



Brentwood Public Library  
Board of Trustees Monthly Meeting Minutes  
February 29, 2024

**Present:**

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

Absent with notice:  
Dorina Barksdale, Trustee

Public Attendance:  
Peter Ward, Kris Schumacher

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

**Also Present:**

Thomas Volz, Library Attorney  
Miranda Hatziangelou, Board Secretary  
Tia J. Johnson, Office Assistant

I. Call to Order

The meeting was called to order at 5:29 pm by Board President Mary Reid.

II. Pledge of Allegiance was led by William Menendez

III. Public Expression

The floor was opened to public expression. There was none

IV. Approval of Agenda

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

V. Approval of Minutes

William Menendez moved, Ellen Edelstein seconded, to accept the minutes of the January 25, 2024 meeting. All in favor.

VI. Correspondence

There was none

## VII. Financial

- a) Ellen Edelstein moved, Francis Picart seconded, to accept the Treasurer's Report for December 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor
- b) Francis Picart moved, William Menendez seconded, to accept the Financial Reports for January 2024, as per review and recommendation of the Business Manager, Matthew Morley. All in favor
- c) Ellen Edelstein moved, Francis Picart seconded, to accept the Collateral Reconciliation Reports dated January 2024, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- d) Bills for the month of February 2024 were audited by Ellen Edelstein. Ms. Edelstein moved, Francis Picart seconded, to approve the expenditures in the amount of \$2,625,400.36. All in favor.
- e) Personnel report:  
Francis Picart moved, Ellen Edelstein 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 events at the American Legion, Senior Citizens meetings, Sisters of St. Joseph meetings, the Brentwood Public Library's Black History Month event on February 3<sup>rd</sup> as well as Deputy Speaker Ramos' Black History Month Awards on February 24<sup>th</sup>, the Brentwood school district audit committee, several Parade Committee meetings, Chamber of Commerce meetings, the High School musical and dinner, Chef Rob's presentation, the Town of Islip Planning Board meeting, the Brentwood School Board meeting honoring, among others, Mrs. Mary Reid, a Historical Society meeting, the Troop 25 Blue & Gold awards and audited the Brentwood Public Library's bills for the month of February. Francis Picart attended the 2024 Brentwood Chamber of Commerce Annual Status of the town meeting with Supervisor Angie Carpenter and others, the Black History Month Celebration at Brentwood Public Library featuring wonderful cellist Clerida Eltima, voice actor Paul Greene-Dennis, and hip-hop artist DiE\$eL-E.\, the NAACP Legislative Breakfast, the NAACP General Membership Meeting, the NAACP Executive Committee Meeting, the Brentwood Chamber of Commerce meeting featuring Speaker: Dr. Edward Bonahue, President of Suffolk County Community College. William Menendez attended two Chamber of Commerce Meetings, Historical Society Meetings, two Brentwood Parade Committee Meetings, and Legislator Gonzalez's Black History Month Celebration in Central Islip. Board President Mary Reid attended the Chamber of Commerce meeting with Dr. Bonahue and the Brentwood Public Library's Black History Month Celebration and

thought the Jazz Band performers were excellent and extended her compliments to the staff for putting together such an event, and particularly, the Library's entrance was beautiful upon walking in. Board President Mary is still providing help with taxes, and thanked the Brentwood Public Library's Board of Trustees and Administration for attending the Brentwood School Board meeting honoring her and four other community members.

