

**Southold Free Library
Monthly Statistics
December-22**

	December-22	December-21
Total circulation	2,104	2,296
e-books	2,380	2,253
total	4,484	4,549
database access	772	1,102
Direct access	198	159
Floyd Memorial	144	91
Cutchogue	18	21
Mattituck	14	4
Riverhead	20	0
other		43
 New patrons added	 16	 12
 Tech help	 188	 178
 Additions to collection	 179	 195
 Deletions from collection	 253	 406
 Room Use	 # uses--# hours	 # uses--# hours
Study Room	14--20	23--37
Community Room	27--54	34--71
Folk Room	16--34	16--27
 Programs		
children's		
number of sessions	20	17
number of attendees	301	144
 young adults		
number of sessions	5	4
number of attendees	50	50
 Adult		
number of sessions	13	20
number of attendees	202	274

Southold Free Library

DECEMBER*2022

CIRCULATION:	December 2022	December 2021	December 2020
BOOKS			
A NEW	265	296	405
AF	525	509	516
ANF	107	181	129
ESL	0	0	0
REF	0	0	0
AMAG	8	19	31
YA	70	64	79
J NEW	84	96	48
JF	395	561	262
JNF	153	86	47
JREF	0	0	0
OTHER (ILL-RENEW/	98	126	46
JMAG	3	0	3
TOTALS	1,708	1,938	1,566
MEDIA			
ARBCD	34	20	46
E-Readers	0	2	0
ADVD	232	220	438
ACD-MUSIC	98	97	215
JVOX/AUDIO	9	0	0
J-DVD	12	6	14
JCD MUSIC	0	3	0
Fishing Rods	2	0	0
MuseumPasses	3	7	0
Puzzles	2	3	0
Blood Pressure Cuff	4	0	0
TOTALS	396	358	713
TOTAL	2,104	2,296	2,279
%+(-)	-8.400%	+ 0.75%	
Interlib.Loans			
ALA	0	5	1
Requests			

Year End Statistics 2022

Museum Passes	# of Cards	Total Circ
Brooklyn Botanic Gardens	2	4
Childdren's Museum of the East End	1	11
Empire Pass	1	9
Guggenheim	2	9
Harbes	1	33
Intrepid	1	4
Landcraft Gardens	2	26
MOMA	2	28
Parrish Art Museum	1	6
South Fork Natural History Museum	1	5
Southold Historical Museum	1	3
Total Circ'd		138
With Renewals		148
Blood Pressure Cuff		14
Fishing Poles	5 poles	14
Puzzles		47
Telescope		13

Monthly Memorials/Contributions

December 2022

Memorials

<i>Donor</i>	<i>In Memory of</i>	<i>Amount</i>
Helen & Bob Cochran & Frances & Andrew Boninti	Josephine Terp Planz	\$100
Maggie & Joe Conway	Margaret Kroleski	\$25
Maggie & Joe Conway	Ava Marie Conway	\$50
Barbara A. Pollock	John Anemoyanis	\$50
Peggy Murphy	R. Graham Glover	\$35

Donations

Sal & Carole Conti	Annual Donation	\$50
Allison Deans	Annual Donation	\$500
Myriam Ellis	Annual Donation	\$100
Dr. Susan Flamm-Honig	Annual Donation	\$500
Larry & Charlotte Jungblut	Annual Donation	\$100
Michelle LeMay & Shahzeb Lari	Brick Purchase	\$100
Maureen & John Mahoney	General Donation	\$ 10
Kathleen R. Milne	Annual Donation	\$250
Peggy Murphy	Monthly Donation	\$ 20
Notary Service	Appreciation/Service	\$ 20
Tracey Revenson	Annual Donation	\$100
Heather Romanelli	Annual Donation	\$100
Robert Simon	General Donation	\$ 50
Margaret Steinbugler	General Donation	\$100

James Talcott	Monthly Donation	\$ 10
John Touhey	General Donation	\$150
Elizabeth Wood	General Donation	\$100
Lynne Wentworth	General Donation	\$ 50
John & Beth Wittenberg	Annual Donation	\$200

