

**Southold Free Library  
Monthly Statistics  
March-23**

	<b>March-23</b>	<b>March-22</b>
<b>Total circulation</b>	2,270	2,204
<b>e-books</b>	2,681	2,353
<b>total</b>	<b>4,951</b>	<b>4,557</b>
<b>database access</b>	636	623
<b>Direct access</b>	270	161
Floyd Memorial	213	84
Cutchogue	22	28
Mattituck	13	13
Riverhead	17	17
other	5	19
 <b>New patrons added</b>	 26	 16
 <b>Tech help</b>	 196	 178
 <b>Additions to collection</b>	 234	 280
 <b>Deletions from collection</b>	 45	 257
 <b>Room Use</b>	 <b># uses--# hours</b>	 <b># uses--# hours</b>
Study Room	24--39	26--33
Community Room	40--79	42--69
Folk Room	33--63	32--60
 <b>Programs</b>		
<b>children's</b>		
number of sessions	27	29
number of attendees	428	264
 <b>young adults</b>		
number of sessions	8	13
number of attendees	70	172
 <b>Adult</b>		
number of sessions	16	21
number of attendees	238	387

**Southold Free Library**  
 Statistical Report  
**MARCH\*23**

<b>CIRCULATION:</b>		<b>March 2023</b>	<b>March 2022</b>	<b>March 2021</b>
<b>BOOKS</b>				
	A NEW	233	263	299
	AF	542	508	542
	ANF	159	238	212
	ESL	0	2	0
	REF	1	0	1
	AMAG	19	34	22
	YA	79	112	82
	J NEW	62	75	146
	JF	407	397	439
	JNF	131	101	115
	JREF	1	0	0
	JMAG	5	1	3
	OTHER / ILL'S	192	68	194
	<b>TOTALS</b>	<b>1,831</b>	<b>1,806</b>	<b>2,055</b>
<b>MEDIA</b>				
	ARBCD	19	26	38
	Kindle	0	1	1
	ADVD	294	296	227
	ACD-MUSIC	97	73	169
	J-DVD	0	1	13
	VOX books/audio	12	8	
	JCD MUSIC	0	0	2
	Puzzles	5	0	0
	Fishing Poles	0	0	0
	Museum Pass	10	1	1
	BloodPressureCuff	2	0	0
	<b>TOTALS</b>	<b>439</b>	<b>398</b>	<b>451</b>
<b>TOTALS</b>		<b>2,270</b>	<b>2,204</b>	<b>2,506</b>
<b>%+(-)</b>		<b>+ 3.00%</b>	<b>-12.05%</b>	
ALA-Inter- Library loan		0	0	13

- The new online event calendar, room reservation and program registration platform went live on Friday, 4/21. Staff attended a training, and now that it is live, it is easier to learn and navigate. This is a huge improvement in customer service. I am thrilled to see it moving forward.
- SCLS now has a marketing support department, including a person who is expert in social media services. Noah visited the library and met with Penny and I to review and suggest improvements in how we use digital marketing. It was a good first step and we plan to have followup conversations in the future.
- The May/June newsletter is in final proofing stages and will be printed and mailed before the end of April.
- The staff wellness series continued with a presentation on Emotional Intelligence. It was well attended and interesting. The next workshop is mindfulness and stress reduction. Following that, based on staff suggestions, we will have tea and scones to debrief on the first 3 workshops, and offer yoga, Henna, etc in the future. Staff member and EAP rep Dana Bruey has been the driving force on this which is well received and appreciated by all staff.
- The Friends of the Library's plant sale will be held on May 6<sup>th</sup> in front of the Book Cottage. This has been a good fundraiser in past years. Rain date is the 7<sup>th</sup>. Flowers, hanging baskets, and other plants will be for sale.
- I have reserved May 16<sup>th</sup> for the annual Friends appreciation luncheon. The Book Cottage volunteers love this yearly event. We will once again be dining at Touch of Venice.
- I prepared budget information for the webpage and was asked to send it for an article in the Suffolk Times (4/13/23 issue). I have not received any feedback. Just a reminder, the vote is May 16<sup>th</sup>.

March 2023  
Adult Services Report  
Melissa Andruski

## **PROGRAM SESSIONS**

1 BDG: Think Again/24  
3 Chair Yoga/36  
1 Defensive Driving Class/20  
1 New York Boating Safety Course/20

6 program sessions/ 100 attendees

The March defensive driving class was the third one we booked with Empire Safety Council. The feedback from attendees has been very positive; they much prefer this course to the one offered by AARP.

