



Brentwood Public Library  
Board of Trustees Monthly Meeting Minutes  
October 27, 2022

**Present:**

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

Absent with notice: Dorina Barksdale,  
William Menendez

Public Attendance: Dan Costa, Chris Slatic,  
Kris Schumacher (after executive session)

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

**Also Present:**

William Cullen, Library Attorney  
Miranda Hatziangelou, Board Secretary  
Tia 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, led by Francis Picart

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 amended to move executive session to directly following the approval of the agenda due to the attorney's connection difficulties. All in favor.

V. Executive Session

Board President Mary Reid moved to adjourn the meeting to Executive Session for legal matters/personnel matters at 5:32 pm. All in favor.

Board President Mary Reid moved to reconvene the meeting at 6:15 pm.

VI. Approval of Minutes

Francis Picart moved, Ellen Edelstein seconded, to accept the minutes of the September 29, 2022 board meeting. All in favor.

VII. Correspondence. Library Director Thomas Tarantowicz presented to the Board a card from the family of long-time employee Rosemary Hallas who passed away recently thanking the the Library for the card and the flowers sent to her wake. Library Director

Thomas Tarantowicz also read to the Board a lovely letter from Mrs. Grace Beza thanking the Library for various workshops she attended that she thought were wonderful, and particularly thankful of Ms. Celia Vollmer who presented the classes and was great. We will be writing back to her to thank her for her kind words.

#### VIII. Financial

- a) Ellen Edelstein moved, Francis Picart seconded, to accept the Financial Reports for September 2022, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- b) Ellen Edelstein moved, Francis Picart seconded, to accept the Collateral Reconciliation Reports dated September, 2022, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- c) Bills for the month of October 2022 were audited by Francis Picart. Mr. Picart moved, Ellen Edelstein seconded, to approve the expenditures in the amount of \$604,543.90. All in favor.

#### IX. Reports

- a. Board Members reported on meetings and library events attended. Ellen Edelstein attended St. Joseph's Community Day, the Divalicious Concert at St. Patrick's in Bay Shore, which was wonderful, the Ross Healthcare Ribbon Cutting ceremony, the BUFSD Audit Committee meeting, the Chamber of Commerce Board meeting, the YES Ribbon Cutting ceremony, a ROBS meeting, Local Associate meeting, the PRONTO Gala, the Maria Regina Board meeting, the Hispanic Heritage Awards presented by Legislator Sammy Gonzales here at the Brentwood Public Library, the Fire Prevention Open House, the Meet the Candidates event at the First Baptist Church, a Historical Society meeting, the Islip Food for Hope Thanksgiving Breakfast and the Chamber of Commerce Meet the Candidates event. Francis Picart attended the SCLS Board Meeting where several issues were discussed, including the passing of the baton, the 2023 Budget, various Legislative considerations and the review of the Construction Grant recommendations. Francis Picart also attended two NAACP meeting, where he will be running again as an Executive Committee member, and is happy to share that Helen Moss was honored by Suffolk County and October the 25<sup>th</sup> will from now on be Helen Moss Day. Congratulations Ms. Moss. Board President Mary Reid attended the 3<sup>rd</sup> Precinct monthly meeting where they discussed the rash of catalytic converter thefts and expounded on the dangers of everyday crimes like parking lot thefts/robberies, including grabbing bags out of the shopping cart, so please be careful, and they discussed their recruitment efforts and that they would be providing review for the upcoming exam on November 2<sup>nd</sup> at the Bay Shore Library. Board President Mary Reid also attended the Hispanic Heritage Celebration at the Brentwood Public Library presented by Legislator Sammy Gonzalez, two Meet the Candidates events, including discussions on the two proposals that will be on the ballot this election day, and the Veterans Movie on October 20<sup>th</sup> sponsored by Legislator Flotteron and the BRAVO

FoxTrot Unit and which was attended by over 300 people and was a very well made but very sad movie. Finally Board President Mary Reid discussed that the Board had, just prior to tonight's meeting, welcomed and met with Legislator Sammy Gonzalez and the Salvadorian Consulate who were holding an event at the Brentwood Public Library this same evening. It was a pleasure meeting with them.

Ellen Edelstein added that SUNY is offering free applications through November 6<sup>th</sup> to anyone wishing to apply to attend a SUNY school.

- b. The Director's report was accepted. Library Director Thomas Tarantowicz invited Dan Costa, Network and Systems Coordinator and Chris Slatic, Network and Systems Technician to present to the Board the new website they have created for the Brentwood Public Library, which they then did and Library Director Thomas Tarantowicz thanked them both for their "tremendous" work. Library Director Thomas Tarantowicz further discussed that more Civil Service tests are coming, and while their website is still down, they are working closely with us, and our meeting with Civil Service really has helped smooth communication. In addition, Library Director Thomas Tarantowicz was named to the LILRC Salary Committee to establish a salary database so that there exists a list of salaries across Nassau & Suffolk Public, Academic and Special libraries
  - c. The Assistant Director's report was accepted. Library Assistant Director Xibe Solis attended the PRONTO Gala, a meeting with the architects, and discussed holding several staff meetings regarding the pending construction projects and receiving a lot of very helpful feedback from the staff, who are very creative. Library Assistant Director Xibe Solis also discussed the banner that was put up acknowledging the Brentwood Public Library's introduction as a Green Certified Library, as well as a Powerpoint presentation that was created and will be made available online, thanking Tevin Vuong and Alana Jagnanan for creating those. In addition, Library Assistant Director Xibe Solis visited various vendors to look at options for a new Circulation desk, and finally, the winning Library Card designs have been chosen, and we are ready to launch printing up cards with the new designs, which are all very well done.
  - d. The Business Manager's report was accepted. Business Manager Matthew Morley discussed meeting with various vendors, including for the new Circulation desk. Also, the HVAC work has been completed, and the Heating System work is starting today.
  - e. The Library Attorney's report had been deferred to executive session, which occurred prior.
  - f. Personnel report:  
Ellen Edelstein moved, Francis Picart seconded, to accept personnel changes as reported. All in favor.
- X. Unfinished Business. There was none.

XI. New Business

- a. Proposed SCLS Resource Sharing Code Amendments.  
Francis Picart moved, Ellen Edelstein seconded, to accept the proposed SCLS Resource Sharing Code Amendments as presented. All in favor.
- b. Proposed by Business Manager Matthew Morley that the Brentwood Public Library open a new Library operating funds checking account with New York Community Bank, which approval is tentative, and this matter is to be re-introduced at the Board of Trustees' January 2023 Board Meeting to determine if the Board's action is permanent.  
Francis Picart moved, Ellen Edelstein seconded, to accept the proposal as presented. All in favor.
- c. Proposed Retainer of Services presented by Volz & Vigliotta, PLLC.  
Ellen Edelstein moved, Francis Picart seconded, to accept the proposed Retainer Agreement for General Counsel Legal Services as presented. All in favor.
- d. Proposed Memoranda of Agreement to Confidential Staff Employment Agreement.  
Ellen Edelstein moved, Francis Picart seconded, to approve the Employment Rider as presented. All in favor.

XII. Other.

Francis Picart moved, Ellen Edelstein seconded, to approve that the Brentwood Public Library send Board members and/or staff to attend the NAACP Gala to take place in January of 2023, date TBD. All in Favor.

