

There will be a Regular Meeting of the Board of Trustees of the Brentwood Public Library on Monday, October 30, 2023, 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. Financial Report – September 2023
  - b. Collateral Report – September 2023
  - c. Bills for October 2023
  - d. Approval of Personnel Changes
- VIII. Reports
  - a. Board
  - b. Director
  - c. Assistant Director
  - d. Business Manager
  - e. Attorney
- IX. Unfinished Business
- X. New Business
- XI. Other
- XII. Suggestion Box
- XIII. Public Expression
- XIV. The next meeting of the Board of Trustees will be on Monday, November 27, 2023, at 5:30 pm. Bills for November will be reviewed by Ms. Dorina Barksdale.
- XV. Executive Session for Personnel & Legal Matters
- XVI. Adjournment

Brentwood Public Library  
Board of Trustees Monthly Meeting Minutes  
September 28, 2023

**Present:**

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

Absent with notice:  
Mary Reid, Board President

Public Attendance: Kristen Brewi  
Kris Schumacher  
Olivia Branigan (entered at 5:37)

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

**Also Present:**

Sarah Gyimah, Library Attorney  
Miranda Hatziangelou, Board Secretary

I. Call to Order

The meeting was called to order at 5:30 pm by Board Vice President Ellen Edelstein.

II. Pledge of Allegiance, led by Dorina Barksdale

III. Public Expression

The floor was opened to public expression. Kristen Brewi introduced herself, Kris Schumacher declined.

Francis Picart joined the meeting at 5:32pm

IV. Approval of Agenda

William Menendez moved, Dorina Barksdale seconded, to accept the agenda as presented. All in favor.

V. Approval of Minutes

- a) Dorina Barksdale moved, William Menendez seconded, to accept the minutes of the July 6, 2023 re-organization meeting. All in favor.
- b) Francis Picart moved, Dorina Barksdale seconded, to accept the minutes of the July 6, 2023 regular meeting. All in favor.

VI. Correspondence

Library Director Thomas Tarantowicz presented correspondence to the Board. The Brentwood Public Library received a thank you card from the family of the late Mary Jane Beck, former Library employee, for the flowers and for attending services. Senator Monica Martinez sent a thank you letter for supporting her Annual Backpack Back to School event. The Library received a letter from patron Natalie Zefron thanking us for

our excellent service to the community, a notice regarding the SCLS Trustee Nominating Caucus informing all of a vacancy and that nominations are scheduled for October 30, 2023 at the Bay Shore-Brightwaters Library and a SCLS Letter regarding the Common Vote Day, which is Tuesday, April 2, 2024. The Deputy Council General of the Consulate of Peru sent a thank you letter to the Library for allowing them to use the Auditorium for their Mobile Consulate event, and PRONTO sent a thank you letter for our support for their Gala. Finally, Library Director Thomas Tarantowicz presented to the Board a Newsday Article featuring Ellen Edelstein and her work with the school house restoration.

## VII. Financial

- a) Francis Picart moved, William Menendez seconded, to accept the Treasurer's Reports for April, May, June and July, 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- b) Dorina Barksdale moved, Francis Picart seconded, to accept the Financial Reports for June, July and August, 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor
- c) William Menendez moved, Dorina Barksdale seconded, to accept the Collateral Reconciliation Reports dated June, July and August, 2023, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- d) Bills for the month of July 2023 were audited by Ellen Edelstein. Ms. Edelstein moved, William Menendez seconded, to approve the expenditures in the amount of \$710,340.43. All in favor.
- e) Bills for the month of August 2023 were audited by William Menendez. Mr. Menendez moved, Francis Picart seconded, to approve the expenditures in the amount of \$635,313.48. All in favor.
- f) Bills for the month of September 2023 were audited by Ellen Edelstein. Ms. Edelstein moved, Dorina Barksdale seconded, to approve the expenditures in the amount of \$651,554.59. All in favor.
- g) Personnel report:
  - a. Francis Picart moved, William Menendez seconded, to accept personnel changes as reported. All in favor.

