

There will be a Regular Meeting of the Board of Trustees of the Brentwood Public Library on Thursday, February 29, 2024, at the Brentwood Public Library, 34 Second Avenue, Brentwood, NY 11717

AGENDA

M	S	A	
			I. Call to Order
			II. Pledge of Allegiance
			III. Public Expression
			IV. Approval of Agenda
			V. Approval of Minutes
			VI. Correspondence
			VII. Financial
			a. Treasurer’s Report – December 2023
			b. Financial Report – January 2024
			c. Collateral Report – January 2024
			d. Bills for February 2024
			e. Approval of Personnel Changes
			VIII. Reports
			a. Board
			b. Director
			c. Assistant Director
			d. Business Manager
			e. Attorney
			IX. Unfinished Business
			a. Audit Report
			X. New Business
			a. State Report
			XI. Other
			XII. Suggestion Box
			XIII. Public Expression
			XIV. The next meeting of the Board of Trustees will be on Tuesday, March 26, 2024 directly following the Public Hearing at 5:30 pm. Bills for March will be reviewed by Mr. William Menendez.
			XV. Executive Session for Personnel & Legal Matters
			XVI. Adjournment

Brentwood Public Library
Board of Trustees Monthly Meeting Minutes
January 25, 2024

Present:

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

Absent with notice: None

Public Attendance: Kristen Brewi, Peter Ward,
Kris Schumacher

Thomas Tarantowicz, Director,
Xibe Escalante, 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

III. Public Expression

The floor was opened to public expression.

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, Ellen Edelstein seconded, to accept the minutes of the November 27, 2023 meeting. All in favor.

VI. Correspondence was read by Library Director Thomas Tarantowicz and included a letter from District Clerk Kathy Hoey requesting the Board pass a resolution for an additional election inspector, an email from District Clerk Kathy Hoey advising us that the BUFSB intends to honor Board President Mary Reid at their next board meeting on

Thursday, February 15th at 8pm, and all are welcome to attend, a Newsday article featuring Celia Vollmer, showcasing her as a hometown hero for her work with the American Red Cross and the Brentwood Public Library, and an award from Thomas DiNapoli for Board President Mary Reid, naming her a “legendary” leader for her service to PEF.

VII. Financial

- a. Al Coster presented a synopsis of the Audit report; the library is compliant and all internal controls are working as required. A motion to accept the Auditor’s report was tabled until next meeting of the Board of Trustees.
- b. Dorina Barksdale moved, William Menendez seconded, to accept the Treasurer’s Reports for September, October and November, 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor
- c. Ellen Edelstein moved, Francis Picart seconded, to accept the Financial Reports for November and December 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor
- d. William Menendez moved, Dorina Barksdale seconded, to accept the Collateral Reconciliation Reports dated November 2023 and December 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- e. Bills for the month of December 2023 were audited by Dorina Barksdale. Ms. Barksdale moved, Ellen Edelstein seconded, to approve the expenditures in the amount of \$699,654.21. All in favor.
- f. Bills for the month of January 2024 were audited by William Menendez. Mr. Menendez moved, Francis Picart seconded, to approve the expenditures in the amount of \$696,039.10. All in favor.
- g. 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. Ellen Edelstein attended several Chamber of Commerce Board and General Meetings, a ROBS luncheon, the Chamber of Commerce Tree and Menorah Lighting at Ross Park, several St Patrick’s Day Parade Committee meetings, the Islip Town Hall Menorah Lighting, the Brentwood Library Staff Appreciation Meeting, several Senior Citizens meetings, several Library programs, including Cooking with Chef Rob, the Maria Regina Board meeting, met with BUFSD Superintendent Wanda Ortiz regarding several matters, including archives, attended various swearing in ceremonies for newly elected