- b. The Director's report was accepted. Library Director Thomas Tarantowicz met with Dr. Ed Bonahue, President of Suffolk County Community College, along with Assistant Library Director Xibe Escalante and several Dept. Heads at the Selden Campus where they discussed coordinating countywide on the certification program that would allow staff to qualify to take the Library Assistant Civil Service exam with their experience as opposed to requiring a Bachelor's degree; they also discussed collaborating with the Brentwood Public Library's Literacy and Career Dept. to optimize what services are offered so as to compliment each other and avoid duplication; Library Director Thomas Tarantowicz will be forming a committee regarding this partnership in order to get more Library Directors involved. Library Director Thomas Tarantowicz also discussed attending Advocacy Day in Albany with Assistant Library Director Xibe Escalante, Olivia Branigan, Head of Career and Literacy, and Dan Costa, Head of I.T & Network and Systems Coordinator. They had the opportunity to discuss with Jean Vargas, Deputy Speaker Phil Ramos' aide, regarding the Dormitory Authority Grant, Edward Gobotman from Senator Martinez's office, and Assemblyman Keith Brown's people as well; it was overall a very successful day. In addition, Library Director Thomas Tarantowicz discussed receiving an invitation from Islip Town Supervisor Angie Carpenter to attend the State of the Town address, which we will attend and also reach out to other Islip libraries to encourage them to go as well.
- c. The Assistant Director's report was accepted. Assistant Library Director Xibe Escalante reported that she attended the architects' meeting, and the meeting at the Suffolk County Community College Selden Campus with Dr. Ed Bonahue, where the discussion included how they offer many services that the Brentwood Public Library also offers. Olivia Branigan, Head of Career and Literacy, will coordinate with staff at the College to optimize our services to compliment theirs rather than just duplicate. Assistant Library Director Xibe Escalante also went to Albany for Advocacy Day where they met with Senator Monica Martinez's aid, who thanked the Brentwood Public Library for being so gracious with everything. Deputy Speaker Phil Ramos' permanent Albany Aide was also very pleased to see representatives from the Brentwood Public Library. Assistant Library Director Xibe Escalante also discussed that during the Advocacy Day rally, a High School Student from William Floyd spoke about how the library has impacted her life; she was very well spoken and stated how she owes everything to the library and its staff and even works there now. Finally, Assistant Library Director Xibe Escalante discussed the

Brentwood School District Board meeting where Mrs. Mary Reid was honored, and that it was very well done and they had a performance by children that was very cute.

- d. The Business Manager's report was accepted. Business Manager Matthew Morley reported attending several webinars for State Comptrollers & Pension System, and that the lower-level ceiling tiles & electrical work continues. The rest of his report was deferred to executive session.
- e. The Library Attorney's report was deferred to executive session.

#### IX. Unfinished Business

- a. A synopsis of the Audit report presented by Al Coster at the January 25, 2024 Board Meeting concluded that the library is compliant and all internal controls are working as required.  
RESOLVED, the Board hereby accepts the Independent Auditor's Report and the Audited Financial Statements from Baldessari & Coster, LLP's, dated November 16, 2023, for the fiscal year ending June 30, 2023.  
As per the review and recommendation of Business Manager Matthew Morley, Ellen Edelstein moved, William Menendez seconded, to accept the resolution as presented. All in favor.

#### X. New Business

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

#### XI. Other

Re-organization meeting date change. The Board of Trustees unanimously agreed to change the date of the 2024 re-organization meeting from July 2<sup>nd</sup> 2024 to Wednesday July 10<sup>th</sup> 2024, same time.

XII. Suggestion Box. Patron suggestions were read to the Board by Assistant Library Director Xibe Escalante, and included a request for notary services, a candy machine, more karate classes, more trips with the Long Island Paranormal Group, that the Library allow to check out movies and watch them in the Library, for acrylic nail courses, more arts and crafts, more Chef Rob programs for adults, more play station games, teen coding classes, Spanish classes, and that the Library offer programs for children and their parents at the same time.

#### 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 26, 2024, directly following the 5:30 pm Public Presentation meeting.

## XV. Executive Session

Mary Reid moved to adjourn the meeting to Executive Session for legal matters/personnel matters at 6:15pm. All in favor.

William Menendez moved to reconvene the meeting at 6:54 pm.

### a. Contractual Matters

#### 1. Approval of Extension of Time for Award of Bid

I-(A) United Paving Corp.

I-(B) Palace Electrical C. Inc.

Ellen Edelstein moved, Francis Picart seconded to accept Resolutions (I-A) and (I-B). All in favor.

#### 2. Approval of Letter of Intent

II-(A) United Paving Corp.

II-(B) Palace Electrical C. Inc.

Francis Picart moved, Ellen Edelstein seconded to accept Resolutions (II-A) and (II-B). All in favor.

#### 3. Approval of Post-Bid Adjustments to Bid & Costs Adj.

III- (A) United Paving Corp.

William Menendez moved, Francis Picart seconded accept Resolution (III-A). All in favor.

III- (B) Palace Electrical C. Inc.

William Menendez moved, Francis Picart seconded to accept Resolution (III-B). All in favor.

#### 4. Award of Bid

IV-(A) for Sitework Capital Improvements (United Paving Corp)

Ellen Edelstein moved, Francis Picart seconded to accept Resolution (IV-A). All in favor.