TOTAL \$2,770

Southold Free Library
Budget Report with Y-T-D Figures
July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · School District	573,714.89	959,673.00	-385,958.11	59.8%
5012 · Pilot Revenue	3,865.45	7,253.00	-3,387.55	53.3%
5050 · Contingency Fund	0.00	39,000.00	-39,000.00	0.0%
5100 · NYS Education	0.00	1,500.00	-1,500.00	0.0%
5151 · NYS Grant Income	1,761.00			
5200 · Interest/Investments				
5005 · T-Bill Interest	0.00	0.00	0.00	0.0%
5200 · Interest/Investments - Other	135.65			
Total 5200 · Interest/Investments	135.65	0.00	135.65	100.0%
5225 · Book Fines	0.00	0.00	0.00	0.0%
5250 · Lost/Paid Material	403.01	500.00	-96.99	80.6%
5275 · Photocopies & PC Printouts	1,721.00	1,500.00	221.00	114.7%
5325 · Temporary Residents	0.00	0.00	0.00	0.0%
5350 · Sale Items	10.00	0.00	10.00	100.0%
5500 · Contributions				
5501 · Book Memorials	50.00	2,000.00	-1,950.00	2.5%
5502 · Small Cash Contributions	82.94			
5500 · Contributions - Other	360.25	1,000.00	-639.75	36.0%
Total 5500 · Contributions	493.19	3,000.00	-2,506.81	16.4%
5525 · Friends Contributions				
5526 · SRC Contribution	6,000.00			
5525 · Friends Contributions - Other	2,750.23	10,000.00	-7,249.77	27.5%
Total 5525 · Friends Contributions	8,750.23	10,000.00	-1,249.77	87.5%
5600 · Miscellaneous	0.00	0.00	0.00	0.0%
Total Income	590,854.42	1,022,426.00	-431,571.58	57.8%
Gross Profit	590,854.42	1,022,426.00	-431,571.58	57.8%
Expense				
6000 · Friends Reimbursement				
6001 · SRC Expense	6,903.79			
6000 · Friends Reimbursement - Other	2,547.58	10,000.00	-7,452.42	25.5%
Total 6000 · Friends Reimbursement	9,451.37	10,000.00	-548.63	94.5%
6099 · Personnel				
6100 · Salaries	238,184.94	505,000.00	-266,815.06	47.2%
6110 · Social Security	17,683.45	38,600.00	-20,916.55	45.8%
6120 · NYS Unemployment Ins.	1,031.02	3,500.00	-2,468.98	29.5%
6130 · Worker's Comp.	2,242.00	5,000.00	-2,758.00	44.8%
6140 · Disability Insurance	-218.28	1,800.00	-2,018.28	-12.1%
6150 · Full Time Benefit	42,256.18	85,000.00	-42,743.82	49.7%
6160 · ADP/Paychex Charge	1,606.32	4,000.00	-2,393.68	40.2%
6170 · Retirement	6,091.70	7,500.00	-1,408.30	81.2%
Total 6099 · Personnel	308,877.33	650,400.00	-341,522.67	47.5%
6499 · Library Materials				
6500 · Books	18,017.10	38,500.00	-20,482.90	46.8%
6505 · e-books	26,208.72	50,000.00	-23,791.28	52.4%
6510 · Newspapers	1,071.41	5,000.00	-3,928.59	21.4%
6520 · Periodicals/Journals	2,952.85	3,000.00	-47.15	98.4%
6531 · DVD's	1,933.89	5,000.00	-3,066.11	38.7%
6540 · CD's	105.83	1,000.00	-894.17	10.6%
6550 · Recorded Books	879.27	5,000.00	-4,120.73	17.6%
6555 · Software	0.00	800.00	-800.00	0.0%
6570 · Miscellaneous				
6571 · Museum Passes	2,865.00	4,000.00	-1,135.00	71.6%