Last year when reaching out for a boating instructor, I got a call from a gentleman in East Islip who has an impressive amount of experience and was willing to travel to Southold. We scheduled for late in March with no charge for course materials. Perhaps this can be offered next year in the early spring.

## **BOOK/MAGAZINE MENDING**

7 repairs

## **FRIENDS**

The book cottage remains a popular destination for both shoppers and donors. Advertisement for the Mother's Day plant sale on May 6 is underway.

The recently reframed John Wissemann's painting continues to attract attention; even though it's in the same place, it seems to be more visible.

## **WHITAKER COLLECTION**

The Southold Historical Museum offered a program with author Mark Torres as part of their winter lecture series. The author's book "Long Island Migrant Labor Camps: Dust for Blood", published by the History Press in 2021, tells the history of the camps of the 1900's and what life was like for the farmworkers. The dynamic program, like the book, is a real eye opener. At the end of the presentation, many folks asked questions which Mark addressed. At times, you could have heard a pin drop. Following the Q&A, several in attendance purchased the book.

Benjamin surname genealogy query and burial sites of family members.

Terrell and Hallock information sought for Hallock Family Association newsletter.

Snuffbox yearbooks

Rebecca DeMarino visited from Washington to focus on writing her novel set in Southold circa 1888. She found Henrietta Payne's diary informative as well as *The Southold Sisterhood: Sociables and Serious Business*.

A visitor admired the model of the Holland submarine and inquired about additional information which was supplied from our files. He read the articles with enthusiasm.

A visitor inquired about the Aquebogue land division of the 17<sup>th</sup> century and the census of Suffolk County 1776.

March 2023  
Kathy Saccamano

In Person Classes	March 9	Intro to Beekeeping		12
	March 21	Wine Bottle Art		5
	March 28	Microgreens		24
		<b>Total</b>		<b>41</b>

Virtual	March 2	The Oscars Shared 38 total	SOHD	10
	March 7,14,21,28	Breathe Shared	SOHD	35
	March 8	Whales and Dolphins of LI		38
	March 16	Island Girls Shared 58	SOHD	14
		<b>Total</b>		<b>97</b>

I have attended programming meetings, EAP meetings, LIRC meetings and several Library Market meetings.

I am working on the Best Seller collection, converting books from various collections, working the circulation desk and communicating with the website company to update our marketing for adult classes. I completed the adult programs for the May/June newsletter and have started working on the July/August newsletter.

## Young Adult Monthly Report for March 2023

Windows on the 2<sup>nd</sup> floor were decorated with shamrocks for St. Patrick's Day! There was a display for Women's History month. I helped patrons with the Smartboard, devices (mostly Libby issues on the phone), printing and scanning. Teens fill the Teen Room and upstairs nearly every afternoon. We have been busy!

### Programs:

**March 8:** Come in and Code for Grades 2-5. Kids teamed up and worked with the Dashbots to learn coding. There was a lot of interest in making the bots move, speak, turn and respond to certain commands. Dana and I also had Chromebook available for the kids to try out some scratch code. A few of them gravitated to the computers and figured out the code on – mostly on their own. Attendance: **10**

**March 13, 20 & 27:** Yoga for Teens. It has been a challenge to recruit teens to attend this program, but I feel it has been worth it to offer this invaluable program. The few that have attended seem to be benefitting. Attendance: 3/13: **5**; 3/20: **2** 3/27: **2**

**March 15:** Come in and Code for Grades 6-12. We invited the kids who attended last week to come back this week. We had Dashbots in the Community Room and Lego Prime Spike in the Folk room. The Lego kits are a little more complex and tricky for younger kids so it was a little more challenging. However, there was some collaborative work among them and we had some successful builds and coding! Dana and I have more coding workshops planned for the future with different challenges to present to the kids. Attendance: **8**

**March 17:** Cake in a mug and a movie. Teens mixed flour, sugar, cocoa powder, baking powder and salt with oil, milk and vanilla to create delicious individual chocolate cakes. They poured the batter into microwave safe mugs and I cooked each for about 90 seconds. We added whipped cream and sprinkles and enjoyed them while watching Spiderman! Attendance: **14**

**March 22:** Sharpie Mugs. Tweens decorated individual mugs using sharpie markers and stencils. We finished off the mugs with mod podge sealant. With about 10 minutes of time left, the kids played Giant Uno! Attendance: **15**

**March 29:** Spring Salt Painting with tweens. Tweens had a fun and messy time painting spring scenes, covering the paintings with glue and sprinkling Epsom salt over them for a sparkling effect. Early finishers created mini magnets for their home fridge or school locker. Attendance: **14**

## **Workshops/Meetings**

**March 6:** Author's Unlimited Committee meeting via Zoom. Planning and preparing for Authors Unlimited on April 15 at St. Joseph's University.