officials, including Town Supervisor Angie Carpenter, attended several meetings with Town Historian and Local History Librarian Peter Ward regarding the restoration of “Shutt House,” attended the Brentwood Fire Dept. election, the NAACP Gala, the Chamber of Commerce Installation Dinner, the American Legion Holiday Event, the Historical Society Pot Luck/Toys for Tots collection, the Sisters of St. Joseph Tree Lighting, and several History Programs at Sisters of St. Joseph. Francis Picart attended the Brentwood Fire Dept. vote, the NAACP Gala, and several NAACP Board and General meetings. Dorina Barksdale attended the Brentwood Fire Dept. vote, the Chamber of Commerce Tree and Menorah lighting at Ross Park, the Town of Islip Housing Authority General and Special Board meetings, a Zoom Inauguration meeting, the Brentwood Fire Dept. swearing in of Raheen “Roc” Williams as Fire Commissioner, the retirement celebration for Officer Rivera at the Central Islip Library, the Deputy Commissioner Walk-out event, the NAACP Gala, the Dr. Martin Luther King Jr. Breakfast honoring Board President Mary Reid, and the Precinct Level Advisory Board (PLAB) inauguration meeting for newly appointed district representatives, having been appointed to represent the Third Precinct. William Menendez attended the Brentwood Library Staff Appreciation Meeting, the Chamber of Commerce Tree Lighting, several St Patrick’s Day Parade Committee meetings, the Brentwood Fire Dept. vote, and the NAACP Gala. Board President Mary Reid thanked everyone for their support at events honoring her, attended the Brentwood Fire Dept. vote, the NAACP Gala, the SCCC Foundation Board meeting, and incidentally, they will be hosting a June Golf Outing, and in addition, Belinda Pagdanganan has been appointed as the New Deputy Commissioner of Police and Board President Mary Reid was able to serve on the interview committee for the SCPD that narrowed the choice down to three recommended candidates. Board President Mary Reid attended the Town of Islip Housing Authority meeting, the Bay Shore “Under the Tent” Fair, the Dr. Martin Luther King Jr. Breakfast where several Girl Scouts sat at the Brentwood table and made us very proud, the Islip Food for Hope meeting (watch for a Ross Park Picnic in May), and the LIHP meeting where they discussed Governor Hochul’s proposal to broadly legalize accessory apartments across Long Island, helping homeowners pay their mortgage, alleviating the housing shortages and bringing income reserve to local towns. Lastly, Board President Mary Reid mentioned the Bach Festival to take place this Sunday at 2pm at St. Peter’s in Brightwaters and the Brentwood Public Library Black History Month Celebration on Saturday.

- b. The Director’s report was accepted.
Library Director Thomas Tarantowicz discussed his upcoming meeting with SCCC President Dr. Edward Bonahue to further work on the partnerships the Brentwood Public Library and the SCCC are trying to forge with regard to the Career Center, career counseling for adults and teens, and, along with Michele Nevola, Librarian II in charge of Teens and Young Adults, to discuss how to help teens best prepare to attend SCCC. In addition, we continue to push the creation of the Librarian Assistant Certification Program to replace the

requirement for a Bachelor's Degree for that position with the Dept. of Civil Service. Library Director Thomas Tarantowicz also discussed the upcoming Albany Advocacy Day, and that he is now a grandfather, welcome to the world little Lucy Grace Tarantowicz!

- c. The Assistant Director's report was accepted.
Assistant Library Director Xibe Escalante discussed the annual Staff Appreciation Meeting, the staff were very happy and thankful for the year, particularly grateful for the tuition reimbursement program. Assistant Library Director Xibe Escalante attended the NAACP Gala, multiple meetings with contractors regarding the planned new Podcast room on the lower level, multiple meetings with the architect regarding the exterior renovation, several Safety Committee meetings, and reminded everyone of the upcoming Brentwood Public Library Black History Month Celebration on Saturday, February 3rd, 2024 in the Library Auditorium, there will be multiple guests as well as hot food highlighting Black History and culture. Board President Mary Reid asked if the Brentwood Library has protocols ready and in place if it should become necessary to respond to the trending uptick in COVID-19 cases, Library Director Thomas Tarantowicz responded that we (the Library) are maintaining diligence and watching it closely.
- d. The Business Manager's report was accepted.
Business Manager Matthew Morley reported that he continues his work with payroll, tax filing obligations and the NYSLR final meeting, among other projects.
- e. The Library Attorney's report was deferred to executive session.

IX. Unfinished Business

There was none.

X. New Business

- a. Dorina Barksdale moved, Francis Picart seconded, to approve the resolution for additional Election Inspector Harry Hurski for the 2024 Library Vote, as proposed by District Clerk Kathy Hoey. All in favor.
- b. Ellen Edelstein moved, William Menendez seconded, to approve that the Board Members attend the Grand Marshal Dinner on March 7th, 2024 at a cost of \$50/person. All in favor.
- c. Francis Picart moved, Ellen Edelstein seconded, to approve the Budget and Tax Appropriation draft for Fiscal Year 2024-2025, with a tax levy amount of \$7,830,607.00. All in favor.