Southold Free Library
Budget Report with Y-T-D Figures
July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
6570 · Miscellaneous - Other	39.80	1,226.00	-1,186.20	3.2%
Total 6570 · Miscellaneous	2,904.80	5,226.00	-2,321.20	55.6%
Total 6499 · Library Materials	54,073.87	113,526.00	-59,452.13	47.6%
7000 · Operations/Maintenance				
7005 · Maintenance/Building	25,387.03	45,000.00	-19,612.97	56.4%
7010 · Maintenance/Computer	3,432.47	5,500.00	-2,067.53	62.4%
7020 · Maintenance/Equipment	1,926.14	2,500.00	-573.86	77.0%
7030 · Maintenance/Grounds	4,237.75	12,000.00	-7,762.25	35.3%
7035 · Fixed Assets				
7039 · Furniture & Equipment	5,708.98			
7035 · Fixed Assets - Other	0.00	8,000.00	-8,000.00	0.0%
Total 7035 · Fixed Assets	5,708.98	8,000.00	-2,291.02	71.4%
7040 · Equipment Purchase	942.48	1,500.00	-557.52	62.8%
7060 · Insurance	11,672.00	28,000.00	-16,328.00	41.7%
7070 · Fuel	911.79	5,000.00	-4,088.21	18.2%
7080 · Utilities	8,873.99	15,000.00	-6,126.01	59.2%
7095 · Water	343.15	500.00	-156.85	68.6%
Total 7000 · Operations/Maintenance	63,435.78	123,000.00	-59,564.22	51.6%
7499 · Office Expense				
7500 · Supplies	4,985.68	12,000.00	-7,014.32	41.5%
7525 · Telephone	678.45	1,500.00	-821.55	45.2%
7550 · Postage	2,910.10	4,000.00	-1,089.90	72.8%
7575 · Miscellaneous				
7575a · Pay Pal Fees	59.29			
7575 · Miscellaneous - Other	552.35	1,500.00	-947.65	36.8%
Total 7575 · Miscellaneous	611.64	1,500.00	-888.36	40.8%
Total 7499 · Office Expense	9,185.87	19,000.00	-9,814.13	48.3%
7999 · Contracts/Services				
8000 · Workshops, Travel & Dues	3,025.76	3,500.00	-474.24	86.5%
8010 · Adult Library Programs				
8011 · Aquarium Tickets	-1,638.00			
8017 · Adult Programs	2,924.22			
8010 · Adult Library Programs - Other	49.68	8,000.00	-7,950.32	0.6%
Total 8010 · Adult Library Programs	1,335.90	8,000.00	-6,664.10	16.7%
8015 · Young Adult Library Programs	1,910.74	5,000.00	-3,089.26	38.2%
8020 · Children Library Programs	3,464.93	5,000.00	-1,535.07	69.3%
8030 · Service Contracts	4,389.12	7,500.00	-3,110.88	58.5%
8040 · Telecommunications	5,687.70	11,000.00	-5,312.30	51.7%
8050 · Accounting Services	9,300.00	10,000.00	-700.00	93.0%
8055 · Legal Services	0.00	1,000.00	-1,000.00	0.0%
8060 · SCLS Services	5,050.00	16,500.00	-11,450.00	30.6%
8070 · Marketing				
8071 · Newsletter Printing	9,328.00			
8070 · Marketing - Other	8,400.00	39,000.00	-30,600.00	21.5%
Total 8070 · Marketing	17,728.00	39,000.00	-21,272.00	45.5%
Total 7999 · Contracts/Services	51,892.15	106,500.00	-54,607.85	48.7%
Total Expense	496,916.37	1,022,426.00	-525,509.63	48.6%
Net Ordinary Income	93,938.05	0.00	93,938.05	100.0%
Net Income	93,938.05	0.00	93,938.05	100.0%