IV-(B) for Electrical Work Capital Improvements (Palace Electrical)

Ellen Edelstein moved, Francis Picart seconded to accept Resolution (IV-B). All in favor.

#### 5. Approval of Construction Agreement

V-(A) Approval of Construction Agreement for Site-Work Capital Improvements (United Paving Corp.)

Francis Picart moved, William Menendez seconded to accept Resolution (V-A). All in favor.

V-(B) Approval of Construction Agreement for Electrical Work Capital Improvements (Palace Electrical Contractors, Inc.)

Francis Picart moved, William Menendez seconded to accept Resolution (V-B). All in favor.

b. RESOLVED, the Board hereby authorizes the temporary transfer of \$2,000,000 from the Capital Fund (NYCB) to the General Fund (M&T Bank) effective February 12, 2024, for the purpose of ensuring cash accessibility; and further authorizes the return transfer of \$2,000,000 from the General Fund to the Capital Fund effective March 15, 2024. William Menendez moved, Francis Picart seconded, to accept the resolution as presented. All in favor.

c. RESOLVED, the Board hereby authorizes the Business Manager to open a new savings account with M&T Bank to be utilized for funds within the Capital Fund. Francis Picart moved, Ellen Edelstein seconded, to accept the resolution as presented. All in favor.

c. RESOLVED, the Board hereby authorizes the transfer of \$78,325.92 from the Special Bequest Fund to the General Fund effective March 4, 2024, in connection with expenditures for the previous Local History Renovations. William Menendez moved, Francis Picart seconded, to accept the resolution as presented. All in favor.

#### XVI. Adjournment

There being no further business William Menendez moved to adjourn the meeting at 6:59 pm.

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

**BRENTWOOD PUBLIC LIBRARY**

Treasurer's Monthly Report

11-704

For The Period

1/1/2024

TO

1/31/2024

**M&T Peoples United Bank**

**#8834**

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

\$17,042.69

**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	\$824.00
Book Bag Sales	\$0.00	Reference Copies	\$0.00
Lost Books	\$0.00	Photo Printing Rev	\$0.00
WIFI Fines/Repl	\$0.00	Unemployment Ins	\$0.00
Headphones	\$0.00	Wi-Fi Fines/Repl	\$0.00
Other revenue	\$69.11	Deposits-adult prgm	\$0.00
Fax Rev's	\$0.00	Retiree Checks	\$0.00
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	Voided Checks	\$0.00

Total Receipts per rev report

\$893.11

Reconciling items

A/R

Rev Adj

Credit Card Fees

Total Receipts and Opening Balance

\$17,935.80

**Disbursements made during Month:**

To Checking Acct #xxx-xx751-8	\$0.00
Accounts Payable Checks/epay	\$4,624.89
Payroll #10	\$0.00
Payroll #	\$0.00
0	\$0.00

**Total disbursements and charges:**

4,624.89

**Cash Balance as shown by records:**

**\$13,310.91**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:

\$15,911.11

Less outstanding checks:

(\$2,600.20)

Add Deposit in transit

\$0.00

Net balance in bank:

\$13,310.91

**Total available balance:**

**\$13,310.91**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **3/26/2024**

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  
1/1/2024 TO 1/31/2024  
**NYCB Operating account**  
NYCB xxxxxx5936

**GL 11-0710**

**Total available balance as reported at end of preceding period:** **\$188.32**

Receipts during Month:

Transfer from Discretionary	\$0.00	
Transfer from Savings	\$302,200.00	
Transfer from Payroll	\$0.00	
Interest	\$21.64	
Total Receipts		<u>\$302,221.64</u>
Total Receipts and Opening Balance		<u>\$302,409.96</u>

Disbursements made during Month:

Accounts Payable Checks		\$272,149.20
Transfer to Capital		\$0.00
Transfer to Payroll a/c		\$0.00
Transfer to Grant a/c		\$0.00
Transfer to Special Beq		\$0.00
Check Purchase		\$0.00

Total disbursements and charges: \$272,149.20

**Cash Balance as shown by records:** **\$30,260.76**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$78,899.75
Less outstanding checks: (see schedule)		\$48,638.99

Net balance in bank: \$30,260.76

Add: DIT **\$0.00**

**Total available balance:** **\$30,260.76**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **3/26/2024**

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  
1/1/2024 TO 1/31/2024  
**NYCB Payroll account**  
NYCB xxxxxx1618