XI. Other

There was none.

XII. Suggestion Box. Patron suggestions were read to the Board by Assistant Library Director Xibe Escalante and included a request for ukulele classes and a room to practice in, a patron that liked the Brentwood Public Library's Kwanzaa celebration, a request for museum passes for Sag Manor, suggestions that the Library of things include webcam equipment, a shop vac, and that it is the greatest program ever, that all the Library programs are great, that the Brentwood Public Library is a special Library and does so much for its patrons, that we bring back the Sensei for more Karate classes, that the Library offer piano lessons, that Chef Rob programs are the greatest, that the Library offer Coding classes for adults, that the Library carry Spiderman II and more Playstation games, and that the arts/crafts programs are very enjoyable, particularly making the ornaments was great.

XIII. Public Expression

The floor was opened to public expression by Board President Mary Reid. Kristen Brewi addressed the Board to say thank you for the tuition reimbursement program. Kris Schumacher interjected to state that this was a Union accomplishment and that she did not want the Board taking the credit. Kristen Brewi responded by saying thank you to you too, and Kris Schumacher thanked Kristen Brewi. Library Director Thomas Tarantowicz took a moment to state that both he and the Board of Trustees always state that the tuition reimbursement program was done together with the union, and that he specifically discussed it as a collaboration at the Annual Staff Recognition Meeting where he was addressing the majority of staff. Kris Schumacher continued to express that there were a few other issues that she felt needed addressing on behalf of the staff, Board President Mary Reid advised her to arrange to meet with and discuss them with Library Director Thomas Tarantowicz, and thanked her for expressing herself. Peter Ward shared with the Board how glad he is that patrons are enjoying our Library programs as much as they are.

XIV. Date/Time of next board meeting

The next meeting of the Board of Trustees will take place on Thursday, February 29, 2024, 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 7:13 pm. All in favor.

William Menendez moved to reconvene the meeting at 7:44 pm.

XVI. Adjournment

There being no further business William Menendez moved to adjourn the meeting at 7:44 pm.

Respectfully submitted
Miranda Hatziangelou
Secretary to the Board

BRENTWOOD PUBLIC LIBRARY

Treasurer's Monthly Report

11-704

For The Period

12/1/2023 TO 12/31/2023

M&T Peoples United Bank

#8834

Total available balance as reported at end of preceding period: \$19,698.54

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	\$388.00
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
Gifts & Donations	\$0.00	Health Insurance	\$0.00
Town IDA	\$0.00	Dental & Vision	\$0.00
State Aid	\$0.00	Voided Checks	\$900.00

Total Receipts per rev report \$1,288.00

Reconciling items

A/R

Rev Adj

Credit Card Fees

Total Receipts and Opening Balance \$20,986.54

Disbursements made during Month:

To Checking Acct #xxx-xx751-8	\$0.00
Accounts Payable Checks/epay	\$3,943.85
Payroll #10	\$0.00
Payroll #	\$0.00
0	\$0.00

Total disbursements and charges: 3,943.85

Cash Balance as shown by records: \$17,042.69

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month: \$19,642.89

Less outstanding checks: (\$2,600.20)

Add Deposit in transit \$0.00

Net balance in bank: \$17,042.69

Total available balance: \$17,042.69

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **2/29/2024**

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
12/1/2023 TO 12/31/2023
NYCB Operating account
NYCB xxxxxx5936

GL 11-0710

Total available balance as reported at end of preceding period: **\$4,708.79**

Receipts during Month:

Transfer from Discretionary	\$0.00	
Transfer from Savings	\$333,000.00	
Transfer from Payroll	\$0.00	
Interest	\$68.02	
Total Receipts		<u>\$333,068.02</u>
Total Receipts and Opening Balance		<u>\$337,776.81</u>

Disbursements made during Month:

Accounts Payable Checks	\$288,588.49	
Transfer to Capital	\$0.00	
Transfer to Payroll a/c	\$49,000.00	
Transfer to Grant a/c	\$0.00	
Transfer to Special Beq	\$0.00	
Check Purchase	\$0.00	

Total disbursements and charges: \$337,588.49

Cash Balance as shown by records: **\$188.32**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:		\$209,682.55
Less outstanding checks: (see schedule)		\$209,494.23