Southold Free Library
Monthly Budget Report
 December 2022

	Dec 22
Ordinary Income/Expense	
Income	
5000 · School District	173,945.50
5200 · Interest/Investments	23.95
5250 · Lost/Paid Material	110.58
5275 · Photocopies & PC Printouts	172.00
5500 · Contributions	
5502 · Small Cash Contributions	8.36
5500 · Contributions - Other	40.00
Total 5500 · Contributions	48.36
5525 · Friends Contributions	18.99
Total Income	174,319.38
Gross Profit	174,319.38
Expense	
6000 · Friends Reimbursement	400.00
6099 · Personnel	
6100 · Salaries	42,763.90
6110 · Social Security	2,727.75
6120 · NYS Unemployment Ins.	85.04
6140 · Disability Insurance	-171.56
6150 · Full Time Benefit	6,964.78
6160 · ADP/Paychex Charge	462.38
6170 · Retirement	1,220.00
Total 6099 · Personnel	54,052.29
6499 · Library Materials	
6500 · Books	2,072.30
6505 · e-books	55.22
6510 · Newspapers	148.00
6531 · DVD's	238.59
6540 · CD's	16.99
6570 · Miscellaneous	
6571 · Museum Passes	565.00
Total 6570 · Miscellaneous	565.00
Total 6499 · Library Materials	3,096.10
7000 · Operations/Maintenance	
7005 · Maintenance/Building	8,750.00
7010 · Maintenance/Computer	722.50
7040 · Equipment Purchase	62.99
7060 · Insurance	1,876.00
7070 · Fuel	672.19
7080 · Utilities	1,368.00
7095 · Water	97.47
Total 7000 · Operations/Maintenance	13,549.15
7499 · Office Expense	
7500 · Supplies	1,567.04
7525 · Telephone	112.93
7550 · Postage	170.00
7575 · Miscellaneous	
7575a · Pay Pal Fees	3.39
7575 · Miscellaneous - Other	256.28
Total 7575 · Miscellaneous	259.67
Total 7499 · Office Expense	2,109.64

Southold Free Library
Monthly Budget Report
December 2022

	<u>Dec 22</u>
7999 · Contracts/Services	
8000 · Workshops, Travel & Dues	688.75
8010 · Adult Library Programs	
8011 · Aquarium Tickets	-216.00
8017 · Adult Programs	83.62
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Total 8010 · Adult Library Programs	-132.38
8015 · Young Adult Library Programs	267.75
8020 · Children Library Programs	443.98
8030 · Service Contracts	112.97
8040 · Telecommunications	209.74
8070 · Marketing	1,400.00
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Total 7999 · Contracts/Services	2,990.81
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Total Expense	76,197.99
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Net Ordinary Income	98,121.39
	<hr/>
Net Income	<u>98,121.39</u>