## VIII. Reports

- a. Board Members reported on meetings and library events attended. Francis Picart attended the July SCLS Trustee Open House, the NAACP Conference in Boston featuring Kamala Harris and rapper Meek Mill and a closing session with former American football linebacker Derrick Johnson, and finally Hillary Clinton presented a program touching on the persistent

effects of slavery on wealth and education and the history of black communities in the United States of America. Mr. Picart also attended the NAACP Executive Committee Meeting and the General meeting, the Shinnecock Nation Reservation POW Wow, the Suffolk County Water Authority event at the Brentwood Public Library, the Suffolk County Hispanic Heritage Celebration. Dorina Barksdale attended the Long Island Housing Authority meeting, the Chamber of Commerce Gala, Luncheon with Darlene Canter, the Brentwood Community Garden hosted carwash & BBQ, which was a huge success and a lot of fun and there were a lot of books and bags donated and dropped off at the Meet and Greet with Commissioner Harrison & his assistant. William Menendez attended the Chamber of Commerce dinner, the Historical Society meeting the late Daniel Nkansah's wakeservices, the St. Patrick's Day Committee Meetings, the Fire Department Comedy Fest and National Night Out at Timberland Park.

Ellen Edelstein was reappointed and sworn in to the School District Audit Committee, attended Senior Citizens meetings and events, Chamber of Commerce meetings and the Gala, the Sisters of St. Joseph's Golf Outing & other events, Brentwood Library outdoor concerts and activities, audited the Library's financials, attended the Girl Scout Gold Star Award event, National Night Out, Islip Unity Day at the Grange, Parade committee meetings, Legislator Sammy Gonzalez' Salsa Festival, Peach & Pink BBQ at Brentwood Community Gardens, the Mother Cabrini Feast (great zeppolis), meetings with Jorge Guadron and Peter Ward with regard to the Shutt House preservation to have it declared a Historical Landmark and work with the owners to restore it, the Historical Society meeting, Maria Regina Board meetings, the Brentwood Fire Department Comedy Night, and wished to extend special thanks to Dan for lots of tech assistance for her meetings.

- b. The Director's report was accepted.  
Library Director Thomas Tarantowicz noted that the Unity Poles are displayed in the Fireside lounge with tree stands; Senator Monica Martinez received our letter requesting grant money and was able to get us \$75,000 in aid for the Podcast Room and then an additional \$15,000 for employee tuition reimbursement. We are receiving quotes for construction projects related to the parking lot and working to secure contractors before schools get them; we are procuring a project manager, and in general, the library has become very busy again.
- c. The Assistant Director's report was accepted.  
Assistant Library Director Xibelualka Solis discussed that this summer was consumed by construction plans, meetings with the architect and Mr. Cullen. Assistant Library Director Xibelualka Solis attended the Hispanic Heritage Event at the Patchogue Theatre sponsored by the Patchogue library and accompanied by performances by Sol y Sombra, and attended the first of the Library's Summer Concert Series, to which several school district members

also came, and she met Ms. Darlene Carter and had the opportunity to speak with her. Assistant Library Director Xibelualka Solis will be attending class on Thursday evenings this semester, and will therefore be missing a few of the events that seem to be scheduled for Thursdays, however, the Library will be sending a few of our Librarian II's and III's to represent us.

- d. The Business Manager's report was accepted.  
Business Manager Matthew Morley reported that minor repairs were made for the HVAC system, some electrical work was done, and the countertops and faucets in the staff bathrooms were replaced. Also, the annual audit was completed and the auditors are ready to come to our October or November meetings, and the I-9 reporting system has been improved (addressing identity & citizenship verification). Regarding inquiries that the Library receive used batteries for recycling, our insurance would increase significantly due to fire risk, as well as the actual risk, leading us to determine not to do so.
- e. The Library Attorney's report was deferred to executive session.

Ellen Edelstein addressed the Board to say thank you to the excellent staff of the Brentwood Public Library, they are so helpful to all the community always, it's important to have it, so thank you.