XIII. Suggestion Box. Patron suggestions were read to the Board by Library Assistant Director Xibe Solis, and included that the Library provide candy and toys, that the Italian Music presentation on October 8<sup>th</sup> at the Brentwood Public Library was wonderful, and that perhaps letters be assigned in front of the new Study Rooms' names to better indicate which floor the Study Room is on.

XIV. Public Expression. The floor was opened to public expression. There was none.

XV. Date/Time of next board meeting

The next regular meeting of the Board of Trustees will take place on Thursday, November 17, 2022 at 5:30 pm.

XVI. Adjournment

There being no further business Ellen Edelstein moved to adjourn the meeting at 7:17 pm.

Respectfully submitted

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

**BRENTWOOD PUBLIC LIBRARY**

Treasurer's Monthly Report

**GL 11-0701**

8/1/2022

For The Period

TO

8/31/2022

**Checking Account**

**HSBC xxx-xx751-8**

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

**\$94,076.69**

Receipts during Month:

From MMS #xxxxx7372	\$100,000.00
From Capital #xxx-xx7488	\$0.00
Misc Revenue	\$60.00
Interest	\$186.74

Total Receipts **\$100,246.74**

Total Receipts and Opening Balance **\$194,323.43**

Disbursements made during Month:

Accounts Payable Checks	\$83,758.23
0	\$0.00
Payroll #16	\$0.00
Payroll #17	\$0.00
Retirement ACH	\$6,523.04
403 B ACH disbursement	\$7,600.00
0	\$0.00

Total disbursements and charges:

\$97,881.27

**Cash Balance as shown by records:**

**\$96,442.16**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month: \$168,073.10

Less outstanding checks: (see schedule) \$71,630.94

Retirement disbursement \$0.00

Net balance in bank: \$96,442.16

Add: **\$0.00**

**Total available balance:**

**\$96,442.16**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **November 17, 2022**

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

8/1/2022

TO

8/31/2022

**Money Market Savings**

**HSBC xxx-xx737-2**

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

**\$136,172.50**

**Receipts during Month:**

Real Propty Taxes	\$0.00	Suff Cty IDA	\$0.00
Book Fines	\$118.73	Vending machine	\$0.00
Video Fines	\$0.00	Printer Rev's	\$753.80
Book Bag Sales	\$31.00	Reference Copies	\$0.00
Lost Books	\$229.98	Photo Printing Rev	\$0.00
Lost Cards	\$140.00	Book Sales	\$0.00
Lost DVD	\$75.93	Rev Ck Fees	\$0.00
Interest Inc	\$51.29	PILOT / Levy	\$0.00
E-Rate Reimb	\$0.00	Refund bank fee	\$0.00
Attraction Ticktes	\$3,464.65	Deposits-adult prgm	\$0.00
WIFI Fines/Repl	-		
Headphones	\$12.00	Trans from Chking	\$0.00
Other Revenue	\$0.00	Unemployment Ins	\$0.00
Fax Rev's	\$146.70		
USB (flashdrive)	\$0.00		
Gifts & Donations	\$0.00		
Town IDA	\$0.00		
State Aid	\$0.00		

Total Receipts	\$5,024.08
Reconciling items	
A/R	\$0.00
Rev Adj	(\$22.70)
Credit Card Fees	\$169.35

Total Receipts and Opening Balance **\$141,343.23**

**Disbursements made during Month:**

To Checking Acct #xxx-xx751-8	\$100,000.00
To Pre-paid	\$0.00

**Total disbursements and charges:** **\$100,000.00**

**Cash Balance as shown by records:** **\$41,343.23**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month: \$41,263.98  
Less outstanding checks: \$0.00

Net balance in bank: \$41,263.98  
Add Deposit in transit: \$79.25

**Total available balance:** **\$41,343.23**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **November 17, 2022**

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 11-702**

8/1/2022

For The Period

TO

8/31/2022

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

**Total available balance as reported at end of preceding period:** (opng bal) **\$1,175.62**  
Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	From cking 11-701	\$0.00
	Interest income	\$1.04

Total Receipts	<b>\$1.04</b>
Total Receipts and Opening Balance	<b>\$1,176.66</b>

Disbursements made during Month:  
By checks : 0 381.67

Total disbursements and charges: **\$381.67**

**Cash Balance as shown by records:** 8/31/2022 **\$794.99**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$971.00
Less outstanding checks:	0	<u>\$176.01</u>

Net balance in bank:		\$794.99
In transit		0

**Total available balance:** **\$794.99**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **November 17, 2022**

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**

8/1/2022

For The Period

TO

8/31/2022

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

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

**\$102,082.53**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$93.13
	0	\$0.00

Total Receipts

\$93.13

Total Receipts and Opening Balance

\$102,175.66

Disbursements made during Month:

By checks :

0

\$0.00

Total disbursements and charges:

\$0.00

**Cash Balance as shown by records:**

**\$102,175.66**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:

\$102,175.66

Less outstanding checks:

\$0.00

Net balance in bank:

\$102,175.66

In transit

\$0.00

**Total available balance:**

**\$102,175.66**

Received by the board of trustees and  
entered as part of the minutes of the  
Board Meeting held on **November 17, 2022**

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**

8/1/2022

For The Period

TO

8/31/2022

**Grant Account**

**HSBC xxx-xx752-6**

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

**\$87,730.11**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$76.04
		\$0.00

Total Receipts	\$	76.04
Total Receipts and Opening Balance		\$87,806.15

Disbursements made during Month:

By checks : #1179-1181 \$12,371.99

Total disbursements and charges: **\$12,371.99**

**Cash Balance as shown by records:** **\$75,434.16**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month: \$78,234.16  
Less outstanding checks: #1180 \$2,800.00

Net balance in bank: \$75,434.16  
In transit \$0.00

**Total available balance:** **\$75,434.16**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **November 17, 2022**

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

8/1/2022

TO

8/31/2022

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

**HSBC xxx-xx7488**

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

**\$1,062,604.52**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
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	Interest	\$984.50
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0		\$0.00
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Total Receipts	\$984.50
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Total Receipts and Opening Balance	\$1,063,589.02
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Disbursements made during Month:

By Check	#1315-1316	\$16,761.00
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To Checking Acct #xxx-xx751-8		\$0.00
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<u>Total disbursements and charges:</u>		<u>\$16,761.00</u>
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**Cash Balance as shown by records:**

**\$1,046,828.02**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$1,063,589.02
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Less outstanding checks:	#1315-1316	\$16,761.00
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Net balance in bank:		\$1,046,828.02
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In transit		<u>\$0.00</u>
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**Total available balance:**

**\$1,046,828.02**

Received by the board of trustees and  
entered as part of the minutes of the  
Board Meeting held on **November 17, 2022**

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  
8/1/2022 TO 8/31/2022  
**Peoples United Bank**  
**#8834**

11-704

**Total available balance as reported at end of preceding period:** \$3,622,426.22

**Receipts during Month:**

Real Propty Taxes	\$608,738.92	Suff Cty IDA	\$73,992.08
Book Fines	\$0.00	Vending machine	\$0.00
Video Fines	\$0.00	Printer Rev's	\$985.00
Book Bag Sales	\$0.00	Reference Copies	\$0.00
Lost Books	\$12.99	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	\$210.00
WIFI Fines/Repl	\$0.00	Unemployment Ins	\$0.00
Headphones	\$0.00	Wi-Fi Fines/Repl	\$0.00
Other revenue	\$0.00	Deposits-adult prgm	\$0.00
Fax Rev's	\$0.00	Retiree Checks	\$2,320.32
Gifts & Donations	\$0.00	Health Insurance	\$0.00
Town IDA	\$1,441.20	Dental & Vision	\$0.00
State Aid	\$24,031.00		