Southold Free Library
Monthly Expense Report
 December 2022

Date	Name	Memo	Amount
6499 · Library Materials			
6500 · Books			
12/01/2022	MicroMarketing, LLC	Penny	-35.18
12/01/2022	MicroMarketing, LLC	Dana	-249.39
12/01/2022	MicroMarketing, LLC	Penny	-15.99
12/01/2022	MicroMarketing, LLC	Dana	-39.92
12/01/2022	Gale		-29.59
12/01/2022	Gale		-23.25
12/01/2022	MicroMarketing, LLC	Melissa	-24.00
12/01/2022	Gale		-23.25
12/01/2022	Ingram Library Services		-157.22
12/05/2022	MicroMarketing, LLC	Dana	-40.78
12/05/2022	MicroMarketing, LLC	Penny	-46.37
12/05/2022	MicroMarketing, LLC	Dana	-135.90
12/06/2022	Gale		-54.73
12/06/2022	Gale		-112.46
12/07/2022	MicroMarketing, LLC	Dana	-18.39
12/07/2022	MicroMarketing, LLC	Melissa	-19.19
12/07/2022	MicroMarketing, LLC	Dana	-43.97
12/12/2022	Gale		-155.61
12/13/2022	MicroMarketing, LLC	Melissa	-19.99
12/13/2022	MicroMarketing, LLC	Melissa	-103.96
12/14/2022	Gale		-84.72
12/15/2022	Bank of America (4318)	Adult	-454.58
12/15/2022	Bank of America (4318)	YA	-140.71
12/15/2022	Bank of America (4318)	Children	-43.15
Total 6500 · Books			-2,072.30
6510 · Newspapers			
12/11/2022	New York Times	Book Review 6 months	-148.00
Total 6510 · Newspapers			-148.00
6531 · DVD's			
12/01/2022	Midwest Tape		-74.86
12/05/2022	Midwest Tape		-76.27
12/12/2022	Midwest Tape		-87.46
Total 6531 · DVD's			-238.59
6540 · CD's			
12/15/2022	Bank of America (4318)		-16.99
Total 6540 · CD's			-16.99
Total 6499 · Library Materials			-2,475.88
7000 · Operations/Maintenance			
7005 · Maintenance/Building			
12/01/2022	North Fork Sanitation, Inc.		-111.00
12/01/2022	Set in Stone Construction	Concrete walkway repair	-2,764.00
12/01/2022	Suffolk Security Systems	Smmoke Detector Repl...	-350.00
12/01/2022	Suffolk Security Systems	Replace Silent Knight ...	-2,275.00
12/01/2022	C's Home & Office Management, Inc.		-3,250.00
Total 7005 · Maintenance/Building			-8,750.00
7010 · Maintenance/Computer			
12/01/2022	Net Plus Solutions Corp.		-212.50
12/01/2022	Net Plus Solutions Corp.		-255.00
12/01/2022	Net Plus Solutions Corp.		-255.00
Total 7010 · Maintenance/Computer			-722.50
7040 · Equipment Purchase			
12/15/2022	Bank of America (4318)	Shelves for Office	-62.99
Total 7040 · Equipment Purchase			-62.99
7060 · Insurance			

Southold Free Library
Monthly Expense Report
 December 2022

Date	Name	Memo	Amount
12/12/2022	Utica National Ins. Group		-1,876.00
	Total 7060 · Insurance		-1,876.00
	7070 · Fuel		
12/01/2022	National Grid		-347.77
12/09/2022	Burt's Reliable-Cottage		-324.42
	Total 7070 · Fuel		-672.19
	7080 · Utilities		
12/01/2022	PSEGLI		-1,210.81
12/01/2022	SCWA		-157.19
	Total 7080 · Utilities		-1,368.00
	7095 · Water		
12/02/2022	ReadyRefresh by Nestle	Oct & Nov Invoices	-97.47
	Total 7095 · Water		-97.47
	Total 7000 · Operations/Maintenance		-13,549.15
	7499 · Office Expense		
	7500 · Supplies		
12/01/2022	Southold Hardware		-23.74
12/01/2022	W.B.Mason, Inc.		-222.33
12/01/2022	Demco, Inc.		-128.79
12/01/2022	Demco, Inc.		-114.86
12/05/2022	Carrot-Top Industries	3 Flags	-184.35
12/13/2022	W.B.Mason, Inc.		-112.90
12/15/2022	Bank of America (4318)		-160.22
12/15/2022	Bank of America (5025)	Circuit	-9.99
12/15/2022	Bank of America (5025)	Library Xmas Decor	-319.88
12/19/2022	Intuit, Inc.	Checks	-289.98
	Total 7500 · Supplies		-1,567.04
	7525 · Telephone		
12/08/2022	Optimum		-225.86
12/12/2022			112.93
	Total 7525 · Telephone		-112.93
	7550 · Postage		
12/01/2022	Postmaster		-170.00
	Total 7550 · Postage		-170.00
	7575 · Miscellaneous		
12/15/2022	Bank of America (4318)	Food for Holiday Party	-256.28
	Total 7575 · Miscellaneous		-256.28
	Total 7499 · Office Expense		-2,106.25
	7999 · Contracts/Services		
	8000 · Workshops, Travel & Dues		
12/01/2022	Janet Auer {reimb}	Riverhead xmas decor ...	-26.25
12/01/2022	Penny Kelley {Reimb}	11/14 SCLS, 11/23 Riv...	-70.00
12/05/2022	Carol Forestieri {Reimb}	Homebound Deliveries	-8.75
12/07/2022	Penny Kelley {Reimb}	YA Dept Heads Meeting	-48.75
12/12/2022	PLDA		-60.00
12/12/2022	SCLS	KnowBe4	-475.00
	Total 8000 · Workshops, Travel & Dues		-688.75
	8015 · Young Adult Library Programs		
12/13/2022	Linda Knoernschild	Lip Balm & Aromathera...	-175.00
12/15/2022	Bank of America (5025)	Supplies	-92.75