**GL 11-0711**

**Total available balance as reported at end of preceding period:** **13,702.64**

**Receipts during Month:**

Transfer from a/c 110710	-	
Interest	25.03	
Transfer from a/c 110720	732,902.00	
Transfer from a/c 110712	-	
Total Receipts		<u>\$732,927.03</u>
Total Receipts and Opening Balance		<u>\$746,629.67</u>

**Disbursements made during Month:**  
**Accounts Payable Checks**

Withdrawals transfers to initiate new a/c's	-	
Payroll #1	183,116.08	
Payroll #2	181,028.77	
Payroll #	-	
Retirement	8,851.27	
403 b Deferred Comp	9,569.22	
Transfer to 110720	187,901.00	

Total disbursements and charges: \$570,466.34

**Cash Balance as shown by records:** **\$176,163.33**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		185,052.60
Less outstanding checks:		8,889.27
		-
		-
Net balance in bank:		<u>\$176,163.33</u>

Add:

Total available balance: **\$176,163.33**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **3/26/2024**

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*Eric M. Hofmeister*  
**Treasurer**

**BRENTWOOD PUBLIC LIBRARY**  
Treasurer's Monthly Report  
For The Period  
1/1/2024 TO 1/31/2024  
**NYCB Discretionary account**  
NYCB xxxxxx1600

**GL 11-0712**

<b>Total available balance as reported at end of preceding period:</b>	<b>315.20</b>
Receipts during Month:	
Transfer from a/c 110720	142.88
Interest	0.09
Total Receipts	<u>\$142.97</u>
Total Receipts and Opening Balance	<u>\$458.17</u>
Disbursements made during Month:	
Accounts Payable Checks	\$358.08
Transfer to P/R ac	\$0.00
Transfer to Gen'l 110710	\$0.00
Total disbursements and charges:	<u>\$358.08</u>
Cash Balance as shown by records:	<u>\$100.09</u>
<b>RECONCILIATION WITH BANK STATEMENT:</b>	
Balance per bank statement at end of month:	100.09
Less outstanding checks: (see schedule)	-
	-
Net balance in bank:	100.09
Add:	
<b><u>Total available balance:</u></b>	<b><u>\$100.09</u></b>

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **3/26/2024**

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

1/1/2024

TO

1/31/2024

**NYCB Saving account**

NYCB xxxxxx1600

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

**439,324.28**

0

-  
**439,324.28**

**Receipts during Month:**

Real Prop Tax	626,746.67	Head Phones	7.00
Book Fines	170.82	Faxes	48.00
Video Fines	-	Printer Revs	872.15
USB Drive sales	-	Book bag sales	18.00
Lost Books	395.84	Interest	500.46
Lost Card	107.00	Health Insur	7,759.30
Lost Video	170.82	Dental & vision	2,695.93
Attraction Tkts	307.00	Bank fees	-
LRC Other	2.00	State Aid	-
LF& C-Other	4.00	OMNIBUS Grnt	-
SCLS E-Rate	-	Gift & Donation	836.00
	627,733.33		12,755.34

640,488.67

1,079,812.95

Total Receipts

\$0.00

Total Receipts and Opening Balance

1,079,812.95

**Disbursements made during Month:**

Accounts Payable Checks

Credit card fees	74.04
Refunds	40.00
Transfers to Chking	302,200.00
Transfers to P/R	545,001.00
Transfers to Discretionary	142.88

Total disbursements and charges:

\$847,457.92

**Cash Balance as shown by records:**

**\$232,355.03**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:

\$232,316.78

Less outstanding checks: (see schedule)

-

Net balance in bank:

232,316.78

Add:

sqare in transit 1/31/24

\$38.25

Total available balance:

**232,355.03**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on

**3/26/2024**

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  
1/1/2024 TO 1/31/2024  
**NYCB Capital Fund account**  
NYCB xxxxxx0850

**GL 13-0702**

**Total available balance as reported at end of preceding period:** **3385805.58**

**Receipts during Month:**

Transfer from a/c 110710	-	
Interest	1,434.01	

Total Receipts		<u>\$1,434.01</u>
Total Receipts and Opening Balance		\$3,387,239.59

**Disbursements made during Month:**

Accounts Payable Checks	#1510,1511	\$36,189.99
Withdrawals transfers to initiate new a/c's		\$0.00

