

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

	October-23	October-22
<b>Total circulation</b>	2,206	2,328
<b>e-books</b>	2,835	2,383
<b>total</b>	<b>5,041</b>	<b>4,711</b>
<b>database access</b>	587	2,216
<b>Direct access</b>	166	243
Floyd Memorial	113	146
Cutchogue	20	44
Mattituck	7	10
Riverhead	12	12
other	14	31
 <b>New patrons added</b>	 29	 57
 <b>Tech help</b>	 141	 156
 <b>Additions to collection</b>	 302	 250
 <b>Deletions from collection</b>	 265	 295
 <b>Room Use</b>	<b># uses--# hours</b>	<b># uses--# hours</b>
Study Room	15--18	16--23
Community Room	34--53	45--84
Folk Room	28--54	25--53
 <b>Programs</b>		
<b>children's</b>		
number of sessions	29	24
number of attendees	359	384
 <b>young adults</b>		
number of sessions	6	6
number of attendees	69	39
 <b>Adult</b>		
number of sessions	22	28
number of attendees	243	287

Southold Free Library

OCTOBER '23

CIRCULATION:	October 2023	October 2022	October 2021
<b>BOOKS</b>			
A NEW	321	333	342
AF	459	561	523
ANF	123	146	162
ESL	0	0	0
REF	1	1	0
AMAG	26	7	31
YA	79	58	117
J NEW	38	93	56
JF	470	465	489
JNF	162	94	76
JREF	0	1	1
OTHER (ILL-RENEW)	214	99	97
JMAG	3	6	0
<b>TOTALS</b>	<b>1,896</b>	<b>1,864</b>	<b>1,894</b>
<b>MEDIA</b>			
ARBCD	16	33	35
Devices	0	1	0
Playaway	0	0	1
ADVD	152	248	256
ACD-MUSIC	101	144	31
J-DVD	0	0	10
JVOX/Audio	7	10	n/a
Museum Pass	23	26	16
Fishing Rods	5	1	4
Puzzles	1	0	0
Telescope	0	1	0
Bike Lock	5		
<b>TOTALS</b>	<b>310</b>	<b>464</b>	<b>353</b>
<b>TOTAL</b>	<b>2,206</b>	<b>2,328</b>	<b>2,247</b>
%+(-)	-5.24%	+ 3.50%	

**Monthly Memorials/Contributions**  
**October 2023**

**Memorials**

<b>Donor</b>	<b>In Memory of</b>	<b>Amount</b>
Terry Waters Property Owners	Frank Genovese	\$50
Appeal '23 October Donations		\$6,175
<b>TOTAL</b>		<b>\$6,225</b>

## **OCTOBER 2023 MONTHLY REPORT**

**DISPLAYS:** We had Halloween/Fall books on display this month with black cloth blacking out 3 windows with spiders and spider webs on them. We also had yarn pumpkins on the high shelves all throughout the room.

**PROGRAMS:** (We had 7 programs this month with 161 participants)

Fridays, October 6, 13, 20, & 27: "Playgroup"—The Southold Mothers' Club started coming in to play on Friday mornings in the children's room (10-11am). We had 64 little ones and their parents/caregivers come in this month.

Saturdays, October 7, 14, 21, & 28: "Zumba Kids Junior"—Joanne Vitiello started her exercise series for grades K-2 for the fall season (10:00-10:30am). We had 21 little ones and their parents/caregivers come in this month.

Thursdays, October 12, 19, & 26: "Storytime Yoga"—Mary Hasel started her yoga series for the little ones (10:00-10:45am). 7 children came on 10/12, 6 children came on 10/19, and 7 children came again on 10/26.

Friday, October 13: "Fall Fairy Workshop"—Mignon and I did our annual Fairy House/Gnome Home/Troll Fort making workshop for families to build together. Parents and their children (grades K-4) used all natural materials that they brought from their own yards or driftwood and other natural materials that Mignon and I gathered for them. 25 people came to this always very popular program.

Tuesdays, October 17 & 24: "Dia de los Muertos Clay Skulls"—Darlene Siracusano shared her creative talents once again with this holiday craft. Children shaped clay into skulls and created faces on them with helpful tips from Darlene. The second week, after the clay dried, she helped them paint their creations. 11 children had a wonderful time.

Wednesday, October 18: "Cheesecloth Ghosts with CAST"—I started hosting a monthly series working collaboratively with CAST this month. Erica Steindl called it, "Steps to Success". I chose to do Cheesecloth Ghosts with them which they really seemed to enjoy. We used mason jars as a base to wrap pipe cleaner "arms" around the top, added a balloon "head", and then doused cheesecloth in liquid starch to drape over the balloon head stuck in the jar opening. After the cheesecloth dried, the adults helped the kids hot glue on black felt eyes to complete the ghost decoration. The 6 children loved it!

Friday, October 27: "Harry Potter Night"—Penny and I showed the first "Harry Potter" for a tween movie night. First, we made edible wands with pretzel rods, frosting, sprinkles, and edible glitter and then played Bingo while watching the movie. We gave out small prizes for Bingo winners and had pizza and other snacks. 14 kids (grades 4-8) came to this fun program.

**SCHOOL GROUPS:** We had 6 school groups visit the library this month (90 children)

**STORYTIME/ROMP 'N RHYME:** We had 4 sessions of Romp 'N Rhyme with 84 in total attendance and we had 4 sessions of Storytime with 24 in total attendance.

**MEETINGS:** I attended 1 Zoom meeting and a conference this month. The first was an EAP Zoom meeting (Friday, October 6<sup>th</sup> from 11-12pm). The second was an all day literature conference at the Nassau Library System. It was all about banned books with a book discussion group and an open panel for discussion with 2 authors (Friday, October 20<sup>th</sup> from 10-3pm). Penny and I also meet with Caroline every Tuesday morning.