**March 7, 14, 21 & 28:** Weekly meetings with Caroline and Dana.

**March 9:** Library Calendar Configuration training

**March 14:** Staff Meeting

**March 21:** Meeting with Mira Johnson – Southold Jr/Sr HS Librarian

**March 23:** LibraryAware: Get Ready for summer at your library workshop. In this training, we learned about marketing tools that can be used in LibraryAware.

**March 27:** YouthConnect training via Zoom (SCLS). Learned about OLA of Eastern Long Island and the emotional support and guidance provided for youth on the East End.

**March 30:** Library Calendar Training

## **Class Visits**

**March 29:** Phillips and McGoey's 5<sup>th</sup> grade class visited the library. I highlighted several books about famous women in honor of Women's History month.

Total Programs: **8**

Total Attendance: **70**

Submitted by:

Penny Kelley, Teen Services Librarian

## **MARCH 2023 MONTHLY REPORT**

**DISPLAYS:** Spring and bug books were on display this month with shamrocks and flowers on the windows.

**PROGRAMS:** (We had 9 programs this month with 226 participants)

Fridays, March 3, 10, 17, 24, & 31: "Playgroup"—The Southold Mothers' Club has continued to come in every week to play in the Children's room and attend a music class. Over the past 5 weeks, 116 littles and their parents visited the library.

Wednesdays, March 8 & 18: "Come In and Code"—Penny and I invited grades 2-5 to come in and code our new Dashbot robots and Lego Spike Robotics kits. There were also computer stations set up for the kids to do Scratch coding. It was great fun and Penny and I learned just as much as the kids! 10 kids came on 3/8 and 8 kids came on 3/15.

Thursdays, March 9, 16, 23, & 30: "Storytime Yoga"—Miss Mary Hasel finished her yoga classes for the little ones. We had 4 sessions with 6 children and their parents coming in regularly to each class.

Saturdays, March 11 & 18: "Zumba Kids Junior"—Miss Jo Anne Vitiello finished her exercise classes for grades K-2. We had 2 sessions with 8 people on 3/11 and 10 people on 3/18.

Tuesday, March 14: "Oh the Places You'll Go...Guinea Pigs!"—James Ciervo brought 3 guinea pigs to run through a maze set up by the children. Mr. James first read the classic Dr. Seuss story and then the 9 children created a maze with parts that James brought with him. The kids had great fun.

Thursday, March 16: "Tots Night Out"—I did an evening storytime for children 3-8 years old. We read stories about butterflies and then created "stained glass" butterfly wings out of cardboard. The children colored their wings with markers and glued on colored gels that created color silhouettes when the sun shined through them when they were tied with ribbon to their backs. We enjoyed butterfly snack bags—gummie bears, goldfish, and Fruit Loop cereal put into Ziploc bags and shaped into wings after putting a decorated clothespin through the middle of the bag. 6 kids came to this evening storytime.

Wednesday, March 22: "Sharpie Mugs"—Penny and I did a creative program for grades 3-8 where the kids drew designs on mugs with sharpies. We had various stencils and painted "Modge Podge" over their designs to withstand dishwasher use. 15 kids came to this terrific program.

Tuesday, March 28: "Van Gogh Almond Blossoms"—Darlene Siracusano did another creative painting and craypas class with grades K-5. This time, they used paint and craypas pastel crayons to recreate the famous almond blossoms Van Gogh painting. Another stunning number of paintings were created by 6 children during this artistic program.

Wednesday, March 29: "Spring Salt Painting"—Penny and I did another creative program for the tweens (grades 3-8) where the kids used spring

colors to paint pictures, dripped glue all over it, and then sprinkled Epsom salt over it to make it sparkle. 14 kids came to this very creative program.

**SCHOOL GROUPS:** We had 3 school groups visit the library (60 children)

**ROMP 'N RHYME/STORYTIME:** We had 3 sessions of Romp 'N Rhyme with 120 in total attendance and we had 3 sessions of Storytime with 22 in total attendance.

**MEETINGS:** I went to 4 meetings this month, 3 via Zoom and the other one in person. The first was an EAP (Employee Assistance Program) meeting via Zoom (Wednesday, March 8<sup>th</sup> from 10:30-11:30 am). The second was an SCLS Book Buzz meeting where several publishers discussed all of the books coming out this fall 2023 (Tuesday, March 21<sup>st</sup> from 9:30-1:30 pm). The third was a North Fork Librarians' Summer Planning meeting at Floyd Memorial Library (Tuesday, March 28<sup>th</sup> from 10-12 pm). Lastly, the fourth meeting was an online calendar training where we learned all the ins and outs of our upcoming new registration system, Library Market Calendar.