Total Receipts per rev report	\$711,731.51
Reconciling items	
A/R	
Rev Adj	
Credit Card Fees	
Recociliation item (printer rev to petty cash)	(\$7.00)
<b>Total Receipts and Opening Balance</b>	<b>\$4,334,150.73</b>

**Disbursements made during Month:**

To Checking Acct #xxx-xx751-8	
Accounts Payable Checks	\$184,442.04
Payroll #16	\$162,330.14
Payroll #17	\$161,827.26

**Total disbursements and charges:** 508,599.44

**Cash Balance as shown by records:** \$3,825,551.29

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$3,889,697.79
Less outstanding checks:	(\$64,146.29)
Add Deposit in transit	<u>\$0.00</u>
Net balance in bank:	\$3,825,551.50

**Total available balance:** \$3,825,551.50

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **11/17/2022**

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 11-0701**

9/1/2022

For The Period

TO

9/30/2022

**Checking Account**

**HSBC xxx-xx751-8**

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

**\$96,442.16**

Receipts during Month:

From MMS #xxxxx7372	\$39,000.00
From Capital #xxx-xx7488	\$46,828.02
Misc Revenue	\$0.00
Interest	\$107.93

Total Receipts	<u>\$85,935.95</u>
Total Receipts and Opening Balance	\$183,074.04

Disbursements made during Month:

Accounts Payable Checks	\$124,961.72
0	\$0.00
Payroll #16	\$0.00
Payroll #17	\$0.00
Retirement ACH	\$9,830.19
403 B ACH disbursement	\$11,700.00
0	\$0.00

Total disbursements and charges:

\$146,491.91

Cash Balance as shown by records:

\$36,582.13

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$64,977.76
Less outstanding checks: (see schedule)	\$18,565.44
Retirement disbursement	\$9,830.19

Net balance in bank: \$36,582.13

Add: \$0.00

Total available balance:

\$36,582.13

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **November 17, 2022**

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

9/1/2022

TO

9/30/2022

**Money Market Savings**

**HSBC xxx-xx737-2**

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

**\$41,343.23**

**Receipts during Month:**

Real Propty Taxes	\$0.00	Suff Cty IDA	\$0.00
Book Fines	\$158.57	Vending machine	\$0.00
Video Fines	\$2.00	Printer Rev's	\$263.80
Book Bag Sales	\$25.00	Reference Copies	\$0.00
Lost Books	\$83.95	Photo Printing Rev	\$0.00
Lost Cards	\$87.95	Book Sales	\$0.00
Lost DVD	\$0.00	Rev Ck Fees	\$0.00
Interest Inc	\$5.29	PILOT / Levy	\$0.00
E-Rate Reimb	\$0.00	Refund bank fee	\$0.00
Attraction Ticktes	\$1,541.60	Deposits-adult prgm	\$0.00
Headphones	\$10.00	Trans from Chking	\$0.00
Other Revenue	\$0.00	Unemployment Ins	\$0.00
Fax Rev's	\$86.00		
USB (flashdrive)	\$8.00		
Town IDA	\$0.00		
State Aid	\$0.00		

Total Receipts	\$2,272.16
Reconciling items	
A/R	\$0.00
Rev Adj	(\$222.33)
Credit Card Fees	\$69.19
<b>Total Receipts and Opening Balance</b>	<b>\$43,462.25</b>

Disbursements made during Month:

To Checking Acct #xxx-xx751-8	\$39,000.00
To Pre-paid	\$1,000.00
	<u>\$40,000.00</u>

Total disbursements and charges: **\$40,000.00**

**Cash Balance as shown by records: \$3,462.25**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$3,462.25
Less outstanding checks:	<u>\$0.00</u>
Net balance in bank:	\$3,462.25
Add Deposit in transit	<u>\$0.00</u>

**Total available balance: \$3,462.25**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **November 17, 2022**

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**

9/1/2022

For The Period

TO

9/30/2022

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

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

(opng bal)

**\$794.99**

Receipts during Month:

Date

Source

Amount

From cking 11-701  
Interest income

\$1,000.00  
\$1.64

Total Receipts

\$1,001.64

Total Receipts and Opening Balance

\$1,796.63

Disbursements made during Month:

By checks :

0

470.49

Total disbursements and charges:

\$470.49

**Cash Balance as shown by records:**

9/30/2022

**\$1,326.14**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:

\$1,326.14

Less outstanding checks:

0

\$0.00

Net balance in bank:

\$1,326.14

In transit

0

**Total available balance:**

**\$1,326.14**

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entered as part of the minutes of the  
Board Meeting held on **November 17, 2022**

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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

9/1/2022

TO

9/30/2022

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

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

**\$102,175.66**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$101.20
	0	\$0.00

Total Receipts

\$101.20

Total Receipts and Opening Balance

\$102,276.86

Disbursements made during Month:

By checks :

0

\$0.00

Total disbursements and charges:

\$0.00

**Cash Balance as shown by records:**

**\$102,276.86**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:

\$102,276.86

Less outstanding checks:

\$0.00

Net balance in bank:

\$102,276.86

In transit

\$0.00

**Total available balance:**

**\$102,276.86**

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entered as part of the minutes of the  
Board Meeting held on **November 17, 2022**

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**

9/1/2022

For The Period

TO

9/30/2022

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

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

**\$75,434.16**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest	\$71.07
		\$0.00

Total Receipts	\$ 71.07
Total Receipts and Opening Balance	\$75,505.23

Disbursements made during Month:

By checks : #1182-1183 \$9,426.36

Total disbursements and charges: \$9,426.36

**Cash Balance as shown by records: \$66,078.87**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$68,578.87
Less outstanding checks:	#1183	\$2,500.00

Net balance in bank:		\$66,078.87
In transit		\$0.00

**Total available balance: \$66,078.87**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **November 17, 2022**

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

9/1/2022

TO

9/30/2022

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

**HSBC xxx-xx7488**

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

**\$1,046,828.02**

Receipts during Month:

<u>Date</u>	<u>Source</u>	<u>Amount</u>
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	Interest	\$1,033.39
	0	\$0.00

Total Receipts	\$1,033.39
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Total Receipts and Opening Balance	\$1,047,861.41
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Disbursements made during Month:

By Check	#1317	\$35,072.02
To Checking Acct #xxx-xx751-8		\$46,828.02

<u>Total disbursements and charges:</u>		<u>\$81,900.04</u>
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**Cash Balance as shown by records:**

**\$965,961.37**

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:		\$1,001,033.39
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Less outstanding checks:	#1317	\$35,072.02
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Net balance in bank:		\$965,961.37
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In transit		<u>\$0.00</u>
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**Total available balance:**

**\$965,961.37**

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **November 17, 2022**

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  
9/1/2022 TO 9/30/2022  
**M&T Peoples United Bank**  
**#8834**

