\$0.00		
Total Receipts			\$5,874.56
Reconciling items			
A/R			\$0.00
Rev Adj			(\$370.64)
Credit Card Fees			\$185.32
Total Receipts and Opening Balance			\$8,887.68

**Disbursements made during Month:**

To Checking Acct #xxx-xx751-8	\$0.00
To Pre-paid	\$2,348.00

**Total disbursements and charges:** \$2,348.00

**Cash Balance as shown by records:** \$6,539.68

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$6,438.74
Less outstanding checks:	\$0.00
Net balance in bank:	\$6,438.74
Add Deposit in transit (2/28 Square)	\$100.94

**Total available balance:** \$6,539.68

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 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**

For The Period

2/1/2023

TO

2/28/2023

**Pre-Paid Account**

**HSBC xxx-xx750-0**

**Total available balance as reported at end of preceding period:** (opng bal) **\$938.05**  
Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	From cking 11-701	\$2,348.00
	Interest income	\$4.70

Total Receipts	<b>\$2,352.70</b>
Total Receipts and Opening Balance	<b>\$3,290.75</b>

Disbursements made during Month:  
By checks : 0 392.77

Total disbursements and charges: **\$392.77**

**Cash Balance as shown by records:** 2/28/2023 **\$2,897.98**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$2,897.98
Less outstanding checks:	0	<u>\$0.00</u>

Net balance in bank:		\$2,897.98
In transit		0

**Total available balance:** **\$2,897.98**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 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

2/1/2023

TO

2/28/2023

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

**Total available balance as reported at end of preceding period:** **\$102,962.42**  
Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$192.24
	0	\$0.00

Total Receipts	\$192.24
Total Receipts and Opening Balance	\$103,154.66

Disbursements made during Month:

By checks :

0	\$0.00
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Total disbursements and charges: **\$0.00**

**Cash Balance as shown by records:** **\$103,154.66**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$103,154.66
Less outstanding checks:	<u>\$0.00</u>

Net balance in bank:	\$103,154.66
In transit	<u>\$0.00</u>

**Total available balance:** **\$103,154.66**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 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**

For The Period

2/1/2023

TO

2/28/2023

**Grant Account**

**HSBC xxx-xx752-6**

**Total available balance as reported at end of preceding period:**

**\$49,003.00**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$91.33
		\$0.00

Total Receipts	\$ 91.33
Total Receipts and Opening Balance	<u>\$49,094.33</u>

Disbursements made during Month:

By checks :	#1188	\$2,451.62
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<u>Total disbursements and charges:</u>	<u>\$2,451.62</u>
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<b><u>Cash Balance as shown by records:</u></b>	<b><u>\$46,642.71</u></b>
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**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$46,642.71
Less outstanding checks:	#	<u>\$0.00</u>

Net balance in bank:		\$46,642.71
In transit		<u>\$0.00</u>

<b><u>Total available balance:</u></b>	<b><u>\$46,642.71</u></b>
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Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 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  
2/1/2023 TO 2/28/2023  
**NYCB Operating account**  
NYCB xxxxxx5936

**GL 11-0710**

**Total available balance as reported at end of preceding period:** **\$808,731.88**

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Receipts during Month:

From Peoples a/c	\$2,158.80
School Checkk	\$608,738.92
Interest	\$191.04

Total Receipts	<u>\$611,088.76</u>
Total Receipts and Opening Balance	<u>\$1,419,820.64</u>

Disbursements made during Month:

Accounts Payable Checks

Total disbursements and charges: \$0.00

**Cash Balance as shown by records:** **\$1,419,820.64**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$1,419,820.64
Less outstanding checks: (see schedule)	\$0.00

Net balance in bank: \$1,419,820.64

Add:

**Total available balance:** **\$1,419,820.64**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **5/25/2023**

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**

3/1/2023

For The Period

TO

3/31/2023

**Checking Account**

**HSBC xxx-xx751-8**

**Total available balance as reported at end of preceding period:**

**\$9,707.95**

Receipts during Month:

From MMS #xxxxx7372	\$7,525.00
From Capital #xxx-xx7488	\$25,000.00
Misc Revenue	\$0.00
Interest	\$31.30

Total Receipts	<u>\$32,556.30</u>
Total Receipts and Opening Balance	<u>\$42,264.25</u>

Disbursements made during Month:

Accounts Payable Checks	\$0.00
0	\$0.00
Payroll #16	\$0.00
Payroll #17	\$0.00
Transfer	\$525.00
Retirement ACH	\$11,622.81
403 B ACH disbursement	\$13,450.00
0	\$0.00

Total disbursements and charges:

\$25,597.81

**Cash Balance as shown by records:**

**\$16,666.44**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$21,857.87
Less outstanding checks: (see schedule)	\$6,268.53
Retirement disbursement	\$0.00

Net balance in bank: \$15,589.34

Add: **\$1,077.10**

**Total available balance:**

**\$16,666.44**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 2023**

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*Eric M. Hofmeister*  
**Treasurer**

**BRENTWOOD PUBLIC LIBRARY**

Treasurer's Monthly Report

**GL 11-703**

For The Period

3/1/2023

TO

3/31/2023

**Money Market Savings**

**HSBC xxx-xx737-2**

**Total available balance as reported at end of preceding period:**

**\$6,539.68**

**Receipts during Month:**

Real Propty Taxes	\$0.00	Suff Cty IDA	\$0.00
Book Fines	\$215.41	Vending machine	\$0.00
Video Fines	\$0.00	Printer Rev's	\$759.20
Book Bag Sales	\$15.00	Reference Copies	\$0.00
Lost Books	\$345.61	Photo Printing Rev	\$0.00
Lost Cards	\$77.00	Book Sales	\$0.00
Lost DVD	\$4.00	Rev Ck Fees	\$0.00
Interest Inc	\$8.05	PILOT / Levy	\$0.00
E-Rate Reimb	\$0.00	Refund bank fee	\$0.00
Attraction Ticktes	\$939.00	Deposits-adult prgm	\$0.00
Headphones	\$13.00	Trans from Chking	\$0.00
Other Revenue	\$0.00	Unemployment Ins	\$0.00
Fax Rev's	\$65.50		
Town IDA	\$0.00		
State Aid	\$0.00		

Total Receipts			<b>\$2,441.77</b>
Reconciling items			
A/R			\$0.00
Rev Adj			\$338.90
Credit Card Fees			\$91.55
Total Receipts and Opening Balance			<b>\$9,411.90</b>

**Disbursements made during Month:**

To Checking Acct #xxx-xx751-8	\$7,525.00
To Pre-paid	\$0.00
Square JE 3/13/23	\$137.18

**Total disbursements and charges:** **\$7,662.18**

**Cash Balance as shown by records:** **\$1,749.72**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$1,749.72
Less outstanding checks:	<u>\$0.00</u>
Net balance in bank:	\$1,749.72
Add Deposit in transit (2/28 Square)	<u>\$0.00</u>

**Total available balance:** **\$1,749.72**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 2023**

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*Eric M. Hofmeister*  
**Treasurer**

**BRENTWOOD PUBLIC LIBRARY**

Treasurer's Monthly Report

**GL 11-702**

For The Period

3/1/2023

TO

3/31/2023

**Pre-Paid Account**

**HSBC xxx-xx750-0**

**Total available balance as reported at end of preceding period:**

(opng bal)

**\$2,897.98**

Receipts during Month:

Date

Source

Amount

From cking 11-701

\$0.00

Interest income

\$5.92

Total Receipts

\$5.92

Total Receipts and Opening Balance

\$2,903.90

Disbursements made during Month:

By checks :

0

338.42

Total disbursements and charges:

\$338.42

**Cash Balance as shown by records:**

3/31/2023

**\$2,565.48**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:

\$2,565.48

Less outstanding checks:

0

\$0.00

Net balance in bank:

\$2,565.48

In transit

0

**Total available balance:**

**\$2,565.48**

Received by the board of trustees and  
entered as part of the minutes of the  
Board Meeting held on **May 25, 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

**GL 15-0704**

3/1/2023

For The Period

TO

3/31/2023

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

**Total available balance as reported at end of preceding period:**

**\$103,154.66**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$218.21
	0	\$0.00

Total Receipts

\$218.21

Total Receipts and Opening Balance

\$103,372.87

Disbursements made during Month:

By checks :

0

\$0.00

Total disbursements and charges:

\$0.00

**Cash Balance as shown by records:**

**\$103,372.87**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:

\$103,372.87

Less outstanding checks:

\$0.00

Net balance in bank:

\$103,372.87

In transit

\$0.00

**Total available balance:**

**\$103,372.87**

Received by the board of trustees and  
entered as part of the minutes of the  
Board Meeting held on **May 25, 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**

For The Period

3/1/2023

TO

3/31/2023

**Grant Account**

**HSBC xxx-xx752-6**

**Total available balance as reported at end of preceding period:**

**\$46,642.71**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$98.66
		\$0.00

Total Receipts	\$ 98.66
Total Receipts and Opening Balance	<u>\$46,741.37</u>

Disbursements made during Month:

By checks :	#	\$0.00
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<u>Total disbursements and charges:</u>	<u>\$0.00</u>
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<b><u>Cash Balance as shown by records:</u></b>	<b><u>\$46,741.37</u></b>
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**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$46,741.37
Less outstanding checks:	#	<u>\$0.00</u>

Net balance in bank:		\$46,741.37
In transit		<u>\$0.00</u>

<b><u>Total available balance:</u></b>	<b><u>\$46,741.37</u></b>
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Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 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

3/1/2023

TO

3/31/2023

**HSBC Cap'l Fund A/P cking**

**HSBC xxx-xx7488**

**Total available balance as reported at end of preceding period:**

**\$625,930.11**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

Interest	\$1,350.19
0	\$0.00

Total Receipts	<u>\$1,350.19</u>
Total Receipts and Opening Balance	\$627,280.30

Disbursements made during Month:

By Check	#1332-1334	\$31,376.46
To fund PR 3/31/23		<u>\$25,000.00</u>

<u>Total disbursements and charges:</u>	<u>\$56,376.46</u>
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**Cash Balance as shown by records:**

**\$570,903.84**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$602,280.30
Less outstanding checks:	#1332-1334	\$31,376.46

Net balance in bank:	\$570,903.84
In transit	<u>\$0.00</u>

**Total available balance:**

**\$570,903.84**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **May 25, 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  
3/1/2023 TO 3/31/2023  
**M&T Peoples United Bank**  
**#8834**

11-704

**Total available balance as reported at end of preceding period:** \$1,865,678.92

**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	\$1,343.05
Book Bag Sales	\$0.00	Reference Copies	\$0.00
Lost Books	\$0.00	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
Attraction Tickets	\$0.00		\$0.00
WIFI Fines/Repl	\$0.00	Unemployment Ins	\$0.00
Headphones	\$0.00	Wi-Fi Fines/Repl	\$0.00
Other revenue	\$13,247.60	Deposits-adult prgm	\$0.00
Fax Rev's	\$0.00	Retiree Checks	\$5,829.69
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
Total Receipts per rev report			\$20,420.34
Reconciling items			
A/R			
Rev Adj			
Credit Card Fees			
Total Receipts and Opening Balance			\$1,886,099.26

**Disbursements made during Month:**

To Checking Acct #xxx-xx751-8	
Accounts Payable Checks	\$275,693.55
Payroll #5	\$177,112.43
Payroll #6	\$169,669.39
Payroll #7	\$179,864.32
<b>Total disbursements and charges:</b>	<b>802,339.69</b>

**Cash Balance as shown by records:** **\$1,083,759.57**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$1,214,195.80
Less outstanding checks:	(\$130,436.23)
Add Deposit in transit	<u>\$0.00</u>
Net balance in bank:	\$1,083,759.57

**Total available balance:** **\$1,083,759.57**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **5/25/2023**

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  
3/1/2023 TO 3/31/2023  
**NYCB Operating account**  
NYCB xxxxxx5936

**GL 11-0710**

**Total available balance as reported at end of preceding period:** **\$1,419,820.64**

Receipts during Month:

From Peoples a/c	\$0.00
School Check (Feb/Mar)	\$1,217,477.84
Interest	\$317.92

Total Receipts	<u>\$1,217,795.76</u>
Total Receipts and Opening Balance	<u>\$2,637,616.40</u>

Disbursements made during Month:

Accounts Payable Checks

Total disbursements and charges: \$0.00

**Cash Balance as shown by records:** **\$2,637,616.40**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$2,637,616.40
Less outstanding checks: (see schedule)	\$0.00

Net balance in bank: \$2,637,616.40

Add:

**Total available balance:** **\$2,637,616.40**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **5/25/2023**

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 April 2023		Fiscal Year-to-Date : July 1, 2022 to April 30, 2023			
	Actual	Percent	Actual	Budget	Difference	Percent
<b>Revenue</b>						
119801 · Local Public Funds	\$ 608,737.92	7.78%	\$ 6,558,529.41	\$ 7,829,867.00	\$ (1,271,337.59)	83.76%
119810 · Library Fines & Charges	\$ 529.18	100.00%	\$ 5,954.03	\$ -	\$ 5,954.03	100.00%
119821 · Other Receipts	\$ 4,125.94	16.50%	\$ 35,994.53	\$ 25,000.00	\$ 10,994.53	143.98%
119831 · Federal & State Aid	\$ -	0.00%	\$ 34,948.60	\$ 25,000.00	\$ 9,948.60	139.79%
119908 · Interest Income	\$ 483.76	100.00%	\$ 2,318.42	\$ -	\$ 2,318.42	100.00%
119916 · Gifts & Donations	\$ 1,500.00	100.00%	\$ 1,550.00	\$ -	\$ 1,550.00	100.00%
<b>Total Revenues</b>	<b>\$ 615,376.80</b>	<b>7.81%</b>	<b>\$ 6,639,294.99</b>	<b>\$ 7,879,867.00</b>	<b>\$ (1,240,572.01)</b>	<b>84.26%</b>
<b>Expenditures</b>						
110140 · Salaries & Wages	\$ 358,506.81	7.95%	\$ 3,825,967.37	\$ 4,509,793.00	\$ (683,825.63)	84.84%
111900 · Employee Benefits	\$ 58,288.01	2.99%	\$ 1,573,048.07	\$ 1,950,074.00	\$ (377,025.93)	80.67%
113440 · Professional Fees	\$ 5,890.66	4.68%	\$ 90,149.06	\$ 126,000.00	\$ (35,850.94)	71.55%
113450 · Professional Development	\$ 11,012.15	32.39%	\$ 81,887.93	\$ 34,000.00	\$ 47,887.93	240.85%
113900 · Library Programs & Activities						
112102 · History Programs	\$ 150.00	6.00%	\$ 750.00	\$ 2,500.00	\$ (1,750.00)	30.00%
112103 · Adult Program	\$ 2,685.16	5.65%	\$ 57,039.87	\$ 47,500.00	\$ 9,539.87	120.08%
112104 · Juvenile Programs	\$ 2,029.00	10.15%	\$ 23,225.00	\$ 20,000.00	\$ 3,225.00	116.13%
112105 · Young Adult Programs	\$ 800.00	5.33%	\$ 7,490.00	\$ 15,000.00	\$ (7,510.00)	49.93%
112106 · Career & Learning Programs	\$ 815.00	8.15%	\$ 3,590.00	\$ 10,000.00	\$ (6,410.00)	35.90%
112107 · Maker Space Programs	\$ 200.00	100.00%	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%
112111 · General Activities	\$ -	0.00%	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
<b>Total 113900 · Library Programs &amp; Activities</b>	<b>\$ 6,679.16</b>	<b>6.68%</b>	<b>\$ 94,094.87</b>	<b>\$ 100,000.00</b>	<b>\$ (5,905.13)</b>	<b>94.10%</b>
114001 · Library Collection & Materials						
114901 · General & All Patrons	\$ 7,220.16	4.51%	\$ 149,516.92	\$ 160,000.00	\$ (10,483.08)	93.45%
114903 · Adult & Reference	\$ 8,797.22	8.00%	\$ 190,811.36	\$ 110,000.00	\$ 80,811.36	173.47%
114904 · Children	\$ 8,543.61	14.24%	\$ 64,228.26	\$ 60,000.00	\$ 4,228.26	107.05%
114905 · Young Adult	\$ 3,316.64	11.06%	\$ 35,976.14	\$ 30,000.00	\$ 5,976.14	119.92%
114906 · Career & Learning	\$ 165.46	0.83%	\$ 15,784.74	\$ 20,000.00	\$ (4,215.26)	78.92%
<b>Total 114001 · Library Collection &amp; Materials</b>	<b>\$ 28,043.09</b>	<b>7.38%</b>	<b>\$ 456,317.42</b>	<b>\$ 380,000.00</b>	<b>\$ 76,317.42</b>	<b>120.08%</b>
115000 · Library Operations	\$ 138,108.91	36.34%	\$ 451,294.86	\$ 380,000.00	\$ 71,294.86	118.76%
117000 · Building Operations	\$ 31,287.40	7.82%	\$ 341,588.16	\$ 400,000.00	\$ (58,411.84)	85.40%
<b>Total Expenditures</b>	<b>\$ 637,816.19</b>	<b>8.09%</b>	<b>\$ 6,914,347.74</b>	<b>\$ 7,879,867.00</b>	<b>\$ (965,519.26)</b>	<b>87.75%</b>
<b>Revenue in excess (deficit) of Expenditures</b>	<b>\$ (22,439.39)</b>	<b>100.00%</b>	<b>\$ (275,052.75)</b>	<b>\$ -</b>	<b>\$ (275,052.75)</b>	<b>100.00%</b>