IX. Unfinished Business. There was none

X. New Business. There was none.

XI. Other. There was none.

XII. Suggestion Box.

The patron suggestions were read to the Board by Assistant Library Director Xibelualka Solis, comments included a request for a way to buy books for people that can't come to the library, for movies, a library card key chain, a lamination machine, a note saying they "love it here," a gaming tournament, that Myrna was wonderful, patient, helpful, and was knowledgeable; thank you to Olivia and staff for help with resume that got the a job, thank you to Vicky and Johanna as well (from same patron), a request for more adult painting classes please, better adult crafts, a note from a patron stating that we have great staff here and they come from Hauppauge, and a note from Michael Buono, Head of Adult Services thanking Jovan Hairston, Assistant Head of Security for his help and patience dealing with issues.

XIII. Public Expression. Olivia Branigan, Head of Career and Learning Center mentioned that the Chamber of Commerce Gala was excellent, Kristen Brewi, Adult Programming Coordinator, stated that the Library will be booking the band from the Chamber event and that the Library is "beefing up" craft programs going forward.

XIV. Date/Time of next board meeting

The next meeting of the Board of Trustees will take place on Monday, October 30th, 2023, at 5:30 pm.

XV. Executive Session

Ellen Edelstein moved to adjourn the meeting to Executive Session for legal matters/personnel matters at 6:22 pm. All in favor.

Francis Picart moved to reconvene the meeting at 6:36 pm.

The November Board Meeting was rescheduled and will be held on Monday, Nov 27<sup>th</sup>, 2023 at 5:30 pm.

XVI. Adjournment

There being no further business Francis Picart moved to adjourn the meeting at 6:36 pm.

Respectfully submitted  
Miranda Hatziangelou  
Secretary to the Board

Brentwood Public Library - General Fund

Revenues & Expenditures (unaudited)

	Month of September 2023		Fiscal Year-to-Date : July 1, 2023 to September 30, 2023			
	Actual	Percent	Actual	Budget	Difference	Percent
<b>Revenue</b>						
119801 · Local Public Funds	\$ 1,018,135.79	12.7%	\$ 2,271,629.13	\$ 8,020,960.00	\$ (5,749,330.87)	28.3%
119810 · Library Fines & Charges	\$ 186.39	100.0%	\$ 1,339.55	\$ -	\$ 1,339.55	100.0%
119821 · Other Receipts	\$ 3,546.05	14.2%	\$ 17,521.95	\$ 25,000.00	\$ (7,478.05)	70.1%
119831 · Federal & State Aid	\$ -	0.0%	\$ 24,083.00	\$ 25,000.00	\$ (917.00)	96.3%
119908 · Interest Income	\$ 1,097.29	100.0%	\$ 2,905.25	\$ -	\$ 2,905.25	100.0%
119916 · Gifts & Donations	\$ 5.00	100.0%	\$ 230.00	\$ -	\$ 230.00	100.0%
<b>Total Revenues</b>	<b>\$ 1,022,970.52</b>	<b>12.7%</b>	<b>\$ 2,317,708.88</b>	<b>\$ 8,070,960.00</b>	<b>\$ (5,753,251.12)</b>	<b>28.7%</b>
<b>Expenditures</b>						
110140 · Salaries & Wages	\$ 565,391.37	12.4%	\$ 1,320,471.36	\$ 4,575,910.00	\$ (3,255,438.64)	28.9%
111900 · Employee Benefits	\$ 139,384.34	6.8%	\$ 421,787.78	\$ 2,060,050.00	\$ (1,638,262.22)	20.5%
113440 · Professional Fees	\$ 6,568.58	4.7%	\$ 22,059.03	\$ 141,000.00	\$ (118,940.97)	15.6%
113450 · Professional Development	\$ 4,456.04	13.1%	\$ 28,559.77	\$ 34,000.00	\$ (5,440.23)	84.0%
113900 · Library Programs & Activities						
112102 · History Programs	\$ 150.00	6.0%	\$ 150.00	\$ 2,500.00	\$ (2,350.00)	6.0%
112103 · Adult Program	\$ 4,184.00	8.4%	\$ 8,359.00	\$ 50,000.00	\$ (41,641.00)	16.7%
112104 · Juvenile Programs	\$ 600.00	3.0%	\$ 2,210.00	\$ 20,000.00	\$ (17,790.00)	11.1%
112105 · Young Adult Programs	\$ -	0.0%	\$ 500.00	\$ 15,000.00	\$ (14,500.00)	3.3%
112106 · Career & Learning Programs	\$ -	0.0%	\$ -	\$ 7,500.00	\$ (7,500.00)	0.0%
112107 · Maker Space Programs	\$ -	0.0%	\$ 625.00	\$ -	\$ 625.00	100.0%
112111 · General Activities	\$ -	0.0%	\$ -	\$ 5,000.00	\$ (5,000.00)	0.0%
<b>Total 113900 · Library Programs &amp; Activities</b>	<b>\$ 4,934.00</b>	<b>4.9%</b>	<b>\$ 11,844.00</b>	<b>\$ 100,000.00</b>	<b>\$ (88,156.00)</b>	<b>11.8%</b>
114001 · Library Collection & Materials						
114901 · General & All Patrons	\$ 13,906.67	8.7%	\$ 35,052.35	\$ 160,000.00	\$ (124,947.65)	21.9%
114903 · Adult & Reference	\$ 6,413.54	4.9%	\$ 35,237.33	\$ 130,000.00	\$ (94,762.67)	27.1%
114904 · Children	\$ 5,028.63	8.4%	\$ 11,037.69	\$ 60,000.00	\$ (48,962.31)	18.4%
114905 · Young Adult	\$ 3,140.57	10.5%	\$ 7,541.61	\$ 30,000.00	\$ (22,458.39)	25.1%
114906 · Career & Learning	\$ 2,024.99	10.1%	\$ 3,111.91	\$ 20,000.00	\$ (16,888.09)	15.6%
<b>Total 114001 · Library Collection &amp; Materials</b>	<b>\$ 30,514.40</b>	<b>7.6%</b>	<b>\$ 91,980.89</b>	<b>\$ 400,000.00</b>	<b>\$ (308,019.11)</b>	<b>23.0%</b>
115000 · Library Operations	\$ 33,522.32	9.3%	\$ 114,167.69	\$ 360,000.00	\$ (245,832.31)	31.7%
117000 · Building Operations	\$ 24,352.89	6.1%	\$ 101,255.48	\$ 400,000.00	\$ (298,744.52)	25.3%
<b>Total Expenditures</b>	<b>\$ 809,123.94</b>	<b>10.0%</b>	<b>\$ 2,112,126.00</b>	<b>\$ 8,070,960.00</b>	<b>\$ (5,958,834.00)</b>	<b>26.2%</b>
Revenue in excess (deficit) of Expenditures	\$ 213,846.58	100.0%	\$ 205,582.88	\$ -	\$ 205,582.88	100.0%