11-704

**Total available balance as reported at end of preceding period:** \$3,825,551.50

**Receipts during Month:**

Real Propty Taxes	\$608,738.92	Suff Cty IDA	\$0.00
Book Fines	\$0.00	Vending machine	\$0.00
Video Fines	\$0.00	Printer Rev's	\$1,279.61
Book Bag Sales	\$0.00	Reference Copies	\$0.00
Lost Books	\$0.00	Photo Printing Rev	\$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	\$0.00	Deposits-adult prgm	\$0.00
Fax Rev's	\$0.00	Retiree Checks	\$7,362.73
USB (flashdrive)	\$0.00	Trans from SBF	\$0.00
Town IDA	\$0.00	Dental & Vision	\$0.00
State Aid	\$0.00		
Total Receipts per rev report			\$617,381.26
Reconciling items			
A/R			
Rev Adj			
Credit Card Fees			
Recociliation item (printer rev to petty cash)			(\$52.00)
Utica Natl Ins			\$7,206.46
Total Receipts and Opening Balance			\$4,450,087.22

**Disbursements made during Month:**

To Checking Acct #xxx-xx751-8	
Accounts Payable Checks	\$85,655.42
Payroll #18	\$162,519.46
Payroll #19	\$165,149.65
Payroll #20	\$172,550.28
<b>Total disbursements and charges:</b>	<b>585,874.81</b>

**Cash Balance as shown by records:** \$3,864,212.41

**RECONCILIATION WITH BANK STATEMENT:**

Balance per bank statement at end of month:	\$3,909,332.50
Less outstanding checks:	(\$45,120.09)
Add Deposit in transit	\$0.00
Net balance in bank:	\$3,864,212.41
<b><u>Total available balance:</u></b>	<b><u>\$3,864,212.41</u></b>

Received by the board of trustees and entered as part of the minutes of the Board Meeting held on **11/17/2022**

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 - GENERAL FUND**

**Revenues & Expenditures (unaudited)**

	Month of October 2022		Fiscal Year-to-Date : July 1, 2022 to October 31, 2022			
	Actual	Percent	Actual	Budget	Difference	Percent
<b>Revenues</b>						
119801 · Local Public Funds	\$ 1,004,446.85	12.83%	\$ 2,906,096.89	\$ 7,829,867.00	\$ (4,923,770.11)	37.12%
119811 · Library Fines	\$ 204.75	100.00%	\$ 642.43	\$ -	\$ 642.43	100.00%
119812 · Library Replacement Charges	\$ 523.70	100.00%	\$ 1,725.80	\$ -	\$ 1,725.80	100.00%
119821 · Other Receipts	\$ 2,123.00	8.49%	\$ 16,236.01	\$ 25,000.00	\$ (8,763.99)	64.94%
119831 · Federal & State Aid	\$ -	0.00%	\$ 24,031.00	\$ 25,000.00	\$ (969.00)	96.12%
119908 · Interest Income	\$ 155.66	100.00%	\$ 695.28	\$ -	\$ 695.28	100.00%
<b>Total Revenues</b>	<b>\$ 1,007,453.96</b>	<b>12.79%</b>	<b>\$ 2,949,427.41</b>	<b>\$ 7,879,867.00</b>	<b>\$ (4,930,439.59)</b>	<b>37.43%</b>
<b>Expenditures</b>						
110140 · Salaries & Wages	\$ 346,039.80	7.67%	\$ 1,519,117.73	\$ 4,509,793.00	\$ (2,990,675.27)	33.69%
111900 · Employee Benefits	\$ 52,264.66	2.68%	\$ 390,721.15	\$ 1,950,074.00	\$ (1,559,352.85)	20.04%
113440 · Professional Fees	\$ 2,955.42	2.35%	\$ 21,370.79	\$ 126,000.00	\$ (104,629.21)	16.96%
113450 · Professional Development	\$ 4,098.70	12.06%	\$ 17,556.35	\$ 34,000.00	\$ (16,443.65)	51.64%
113900 · Library Programs & Activities						
112102 · History Programs	\$ -	0.00%	\$ 450.00	\$ 2,500.00	\$ (2,050.00)	18.00%
112103 · ADULT PROGRAMS	\$ 5,160.00	10.86%	\$ 13,385.00	\$ 47,500.00	\$ (34,115.00)	28.18%
112104 · JUVENILE PROGRAMS	\$ 3,015.00	15.08%	\$ 10,602.00	\$ 20,000.00	\$ (9,398.00)	53.01%
112105 · YA PROGRAMS	\$ 725.00	4.83%	\$ 2,125.00	\$ 15,000.00	\$ (12,875.00)	14.17%
112106 · Career & Learning Programs	\$ 1,120.00	11.20%	\$ 1,520.00	\$ 10,000.00	\$ (8,480.00)	15.20%
112107 · Maker Space Programs	\$ 400.00	100.00%	\$ 600.00	\$ -	\$ 600.00	100.00%
112111 · General Activities	\$ -	0.00%	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
<b>Total 113900 · Library Programs &amp; Activities</b>	<b>\$ 10,420.00</b>	<b>10.42%</b>	<b>\$ 28,682.00</b>	<b>\$ 100,000.00</b>	<b>\$ (71,318.00)</b>	<b>28.68%</b>
114001 · Library Collection & Materials						
114901 · General & All Patrons	\$ 4,518.75	2.82%	\$ 37,579.71	\$ 160,000.00	\$ (122,420.29)	23.49%
114903 · Adult & Reference	\$ 19,972.38	18.16%	\$ 66,618.91	\$ 110,000.00	\$ (43,381.09)	60.56%
114904 · Children	\$ 4,457.24	7.43%	\$ 15,463.27	\$ 60,000.00	\$ (44,536.73)	25.77%
114905 · Young Adult	\$ 6,038.54	20.13%	\$ 13,748.43	\$ 30,000.00	\$ (16,251.57)	45.83%
114906 · Career & Learning	\$ 808.60	4.04%	\$ 3,959.13	\$ 20,000.00	\$ (16,040.87)	19.80%
<b>Total 114001 · Library Collection &amp; Materials</b>	<b>\$ 35,795.51</b>	<b>9.42%</b>	<b>\$ 137,369.45</b>	<b>\$ 380,000.00</b>	<b>\$ (242,630.55)</b>	<b>36.15%</b>
115000 · Library Operations	\$ 67,137.85	17.67%	\$ 163,064.40	\$ 380,000.00	\$ (216,935.60)	42.91%
117000 · Building Operations	\$ 45,688.31	11.42%	\$ 134,797.68	\$ 400,000.00	\$ (265,202.32)	33.70%
<b>Total Expenditures</b>	<b>\$ 564,400.25</b>	<b>7.16%</b>	<b>\$ 2,412,679.55</b>	<b>\$ 7,879,867.00</b>	<b>\$ (5,467,187.45)</b>	<b>30.62%</b>
<b>Revenue in excess (deficit) of Expenditures</b>	<b>\$ 443,053.71</b>	<b>100.00%</b>	<b>\$ 536,747.86</b>	<b>\$ -</b>	<b>\$ 536,747.86</b>	<b>100.00%</b>