**MISC.:** I visited 3 Headstart classes in person at the school (Wednesday, March 1<sup>st</sup> from 10-11 am) and I also did a Zoom Virtual Family Fun Night for Headstart the next night, reading a story and leading them through a craft (Thursday, March 2<sup>nd</sup> from 6:00-6:30 pm)

--Dana Bruey, Children's Services

## The Friends of Southold Free Library Meeting

April 11, 2023

### Treasurers Report -

Checking Account	\$16722 -
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### Disbursements -

Adult Program.	250 -
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Display Case	254-
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Cottage Supplies	<u>63 -</u>
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\$567

Friends Appeal 2023 YTD	\$352-
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Raffle YTD	138-
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Donations YTD	0
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Amazon YTD	21-
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Art Show Commissions YTD	85-
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### The Friends Book Cottage

Cottage Sales YTD	\$5004-
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The Book Cottage continues to be a favorite place for many  
Donations are great & Volunteers wonderful

## Southold Free Library Budget Report with Y-T-D Figures July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5000 · School District	733,660.39	959,673.00	-226,012.61	76.4%
5012 · Pilot Revenue	10,732.23	7,253.00	3,479.23	148.0%
5050 · Contingency Fund	0.00	39,000.00	-39,000.00	0.0%
5100 · NYS Education	196.00	1,500.00	-1,304.00	13.1%
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	208.35			
<b>Total 5200 · Interest/Investments</b>	<b>208.35</b>	<b>0.00</b>	<b>208.35</b>	<b>100.0%</b>
5225 · Book Fines	0.00	0.00	0.00	0.0%
5250 · Lost/Paid Material	543.92	500.00	43.92	108.8%
5275 · Photocopies & PC Printouts	2,671.00	1,500.00	1,171.00	178.1%
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	150.75			
5500 · Contributions - Other	462.11	1,000.00	-537.89	46.2%
<b>Total 5500 · Contributions</b>	<b>662.86</b>	<b>3,000.00</b>	<b>-2,337.14</b>	<b>22.1%</b>
5525 · Friends Contributions				
5526 · SRC Contribution	6,000.00			
5525 · Friends Contributions - Other	5,113.03	10,000.00	-4,886.97	51.1%
<b>Total 5525 · Friends Contributions</b>	<b>11,113.03</b>	<b>10,000.00</b>	<b>1,113.03</b>	<b>111.1%</b>
5600 · Miscellaneous	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>761,558.78</b>	<b>1,022,426.00</b>	<b>-260,867.22</b>	<b>74.5%</b>
<b>Gross Profit</b>	<b>761,558.78</b>	<b>1,022,426.00</b>	<b>-260,867.22</b>	<b>74.5%</b>
<b>Expense</b>				
6000 · Friends Reimbursement				
6001 · SRC Expense	7,112.13			
6000 · Friends Reimbursement - Other	4,279.03	10,000.00	-5,720.97	42.8%
<b>Total 6000 · Friends Reimbursement</b>	<b>11,391.16</b>	<b>10,000.00</b>	<b>1,391.16</b>	<b>113.9%</b>
6099 · Personnel				
6100 · Salaries	363,571.17	505,000.00	-141,428.83	72.0%
6110 · Social Security	27,330.14	38,600.00	-11,269.86	70.8%
6120 · NYS Unemployment Ins.	3,175.09	3,500.00	-324.91	90.7%
6130 · Worker's Comp.	3,400.00	5,000.00	-1,600.00	68.0%
6140 · Disability Insurance	-180.60	1,800.00	-1,980.60	-10.0%
6150 · Full Time Benefit	63,150.52	85,000.00	-21,849.48	74.3%
6160 · ADP/Paychex Charge	2,493.40	4,000.00	-1,506.60	62.3%
6170 · Retirement	9,751.70	7,500.00	2,251.70	130.0%
<b>Total 6099 · Personnel</b>	<b>472,691.42</b>	<b>650,400.00</b>	<b>-177,708.58</b>	<b>72.7%</b>
6499 · Library Materials				
6500 · Books	25,166.08	38,500.00	-13,333.92	65.4%
6505 · e-books	53,810.63	50,000.00	3,810.63	107.6%
6510 · Newspapers	4,036.11	5,000.00	-963.89	80.7%
6520 · Periodicals/Journals	2,952.85	3,000.00	-47.15	98.4%
6531 · DVD's	2,964.12	5,000.00	-2,035.88	59.3%
6540 · CD's	160.32	1,000.00	-839.68	16.0%
6550 · Recorded Books	1,625.33	5,000.00	-3,374.67	32.5%
6555 · Software	0.00	800.00	-800.00	0.0%
6570 · Miscellaneous				
6571 · Museum Passes	3,265.00	4,000.00	-735.00	81.6%