01/07/23

Southold Free Library
Monthly Expense Report
December 2022

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 8015 · Young Adult Library Programs			-267.75
8020 · Children Library Programs			
12/07/2022	Jennifer McGreevy	Holiday Centerpiece	-225.00
12/07/2022	JoAnne Vitiello	Zumba Kids Junior	-150.00
12/15/2022	Bank of America (5025)	Supplies	-88.98
12/20/2022		Pay Pal Program Fee	20.00
Total 8020 · Children Library Programs			-443.98
8030 · Service Contracts			
12/05/2022	Advanced Imaging Systems		-112.97
Total 8030 · Service Contracts			-112.97
8040 · Telecommunications			
12/08/2022	Optimum		-419.48
12/12/2022			209.74
Total 8040 · Telecommunications			-209.74
8070 · Marketing			
12/07/2022	Right Now Marketing, Ltd.		-1,400.00
Total 8070 · Marketing			-1,400.00
Total 7999 · Contracts/Services			-3,123.19
TOTAL			-21,254.47

01/07/23

Southold Free Library
Monthly Income Report
December 2022

Date	Name	Memo	Amount
5000 · School District			
12/14/2022		12/22	93,972.75
12/15/2022			-14,000.00
12/28/2022		1/23	93,972.75
Total 5000 · School District			173,945.50
5200 · Interest/Investments			
12/31/2022		Interest	23.95
Total 5200 · Interest/Investments			23.95
5250 · Lost/Paid Material			
12/20/2022		Deposit	110.58
Total 5250 · Lost/Paid Material			110.58
5275 · Photocopies & PC Printouts			
12/20/2022		Deposit	124.00
12/28/2022		Deposit	48.00
Total 5275 · Photocopies & PC Printouts			172.00
5500 · Contributions			
12/20/2022		Murphy Staff Thank You	20.00
12/20/2022		Notary Thank You	20.00
Total 5500 · Contributions			40.00
5525 · Friends Contributions			
12/20/2022		Books for Babies	18.99
Total 5525 · Friends Contributions			18.99
TOTAL			174,311.02

Young Adult Monthly Report for December 2022

The pages helped decorate the Teen area with Cricut cutout snowflakes and evergreen trees. Janet Auer and I shopped for holiday décor and decorated the library to make it look very festive! Throughout the month, I assisted patrons with the smartboard and projector, scanning documents, devices, and printer issues. I also helped Kathy S. with a minor computer issue.

Programs:

December 1: North Fork Debate Club Interest meeting. Kids and parents attended a meeting to learn about what to expect at our NF Debate Club led by HS senior Malena Bendik. Malena did a great job describing the program to everyone.

Attendance: **5 kids; 2 parents**

December 9: Pop Tart Holiday House. Dana and I thought this would be a poorly attended program due to a few cancellations and low registration. To our surprise, kids and parents kept coming through the door and we ended up with many participants. Although it was a bit chaotic, most everyone went home with a house or some semblance of one. Most parents stayed and were a tremendous help and older kids helped younger kids. Many came together with clean up at the end. It was a collaborative event. Attendance: **17**

December 10: Dungeons and Dragons cancelled due to too many illnesses among the teens.