**Brentwood Public Library  
Collateralization of Deposits  
10/31/2022**

<b><u>HSBC Bank</u></b>	
<b><u>Checking &amp; Demand Account(s)</u></b>	
General Fund - Accounts Payable #7518	\$ 97,649.45
General Fund - Pre-Paid #7500	979.74
Capital Improvement Fund - Accounts Payable #7488	863,130.03
Grant Fund - Accounts Payable #7526	66,166.39
Special Bequest Fund - Accounts Payable #7496	102,411.50
<b><u>Timed &amp; Savings Account(s)</u></b>	
Money Market Depository Account #7372	\$ 5,232.69
Total Deposits held by HSBC Bank	<u>\$ 1,135,569.80</u>
FDIC coverage of Checking & Demand Accounts	250,000.00
FDIC coverage of Timed & Savings Account	<u>5,232.69</u>
Deposits not insured by FDIC	<u>\$ 880,337.11</u>

<b><u>BNY Mellon Bank</u></b>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 904,570.06
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>\$ 904,570.06</u>

<b><u>Compliance</u></b>	
Collateral assets to uninsured deposits ratio	102.75%
Collateral assets in excess of uninsured deposits	\$ 24,232.95
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 897,943.85
Collateral in excess of requirement	\$ 6,626.21

**Brentwood Public Library  
Collateralization of Deposits  
10/31/2022**

<b><u>M&amp;T Bank</u></b>	
<b><u>Checking &amp; Demand Account(s)</u></b>	
BPL Public Fund Deposits #8834	\$ 4,408,621.59
Total Deposits held by People's United Bank	<u>\$ 4,408,621.59</u>
FDIC coverage of Checking & Demand Accounts	<u>250,000.00</u>
Deposits not insured by FDIC	\$ 4,158,621.59

<b><u>BNY Mellon Bank</u></b>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 4,301,268.80
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	\$ 4,301,268.80

<b><u>Compliance</u></b>	
Collateral assets to uninsured deposits ratio	103.43%
Collateral assets in excess of uninsured deposits	\$ 142,647.21
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 4,241,794.02
Collateral in excess of requirement	\$ 59,474.78

BRENTWOOD PUBLIC LIBRARY  
Disbursements and Expenditures  
November 2022

General Fund

Payroll	10/28/2022	\$	166,625.97
Payroll	11/11/2022	\$	170,136.38
Payroll	-	\$	-
Accounts Payable checks (HSBC)		\$	24,425.57
Prepaid checks (HSBC)		\$	-
Accounts Payable checks (People's United)		\$	599,929.92
Petty Cash		\$	27.96

Grant Fund

Accounts Payable checks (HSBC)		\$	12,622.88
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Capital Improvement Fund

Accounts Payable checks (HSBC)		\$	24,400.00
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Special Bequest Fund

Accounts Payable checks (HSBC)		\$	-
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\$ 998,168.68

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

November 2022

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
<b>110701 · HSBC A/P CHECKING #7518</b>			
11/03/2022	74865	MARY JEAN GERKE	-510.30
11/04/2022	74866	ADMIN PARTNERS, LLC.	-12.50
11/04/2022	74867	CSEA LIFE INSURANCE	-607.70
11/04/2022	74868	CSEA, INCORPORATED	-2,329.84
11/04/2022	74869	DE LAGE LANDEN FINANCIAL SERVICES	-254.04
11/04/2022	74870	ISLAND ELEVATOR	-119.00
11/04/2022	74871	NATIONAL GRID (1)	-2,170.93
11/04/2022	74872	OPTIMUM (1)	-1,091.53
11/04/2022	74873	READY REFRESH BY NESTLE	-46.98
11/04/2022	74874	T-MOBILE	-694.89
11/04/2022	74875	THE NEW YORK TIMES (1)	-80.00
11/04/2022	74876	Nassau County Library Association	-73.45
11/04/2022	74877	PSEGLI - S	-15.23
11/04/2022	74878	WINTERS BROS. HAULING OF LI, LLC	-485.13
11/07/2022	74879	DAILY NEWS	-85.00
11/11/2022	74880	A MANO BAKING COMPANY	-250.00
11/11/2022	74881	A TIME FOR KIDS, INC.	-450.00
11/11/2022	74882	AMY VAIL	-250.00
11/11/2022	74883	CDW-GOVERNMENT INC.	-459.90
11/11/2022	74884	CHARLES CORNETTA	-833.33
11/11/2022	74885	Costco Wholesale Membership	-260.70
11/11/2022	74886	Creative Irrigation, Inc.	-356.00
11/11/2022	74887	DAVID JAKIM	-200.00
11/11/2022	74888	DEMCO, INC.	-65.90
11/11/2022	74889	DONNA COANE	-200.00
11/11/2022	74890	DOREEN MCILWAINE	-300.00
11/11/2022	74891	EDEN BENNETT	-640.00
11/11/2022	74892	ERIC M. HOFMEISTER	-666.67
11/11/2022	74893	HELENA POEIRA	-25.00
11/11/2022	74894	HILDUR PALSDOTTIR DELLO-IACONO	-175.00
11/11/2022	74895	HOME HEALTH AND SPIRIT CORPORATION	-445.00
11/11/2022	74896	HOOPLA - MIDWEST	-434.25
11/11/2022	74897	Industrial Appraisal Company	-530.00
11/11/2022	74898	ISLAND ELEVATOR	-268.00
11/11/2022	74899	Island Replacement Parts	-381.00
11/11/2022	74900	JOANNE OTTONE	-375.00
11/11/2022	74901	KAYLA SPURRELL	-500.00
11/11/2022	74902	LESLIE CORTEZ-MINERA	-100.00
11/11/2022	74903	MARIA'S MEXICAN COOKING LLC	-375.00
11/11/2022	74904	MICHELE NEVOLA	-38.75
11/11/2022	74905	NICOLE D. BROWN	-25.00
11/11/2022	74906	PBXSTORE, INC.	-726.20
11/11/2022	74907	PITNEY BOWES PURCHASE POWER	-400.00
11/11/2022	74908	QUILL CORPORATION	-656.68
11/11/2022	74909	ROBERT SCOTT	-435.00
11/11/2022	74910	ROSEMARIE HALLAS	-348.59
11/11/2022	74911	ROYAL EVENTS PRINCESS PARTIES	-175.00
11/11/2022	74912	ROYAL STAR ASSOCIATES	-630.00
11/11/2022	74913	SARAH GUTMANN	-290.00
11/11/2022	74914	SHARON DOCKWEILER	-200.00
11/11/2022	74915	SHARPER TRAINING SOLUTIONS, INC.	-440.00
11/11/2022	74916	Suffolk Cooperative Library System	-900.00
11/11/2022	74917	THE META ESPORTS & GAMING, LLC	-500.00
11/11/2022	74918	THE WHALING MUSEUM SOCIETY	-635.00



**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**  
**Check register for the month of**  
**November 2022**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
11/11/2022	74919	THOMSON REUTERS WEST	-830.30
11/11/2022	74920	W.B. MASON CO., INC.	-77.78
Total 110701 · HSBC A/P CHECKING #7518			-24,425.57
<b>110704 · M&amp;T / People's United #8834</b>			
11/04/2022	1040	CSEA Employee Benefit Fund	-11,262.50
11/04/2022	1041	NYS EMPLOYEES HEALTH INS PENDING ACCT	-90,418.32
11/07/2022	1042	PSEGLI - L	-13,469.67
11/07/2022	1043	CAPITAL ONE BANK	-6,327.87
11/11/2022	1044	BAKER & TAYLOR	0.00
11/11/2022	1045	BRENTWOOD POSTMASTER	-4,033.42
11/11/2022	1046	GARLAND FIRE SYSTEMS	-2,200.00
11/11/2022	1047	GOVCONNECTION	-19,761.80
11/11/2022	1048	Janway Company USA, Inc.	-1,755.32
11/11/2022	1049	KONICA MINOLTA BUSINESS SOLUTIONS USA,	-1,146.54
11/10/2022	1050	MCKULA INC.	-1,500.00
11/11/2022	1051	MIDWEST TAPE	-4,588.88
11/11/2022	1052	R&J GRAPHICS INC.	-5,700.00
11/11/2022	1053	New York State And Local Retirement Sys	-425,351.00
11/11/2022	1054	BAKER & TAYLOR	0.00
11/11/2022	1055	BAKER & TAYLOR	-12,414.60
Total 110704 · M&T / People's United #8834			-599,929.92
<b>TOTAL</b>			<b>-624,355.49</b>