1:42 PM

04/11/23

Accrual Basis

## Southold Free Library Budget Report with Y-T-D Figures July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
6570 · Miscellaneous - Other	39.80	1,226.00	-1,186.20	3.2%
<b>Total 6570 · Miscellaneous</b>	<b>3,304.80</b>	<b>5,226.00</b>	<b>-1,921.20</b>	<b>63.2%</b>
<b>Total 6499 · Library Materials</b>	<b>94,020.24</b>	<b>113,526.00</b>	<b>-19,505.76</b>	<b>82.8%</b>
<b>7000 · Operations/Maintenance</b>				
7005 · Maintenance/Building	39,465.27	45,000.00	-5,534.73	87.7%
7010 · Maintenance/Computer	4,912.56	5,500.00	-587.44	89.3%
7020 · Maintenance/Equipment	1,926.14	2,500.00	-573.86	77.0%
7030 · Maintenance/Grounds	6,723.47	12,000.00	-5,276.53	56.0%
7035 · Fixed Assets				
7039 · Furniture & Equipment	5,708.98			
7035 · Fixed Assets - Other	0.00	8,000.00	-8,000.00	0.0%
<b>Total 7035 · Fixed Assets</b>	<b>5,708.98</b>	<b>8,000.00</b>	<b>-2,291.02</b>	<b>71.4%</b>
7040 · Equipment Purchase	2,688.29	1,500.00	1,188.29	179.2%
7060 · Insurance	17,300.00	28,000.00	-10,700.00	61.8%
7070 · Fuel	4,714.32	5,000.00	-285.68	94.3%
7080 · Utilities	12,664.76	15,000.00	-2,335.24	84.4%
7095 · Water	554.10	500.00	54.10	110.8%
<b>Total 7000 · Operations/Maintenance</b>	<b>96,657.89</b>	<b>123,000.00</b>	<b>-26,342.11</b>	<b>78.6%</b>
<b>7499 · Office Expense</b>				
7500 · Supplies	9,315.62	12,000.00	-2,684.38	77.6%
7525 · Telephone	1,017.99	1,500.00	-482.01	67.9%
7550 · Postage	3,094.60	4,000.00	-905.40	77.4%
7575 · Miscellaneous				
7575a · Pay Pal Fees	70.57			
7575 · Miscellaneous - Other	913.38	1,500.00	-586.62	60.9%
<b>Total 7575 · Miscellaneous</b>	<b>983.95</b>	<b>1,500.00</b>	<b>-516.05</b>	<b>65.6%</b>
<b>Total 7499 · Office Expense</b>	<b>14,412.16</b>	<b>19,000.00</b>	<b>-4,587.84</b>	<b>75.9%</b>
<b>7999 · Contracts/Services</b>				
8000 · Workshops, Travel & Dues	3,809.48	3,500.00	309.48	108.8%
8010 · Adult Library Programs				
8011 · Aquarium Tickets	-510.00			
8017 · Adult Programs	4,125.31			
8010 · Adult Library Programs - Other	0.00	8,000.00	-8,000.00	0.0%
<b>Total 8010 · Adult Library Programs</b>	<b>3,615.31</b>	<b>8,000.00</b>	<b>-4,384.69</b>	<b>45.2%</b>
8015 · Young Adult Library Programs	3,561.48	5,000.00	-1,438.52	71.2%
8020 · Children Library Programs	4,427.00	5,000.00	-573.00	88.5%
8030 · Service Contracts	5,025.77	7,500.00	-2,474.23	67.0%
8040 · Telecommunications	8,629.35	11,000.00	-2,370.65	78.4%
8050 · Accounting Services	10,077.50	10,000.00	77.50	100.8%
8055 · Legal Services	94.00	1,000.00	-906.00	9.4%
8060 · SCLS Services	5,050.00	16,500.00	-11,450.00	30.6%
8070 · Marketing				
8071 · Newsletter Printing	18,656.00			
8070 · Marketing - Other	16,292.00	39,000.00	-22,708.00	41.8%
<b>Total 8070 · Marketing</b>	<b>34,948.00</b>	<b>39,000.00</b>	<b>-4,052.00</b>	<b>89.6%</b>
7999 · Contracts/Services - Other	-20.00			
<b>Total 7999 · Contracts/Services</b>	<b>79,217.89</b>	<b>106,500.00</b>	<b>-27,282.11</b>	<b>74.4%</b>
<b>Total Expense</b>	<b>768,390.76</b>	<b>1,022,426.00</b>	<b>-254,035.24</b>	<b>75.2%</b>
<b>Net Ordinary Income</b>	<b>-6,831.98</b>	<b>0.00</b>	<b>-6,831.98</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9000 · Due from/to Memorial Maint	0.00			