Net balance in bank: \$188.32

Add: DIT **\$0.00**

Total available balance: **\$188.32**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **2/29/2024**

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 11-0711

For The Period

12/1/2023

TO

12/31/2023

NYCB Payroll account

NYCB xxxxxx1618

Total available balance as reported at end of preceding period: **13,836.64**

Receipts during Month:

Transfer from a/c 110710	49,000.00	
Interest	18.46	
Transfer from a/c 110720	343,297.01	
Transfer from a/c 110712	-	
Total Receipts		<u>\$392,315.47</u>
Total Receipts and Opening Balance		<u>\$406,152.11</u>

Disbursements made during Month:

Accounts Payable Checks

Withdrawals transfers to initiate new a/c's	-
Payroll #25	190,810.01
Payroll #26	182,982.59
Payroll #	-
Retirement	9,172.26
403 b Deferred Comp	9,484.61
Transfer to 110710	-

Total disbursements and charges: \$392,449.47

Cash Balance as shown by records: **\$13,702.64**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	23,337.44
Less outstanding checks:	9,634.80
	-
Net balance in bank:	\$13,702.64

Add:

Total available balance: **\$13,702.64**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **2/29/2024**

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
12/1/2023 TO 12/31/2023
NYCB Discretionary account
NYCB xxxxxx1600

GL 11-0712

Total available balance as reported at end of preceding period:	2,417.53
Receipts during Month:	
Transfer from a/c 110720	-
Interest	0.43
Total Receipts	<u>\$0.43</u>
Total Receipts and Opening Balance	\$2,417.96
Disbursements made during Month:	
Accounts Payable Checks	\$2,102.76
Transfer to P/R ac	\$0.00
Transfer to Gen'l 110710	\$0.00
Total disbursements and charges:	<u>\$2,102.76</u>
Cash Balance as shown by records:	<u>\$315.20</u>
RECONCILIATION WITH BANK STATEMENT:	
Balance per bank statement at end of month:	315.20
Less outstanding checks: (see schedule)	-
	-
Net balance in bank:	315.20
 Add:	
<u>Total available balance:</u>	<u>\$315.20</u>

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **2/29/2024**

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 11-0720

For The Period

12/1/2023 TO 12/31/2023

NYCB Saving account

NYCB xxxxxx1600

Total available balance as reported at end of preceding period:	458,350.87
0	-
	<u>458,350.87</u>

Receipts during Month:

Real Prop Tax	626,746.67	Head Phones	4.00	
Book Fines	-	Faxes	50.00	
Video Fines	-	Printer Revs	773.15	
USB Drive sales	-	Book bag sales	25.00	
Lost Books	372.07	Interest	648.92	
Lost Card	67.00	Health Insur	7,600.75	
Lost Video	-	Dental & vision	3,729.47	
Attraction Tkts	979.25	Bank fees	-	
LRC Other	6.00	State Aid	-	
LF& C-Other	7.00	OMNIBUS Grnt	8,000.00	
SCLS E-Rate	8,247.60	Gift & Donation	38.00	
			-	
	636,425.59		20,929.29	
				<u>657,354.88</u>
				<u>1,115,705.75</u>
				<u>\$0.00</u>
Total Receipts				1,115,705.75
Total Receipts and Opening Balance				

Disbursements made during Month:

Accounts Payable Checks	
Credit card fees	84.16
Refunds	-
Transfers to Chking	333,000.00
Transfers to P/R	343,297.01
Transfers to Discretionary	-
Bank Fees	0.30

Total disbursements and charges: \$676,381.47

Cash Balance as shown by records: **\$439,324.28**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	\$439,064.78
Less outstanding checks: (see schedule)	-
Outstanding transfer	\$0.00
Net balance in bank:	<u>439,064.78</u>
Add: square in transit 12/31/23	<u>\$259.50</u>
Total available balance:	<u>439,324.28</u>

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **2/29/2024**

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
12/1/2023 TO 12/31/2023
NYCB Capital Fund account
NYCB xxxxxx0850

GL 13-0702

Total available balance as reported at end of preceding period:	3386129.73
Receipts during Month:	
Transfer from a/c 110710	-
Interest	1,438.35
Total Receipts	<u>\$1,438.35</u>
Total Receipts and Opening Balance	\$3,387,568.08
Disbursements made during Month:	
Accounts Payable Checks #1509	\$1,762.50
Withdrawals transfers to initiate new a/c's	\$0.00
Total disbursements and charges:	<u>\$1,762.50</u>
Cash Balance as shown by records:	<u>\$3,385,805.58</u>
RECONCILIATION WITH BANK STATEMENT:	
Balance per bank statement at end of month:	3,387,568.08
Less outstanding checks:	1,762.50
Net balance in bank:	<u>3,385,805.58</u>
 Add:	 -
Total available balance:	<u>3,385,805.58</u>