**Brentwood Public Library  
Collateralization of Deposits  
9/30/2023**

<b><u>M&amp;T Bank</u></b>	
<u>Checking &amp; Demand Account(s)</u>	
General Fund #8834	\$ 34,835.89
Total Deposits held by M&T Bank	<u>\$ 34,835.89</u>
FDIC coverage of Checking & Demand Accounts	<u>\$ 34,835.89</u>
Deposits not insured by FDIC	\$ -

<b><u>BNY Mellon Bank</u></b>	
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	\$ -

<b><u>Compliance</u></b>	
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  
9/30/2023**

<b><u>New York Community Bank</u></b>	
<u>Checking &amp; Demand Account(s)</u>	
General Fund Accounts Payable #5936	\$ 183,101.76
General Fund Payroll #1618	19,248.64
General Fund Discretionary #1600	2,161.92
Grant Fund #0719	13,017.89
Capital Improvement Fund #0850	3,444,856.92
Special Bequest Fund #1121	104,150.41
<u>Timed &amp; Savings Account(s)</u>	
General Fund Savings #1626	\$ 1,000,543.29
Total Deposits held by NYCB	<u>\$ 4,767,080.83</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	\$ 4,267,080.83

<b><u>Federal Home Loan Bank of New York</u></b>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 5,079,162.36
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	\$ 5,079,162.36

<b><u>Compliance</u></b>	
Collateral assets to uninsured deposits ratio	119.03%
Collateral assets in excess of uninsured deposits	\$ 812,081.53
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 4,352,422.45
Collateral in excess of requirement	\$ 726,739.91