**Brentwood Public Library  
Collateralization of Deposits  
4/28/2023**

<b><u>HSBC Bank</u></b>	
<u>Checking &amp; Demand Account(s)</u>	
General Fund - Accounts Payable #7518	\$ 8,421.86
General Fund - Pre-Paid #7500	2,570.66
Capital Improvement Fund - Accounts Payable #7488	572,063.35
Grant Fund - Accounts Payable #7526	45,792.52
Special Bequest Fund - Accounts Payable #7496	103,581.43
<u>Timed &amp; Savings Account(s)</u>	
Money Market Depository Account #7372	\$ 478.02
Total Deposits held by HSBC Bank	<u>\$ 732,907.84</u>
FDIC coverage of Checking & Demand Accounts	250,000.00
FDIC coverage of Timed & Savings Account	<u>478.02</u>
Deposits not insured by FDIC	\$ 482,429.82

<b><u>BNY Mellon Bank</u></b>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 495,182.62
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	\$ 495,182.62

<b><u>Compliance</u></b>	
Collateral assets to uninsured deposits ratio	102.64%
Collateral assets in excess of uninsured deposits	\$ 12,752.80
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 492,078.42
Collateral in excess of requirement	\$ 3,104.20

**Brentwood Public Library  
Collateralization of Deposits  
4/28/2023**

<b><u>M&amp;T Bank</u></b>	
<u>Checking &amp; Demand Account(s)</u>	
General Fund #8834	\$ 663,575.21
Total Deposits held by M&T Bank	<u>\$ 663,575.21</u>
FDIC coverage of Checking & Demand Accounts	<u>250,000.00</u>
Deposits not insured by FDIC	\$ 413,575.21

<b><u>BNY Mellon Bank</u></b>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 422,255.29
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	\$ 422,255.29

<b><u>Compliance</u></b>	
Collateral assets to uninsured deposits ratio	102.10%
Collateral assets in excess of uninsured deposits	\$ 8,680.08
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 421,846.71
Collateral in excess of requirement	\$ 408.58

**Brentwood Public Library  
Collateralization of Deposits  
4/28/2023**

<b><u>New York Community Bank</u></b>	
<b><u>Checking &amp; Demand Account(s)</u></b>	
General Fund Accounts Payable #5936	\$ 2,632,049.65
General Fund Payroll #1618	\$ 1,000.06
General Fund Discretionary #1600	\$ 1,000.06
Grant Fund #0719	\$ 1,000.06
Capital Improvement Fund #0850	\$ 1,000.06
Special Bequest Fund #1121	\$ 1,000.06
<b><u>Timed &amp; Savings Account(s)</u></b>	
General Fund Savings #1618	1,391.79
Total Deposits held by NYCB	\$ 2,638,441.74
FDIC coverage of Checking & Demand Accounts	250,000.00
FDIC coverage of Timed & Savings Account	1,391.79
Deposits not insured by FDIC	\$ 2,387,049.95

<b><u>Federal Home Loan Bank of New York</u></b>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 2,655,013.24
State and Municipal Bonds	-
Total value of eligible securities under NY Gen Mun L § 10 (2015) held as collateral by Third Party Custodian	\$ 2,655,013.24

<b><u>Compliance</u></b>	
Collateral assets to uninsured deposits ratio	111.23%
Collateral assets in excess of uninsured deposits	\$ 267,963.29
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 2,434,790.95
Collateral in excess of requirement	\$ 220,222.29