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **2/29/2024**

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
12/1/2023 TO 12/31/2023
NYCB Grant Fund account
NYCB xxxxxx0719

GL 12-0702

Total available balance as reported at end of preceding period:		13,028.77
Receipts during Month:		
Transfer from a/c 110720	-	
Interest	5.53	
Total Receipts	5.53	
Total Receipts and Opening Balance	13,034.30	
Disbursements made during Month:		
Accounts Payable Checks	\$0.00	-
Withdrawals transfers to initiate new a/c's	-	
<u>Total disbursements and charges:</u>		-
<u>Cash Balance as shown by records:</u>		<u>13,034.30</u>
RECONCILIATION WITH BANK STATEMENT:		
Balance per bank statement at end of month:		13,034.30
Less outstanding checks: (see schedule)		-
Net balance in bank:		<u>13,034.30</u>
Add:		-
<u>Total available balance:</u>		<u>13,034.30</u>

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **2/29/2024**

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
12/1/2023 TO 12/31/2023
NYCB Special Bequest account
NYCB xxxxxx1121

GL 15-0705

Total available balance as reported at end of preceding period: 104,237.48

Receipts during Month:

Transfer from a/c 110710	-
Interest	44.27

Total Receipts	<u>44.27</u>
Total Receipts and Opening Balance	104,281.75

Disbursements made during Month:
Accounts Payable Checks

Withdrawals transfers to initiate new a/c's	-
---	---

Total disbursements and charges: -

Cash Balance as shown by records: **104,281.75**

RECONCILIATION WITH BANK STATEMENT:

Balance per bank statement at end of month:	104,281.75
Less outstanding checks: (see schedule)	-
0	-

Net balance in bank: 104,281.75

Add:

Total available balance: **104,281.75**

Received by the board of trustees and
entered as part of the minutes of the
Board Meeting held on **2/29/2024**