Total disbursements and charges: \$36,189.99

Cash Balance as shown by records: **\$3,351,049.60**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	3,378,549.60
Less outstanding checks:	27,500.00

Net balance in bank: 3,351,049.60

Add: -

Total available balance: **3,351,049.60**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **3/26/2024**

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  
1/1/2024 TO 1/31/2024  
**NYCB Grant Fund account**  
NYCB xxxxxx0719

**GL 12-0702**

**Total available balance as reported at end of preceding period:** 13,034.30

**Receipts during Month:**

<b>Transfer from a/c 110720</b>	-	
<b>Interest</b>	<b>5.52</b>	
<b>Total Receipts</b>	<u>5.52</u>	
<b>Total Receipts and Opening Balance</b>		<u>13,039.82</u>

<b>Disbursements made during Month:</b>		
Accounts Payable Checks	\$150.00	-
Withdrawals transfers to initiate new a/c's	-	

<u>Total disbursements and charges:</u>		150.00
<b><u>Cash Balance as shown by records:</u></b>		<u>12,889.82</u>

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		13,039.82
Less outstanding checks: (see schedule)		150.00

Net balance in bank:		<u>12,889.82</u>
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Add:		-
<b><u>Total available balance:</u></b>		<u>12,889.82</u>

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **3/26/2024**

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  
1/1/2024 TO 1/31/2024  
**NYCB Special Bequest account**  
NYCB xxxxxx1121

**GL 15-0705**

**Total available balance as reported at end of preceding period:** 104,281.75

**Receipts during Month:**

Transfer from a/c 110710	-
Interest	44.17

Total Receipts	<u>44.17</u>
Total Receipts and Opening Balance	104,325.92

**Disbursements made during Month:**

Accounts Payable Checks

Withdrawals transfers to initiate new a/c's	-
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Total disbursements and charges: -

**Cash Balance as shown by records:** **104,325.92**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	104,325.92
Less outstanding checks: (see schedule)	-
0	-

Net balance in bank: 104,325.92

Add:

**Total available balance:** **104,325.92**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **3/26/2024**

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 February 2024		Fiscal Year-to-Date : July 1, 2023 to February 29, 2024			
	Actual	Percent	Actual	Budget	Difference	Percent
<b>Revenue</b>						
119801 · Local Public Funds	\$ 626,746.67	8%	\$ 5,405,362.48	\$ 8,020,960.00	\$ (2,615,597.52)	67%
119810 · Library Fines & Charges	\$ 471.84	100%	\$ 4,326.27	\$ -	\$ 4,326.27	100%
119821 · Other Receipts	\$ 3,845.25	15%	\$ 32,141.65	\$ 25,000.00	\$ 7,141.65	129%
119831 · Federal & State Aid	\$ -	0%	\$ 32,330.60	\$ 25,000.00	\$ 7,330.60	129%
119908 · Interest Income	\$ 477.49	100%	\$ 7,421.20	\$ -	\$ 7,421.20	100%
119916 · Gifts & Donations	\$ -	0%	\$ 268.00	\$ -	\$ 268.00	100%
<b>Total Revenues</b>	<b>\$ 631,541.25</b>	<b>8%</b>	<b>\$ 5,481,850.20</b>	<b>\$ 8,070,960.00</b>	<b>\$ (2,589,109.80)</b>	<b>68%</b>
<b>Expenditures</b>						
110140 · Salaries & Wages	\$ 370,548.39	8%	\$ 3,082,865.76	\$ 4,575,910.00	\$ (1,493,044.24)	67%
111900 · Employee Benefits	\$ 139,490.53	7%	\$ 1,513,383.46	\$ 2,060,050.00	\$ (546,666.54)	73%
113440 · Professional Fees	\$ 6,697.63	5%	\$ 67,398.51	\$ 141,000.00	\$ (73,601.49)	48%
113450 · Professional Development	\$ 2,253.69	7%	\$ 37,521.20	\$ 34,000.00	\$ 3,521.20	110%
113900 · Library Programs & Activities						
112102 · History Programs	\$ -	0%	\$ 925.00	\$ 2,500.00	\$ (1,575.00)	37%
112103 · Adult Program	\$ 5,659.12	11%	\$ 23,832.84	\$ 50,000.00	\$ (26,167.16)	48%
112104 · Juvenile Programs	\$ 1,065.00	5%	\$ 5,800.00	\$ 20,000.00	\$ (14,200.00)	29%
112105 · Young Adult Programs	\$ -	0%	\$ 1,600.00	\$ 15,000.00	\$ (13,400.00)	11%
112106 · Career & Learning Programs	\$ 825.00	11%	\$ 3,280.00	\$ 7,500.00	\$ (4,220.00)	44%
112107 · Maker Space Programs	\$ -	0%	\$ 625.00	\$ -	\$ 625.00	100%
112111 · General Activities	\$ 1,100.00	22%	\$ 1,100.00	\$ 5,000.00	\$ (3,900.00)	22%
<b>Total 113900 · Library Programs &amp; Activities</b>	<b>\$ 8,649.12</b>	<b>9%</b>	<b>\$ 37,162.84</b>	<b>\$ 100,000.00</b>	<b>\$ (62,837.16)</b>	<b>37%</b>
114001 · Library Collection & Materials						
114901 · General & All Patrons	\$ 73,920.51	46%	\$ 152,313.57	\$ 160,000.00	\$ (7,686.43)	95%
114903 · Adult & Reference	\$ 6,435.77	5%	\$ 88,516.90	\$ 130,000.00	\$ (41,483.10)	68%
114904 · Children	\$ 3,502.83	6%	\$ 33,442.41	\$ 60,000.00	\$ (26,557.59)	56%
114905 · Young Adult	\$ 3,528.94	12%	\$ 20,168.46	\$ 30,000.00	\$ (9,831.54)	67%
114906 · Career & Learning	\$ 10,816.52	54%	\$ 18,534.05	\$ 20,000.00	\$ (1,465.95)	93%
<b>Total 114001 · Library Collection &amp; Materials</b>	<b>\$ 98,204.57</b>	<b>25%</b>	<b>\$ 312,975.39</b>	<b>\$ 400,000.00</b>	<b>\$ (87,024.61)</b>	<b>78%</b>
115000 · Library Operations	\$ 43,618.33	12%	\$ 291,052.41	\$ 360,000.00	\$ (68,947.59)	81%
117000 · Building Operations	\$ 25,975.93	6%	\$ 267,578.77	\$ 400,000.00	\$ (132,421.23)	67%
<b>Total Expenditures</b>	<b>\$ 695,438.19</b>	<b>9%</b>	<b>\$ 5,609,938.34</b>	<b>\$ 8,070,960.00</b>	<b>\$ (2,461,021.66)</b>	<b>70%</b>
<b>Revenue in excess (deficit) of Expenditures</b>	<b>\$ (63,896.94)</b>	<b>100%</b>	<b>\$ (128,088.14)</b>	<b>\$ -</b>	<b>\$ (128,088.14)</b>	<b>100%</b>



**Brentwood Public Library  
Collateralization of Deposits  
2/29/2024**

<b><u>M&amp;T Bank</u></b>	
<u>Checking &amp; Demand Account(s)</u>	
General Fund #8834	\$ 2,008,991.50
Total Deposits held by M&T Bank	<u>\$ 2,008,991.50</u>
FDIC coverage of Checking & Demand Accounts	<u>\$ 250,000.00</u>
Deposits not insured by FDIC	\$ 1,758,991.50

<b><u>BNY Mellon Bank</u></b>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 1,794,171.79
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	\$ 1,794,171.79

<b><u>Compliance</u></b>	
Collateral assets to uninsured deposits ratio	102.00%
Collateral assets in excess of uninsured deposits	\$ 35,180.29
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 1,794,171.33
Collateral in excess of requirement	\$ 0.46

**Brentwood Public Library  
Collateralization of Deposits  
2/29/2024**

<b><u>New York Community Bank</u></b>	
<u>Checking &amp; Demand Account(s)</u>	
General Fund Accounts Payable #5936	\$ 211,197.62
General Fund Payroll #1618	15,299.40
General Fund Discretionary #1600	432.35
Grant Fund #0719	12,894.94
Capital Improvement Fund #0850	1,351,967.58
Special Bequest Fund #1121	104,367.26
<u>Timed &amp; Savings Account(s)</u>	
General Fund Savings #1626	\$ 276,323.49
Total Deposits held by NYCB	<u>\$ 1,972,482.64</u>
FDIC coverage of Checking & Demand Accounts	\$ 250,000.00
FDIC coverage of Timed & Savings Account	<u>250,000.00</u>
Deposits not insured by FDIC	\$ 1,472,482.64