BRENTWOOD PUBLIC LIBRARY  
 Disbursements and Expenditures  
 May 2023

General Fund			
Payroll	4/28/2023	\$	178,450.43
Payroll	5/12/2023	\$	183,043.19
Payroll	5/26/2023	\$	188,249.52
Accounts Payable checks (M & T)		\$	163,079.53
Prepaid checks (HSBC)		\$	125.79
Accounts Payable checks (NYCB)		\$	65,018.84
Petty Cash		\$	50.69
Grant Fund			
Accounts Payable checks (HSBC)		\$	750.00
Capital Improvement Fund			
Accounts Payable checks (HSBC)		\$	3,812.50
Special Bequest Fund			
Accounts Payable checks (HSBC)		\$	-
		<u>\$</u>	<u>782,580.49</u>

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**  
**Check registers for the month of**  
**May 2023**

Date	Num	Name	Credit
<b>110702 · HSBC PREPAID #7500</b>			
05/19/2023	1392	Costco Wholesale Membership	125.79
Total 110702 · HSBC PREPAID #7500			125.79
<b>110704 · M&amp;T Operating Acct #8834</b>			
05/04/2023	10452	ADMIN PARTNERS, LLC.	12.50
05/04/2023	10453	CSEA Employee Benefit Fund	10,757.69
05/04/2023	10454	CSEA LIFE INSURANCE	552.78
05/04/2023	10455	CSEA, INCORPORATED	2,320.26
05/04/2023	10456	DE LAGE LANDEN FINANCIAL SERVICES	508.08
05/04/2023	10457	ISLAND ELEVATOR	552.00
05/04/2023	10458	NATIONAL GRID (1)	2,853.15
05/04/2023	10459	NYS EMPLOYEES HEALTH INS PENDING ACCT	108,404.86
05/04/2023	10460	PITNEY BOWES INC.	79.49
05/04/2023	10461	READY REFRESH BY NESTLE	125.07
05/04/2023	10462	T-MOBILE - HOTSPOTS	4,330.80
05/04/2023	10463	T-MOBILE - VOICE	359.39
05/04/2023	10464	WINTERS BROS. HAULING OF LI, LLC	485.13
05/04/2023	10465	MIDWEST TAPE	2,899.55
05/09/2023	10466	OPTIMUM (1)	1,091.64
05/09/2023	10467	PSEGLI - L	7,687.49
05/09/2023	10468	PSEGLI - S	14.18
05/09/2023	10469	THE NEW YORK TIMES (1)	88.01
05/12/2023	10470	ROBIN NORRIS (1)	510.30
05/12/2023	10471	HILDUR PALSDOTTIR DELLO-IACONO	175.00
05/15/2023	10472	PITNEY BOWES PURCHASE POWER	400.00
05/17/2023	10473	Home Depot Credit Services	1,566.36
05/17/2023	epay 10...	CAPITAL ONE BANK	3,061.09
05/17/2023	10475	KAYLA SPURRELL	500.00
05/17/2023	10476	L.I. PROFILES	479.00
05/19/2023	10477	A TIME FOR KIDS, INC.	150.00
05/19/2023	10478	AMERICAN AIRPOWER MUSEUM	600.00
05/19/2023	10479	AMY VAIL	300.00
05/19/2023	10480	APRIL EARLE	150.00
05/19/2023	10481	BACKSTAGE LIBRARY WORKS	624.05
05/19/2023	10482	BOOKPAGE	720.00
05/19/2023	10483	BROOKLYN BOTANIC GARDEN	150.00
05/19/2023	10484	CHARLES CORNETTA	833.33
05/19/2023	10485	CINTHYA CASTILLO	159.00