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**  
**Petty cash for the month of**  
**November 2022**

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<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
<b>110907 · PETTY CASH</b>			
11/01/2022	USPS221021	forever stamps	-12.00
11/01/2022	AS20221025	Dia de los Muertos 10/25/22	-15.96
Total 110907 · PETTY CASH			-27.96
<b>TOTAL</b>			<b>-27.96</b>

**BRENTWOOD PUBLIC LIBRARY GRANT FUND**  
**Check register for the month of**  
**As of November 30, 2022**

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Date	Name	Num	Credit
<b>12-0701 · HSBC A/P CHECKING #7526 (HSBC A/P CHECKING)</b>			
11/04/2022	T-MOBILE	1184	12,422.88
11/11/2022	SUFFOLK COUNTY ARCHAEO...	1185	200.00
Total 12-0701 · HSBC A/P CHECKING #7526 (HSBC A/P CHECKIN...			12,622.88
<b>TOTAL</b>			<b>12,622.88</b>

**BRENTWOOD PUBLIC LIBRARY - CAPITAL FUND**  
**Check register for the month of**  
**As of November 30, 2022**

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<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Credit</u>
11/11/2022	13-0701 · HSBC A/P CHECKING #7488 (HSBC A/P CHECKING) BEATTY HARVEY COCO ARCHITECTS, LLP	1320	24,400.00
	Total 13-0701 · HSBC A/P CHECKING #7488 (HSBC A/P CHECKING)		24,400.00
<b>TOTAL</b>			<b>24,400.00</b>

**PERSONNEL CHANGES**  
**November 17, 2022**

**PROMOTIONS:**

Eva Vizcarra, Librarian I (Careers) F/T, \$62,335, effective September 1, 2022

Alana Jagnanan, Librarian III (Head of Tech Services & Circulation), F/T, \$89,111,  
effective November 1, 2022



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000  
TEL: 631-286-1600 ■ FAX: 631-286-1647

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November 1, 2022

TO: MEMBER LIBRARY DIRECTORS IN THE  
**TOWNS OF BABYLON AND ISLIP**  
FROM: KEVIN VERBESEY, DIRECTOR  
SUBJECT: ENCLOSED BALLOT

In compliance with the Bylaws of the Suffolk Cooperative Library System, enclosed you will find five ballots to elect a trustee to represent the **TOWNS OF BABYLON AND ISLIP** on the SCLS Board. PLEASE NOTE THE DEADLINE FOR RETURNING BALLOTS TO THE SCLS DIRECTOR'S OFFICE IS MONDAY, DECEMBER 31, 2022.

For your information, I quote below Article VIII, Section 5, of the System's Bylaws:

Section 5      Each member library shall have five votes to be cast by written ballot after official action at a board meeting. The ballots must be returned to SCLS for counting by 5:00 p.m. on the specified date. A plurality shall be required to elect. In case of ties there will be a run off. Results of the balloting will be communicated by memo to all libraries within one week of the completion of the ballot.

## BALLOT

TO: BOARD OF TRUSTEES IN THE  
TOWN OF **Babylon and Islip**

FROM: KEVIN VERBESEY, DIRECTOR

Please cast your vote for the following candidate to serve on the System Board to fill a term beginning January 4, 2023 – December 31, 2025

Justin Belkin

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Signed

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Library

**PLEASE RETURN THIS BALLOT TO THE SCLS DIRECTOR'S OFFICE  
NO LATER THAN MONDAY, DECEMBER 31<sup>ST</sup> by 5:00 P.M.**



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000  
TEL: 631-286-1600 ■ FAX: 631-286-1647

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November 1, 2022

To: Member Library Directors;  
Boards of Trustees  
From: Kevin Verbesey  
Re: **SCLS Proposed FY 2023 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2023 Operating Budget** for your review and consideration.

At its meeting on October 31, 2022 the SCLS Board of Trustees approved the enclosed SCLS FY 2023 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2022.

Attached to this memo are the final proposed SCLS FY 2023 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed “draft” budget packet that was dated October 5, 2022.

There have been some changes made from the “draft” budget that was distributed in October. The changes are based upon additional information and feedback that we have received subsequent to the “draft” budget being developed. The reasons behind each change are listed below.

#### **Income**

- 1) *Member Library Support* has been adjusted down to an overall 1% increase (from the 1.5% that was initially proposed) based on current projections and budgetary expectations.
- 2) *PALS Administrative Fee* has been increased to reflect the finalized PALS budget that was passed by consortium members in the last month.



- 3) *Sustainable Libraries Initiative* income of \$20,000 was added in order to reflect expected contributions from the SLI as the program grows and brings in new members.

## **Expenditures**

- 1) *Salaries* overall increase from the first draft. This is due primarily to staffing additions to support the SLI, Lending Library, and Social Media team. SCLS and our staff union are currently negotiating terms of a new contract which will impact these lines as well.
- 2) *Health Insurance* and *Social Security* have been adjusted from the previous estimates based on new estimates and the updated adjustments in the salary lines.
- 3) *Professional Fees* have been adjusted up \$1,200 from the first draft based upon an increase in cost for our internal auditors.
- 4) *Books* have been increased by \$4,500 from the first draft so that SCLS can make a greater investment in the “pool collections” of books that libraries use for discussions and programming.
- 5) *Downloadable Media* have been increased by \$5,000 from the first draft so that SCLS can make a greater investment into the downloads collection of eBooks and eAudio that is purchased from Overdrive.
- 6) *Electricity* costs have been revised down \$2,000 from the first estimate based on current cost projections.
- 7) *Homework Help* which includes VetNow and JobsNow has been decreased by \$60,000 in the first draft based upon a newly negotiated contract for the services.
- 8) *Publicity and Printing* and been increased by \$20,000 from the first draft to reflect the need to better promote some of our shared online services which can be done using the expertise of our Social Media team.
- 9) *Vehicle Maintenance* costs have been raised \$2,500 from the first estimate based on current cost projections.
- 10) *Security Services* has been increased \$358 from the first draft to reflect current cost estimates.
- 11) *Programs* has been increased \$1,300 from the first draft (which is still a decrease of almost 14% from the current FY) to reflect current cost estimates.
- 12) *Gas* and *Electricity* have both been increased from the first draft to reflect current cost estimates.

13) *Equipment-Vehicles* has been increased by \$5,000 from the first draft (to \$65,000.) These are funds for the purchase of a new delivery vehicle.

14) *Facility Renovations* have been reduced by \$70,000 from the first draft as one of the projects initially included has been completed.