04/11/23

**Southold Free Library**  
**Monthly Budget Report**  
**March 2023**

	Mar 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
5000 · School District	93,972.75
5200 · Interest/Investments	24.77
5250 · Lost/Paid Material	44.95
5275 · Photocopies & PC Printouts	391.00
5500 · Contributions	
5502 · Small Cash Contributions	47.05
<b>Total 5500 · Contributions</b>	47.05
5525 · Friends Contributions	771.40
<b>Total Income</b>	95,251.92
<b>Gross Profit</b>	95,251.92
<b>Expense</b>	
6000 · Friends Reimbursement	
6001 · SRC Expense	225.00
6000 · Friends Reimbursement - Other	775.00
<b>Total 6000 · Friends Reimbursement</b>	1,000.00
6099 · Personnel	
6100 · Salaries	52,594.32
6110 · Social Security	4,078.19
6120 · NYS Unemployment Ins.	709.04
6130 · Worker's Comp.	1,158.00
6140 · Disability Insurance	-242.61
6150 · Full Time Benefit	6,964.78
6160 · ADP/Paychex Charge	230.08
6170 · Retirement	1,220.00
<b>Total 6099 · Personnel</b>	66,711.80
6499 · Library Materials	
6500 · Books	2,040.33
6505 · e-books	66.15
6510 · Newspapers	830.91
6531 · DVD's	612.90
6540 · CD's	18.51
6550 · Recorded Books	410.17
6570 · Miscellaneous	
6571 · Museum Passes	150.00
<b>Total 6570 · Miscellaneous</b>	150.00
<b>Total 6499 · Library Materials</b>	4,128.97
7000 · Operations/Maintenance	
7005 · Maintenance/Building	4,459.19
7010 · Maintenance/Computer	104.53
7060 · Insurance	1,876.00
7070 · Fuel	1,535.62
7080 · Utilities	1,168.49
7095 · Water	116.98
<b>Total 7000 · Operations/Maintenance</b>	9,260.81
7499 · Office Expense	
7500 · Supplies	1,128.16
7525 · Telephone	113.18
7550 · Postage	184.50
7575 · Miscellaneous	
7575a · Pay Pal Fees	8.24

04/11/23

# Southold Free Library Monthly Budget Report March 2023

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	<u>Mar 23</u>
7575 · Miscellaneous - Other	361.03
Total 7575 · Miscellaneous	<u>369.27</u>
Total 7499 · Office Expense	1,795.11
7999 · Contracts/Services	
8000 · Workshops, Travel & Dues	62.64
8010 · Adult Library Programs	
8011 · Aquarium Tickets	1,440.00
8017 · Adult Programs	<u>268.59</u>
Total 8010 · Adult Library Programs	1,708.59
8015 · Young Adult Library Programs	-339.91
8020 · Children Library Programs	-130.00
8030 · Service Contracts	195.28
8040 · Telecommunications	210.19
8070 · Marketing	
8071 · Newsletter Printing	4,664.00
8070 · Marketing - Other	<u>1,400.00</u>
Total 8070 · Marketing	6,064.00
7999 · Contracts/Services - Other	<u>-20.00</u>
Total 7999 · Contracts/Services	<u>7,750.79</u>
Total Expense	<u>90,647.48</u>
Net Ordinary Income	<u>4,604.44</u>
Net Income	<u><u>4,604.44</u></u>