BRENTWOOD PUBLIC LIBRARY  
Disbursements and Expenditures  
October 2023

General Fund			
Payroll	9/29/2023	\$	202,563.86
Payroll	10/13/2023	\$	190,921.21
payroll	10/27/2023	\$	194,644.66
Accounts Payable checks (M & T)		\$	7,008.85
Accounts Payable checks (NYCB)		\$	147,480.72
General Discretionary Fund (NYCB)		\$	1,007.80
Petty Cash		\$	248.98
Grant Fund			
Accounts Payable checks (NYCB)		\$	-
Capital Improvement Fund			
Accounts Payable checks (NYCB)		\$	19,074.51
Special Bequest Fund			
Accounts Payable checks (NYCB)		\$	-
		\$	<u>762,950.59</u>

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**

**Check register for the month of**

**September 26 through October 31, 2023**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>110704 · M&amp;T Operating Acct #8834</b>			
10/16/2023	epay10...	CAPITAL ONE BANK	-7,008.85
Total 110704 · M&T Operating Acct #8834			-7,008.85
<b>110710 · NYCB A/P ckg #609904485936</b>			
10/06/2023	1780	ADMIN PARTNERS, LLC.	-12.50
10/06/2023	1781	CCP SOLUTIONS, LLC	-32.19
10/06/2023	1782	CLEARBROOK	-1,948.00
10/06/2023	1783	CSEA LIFE INSURANCE	-752.18
10/06/2023	1784	CSEA, INCORPORATED	-3,622.18
10/06/2023	1785	DAILY NEWS	-196.01
10/06/2023	1786	DE LAGE LANDEN FINANCIAL SERVICES	-254.04
10/06/2023	1787	GARLAND FIRE SYSTEMS	-568.98
10/06/2023	1788	ISLAND ELEVATOR	-433.00
10/06/2023	1789	NCNW SUFFOLK SECTION	-135.00
10/06/2023	1790	Newsday	-238.32
10/06/2023	1791	OPTIMUM (1)	-1,098.14
10/06/2023	1792	PITNEY BOWES GLOBAL FINANCIAL	-203.61
10/06/2023	1793	READY REFRESH BY NESTLE	-141.47
10/06/2023	1794	STANDARD SECURITY LIFE INS CO	-4,457.38
10/06/2023	1795	STAPLES	-339.98
10/06/2023	1796	T-MOBILE - HOTSPOTS	-4,242.20
10/06/2023	1797	T-MOBILE - VOICE	-362.72
10/06/2023	1798	THE NEW YORK TIMES (1)	-88.01
10/06/2023	1799	WINTERS BROS. HAULING OF LI, LLC	-485.13
10/06/2023	1800	ADELE BENNETT	-692.40
10/06/2023	1801	CANDIDA GARTNER	-494.70
10/06/2023	1802	CLAUDIA LIGGIO	-494.70
10/06/2023	1803	CYNTHIA DOUGHERTY (1)	-494.70
10/06/2023	1804	DESIDERIO GOMEZ	-494.70
10/06/2023	1805	DIANE CATANZARO (1)	-494.70
10/06/2023	1806	DIANE GORMAN	-494.70
10/06/2023	1807	DOMINICK LIGGIO	-494.70
10/06/2023	1808	EDANA CICHANOWICZ	-494.70
10/06/2023	1809	EDWARD T. LENIHAN, JR.	-494.70
10/06/2023	1810	EMIGDIA BONILLA	-494.70
10/06/2023	1811	FABIOLA D'ACHIARDI	-494.70
10/06/2023	1812	JOSEPH DIPAOLO	-494.70
10/06/2023	1813	JOSEPH STURNIOLO	-494.70
10/06/2023	1814	LINDA MANFRE -	-494.70
10/06/2023	1815	LORRAINE J. MALONEY	-494.70
10/06/2023	1816	MARCIA PRYLUCK	-692.40
10/06/2023	1817	MARCIA RILEY	-494.70
10/06/2023	1818	MARCY KUPFERMAN	-494.70
10/06/2023	1819	MARGARET BRITTON	-494.70
10/06/2023	1820	MARY ANN KOFERL	-989.10
10/06/2023	1821	MARY JEAN GERKE	-494.70
10/06/2023	1822	MARY TRUSINSKI	-494.70
10/06/2023	1823	MOISES BONILLA	-494.70
10/06/2023	1824	MONA PIERRE-LOUIS	-989.10
10/06/2023	1825	MONICA A. POWERS	-494.70
10/06/2023	1826	NORMAN KUPFERMAN	-494.70
10/06/2023	1827	PATRICK PIERRE-LOUIS	-989.10
10/06/2023	1828	RHEA POLLOCK (1)	-494.70