The bottom line after these changes have been made is that **the overall SCLS 2023 Budget is projected to increase by 6.13% (\$894,619.)** The operations side will increase by 1.73% (\$117,871) and the Direct Offset side will increase by 8.35% (\$646,748.) Most of the increase is due to the additional spending on Downloadable Media and a projected increase in coordinated orders.

**Member Support, overall, will increase 1% (\$23,283) in 2023.**

We are often asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population (which has changed this year due to the release of the 2020 Census) and the library's expenditures for the prior year (2021.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) or population increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2023.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2022. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

## 2023 BUDGET REVENUE

	2021	2022	2023	2022 to 2023	2022 to 2023
SOURCE	Rev. Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	3,187,691	2,656,409	2,883,774	227,365	8.56%
Local Services Support Aid (LSS)	306,749	306,749	330,753	24,004	7.83%
Outreach	262,238	218,531	235,160	16,629	7.61%
SCLS: CLA	174,391	145,326	156,407	11,081	7.62%
Misc. Grants	0	242,000	0	(242,000)	0.00%
Interest	10,000	5,000	5,000	0	0.00%
Rental	56,180	57,500	58,100	600	1.04%
Delivery Service	500	500	1,500	1,000	200.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	10,000	0	0.00%
Contributions	100	100	100	0	0.00%
Programs/Rooms	5,000	5,000	6,000	1,000	20.00%
Library Contract Service	165,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,328,334	2,351,617	23,283	1.00%
PALS Admin. Fee	627,434	644,422	679,331	34,909	5.42%
Sustainable Libraries Initiative	0	0	20,000	20,000	100.00%
RFID Support	0	0	0	0	0.00%
<b>Sub-Total (Operational)</b>	<b>7,148,617</b>	<b>6,796,871</b>	<b>6,914,742</b>	<b>117,871</b>	<b>1.73%</b>
<i>Central Library support</i>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	0	0	0	0	0.00%
<b>Sub-Total (Central Library)</b>	<b>67,000</b>	<b>67,000</b>	<b>67,000</b>	<b>0</b>	<b>0.00%</b>
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	520,748	433,957	467,287	33,330	7.68%
CLA CBA Central Library	414,551	345,458	371,799	26,341	7.62%
Suffolk E-Resources	722,400	744,000	770,040	26,040	3.50%
Coordinated Orders	700,000	1,000,000	1,200,000	200,000	20.00%
Downloadable Media	4,946,362	5,193,680	5,531,127	337,447	6.50%
SCLS: CBA	18,581	15,484	16,500	1,016	6.56%
Dedicated Library Aid (Grants)	10,712	8,926	31,500	22,574	252.90%
Misc. Grants	0			0	0.00%
<b>Sub-Total (Direct Offset)</b>	<b>7,333,354</b>	<b>7,741,505</b>	<b>8,388,253</b>	<b>646,748</b>	<b>8.35%</b>
Transfer from Unappropriated					
Fund Balance	0	0	130,000	130,000	0.00%
<b>Sub-Total (Non-Operational)</b>	<b>-</b>	<b>-</b>	<b>130,000</b>	<b>130,000</b>	<b>0.00%</b>
<b>TOTAL REVENUE</b>	<b>14,548,971</b>	<b>14,605,376</b>	<b>15,499,995</b>	<b>894,619</b>	<b>6.13%</b>

## 2023 Budget Expenditures

ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<b><i>SALARIES</i></b>					
LIBRARIANS	1,268,847	1,305,985	1,492,060	186,075	14.25%
CLERICAL	948,526	1,029,845	1,069,789	39,944	3.88%
Shipping & Maint.	304,647	376,835	365,357	(11,478)	-3.05%
SUBSTITUTES & HOURLY	151,068	175,813	167,266	(8,547)	-4.86%
SUB-TOTAL (Salaries)	2,673,088	2,888,478	3,094,472	205,994	7.13%
<b><i>FIXED CHARGES &amp; FRINGE BENEFITS</i></b>					
RETIREMENT	420,000	400,000	400,000	0	0.00%
SOCIAL SECURITY	203,175	220,768	232,312	11,544	5.23%
WORKER'S COMP.	41,500	41,500	37,500	(4,000)	-9.64%
UNEMPLOYMENT	50,000	1,000	1,000	0	0.00%
DISABILITY	6,000	5,000	5,000	0	0.00%
HEALTH INSURANCE	500,000	445,000	460,000	15,000	3.37%
MEDICAL INS. RETIREES	550,000	500,000	520,000	20,000	4.00%
DENTAL	40,000	42,000	38,000	(4,000)	-9.52%
OPTICAL	3,500	4,500	4,500	0	0.00%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	95,000	10,000	11.76%
LONG TERM CARE INS.	2,500	2,500	2,000	(500)	-20.00%
INSURANCE INCENTIVE	23,000	26,000	42,000	16,000	61.54%
Empl. Assist. Program	2,000	2,000	1,800	(200)	-10.00%
SUB-TOTAL (Fixed & Fringe)	1,927,175	1,775,768	1,839,612	63,844	3.60%
<b><i>PROFESSIONAL FEES</i></b>	60,850	62,350	57,050	(5,300)	-8.50%
SUB-TOTAL (Professional Fees)	60,850	62,350	57,050	(5,300)	-8.50%
<b><i>LIBRARY MATERIALS</i></b>					
BOOKS	3,500	2,500	10,000	7,500	300.00%
DOWNLOADABLE MEDIA	100,000	100,000	105,000	5,000	5.00%
HOMEWORK HELP	366,000	366,000	306,000	(60,000)	-16.39%
SUB-TOTAL	469,500	468,500	421,000	(47,500)	-10.14%
<b><i>DIRECT OFFSET</i></b>					
LLSA MEMBER LIBRARIES	520,748	433,957	467,287	33,330	7.68%
CLA CBA CNTRL LIBRARY	414,551	345,458	371,799	26,341	7.62%
CBA MATERIALS	18,581	15,484	16,500	1,016	6.56%
SUFFOLK E-RESOURCES	722,400	744,000	770,040	26,040	3.50%
DOWNLOADABLE MEDIA	4,946,362	5,193,680	5,531,127	337,447	6.50%
COORDINATED ORDERS	700,000	1,000,000	1,200,000	200,000	20.00%
Dedicated Library Aid	10,712	8,926	31,500	22,574	252.90%
Misc. Grants	-	-	0	0	0.00%
SUB-TOTAL	7,333,354	7,741,505	8,388,253	1,054,899	14.38%