December 13: Holiday Centerpiece with Jen McGreevy. Not as many attended this program as I had hoped, but those that did made some lovely centerpieces!

Attendance: **6**

December 19: Mario Kart Monday! More kids came than expected! Kids had fun making DIY Dog Treat jars for the shelter while they waited their turn to play Mario Kart!

Attendance: **9**

December 19- 23: DIY Dog Treat Jars. Teens and tweens made Dog Treat jars using materials provided by Theresa. 2 Teens finished them and dropped them off at the local animal shelter (NFAWL). Teens received Community Service hours for their time. Total jars made: **15** Total teens participating: **11**

Meetings and Trainings

December 2: Met with Thomas and Dana to discuss in more detail what we want to purchase and how we want to implement coding workshops and classes.

December 6 & 13: Met with Caroline and Dana to discuss programs, coding, new ideas and more. One new idea in particular is a Tween space. We will be fixing up a nook on the 2nd floor near the Teen Services desk that will be for kids in grades 4-6. We hope to have one or two gaming laptops, an iPad, a magnetic/bulletin board and a couple of bean bags.

December 7: YA Department Heads meeting at SCLS. Topics discussed: Brainfuse, attracting teens to programs, grab & go ideas, Battle of the Books, school partnerships, and SCLS updates.

December 8: Read a holiday story to Donna Bing's 3rd grade class for Dana. The kids were absolutely adorable! Attendance: about **22**

December 13: Staff meeting.

December 16: Open House for grades 5-8 at the Rec Center. Tracey Moloney, Youth Bureau Director for Southold Town held an Open House for kids and invited the NF libraries to attend or send flyers promoting programs. I attended and set up a table with flyers, swag and candy. A few kids attended and I actually recognized some of them!

December 19: Met with Jen Phillip's and Kevin McGoey's 5th grade class. I highlighted many graphic novels and many of them were checked out! Attendance: about **18**

Total Programs: **5**

Total Attendance: **50**

Submitted by

Penny Kelley, Teen Services Librarian

DECEMBER 2022 MONTHLY REPORT

DISPLAYS: We had a "Santa's Workshop" display (courtesy of Nicole Gomez) with presents, a teddy bear, and a Christmas tree with ornaments—cutouts were all made from our Cricut machine. Winter and holiday books were all out on display as well.

PROGRAMS: (We had 6 programs this month with 163 participants)

Fridays, December 2, 9, & 16: "Playgroup"—The Southold Mothers' Club continued coming in to play in the Children's Room for December, (10-11 am). There were 48 parents and their little ones that came in this month.

Fridays, December 2 and 16: "Music with Jenna"—Marta Thomas (from the Southold Mothers' Club) and I brought back the Mommy and Me music series program for the little ones. Jenna Becker charmed the 12 parents and their little one at each session, one with interactive songs and the other a holiday themed songfest. We will continue this popular series in January.

Saturdays, December 3, 10, & 17: "Zumba Kids Junior"—Joanne Vitiello continued her set of exercise classes for grades K-2. 6 children came on 12/3, 2 children came on 12/10, and 4 children came on 12/17.

Thursdays, December 8 and 15: "Storytime Yoga"—Mary Hasel finished her yoga series for 2022 with the little ones (10:00-10:45 am). 3 children came to both sessions.

Friday, December 9: "Family Pop Tart Holiday House Making"—Penny and I found a fun idea on Pinterest to put a different spin on holiday festivities. We had 17 participants come to put together a house with Pop Tart walls and royal icing and decorate with various candies. It was a sugary sweet time!

Tuesday, December 13: "Holiday Centerpiece"—Jen McGreevy did a holiday centerpiece making program for grades 2-5. She brought a wide variety of evergreen branches, white sticks, pinecones, bows, etc. to arrange in a moistened foam block inside white plastic pots. She showed the children how to fill in their arrangement so it was full and looked very pretty. 8 kids came to this festive program.