04/11/23

**Southold Free Library**  
**Monthly Expense Report**  
**March 2023**

Date	Name	Memo	Amount
<b>6499 · Library Materials</b>			
<b>6500 · Books</b>			
03/01/2023	Ingram Library Services		-50.03
03/01/2023	MicroMarketing, LLC	Dana	-15.99
03/01/2023	MicroMarketing, LLC	Melissa	-15.99
03/01/2023	MicroMarketing, LLC	Penny	-31.18
03/01/2023	MicroMarketing, LLC	Dana	-216.65
03/01/2023	MicroMarketing, LLC		0.00
03/01/2023	Gale		-46.50
03/01/2023	Baker & Taylor		-165.56
03/01/2023	Baker & Taylor		-255.32
03/02/2023	MicroMarketing, LLC	Melissa	-43.46
03/02/2023	MicroMarketing, LLC	Penny	-142.58
03/07/2023	Gale		-166.44
03/07/2023	Gale		-54.73
03/09/2023	MicroMarketing, LLC	Melissa	-22.40
03/09/2023	MicroMarketing, LLC	Penny	-51.18
03/15/2023	Bank of America (4318)	Adult	-71.63
03/15/2023	Bank of America (4318)	YA (BoB)	-245.72
03/15/2023	Bank of America (4318)	Children	-13.46
03/15/2023	Bank of America (5025)	YA	-6.29
03/15/2023	Gale		-83.22
03/15/2023	Gale		-29.24
03/16/2023	Gale		-29.59
03/16/2023	MicroMarketing, LLC	Melissa	-45.52
03/16/2023	MicroMarketing, LLC	Penny	-31.18
03/21/2023	MicroMarketing, LLC	Penny	-15.99
03/21/2023	MicroMarketing, LLC	Melissa	-26.00
03/21/2023	MicroMarketing, LLC	Dana	-43.97
03/21/2023	MicroMarketing, LLC	Penny	-30.38
03/21/2023	MicroMarketing, LLC	Melissa	-24.00
03/21/2023	MicroMarketing, LLC	Dana	-59.13
03/21/2023	MicroMarketing, LLC	Penny	-31.98
03/31/2023		Adult	24.98
Total 6500 · Books			-2,040.33
<b>6510 · Newspapers</b>			
03/01/2023	Southold Pharmacy		-830.91
Total 6510 · Newspapers			-830.91
<b>6531 · DVD's</b>			
03/01/2023	Midwest Tape		-162.31
03/01/2023	Midwest Tape		-108.45
03/06/2023	Midwest Tape		-115.44
03/09/2023	Midwest Tape		-117.55
03/14/2023	SCLS	CD Repairs	-10.50
03/17/2023	Midwest Tape		-98.65
Total 6531 · DVD's			-612.90
<b>6540 · CD's</b>			
03/15/2023	Bank of America (4318)		-18.51
Total 6540 · CD's			-18.51
<b>6550 · Recorded Books</b>			
03/07/2023	MicroMarketing, LLC	Susan	-285.39
03/14/2023	MicroMarketing, LLC	Susan	-86.38
03/21/2023	MicroMarketing, LLC	Susan	-38.40
Total 6550 · Recorded Books			-410.17
Total 6499 · Library Materials			-3,912.82
<b>7000 · Operations/Maintenance</b>			
<b>7005 · Maintenance/Building</b>			
03/01/2023	North Fork Sanitation, Inc.		-111.00
03/01/2023	C's Home & Office Management, Inc.		-3,000.00

04/11/23

## Southold Free Library

# Monthly Expense Report

### March 2023

Date	Name	Memo	Amount
03/02/2023	Custom Lighting of Suffolk, Inc.		-300.00
03/03/2023	North Fork Woodworks		-384.19
03/15/2023	Bank of America (4318)	Kolb Heat emergency r...	-664.00
Total 7005 · Maintenance/Building			-4,459.19
<b>7010 · Maintenance/Computer</b>			
03/15/2023	Bank of America (5025)	Joy Sticks	-41.98
03/15/2023	Bank of America (5025)	Nintendo SD Cards	-29.98
03/15/2023	Bank of America (5025)	Minecraft App	-32.57
Total 7010 · Maintenance/Computer			-104.53
<b>7060 · Insurance</b>			
03/10/2023	Utica National Ins. Group		-1,876.00
03/10/2023	Utica National Ins. Group		0.00
Total 7060 · Insurance			-1,876.00
<b>7070 · Fuel</b>			
03/01/2023	National Grid		-742.29
03/22/2023	National Grid		-793.33
Total 7070 · Fuel			-1,535.62
<b>7080 · Utilities</b>			
03/14/2023	PSEGLI		-1,106.44
03/14/2023	SCWA		-62.05
Total 7080 · Utilities			-1,168.49
<b>7095 · Water</b>			
03/02/2023	ReadyRefresh by Nestle		-116.98
Total 7095 · Water			-116.98
Total 7000 · Operations/Maintenance			-9,260.81
<b>7499 · Office Expense</b>			
<b>7500 · Supplies</b>			
03/02/2023	W.B.Mason, Inc.		-577.71
03/06/2023	Brodart Co.		-19.12
03/07/2023	Petty Cash		0.00
03/07/2023	Petty Cash		-25.00
03/07/2023	Demco, Inc.		-96.53
03/07/2023	W.B.Mason, Inc.		-141.35
03/13/2023	Ink Spot Printing & Copies		-428.75
03/15/2023	Bank of America (4318)		-59.27
03/15/2023	Bank of America (5025)	Circuit	-9.99
03/15/2023	Bank of America (5025)	Amazon	-38.46
03/31/2023		4 Imprint Reimbursement	268.02
Total 7500 · Supplies			-1,128.16
<b>7525 · Telephone</b>			
03/08/2023	Optimum		-113.18
Total 7525 · Telephone			-113.18
<b>7550 · Postage</b>			
03/07/2023	Petty Cash		-60.00
03/07/2023	Petty Cash		-124.50
Total 7550 · Postage			-184.50
<b>7575 · Miscellaneous</b>			
03/02/2023	SCLS	SLED Fee for Winterfest	-225.00
03/15/2023	Bank of America (4318)	CC Late fees	-77.18
03/15/2023	Bank of America (5025)	CC Late Fees	-58.85
Total 7575 · Miscellaneous			-361.03