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 January 2024		Fiscal Year-to-Date : July 1, 2023 to January 31, 2024			
	Actual	Percent	Actual	Budget	Difference	Percent
Revenue						
119801 · Local Public Funds	\$ 626,746.67	8%	\$ 4,778,615.81	\$ 8,020,960.00	\$ (3,242,344.19)	60%
119810 · Library Fines & Charges	\$ 679.66	100%	\$ 3,854.43	\$ -	\$ 3,854.43	100%
119821 · Other Receipts	\$ 2,104.65	8%	\$ 28,296.40	\$ 25,000.00	\$ 3,296.40	113%
119831 · Federal & State Aid	\$ -	0%	\$ 32,330.60	\$ 25,000.00	\$ 7,330.60	129%
119908 · Interest Income	\$ 547.22	100%	\$ 6,943.71	\$ -	\$ 6,943.71	100%
119916 · Gifts & Donations	\$ -	0%	\$ 268.00	\$ -	\$ 268.00	100%
Total Revenues	\$ 630,078.20	8%	\$ 4,850,308.95	\$ 8,070,960.00	\$ (3,220,651.05)	60%
Expenditures						
110140 · Salaries & Wages	\$ 377,118.41	8%	\$ 2,712,317.37	\$ 4,575,910.00	\$ (1,863,592.63)	59%
111900 · Employee Benefits	\$ 169,034.62	8%	\$ 1,373,892.93	\$ 2,060,050.00	\$ (686,157.07)	67%
113440 · Professional Fees	\$ (89,416.52)	-63%	\$ 60,700.88	\$ 141,000.00	\$ (80,299.12)	43%
113450 · Professional Development	\$ 11,526.53	34%	\$ 35,267.51	\$ 34,000.00	\$ 1,267.51	104%
113900 · Library Programs & Activities						
112102 · History Programs	\$ -	0%	\$ 925.00	\$ 2,500.00	\$ (1,575.00)	37%
112103 · Adult Program	\$ 1,640.00	3%	\$ 18,173.72	\$ 50,000.00	\$ (31,826.28)	36%
112104 · Juvenile Programs	\$ 635.00	3%	\$ 4,735.00	\$ 20,000.00	\$ (15,265.00)	24%
112105 · Young Adult Programs	\$ 275.00	2%	\$ 1,600.00	\$ 15,000.00	\$ (13,400.00)	11%
112106 · Career & Learning Programs	\$ 175.00	2%	\$ 2,455.00	\$ 7,500.00	\$ (5,045.00)	33%
112107 · Maker Space Programs	\$ -	0%	\$ 625.00	\$ -	\$ 625.00	100%
112111 · General Activities	\$ (8,000.00)	-160%	\$ -	\$ 5,000.00	\$ (5,000.00)	0%
Total 113900 · Library Programs & Activities	\$ (5,275.00)	-5%	\$ 28,513.72	\$ 100,000.00	\$ (71,486.28)	29%
114001 · Library Collection & Materials						
114901 · General & All Patrons	\$ 22,052.36	14%	\$ 78,393.06	\$ 160,000.00	\$ (81,606.94)	49%
114903 · Adult & Reference	\$ 4,510.88	3%	\$ 82,081.13	\$ 130,000.00	\$ (47,918.87)	63%
114904 · Children	\$ 3,881.60	6%	\$ 29,939.58	\$ 60,000.00	\$ (30,060.42)	50%
114905 · Young Adult	\$ 2,628.24	9%	\$ 16,639.52	\$ 30,000.00	\$ (13,360.48)	55%
114906 · Career & Learning	\$ 316.61	2%	\$ 7,717.53	\$ 20,000.00	\$ (12,282.47)	39%
Total 114001 · Library Collection & Materials	\$ 33,389.69	8%	\$ 214,770.82	\$ 400,000.00	\$ (185,229.18)	54%
115000 · Library Operations	\$ 13,145.60	4%	\$ 247,434.08	\$ 360,000.00	\$ (112,565.92)	69%
117000 · Building Operations	\$ 33,512.12	8%	\$ 241,602.84	\$ 400,000.00	\$ (158,397.16)	60%
Total Expenditures	\$ 543,035.45	7%	\$ 4,914,500.15	\$ 8,070,960.00	\$ (3,156,459.85)	61%
Revenue in excess (deficit) of Expenditures	\$ 87,042.75	100%	\$ (64,191.20)	\$ -	\$ (64,191.20)	100%

**Brentwood Public Library
Collateralization of Deposits
1/31/2024**

<u>M&T Bank</u>	
<u>Checking & Demand Account(s)</u>	
General Fund #8834	\$ 15,911.11
Total Deposits held by M&T Bank	<u>\$ 15,911.11</u>
FDIC coverage of Checking & Demand Accounts	<u>\$ 15,911.11</u>
Deposits not insured by FDIC	\$ -

<u>BNY Mellon Bank</u>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ -
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>Compliance</u>	
Collateral assets to uninsured deposits ratio	N/A
Uninsured deposits in excess of collateral assets	\$ -
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ -
Collateral shortfall of requirement	\$ -

**Brentwood Public Library
Collateralization of Deposits
1/31/2024**

<u>New York Community Bank</u>	
<u>Checking & Demand Account(s)</u>	
General Fund Accounts Payable #5936	\$ 78,899.75
General Fund Payroll #1618	185,052.60
General Fund Discretionary #1600	100.09
Grant Fund #0719	13,039.82
Capital Improvement Fund #0850	3,378,549.60
Special Bequest Fund #1121	104,325.92
<u>Timed & Savings Account(s)</u>	
General Fund Savings #1626	\$ 232,316.78
Total Deposits held by NYCB	<u>\$ 3,992,284.56</u>
FDIC coverage of Checking & Demand Accounts	\$ 250,000.00
FDIC coverage of Timed & Savings Account	<u>232,316.78</u>
Deposits not insured by FDIC	<u>\$ 3,509,967.78</u>

<u>Federal Home Loan Bank of New York</u>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 5,204,777.43
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>\$ 5,204,777.43</u>

<u>Compliance</u>	
Collateral assets to uninsured deposits ratio	148.29%
Collateral assets in excess of uninsured deposits	\$ 1,694,809.65
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 3,580,167.14
Collateral in excess of requirement	<u>\$ 1,624,610.29</u>