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND****Check register for the month of****September 26 through October 31, 2023**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/06/2023	1829	ROBIN NORRIS (1)	-494.70
10/06/2023	1830	ROSE CURTO	-692.40
10/06/2023	1831	MARY JOSEPHINE LENIHAN	-494.70
10/10/2023	1832	PSEGLI - L	-23,495.36
10/06/2023	1833	THOMAS A. GORMAN	-494.70
10/10/2023	1834	PSEGLI - S	-14.66
10/10/2023	1835	ROYAL STAR ASSOCIATES	-640.00
10/23/2023	1836	Suffolk Cooperative Library System	-350.00
10/06/2023	1837	TIMOTHY P. DOUGHERTY	-494.70
10/06/2023	1838	VAUGHAN MALONEY	-494.70
10/06/2023	1839	VIVIAN MARTINEZ (1)	-494.70
10/06/2023	1840	WILLIAM CICHANOWICZ	-494.70
10/23/2023	1841	A TIME FOR KIDS, INC.	-160.00
10/23/2023	1842	AMAZON CAPITAL SERVICES	-3,698.35
10/23/2023	1843	AMERICAN LIBRARY ASSOCIATION (MEMBER)	-218.00
10/23/2023	1844	AMY VAIL	-500.00
10/23/2023	1845	CHARLES CORNETTA	-833.33
10/23/2023	1846	CINTHYA CASTILLO	-61.47
10/23/2023	1847	COMMERCIAL INSTRUMENTATION SERVICES, INC.	-540.00
10/23/2023	1848	DAVID JAKIM	-200.00
10/23/2023	1849	DEMCO, INC.	-1,174.64
10/23/2023	1850	DIANA CONKLIN	-600.00
10/23/2023	1851	DIGITAL PROVISIONS	-935.93
10/23/2023	1852	EDEN BENNETT	-320.00
10/23/2023	1853	ERIC M. HOFMEISTER	-666.67
10/23/2023	1854	FEDERAL EXPRESS	-86.55
10/23/2023	1855	FIRST UNUM LIFE INSURANCE CO.	-219.26
10/23/2023	1856	GARLAND FIRE SYSTEMS	-240.00
10/23/2023	1857	HOOPLA - MIDWEST	-521.40
10/23/2023	1858	HUB DIRECTION USA	-475.00
10/23/2023	1859	JOANNE OTTONE	-750.00
10/23/2023	1860	LESLIE CORTEZ-MINERA	-100.00
10/23/2023	1861	LT. MICHAEL P MURPHY NAVY SEAL MUSEUM	-150.00
10/23/2023	1862	MARIA'S MEXICAN COOKING LLC	-400.00
10/23/2023	1863	MARIA HATZIANGELOU	-51.33
10/23/2023	1864	MICHAEL LABOMBARD	-825.00
10/23/2023	1865	MMJ ELECTRICAL, INC.	-1,241.07
10/23/2023	1866	NATIONAL GRID (1)	-1,512.17
10/23/2023	1867	NICOLE J. CHRISTIAN	-230.00
10/23/2023	1868	P. A.L.S (SCLS)	-8,002.94
10/23/2023	1869	PITNEY BOWES PURCHASE POWER	-400.00
10/23/2023	1870	ROBERT OTTONE	-600.00
10/23/2023	1871	ROBERT SCOTT	-399.00
10/23/2023	1872	S & S Worldwide, Inc.	-74.92
10/23/2023	1873	SARAH GUTMANN	-150.00
10/23/2023	1874	THOMSON REUTERS WEST	-134.40
10/23/2023	1875	UTICA NATIONAL INSURANCE CO.	-33,252.00
10/23/2023	1876	VOLZ & VIGLIOTTA PLLC	-2,750.00
10/23/2023	1877	W.B. MASON CO., INC.	-139.98
10/23/2023	1878	XIMENA COLBAN	-38.97
10/25/2023	1879	BAKER & TAYLOR	-6,874.50
10/25/2023	1880	CDW-GOVERNMENT INC.	-5,570.71
10/24/2023	1881	Janway Company USA, Inc.	-1,091.91
10/24/2023	1882	KONICA MINOLTA BUSINESS SOLUTIONS USA,	-3,796.50