<b><u>Federal Home Loan Bank of New York</u></b>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 5,150,685.97
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	\$ 5,150,685.97

<b><u>Compliance</u></b>	
Collateral assets to uninsured deposits ratio	349.80%
Collateral assets in excess of uninsured deposits	\$ 3,678,203.33
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 1,501,932.29
Collateral in excess of requirement	\$ 3,648,753.68

BRENTWOOD PUBLIC LIBRARY  
Disbursements and Expenditures  
March 2024

General Fund

Payroll	3/1/2024	\$	188,821.09
Payroll	3/15/2024	\$	191,939.95
payroll		\$	-
Accounts Payable checks (M & T)		\$	160,648.23
Accounts Payable checks (NYCB)		\$	1,135,474.37
General Discretionary Fund (NYCB)		\$	-
Petty Cash		\$	75.00

Grant Fund

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

Accounts Payable checks (NYCB)		\$	45,053.03
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Special Bequest Fund

Accounts Payable checks (NYCB)		\$	-
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\$ 1,722,011.67

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**

**Check register for the month of**

March 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>110704 · M&amp;T Operating Acct #8834</b>			
03/04/2024	10601	B.S.H.S. ALUMNI ASSOCIATION	-240.00
03/18/2024	epay 10...	CAPITAL ONE BANK	-11,251.54
03/20/2024	10603	AMAZON CAPITAL SERVICES	-1,618.53
03/20/2024	10604	CHILDREN'S MUSEUM OF THE EAST END	-400.00
03/20/2024	10605	DANIEL COSTA	-589.27
03/20/2024	10606	GOVCONNECTION	-8,789.76
03/20/2024	10607	HP INC	-12,237.28
03/20/2024	10608	NATIONAL GRID (1)	-4,057.52
03/20/2024	10609	SANDY LEON	-1,294.44
03/20/2024	10610	NYS DEPT OF ENVIRONMENTAL CONSERVATION	-75.00
03/20/2024	10611	NYS EMPLOYEES HEALTH INS PENDING ACCT	-120,094.89
Total 110704 · M&T Operating Acct #8834			-160,648.23
<b>110710 · NYCB A/P ckg #5936</b>			
03/08/2024	2223	AMAZON CAPITAL SERVICES	-2,527.89
03/08/2024	2224	CDW-GOVERNMENT INC.	-438.09
03/08/2024	2225	NATIONAL GRID (1)	-4,358.29
03/08/2024	2226	OPTIMUM (1)	-1,098.26
03/08/2024	2227	P. A.L.S (SCLS)	-8,467.11
03/08/2024	2228	PSEGLI - L	-10,290.71
03/08/2024	2229	PSEGLI - S	-16.79
03/08/2024	2230	QUILL CORPORATION	-315.92
03/08/2024	2231	READY REFRESH BY NESTLE	-145.47
03/08/2024	2232	SAGTIKOS MANOR HISTORICAL SOCIETY	-75.00
03/08/2024	2233	Suffolk County Water Authority (SCWA)	-259.97
03/08/2024	2234	W.B. MASON CO., INC.	-607.38
03/08/2024	2235	W.T. COX INFORMATION SERVICES INC	-23.14
03/08/2024	2236	WINTERS BROS. HAULING OF LI, LLC	-508.01
03/08/2024	2237	WOODS MENS & BOYS CLOTHING	-340.00
03/06/2024	2238	Brentwood Public Library	-1,000,000.00
03/08/2024	2239	DAILY NEWS	-102.99
03/08/2024	2240	DE LAGE LANDEN FINANCIAL SERVICES	-254.04
03/08/2024	2241	ISLAND ELEVATOR	-448.00
03/08/2024	2242	Newsday	-300.72
03/08/2024	2243	T-MOBILE - HOTSPOTS	-3,734.39
03/08/2024	2244	T-MOBILE - VOICE	-362.97
03/08/2024	2245	THOMSON REUTERS WEST	-134.40
03/19/2024	2246	CHARLES CORNETTA	-833.33
03/20/2024	2247	A TIME FOR KIDS, INC.	-160.00
03/20/2024	2248	ADMIN PARTNERS, LLC.	-12.50
03/20/2024	2249	ALANA JAGNANAN	-199.07
03/20/2024	2250	AMY VAIL	-250.00
03/20/2024	2251	AQUARIUS GLASS & MIRROR, LTD.	-450.00
03/20/2024	2252	BAKER & TAYLOR	-2,976.84
03/20/2024	2253	CDW-GOVERNMENT INC.	-1,852.09
03/20/2024	2254	Celia Vollmer	-26.28
03/20/2024	2255	CHARLES CORNETTA	-833.33
03/20/2024	2256	DANIEL SIMONE	-200.00
03/20/2024	2257	DAVID MILLS	-200.00
03/20/2024	2258	DEMCO, INC.	-1,697.68
03/20/2024	2259	DIGITAL PROVISIONS	-4,548.00
03/20/2024	2260	EDEN BENNETT	-320.00
03/20/2024	2261	ERIC M. HOFMEISTER	-666.67