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**  
**Check registers for the month of**  
**May 2023**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
05/19/2023	10486	CIRA O. BRANIGAN	293.67
05/19/2023	10487	CYNTHIA MERKLER	240.00
05/19/2023	10488	DAILY NEWS	150.24
05/19/2023	10489	DAVID JAKIM	200.00
05/19/2023	10490	DORIS J. BENTER	250.00
05/19/2023	10491	EDEN BENNETT	320.00
05/19/2023	10492	ERIC M. HOFMEISTER	666.67
05/19/2023	10493	FIRST UNUM LIFE INSURANCE CO.	213.91
05/19/2023	10494	HOME HEALTH AND SPIRIT CORPORATION	250.00
05/19/2023	10495	HOOPLA - MIDWEST	381.95
05/19/2023	10496	HOWARD ROSENBERG	200.00
05/19/2023	10497	INTREPID SEA, AIR & SPACE MUSEUM	500.00
05/19/2023	10498	JANICE LOVELACE	150.00
05/19/2023	10499	JO ANN TUFO	200.00
05/19/2023	10500	JOANNE OTTONE	375.00
05/19/2023	10501	KAYLA SPURRELL	250.00
05/19/2023	10502	KOREAN FOLK ART INC.	500.00
05/19/2023	10503	LISAMARIE CURLEY	420.00
05/19/2023	10504	MARIA'S MEXICAN COOKING LLC	400.00
05/19/2023	10505	MIDWEST TAPE	80.94
05/19/2023	10506	NICOLE D. BROWN	55.00
05/19/2023	10507	NICOLE J. CHRISTIAN	115.00
05/19/2023	10508	QUILL CORPORATION	84.90
05/19/2023	10509	ROBERT OTTONE	300.00
05/19/2023	10510	ROBERT SCOTT	435.00
05/19/2023	10511	ROYAL STAR ASSOCIATES	640.00
05/19/2023	10512	Suburban Exterminating Service, Inc.	321.71
05/19/2023	10513	THE ISLIP BULLETIN	70.00
05/19/2023	10514	THE META ESPORTS & GAMING, LLC	1,100.00
05/19/2023	10515	TURTLE & HUGHES, INC.	112.50
05/19/2023	10516	CDW-GOVERNMENT INC.	179.54
05/19/2023	10517	THOMSON REUTERS WEST	123.30
Total 110704 · M&T Operating Acct #8834			163,079.53

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**  
**Check registers for the month of**  
**May 2023**

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Date	Num	Name	Credit
<b>110710 · NYCB A/P ckg #5936</b>			
05/19/2023	1501	AMAZON CAPITAL SERVICES	3,379.97
05/19/2023	1502	BAKER & TAYLOR	27,606.59
05/19/2023	1503	CDW-GOVERNMENT INC.	13,446.56
05/19/2023	1504	GOVCONNECTION	2,527.83
05/19/2023	1505	Janway Company USA, Inc.	1,719.05
05/19/2023	1506	LIBRARICA LLC	1,248.90
05/19/2023	1507	MIDWEST TAPE	8,190.59
05/19/2023	1508	PBXSTORE, INC.	2,799.35
05/19/2023	1509	VOLZ & VIGLIOTTA PLLC	2,750.00
05/19/2023	1510	HARBES BARNYARD ADVENTURE, LLC.	1,350.00
Total 110710 · NYCB A/P ckg #5936			65,018.84
<b>TOTAL</b>			<b>228,224.16</b>

**BRENTWOOD PUBLIC LIBRARY GRANT FUND**  
**Check register for the month of**  
**As of May 31, 2023**

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<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Credit</u>
<b>12-0701 · HSBC A/P CHECKING #7526 (HSBC A/P CHECKING)</b>			
05/17/2023	ESRI	1191	750.00
Total 12-0701 · HSBC A/P CHECKING #7526 (HSBC A/P CHECKIN...			750.00
<b>TOTAL</b>			<b>750.00</b>

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

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<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Credit</u>
13-0701 · HSBC A/P CHECKING #7488 (HSBC A/P CHECKING) 05/19/2023	BEATTY HARVEY COCO ARCHITECTS, LLP	1335	3,812.50
Total 13-0701 · HSBC A/P CHECKING #7488 (HSBC A/P CHECKING)			3,812.50
<b>TOTAL</b>			<b><u>3,812.50</u></b>

**PERSONNEL CHANGES**  
**May 25, 2023**

**APPOINTMENTS:**

Sandy Leon, Librarian I SS, F/T, \$62,335.00, effective April 9, 2023  
Geraldine Foudy, Librarian I SS, F/T, \$62,335.00, effective June 5, 2023  
Gaugfield Williams, Guard, P/T, \$20/hr, effective May 21, 2023  
Ingris Castro Vasquez, Library Clerk SS, P/T, \$19.42/hr, effective May 22, 2023

**PROMOTIONS:**

Christopher Slatic, Network & Systems Specialist II, F/T, \$82,719, effective May 21, 2023

**RESIGNATIONS:**

Jose R. Ramirez, Guard, P/T, effective May 20, 2023  
Briana Moore, Librarian I CS, P/T, effective May 13, 2023  
Rosetta Hendrickson, Page, P/T, effective May 23, 2023  
Ingris Castro Vasquez, Library Clerk SS, F/T, effective May 19, 2023