## 2023 Budget Expenditures

ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<b><i>OPERATIONS</i></b>					
OFFICE & LIB. SUPPLIES	30,000	44,500	40,500	(4,000)	-8.99%
TELEPHONE VOICE	22,000	26,000	23,000	(3,000)	-11.54%
ISP SERVICE	60,000	60,000	35,000	(25,000)	-41.67%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	10,000	12,500	15,000	2,500	20.00%
POSTAGE OVERDUES	12,000	12,000	9,000	(3,000)	-25.00%
PUBLICITY & PRINTING	30,000	30,000	50,000	20,000	66.67%
TRAVEL	10,000	20,500	23,500	3,000	14.63%
LOST IN TRANSIT	13,500	13,500	10,000	(3,500)	-25.93%
OVERDUE SUPPLIES	3,500	3,500	3,500	0	0.00%
MEMBERSHIP DUES	25,000	25,000	25,000	0	0.00%
MAINT. - OFFICE EQUIP.	23,800	18,050	16,000	(2,050)	-11.36%
COMPUTER SERVICES	260,000	260,500	261,500	1,000	0.38%
VEHICLE OPERATION	38,300	40,700	35,000	(5,700)	-14.00%
VEHICLE MAINTENANCE	12,000	12,000	17,500	5,500	45.83%
SECURITY SERVICES	21,500	21,500	21,858	358	1.67%
TRUSTEE EXPENSE	2,500	2,500	2,000	(500)	-20.00%
PROGRAMS	50,000	59,500	51,300	(8,200)	-13.78%
PROF. DEVELOPMENT	15,000	35,500	37,000	1,500	4.23%
Misc	604,054	-	0	0	0.00%
<b>SUB-TOTAL</b>	<b>1,243,254</b>	<b>697,850</b>	<b>676,758</b>	<b>(21,092)</b>	<b>-3.02%</b>
<b><i>BUILDING OPERATIONS</i></b>					
GAS	21,000	21,000	31,000	10,000	47.62%
ELECTRICITY	38,000	36,000	47,000	11,000	30.56%
WATER	1,500	1,500	1,200	(300)	-20.00%
SUPPLIES-JANITORIAL	2,500	2,500	2,000	(500)	-20.00%
CONTRACT SERVICES	307,062	307,125	358,800	51,675	16.83%
REPAIR - BLDG. & EQUIP.	35,000	40,000	40,000	0	0.00%
<b>SUB-TOTAL</b>	<b>405,062</b>	<b>408,125</b>	<b>480,000</b>	<b>71,875</b>	<b>17.61%</b>
<b>INSURANCE</b>	<b>71,688</b>	<b>77,800</b>	<b>77,850</b>	<b>50</b>	<b>0.06%</b>
<b>EQUIPMENT - LENDING LIBRARY</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<b>EQUIPMENT - SYSTEM</b>	<b>35,000</b>	<b>55,000</b>	<b>45,000</b>	<b>(10,000)</b>	<b>-18.18%</b>
<b>EQUIPMENT - VEHICLES</b>	<b>-</b>	<b>275,000</b>	<b>65,000</b>	<b>(210,000)</b>	<b>100.00%</b>
<b>FACILITY RENOVATIONS</b>	<b>325,000</b>	<b>150,000</b>	<b>350,000</b>	<b>200,000</b>	<b>133.33%</b>
<b>SUB-TOTAL</b>	<b>436,688</b>	<b>562,800</b>	<b>542,850</b>	<b>(19,950)</b>	<b>-3.54%</b>
<b>TOTAL EXPENDITURES</b>	<b>14,548,971</b>	<b>14,605,376</b>	<b>15,499,995</b>	<b>894,619</b>	<b>6.13%</b>

**Proposed 2023 MEMBER LIBRARY SUPPORT @ 1.00% (OVERALL INCREASE)  
BASED ON ANNUAL REPORT FINANCIALS: 2021**

	<b>ACT 2022 ML SUPP</b>	<b>PROP 2023 ML SUPP</b>	<b>\$ Change PROP 2023 FROM 2022 ACT</b>	<b>% Change PROP 2023 FROM 2022 ACT</b>
AMAGANSETT	11,057	11,168	111	1.00%
AMITYVILLE	33,060	33,869	809	2.45%
BABYLON	19,121	19,119	(2)	-0.01%
BAYPORT-BLUE POINT	23,736	23,517	(219)	-0.92%
BAY SHORE-BRIGHTWATERS	42,645	43,846	1,201	2.82%
BRENTWOOD	107,019	108,934	1,915	1.79%
BROOKHAVEN	11,057	11,444	387	3.50%
CENTER MORICHES	37,385	40,667	3,282	8.78%
CENTRAL ISLIP	46,327	50,211	3,884	8.38%
COLD SPRING HARBOR	18,699	19,082	383	2.05%
COMMACK	31,701	31,696	(5)	-0.02%
COMSEWOGUE	63,978	64,172	194	0.30%
CONNETHQUOT	63,660	61,929	(1,731)	-2.72%
COPIAGUE	42,458	43,666	1,208	2.85%
CUTCHOGUE-NEW SUFFOLK	11,057	11,456	399	3.61%
DEER PARK	36,138	36,142	4	0.01%
EAST HAMPTON	26,626	31,350	4,724	17.74%
EAST ISLIP	38,956	38,024	(932)	-2.39%
ELWOOD	18,725	19,068	343	1.83%
EMMA S CLARK	64,331	66,706	2,375	3.69%
FLOYD MEMORIAL	11,057	11,168	111	1.00%
HALF HOLLOW HILLS	71,603	73,215	1,612	2.25%
HAMPTON BAYS	23,405	24,902	1,497	6.40%
HAMPTON	11,057	11,168	111	1.00%
HARBORFIELDS	37,332	37,215	(117)	-0.31%
HAUPPAUGE	23,717	23,655	(62)	-0.26%
HUNTINGTON	71,252	69,643	(1,609)	-2.26%
ISLIP	33,768	32,230	(1,538)	-4.55%
JOHN JERMAIN	11,057	16,710	5,653	51.13%
LINDENHURST	54,141	52,854	(1,287)	-2.38%
LONGWOOD	84,485	85,659	1,174	1.39%
MASTICS-MORICHES-SHIRLEY	89,348	85,263	(4,085)	-4.57%
MATTITUCK	11,057	11,168	111	1.00%
MIDDLE COUNTRY	122,961	122,483	(478)	-0.39%
MONTAUK	11,057	11,168	111	1.00%
NORTH BABYLON	39,218	38,518	(700)	-1.78%
NORTH SHORE	43,589	42,107	(1,482)	-3.40%
NORTHPORT-EAST NORTHPORT	76,978	77,539	561	0.73%
PATCHOGUE-MEDFORD	88,255	86,365	(1,890)	-2.14%
PORT JEFFERSON	32,582	33,539	957	2.94%
QUOGUE	11,057	11,168	111	1.00%
RIVERHEAD	51,451	51,587	136	0.26%
ROGERS MEMORIAL	32,003	36,329	4,326	13.52%
SACHEM	117,362	116,145	(1,217)	-1.04%
SAYVILLE	30,584	30,786	202	0.66%
SHELTER ISLAND	11,057	11,168	111	1.00%
SMITHTOWN	160,973	160,026	(947)	-0.59%
SOUTH COUNTRY	30,623	29,733	(890)	-2.91%
SOUTH HUNTINGTON	57,956	58,259	303	0.52%
SOUTHOLD	11,057	11,168	111	1.00%
WEST BABYLON	38,560	38,464	(96)	-0.25%
WEST ISLIP	40,283	40,455	172	0.43%
WESTHAMPTON	21,799	25,265	3,466	15.90%
WYANDANCH	17,914	18,429	515	2.87%
<b>TOTALS:</b>	<b>2,328,334</b>	<b>2,351,617</b>	<b>23,283</b>	<b>1.00%</b>



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000  
TEL: 631-286-1600 ■ FAX: 631-286-1647

## BALLOT

### 2023 SCLS Budget

The Board of Trustees of the \_\_\_\_\_ Library

Approved

Disapproved

The Proposed 2023 Budget of the Suffolk Cooperative Library System,  
approved by the SCLS Board of Trustees on October 31, 2022.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to SCLS. Attention Director's Office no later than  
December 31, 2022