BRENTWOOD PUBLIC LIBRARY
 Disbursements and Expenditures
 February 2024

General Fund			
Payroll	2/2/2024	\$	188,938.12
Payroll	2/16/2023	\$	186,608.14
payroll		\$	-
Accounts Payable checks (M & T)		\$	8,112.61
Accounts Payable checks (NYCB)		\$	236,974.21
General Discretionary Fund (NYCB)		\$	167.92
Petty Cash		\$	25.00
Grant Fund			
Accounts Payable checks (NYCB)		\$	-
Capital Improvement Fund			
Accounts Payable checks (NYCB)		\$	2,004,574.36
Special Bequest Fund			
Accounts Payable checks (NYCB)		\$	-
		\$	<u>2,625,400.36</u>

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
February 2024

Date	Num	Name	Amount
110704 · M&T Operating Acct #8834			
02/16/2024	10598	BRENTWOOD POSTMASTER	-4,681.94
02/23/2024	10599	CAPITAL ONE BANK	-3,234.67
02/21/2024	10600	THE NEW YORK TIMES (1)	-196.00
Total 110704 · M&T Operating Acct #8834			-8,112.61
110710 · NYCB A/P ckg #5936			
02/05/2024	2148	ADMIN PARTNERS, LLC.	-12.50
02/05/2024	2149	DE LAGE LANDEN FINANCIAL SERVICES	-254.04
02/05/2024	2150	FIRST UNUM LIFE INSURANCE CO.	-219.26
02/05/2024	2151	GENWORTH LIFE OF NEW YORK	-2,393.99
02/05/2024	2152	NATIONAL GRID (1)	-4,348.58
02/05/2024	2153	Newsday	-238.32
02/05/2024	2154	OPTIMUM (1)	-1,098.25
02/05/2024	2155	PSEGLI - L	-8,747.81
02/05/2024	2156	PSEGLI - S	-15.59
02/05/2024	2157	READY REFRESH BY NESTLE	-59.58
02/05/2024	2158	ROLAND P MENNELLA LANDSCAPING CORP	-4,000.00
02/05/2024	2159	T-MOBILE - HOTSPOTS	-3,923.13
02/05/2024	2160	T-MOBILE - VOICE	-362.97
02/08/2024	2161	HOOPLA - MIDWEST	-494.12
02/08/2024	2162	ISLAND ELEVATOR	-433.00
02/08/2024	2163	THOMSON REUTERS WEST	-134.40
02/08/2024	2164	WINTERS BROS. HAULING OF LI, LLC	-548.01
02/14/2024	2165	Home Depot Credit Services	-63.84
02/14/2024	2166	PITNEY BOWES PURCHASE POWER	-800.00
02/23/2024	2167	BOSSLASER	-210.45
02/23/2024	2168	AMY VAIL	-250.00
02/23/2024	2169	AMAZON CAPITAL SERVICES	-3,682.43
02/23/2024	2170	BAKER & TAYLOR	-3,836.79
02/23/2024	2171	BRENTWOOD CHAMBER OF COMMERCE	-350.00
02/23/2024	2172	BRENTWOOD PARADE COMMITTEE	-400.00
02/23/2024	2173	BRENTWOOD PARADE COMMITTEE	-250.00
02/23/2024	2174	CCE SUFFOLK	-225.00
02/23/2024	2175	CDW-GOVERNMENT INC.	-4,192.91
02/23/2024	2176	CHARLES CORNETTA	-833.33
02/23/2024	2177	CLERIDA ELTIME	-300.00
02/23/2024	2178	CRADLE OF AVIATION MUSEUM	-1,250.00
02/23/2024	2179	CSEA Employee Benefit Fund	-11,423.36
02/23/2024	2180	CSEA LIFE INSURANCE	-403.40
02/23/2024	2181	CSEA, INCORPORATED	-2,391.84
02/23/2024	2182	DENNIS MACKREL MUSIC, INC.	-1,000.00
02/23/2024	2183	EDEN BENNETT	-400.00
02/23/2024	2184	EMILE ARTHUR-RICKETTS	-400.00
02/23/2024	2185	ENVISIONWARE	-1,335.66
02/23/2024	2186	ERIC M. HOFMEISTER	-666.67
02/23/2024	2187	FIRE ISLAND LIGHTHOUSE PRESERVATION	-175.00
02/23/2024	2188	FIRST UNUM LIFE INSURANCE CO.	-216.95
02/23/2024	2189	FRIENDS FOR OLD BETHPAGE VLLGE RESTOR INC	-400.00
02/23/2024	2190	FUN EXPRESS, LLC	-275.34
02/23/2024	2191	GALE/CENGAGE LEARNING	-10,500.00
02/23/2024	2192	GENEALOGY FEDERATION OF LI	-36.00
02/23/2024	2193	GOVCONNECTION	-412.01
02/23/2024	2194	HILDUR PALSDOTTIR DELLO-IACONO	-150.00