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**

**Check register for the month of**

**March 2024**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/20/2024	2262	FIRST UNUM LIFE INSURANCE CO.	-218.49
03/20/2024	2263	GIOVANNI MATA	-480.00
03/20/2024	2264	GOVCONNECTION	-109.31
03/20/2024	2265	HARBES BARNYARD ADVENTURE, LLC.	-1,450.00
03/20/2024	2266	Home Depot Credit Services	-33.87
03/20/2024	2267	HOOPLA - MIDWEST	-422.83
03/20/2024	2268	ISLAND ELEVATOR	-825.00
03/20/2024	2269	KONICA MINOLTA BUSINESS SOLUTIONS USA,	-2,617.29
03/20/2024	2270	KRIS SCHUMACHER	-273.08
03/20/2024	2271	LESLIE CORTEZ-MINERA	-100.00
03/20/2024	2272	LIZARDO ANTONIO SOTO	-900.00
03/20/2024	2273	LONG ISLAND CHILDREN'S MUSEUM	-1,650.00
03/20/2024	2274	MARIA'S MEXICAN COOKING LLC	-400.00
03/20/2024	2275	MELANIE CARDONE-LEATHERS	-150.00
03/20/2024	2276	MICHELE NEVOLA	-356.28
03/20/2024	2277	MIDWEST TAPE	-780.26
03/20/2024	2278	Monica Randall	-250.00
03/20/2024	2279	NATIONAL SEPTEMBER 11 MEMORIAL & MUSEUM	-250.00
03/20/2024	2280	NICOLE D. BROWN	-26.80
03/20/2024	2281	PITNEY BOWES GLOBAL FINANCIAL	-203.61
03/20/2024	2282	PITNEY BOWES PURCHASE POWER	-500.00
03/20/2024	2283	QUILL CORPORATION	-222.96
03/20/2024	2284	ROBERT SCOTT	-450.00
03/20/2024	2285	SCORE LONG ISLAND	-100.00
03/20/2024	2286	STAPLES	-399.96
03/20/2024	2287	Suburban Exterminating Service, Inc.	-321.71
03/20/2024	2288	Suffolk Cooperative Library System	-69,099.59
03/20/2024	2289	THE NEW YORK TIMES (1)	-98.00
03/20/2024	2290	VOLZ & VIGLIOTTA PLLC	-2,750.00
Total 110710 · NYCB A/P ckg #5936			-1,135,474.37
<b>TOTAL</b>			<b>-1,296,122.60</b>

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

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<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Credit</u>
<b>110907 · PETTY CASH</b>			
03/19/2024	O/S ck2177		
03/19/2024	BZ240319	PEEP DIORAMA KITS	35.00
03/15/2024	XC240614	Planter Take & Make's	40.00
Total 110907 · PETTY CASH			<u>75.00</u>
<b>TOTAL</b>			<b><u>75.00</u></b>

**BRENTWOOD PUBLIC LIBRARY - CAPITAL FUND**  
**Check register for the month of**  
**As of March 31, 2024**

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Date	Name	Num	Credit
<b>13-0702 · NYCB #0850 (NYCB acct #609904830850)</b>			
03/06/2024	Brentwood Public Library		
03/20/2024	BEATTY HARVEY COCO ARCHITECTS, LLP	1514	9,471.78
03/20/2024	FIDELE CONSTRUCTION INC.	1515	35,581.25
Total 13-0702 · NYCB #0850 (NYCB acct #609904830850)			45,053.03
<b>TOTAL</b>			<b>45,053.03</b>

**PERSONNEL CHANGES**  
**March 26, 2024**

**RESIGNATIONS:**

Claudia Avendano Segovia, Custodial Worker I, P/T, effective March 15, 2024