**BRENTWOOD PUBLIC LIBRARY-GENERAL FUND**

**Check register for the month of**

**September 26 through October 31, 2023**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/25/2023	1883	MIDWEST TAPE	-2,771.55
10/25/2023	1884	QUILL CORPORATION	-231.91
Total 110710 · NYCB A/P ckg #609904485936			-147,480.72
<b>110712 · NYCB Discretionary ckg #1600</b>			
09/26/2023	2006	Costco Wholesale Membership	-261.81
09/29/2023	2007	Long Island Rail Road	-430.00
10/06/2023	2008	Costco Wholesale Membership	-161.63
10/09/2023	2009	Costco Wholesale Membership	-31.64
10/19/2023	2010	Costco Wholesale Membership	-122.72
Total 110712 · NYCB Discretionary ckg #1600			-1,007.80
<b>TOTAL</b>			<b>-155,497.37</b>

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Brentwood Public Library - General Fund

Revenues & Expenditures (unaudited)

	Month of September 2023		Fiscal Year-to-Date : July 1, 2023 to September 30, 2023			
	Actual	Percent	Actual	Budget	Difference	Percent
<b>Revenue</b>						
119801 · Local Public Funds	\$ 1,018,135.79	12.7%	\$ 2,271,629.13	\$ 8,020,960.00	\$ (5,749,330.87)	28.3%
119810 · Library Fines & Charges	\$ 186.39	100.0%	\$ 1,339.55	\$ -	\$ 1,339.55	100.0%
119821 · Other Receipts	\$ 3,546.05	14.2%	\$ 17,521.95	\$ 25,000.00	\$ (7,478.05)	70.1%
119831 · Federal & State Aid	\$ -	0.0%	\$ 24,083.00	\$ 25,000.00	\$ (917.00)	96.3%
119908 · Interest Income	\$ 1,097.29	100.0%	\$ 2,905.25	\$ -	\$ 2,905.25	100.0%
119916 · Gifts & Donations	\$ 5.00	100.0%	\$ 230.00	\$ -	\$ 230.00	100.0%
<b>Total Revenues</b>	<b>\$ 1,022,970.52</b>	<b>12.7%</b>	<b>\$ 2,317,708.88</b>	<b>\$ 8,070,960.00</b>	<b>\$ (5,753,251.12)</b>	<b>28.7%</b>
<b>Expenditures</b>						
110140 · Salaries & Wages	\$ 565,391.37	12.4%	\$ 1,320,471.36	\$ 4,575,910.00	\$ (3,255,438.64)	28.9%
111900 · Employee Benefits	\$ 139,384.34	6.8%	\$ 421,787.78	\$ 2,060,050.00	\$ (1,638,262.22)	20.5%
113440 · Professional Fees	\$ 6,568.58	4.7%	\$ 22,059.03	\$ 141,000.00	\$ (118,940.97)	15.6%
113450 · Professional Development	\$ 4,456.04	13.1%	\$ 28,559.77	\$ 34,000.00	\$ (5,440.23)	84.0%
<b>113900 · Library Programs &amp; Activities</b>						
112102 · History Programs	\$ 150.00	6.0%	\$ 150.00	\$ 2,500.00	\$ (2,350.00)	6.0%
112103 · Adult Program	\$ 4,184.00	8.4%	\$ 8,359.00	\$ 50,000.00	\$ (41,641.00)	16.7%
112104 · Juvenile Programs	\$ 600.00	3.0%	\$ 2,210.00	\$ 20,000.00	\$ (17,790.00)	11.1%
112105 · Young Adult Programs	\$ -	0.0%	\$ 500.00	\$ 15,000.00	\$ (14,500.00)	3.3%
112106 · Career & Learning Programs	\$ -	0.0%	\$ -	\$ 7,500.00	\$ (7,500.00)	0.0%