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
February 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/23/2024	2195	HUB DIRECTION USA	-475.00
02/23/2024	2196	JOANNE OTTONE	-750.00
02/23/2024	2197	JULIA LANE	-162.00
02/23/2024	2198	KIM LEMBO	-225.00
02/23/2024	2199	KONICA MINOLTA BUSINESS SOLUTIONS USA,	-1,460.40
02/23/2024	2200	LIBRARY MARKET	-3,000.00
02/23/2024	2201	LONG ISLAND CARES	-150.00
02/23/2024	2202	LONG ISLAND PARANORMAL INVESTIGATORS, INC	-175.00
02/23/2024	2203	MARIA'S MEXICAN COOKING LLC	-400.00
02/23/2024	2204	METROPOLITAN DATA SOLUTIONS	-568.53
02/23/2024	2205	MIDWEST TAPE	-673.43
02/23/2024	2206	NYS EMPLOYEES HEALTH INS PENDING ACCT	-124,431.87
02/23/2024	2207	Ocean Janitorial Supply	-1,922.39
02/23/2024	2208	PAUL GREENE-DENNIS	-175.00
02/23/2024	2209	QUILL CORPORATION	-714.37
02/23/2024	2210	R&J GRAPHICS INC.	-11,485.00
02/23/2024	2211	ROBERT OTTONE	-750.00
02/23/2024	2212	ROBERT SCOTT	-815.00
02/23/2024	2213	ROLAND P MENNELLA LANDSCAPING CORP	-5,420.00
02/23/2024	2214	ROYAL EVENTS PRINCESS PARTIES	-225.00
02/23/2024	2215	SAMANTHA UEBEL	-94.86
02/23/2024	2216	SCORE LONG ISLAND	-200.00
02/23/2024	2217	SHARPER TRAINING SOLUTIONS, INC.	-220.00
02/23/2024	2218	Suburban Exterminating Service, Inc.	-321.71
02/23/2024	2219	Suffolk Cooperative Library System	-3,813.52
02/23/2024	2220	THE PATCHOGUE ADVANCE, INC.	-497.60
02/23/2024	2221	TIA JOHNSON	-900.00
02/23/2024	2222	VOLZ & VIGLIOTTA PLLC	-2,834.00
Total 110710 · NYCB A/P ckg #5936			-236,974.21
110712 · NYCB Discretionary ckg #1600			
02/16/2024	2020	Costco Wholesale Membership	-167.92
Total 110712 · NYCB Discretionary ckg #1600			-167.92
TOTAL			-245,254.74

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
DISCRETIONARY REPORT
February 1 - 29, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Cl</u>	<u>Split</u>	<u>Amount</u>
Costco Wholesale Membership Check	02/16/2024	2020		110712 · NYCB Discretionary ckg #1600		-SPLIT-	-167.92

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Petty cash for the month of
February 2024

Date	Num	Memo	Credit
110907 · PETTY CASH			
02/12/2024	BZ240212	WAFFLES & WATERCOLORS	25.00
Total 110907 · PETTY CASH			25.00
TOTAL			25.00

BRENTWOOD PUBLIC LIBRARY - CAPITAL FUND
Check register for the month of
As of February 29, 2024

Date	Name	Num	Credit
13-0702 · NYCB #0850 (NYCB acct #609904830850)			
02/12/2024	Brentwood Public Library	1512	2,000,000.00
02/23/2024	BEATTY HARVEY COCO ARCHITECTS, LLP	1513	4,574.36
Total 13-0702 · NYCB #0850 (NYCB acct #609904830850)			2,004,574.36
TOTAL			2,004,574.36

PERSONNEL CHANGES
February 29, 2024

APPOINTMENTS:

Bryan F. Alzate Noguera, Page, P/T, \$16.00/hr, effective February 5, 2024

Nujhat R. Difaa, Page P/T, \$16.00/hr, effective February 6, 2024

RESIGNATIONS:

Sophia Mae Beauchamp, Library Clerk, P/T, effective March 18, 2024