SCHOOL GROUPS: We had 4 school groups visit the library this month (60 children)

STORYTIME/ROMP 'N RHYME: We had 2 sessions of Romp 'N Rhyme with 64 in total attendance and we had 2 sessions of Storytime with 14 in total attendance.

MEETINGS: I attended 2 meetings this month. The first was an SCLS Children's Department Heads meeting (Tuesday, December 6th from 1:30-4:00 pm). The second was a virtual Summer Reading program Symposium on Zoom (Thursday, December 8th from 11:00-4:00 pm). I got a ton of ideas for this summer—so exciting!

MISC. I did a Zoom virtual Family Fun Night for Headstart (Thursday, December 1st from 6:00-6:30 pm) and also an in person visit to their school the following week on Friday, December 9th from 10:00-11:00 am.

--Dana Bruey, Children's Services

December Adult Services Report
Melissa Andruski

PROGRAM SESSIONS

1 BDG: Personal Librarian/25
3 Chair Yoga/33

4 program sessions/58 attendees

BOOK/MAGAZINE MENDING

6 repairs

FRIENDS

The book cottage traditionally closes for December, with the porch door being unlocked on Saturdays from 10am-3pm to accept donations and a money can left out for purchases made of any books shelved on the porch. This year the plan was to unlock the porch door only one Saturday in December. Then, Jenny and her volunteers decided to have a “pop-up” book sale and chose December 10th to fully open the cottage for both sales and donations (2 box limit). The idea was well-received; the cottage sales that day amounted to \$275! A “pop-up” sale is planned for January 7.

The Holiday Raffle featured a \$50 gift card from Santa’s Christmas Tree Farm along with a home fragrance gift set, plus a pillow quilted by Carol O’Connor and embroidered with the word BELIEVE by Jean Hayes. All raffle items were donated and Grace Zukas was the happy winner!

Generous pledges were made for 2023 to benefit adult programs and all the summer youth programs, plus the landscaping provided from Gardens by Kristin.

The Friends agreed to pay for the damaged glass of the painting of cows, created and donated by the late local Southold artist John Wissemann. It will be rehung on the brick wall across from the circulation desk. The work is being done by the Greenport Art & Design Emporium.

Kip Bedell’s vibrant display of watercolors, oils and acrylics titled “The Works” was hung for the months of December and January. An evening reception was held and attended by 30-40 folks of all ages.

WHITAKER COLLECTION

Snuffboxes old (1940s) and new (2016-2020) were requested to view. Folks enjoy walking around the history room admiring the paintings and in general commenting on our lovely library. The workmanship of the fireplace is greatly admired. It's a pleasure to show visitors the other three in the building. Three gentlemen requested to peruse the book *Ship ashore! : a record of maritime disasters off Montauk and eastern Long Island, 1640-1955*.

Ongoing: Subject folder file maintenance, thumbing through a variety of articles in *The Long Island Historical Journals*, transcribing hand written letters, and continued correspondence with inquirers seeking genealogical information.

We ended the year with our annual holiday party gathering on the first floor spread out between the lobby, local history room and the children's area. Mary Beth Keelty donated an artificial tree, brand new still in the box. Janet and Penny went shopping for new decorations. Caroline shopped for party provisions. With the fireplace glowing, the library newly decorated, food and drinks laid out among the tables, and wet snow falling, the evening was a lovely occasion.

Kathy Saccamano
December 2022

In Person	Dec 3 Rob Europe Concert	20
Remote	Dec 2 Mid Century Christmas	33
	Dec 6,13,20,27 Breathe	36
	Dec 6 NYC and WWII	16
	Dec 7 Divine NY shared 68	15 SOHD
	Dec 14 Holiday songs Explained	24
	Total	124

I attended a staff and programmers meeting.

I attended two zoom classes with the tenement museum as well as a zoom with Senior net. I completed the Sexual Harassment Training Seminar.

I am working on the Best Seller collection, converting books from various collections, programming for the future, working the circulation desk and communicating with the website company to update our marketing for adult classes. I helped complete the January/February newsletter and have started programming for March, April and May.