112107 · Maker Space Programs	\$ -	0.0%	\$ 625.00	\$ -	\$ 625.00	100.0%
112111 · General Activities	\$ -	0.0%	\$ -	\$ 5,000.00	\$ (5,000.00)	0.0%
<b>Total 113900 · Library Programs &amp; Activities</b>	<b>\$ 4,934.00</b>	<b>4.9%</b>	<b>\$ 11,844.00</b>	<b>\$ 100,000.00</b>	<b>\$ (88,156.00)</b>	<b>11.8%</b>
<b>114001 · Library Collection &amp; Materials</b>						
114901 · General & All Patrons	\$ 13,906.67	8.7%	\$ 35,052.35	\$ 160,000.00	\$ (124,947.65)	21.9%
114903 · Adult & Reference	\$ 6,413.54	4.9%	\$ 35,237.33	\$ 130,000.00	\$ (94,762.67)	27.1%
114904 · Children	\$ 5,028.63	8.4%	\$ 11,037.69	\$ 60,000.00	\$ (48,962.31)	18.4%
114905 · Young Adult	\$ 3,140.57	10.5%	\$ 7,541.61	\$ 30,000.00	\$ (22,458.39)	25.1%
114906 · Career & Learning	\$ 2,024.99	10.1%	\$ 3,111.91	\$ 20,000.00	\$ (16,888.09)	15.6%
<b>Total 114001 · Library Collection &amp; Materials</b>	<b>\$ 30,514.40</b>	<b>7.6%</b>	<b>\$ 91,980.89</b>	<b>\$ 400,000.00</b>	<b>\$ (308,019.11)</b>	<b>23.0%</b>
115000 · Library Operations	\$ 33,522.32	9.3%	\$ 114,167.69	\$ 360,000.00	\$ (245,832.31)	31.7%
117000 · Building Operations	\$ 24,352.89	6.1%	\$ 101,255.48	\$ 400,000.00	\$ (298,744.52)	25.3%
<b>Total Expenditures</b>	<b>\$ 809,123.94</b>	<b>10.0%</b>	<b>\$ 2,112,126.00</b>	<b>\$ 8,070,960.00</b>	<b>\$ (5,958,834.00)</b>	<b>26.2%</b>
<b>Revenue in excess (deficit) of Expenditures</b>	<b>\$ 213,846.58</b>	<b>100.0%</b>	<b>\$ 205,582.88</b>	<b>\$ -</b>	<b>\$ 205,582.88</b>	<b>100.0%</b>

**BRENTWOOD PUBLIC LIBRARY - CAPITAL FUND**  
**Check register for the month of**  
**As of October 20, 2023**

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<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Credit</u>
<b>13-0702 · NYCB #0850 (NYCB acct #609904830850)</b>			
10/20/2023	BEATTY HARVEY COCO ARCHITECTS, LLP	1506	6,824.51
10/20/2023	FIDELE CONSTRUCTION INC.	1507	12,250.00
Total 13-0702 · NYCB #0850 (NYCB acct #609904830850)			<u>19,074.51</u>
<b>TOTAL</b>			<b><u><u>19,074.51</u></u></b>

**PERSONNEL CHANGES**  
**October 30, 2023**

**APPOINTMENTS:**

Darlyn A. Vargas-Urena, Library Clerk, P/T, \$19.28/hr, effective October 18, 2023

Ellen Covino, Librarian I (Children's Services), P/T, \$32.63/hr, effective October 23, 2023

**PROMOTIONS:**

Kelly Caterina Borja-Peraranda, Library Clerk, P/T, \$19.28/hr, effective October 2, 2023

Viraj Ramdath, Library Clerk, P/T, \$19.28/hr, effective October 23, 2023

**RESIGNATIONS:**

Tetiana Raportoru, Library Clerk, P/T, effective August 2, 2023

Aileen D. Suozo, Library Clerk, P/T, effective September 29, 2023