04/11/23

# Southold Free Library

## Monthly Expense Report

### March 2023

Date	Name	Memo	Amount
Total 7499 · Office Expense			-1,786.87
<b>7999 · Contracts/Services</b>			
<b>8000 · Workshops, Travel &amp; Dues</b>			
03/07/2023	Petty Cash		0.00
03/07/2023	Petty Cash		-53.14
03/15/2023	Bank of America (4318)	NYLA Hotel	-219.00
03/31/2023		Rogers Memorial Shar...	209.50
Total 8000 · Workshops, Travel & Dues			-62.64
<b>8015 · Young Adult Library Programs</b>			
03/01/2023	SCLS	Battle of the Books	-200.00
03/06/2023		Sat Prep	120.00
03/15/2023	Bank of America (5025)	Prizes	-101.97
03/17/2023		SAT Prep	120.00
03/20/2023	SCLS	Motion Picture Lic. Corp.	-78.12
03/31/2023		SAT Prep	480.00
Total 8015 · Young Adult Library Programs			339.91
<b>8020 · Children Library Programs</b>			
03/02/2023	JoAnne Vitiello	2 Zumba Kids Junior	-60.00
03/06/2023		Storytime Yoga	30.00
03/15/2023	Bank of America (5025)		0.00
03/31/2023			100.00
03/31/2023		Storytime Yoga	60.00
Total 8020 · Children Library Programs			130.00
<b>8030 · Service Contracts</b>			
03/01/2023	Advanced Imaging Systems	Toner	-10.55
03/06/2023	Advanced Imaging Systems		-175.92
03/08/2023	Advanced Imaging Systems		-8.81
Total 8030 · Service Contracts			-195.28
<b>8040 · Telecommunications</b>			
03/08/2023	Optimum		-210.19
Total 8040 · Telecommunications			-210.19
<b>8070 · Marketing</b>			
03/06/2023	Right Now Marketing, Ltd.		-1,400.00
Total 8070 · Marketing			-1,400.00
<b>7999 · Contracts/Services - Other</b>			
03/17/2023		Murphy Staff Appreciat...	20.00
Total 7999 · Contracts/Services - Other			20.00
Total 7999 · Contracts/Services			-1,378.20
<b>TOTAL</b>			<b>-16,338.70</b>

04/11/23

**Southold Free Library**  
**Monthly Income Report**  
 March 2023

Date	Name	Memo	Amount
<b>5000 · School District</b>			
03/06/2023		Deposit	93,972.75
Total 5000 · School District			93,972.75
<b>5200 · Interest/Investments</b>			
03/31/2023		Interest	24.77
Total 5200 · Interest/Investments			24.77
<b>5250 · Lost/Paid Material</b>			
03/06/2023		Deposit	11.95
03/31/2023		Deposit	33.00
Total 5250 · Lost/Paid Material			44.95
<b>5275 · Photocopies &amp; PC Printouts</b>			
03/06/2023		Deposit	94.00
03/17/2023		Deposit	80.00
03/31/2023		Deposit	217.00
Total 5275 · Photocopies & PC Printouts			391.00
<b>5525 · Friends Contributions</b>			
03/17/2023		Penny Lane Concert	267.00
03/31/2023		Alcohol Ink	250.00
03/31/2023		Holland Display Case	254.40
Total 5525 · Friends Contributions			771.40
<b>TOTAL</b>			<b>95,204.87</b>