**MISC.:** I did a Headstart visit to the school on Wednesday, October 11<sup>th</sup> from 10:00-10:30am and also a Zoom Virtual Family Fun Night with them the following evening (Thursday, October 12<sup>th</sup> from 6:00-6:30pm) where I read them a story and led them through an acorn craft to all do together from home. I also went to the Time to Grow preschool to read (Friday, October 27<sup>th</sup> from 12:30-1:00pm) and a new daycare called North Fork Discoveries to sing songs and read to one class of 15 month olds and another class of 2 year olds (Thursday, October 5<sup>th</sup> from 10-11am).

--Dana Bruey, Children's Services

## YA Monthly Report for October 2023

The afternoons on the 2nd floor are busy. There is an average of 8-10 teens frequenting the library every day. It is sometimes loud, sometimes rambunctious and mostly a pure joy to have so many teens 'hanging out' here. They will often attend programs and I will, at times, offer them upstairs so teens can just 'drop in'. Some of the younger teens and tweens struggle with staying on task so they rarely last for an entire program, but I still try to have activities that I think will interest them. Dana and I were Thing 1 & Thing 2 for Halloween. I created a creepy Halloween book display that featured stories of horror, mystery, and suspense.

### Programs:

**October 10:** Zombify Yourself! Chris Vivas led an amazing program - teaching the teens how to apply makeup so they could look really dead... The teens went all out - gunshot wounds to the head, blood dripping from their mouths, and open wounds on their arms and faces. It was truly horrifying! They had a blast. Attendance: **10**

**October 11:** Chess Club. This was the last meeting of the series. Attendance: **4**

**October 14:** The Great Give Back. Kids, Teens and Adults colored cute animal decals and then helped to iron them on baby bibs. We made over 30 bibs that will be donated to C.A.S.T. A big thank you to Darlene who created all of the decals with the Cricut machine and sublimation printer.

Attendance: **30**

**October 23 & 30:** Coding Drop In Days. Tweens dropped in to play with our Dash Bots and Spike Lego sets. The Dash Bots are small robots that can be coded to move and respond OR can be controlled to move remotely using an iPad. Tweens preferred to remote control the Bots but there were a few kids who enjoyed building robots with the Legos and then setting up the code to make them move. Attendance: 10/23: **7**; 10/30: **4**

**October 27:** Harry Potter Celebration: Tweens made edible wands then played Harry Potter Bingo while watching the first HP movie: *Harry Potter and the Sorcerer's Stone*.

Attendance: **14**

Total Programs: **6**

Total Attendance: **69**

### Class Visits:

**October 5:** Visit with J.Viscoso and K. McGoey's 5th grade class. We talked about how to get a library card and what it means to have one. I also highlighted some appealing books, and told the students about upcoming programs at the library. Attendance: **22**

**October 25:** Visit from Stephanie Suter's 6th grade class. We talked about how to get a library card and what it means to have one. I also highlighted some upcoming programs then I told them a spooky story! Attendance: **23**

**October 25:** Visit from Cheryl Michaelis' 6th grade class. We talked about how to get a library card and what it means to have one. I also highlighted some upcoming programs then I told them a spooky story! Attendance: **24**

**October 31:** Visit from Kristin Woods' 4th grade class. Kids and teachers arrived dressed for the occasion - it was fun to see all of the clever costumes! We highlighted some upcoming programs and then Dana and I (aka Thing 1 & Thing 2) read a spooky story: Attendance: **22**

## **Meetings and Trainings**

**Oct. 3, 10, 17 and 31:** Weekly meetings with Caroline and Dana.

**October 12:** Zoom meeting with Rightnow to discuss Social media.

**October 17:** Staff meeting. During the meeting, staff colored and ironed on decals to create more baby bibs to donate. Thank you to everyone who participated!

**October 20:** Lit Fest at Nassau County Library System. Dana and I attended a Literature Conference for Youth Services librarians. The keynote speakers were: A.S. King, a Children's and YA author, and Chris Crutcher, a YA author. The theme was Banned Books. Both authors have had their books challenged and banned several times and A.S. King has been disinvented from speaking events. These authors spoke passionately about the extreme circumstance we are in today and the attempts to diminish our freedom to read. Their personal stories were inspiring and they both expressed tremendous gratitude to all the librarians in the room and beyond. They thanked us for being on the 'front lines' protecting our democracy. The breakout book discussion group was also an uplifting experience, especially when Chris Crutcher sat in with us and joined in on some of the conversation! It was like having a movie star in our presence. Overall, Dana and I agreed, that this was one of the best conferences we have attended. We were reminded of the WHY we do this and felt a renewed sense of purpose in our calling as librarians. Thank you to the board and Caroline for encouraging us to take time out from our daily schedule to expand and rejuvenate our minds so that we can continue to serve our patrons and community in the best possible way.

## **Tech Help**

Throughout the month: I check the iPads, chromebooks and Mac computer to charge them, clear the history, and wipe down the keyboards and screens. I also charge Switch controllers and trouble shoot any issues. I periodically help the teens with starting up the Nintendo Switch and fixing any issues that arise.

**October 30:** Helped a patron with her hearing aids and phone blue tooth connection.

**October 31:** Reset one of the Nintendo Switch lites in the Children's room.

## **Submitted by:**

Penny Kelley, Teen & Tween services

October Adult Services Report  
Melissa Andruski

### **PROGRAM SESSIONS**

1 BDG: Ethan Frome/23  
3 Chair Yoga/28  
1 Restorative Yoga/5  
1 Heritage walk/7  
1 Old Burying Ground visit/11  
1 Medicare Open Enrollment/11  
2 Art Workshops/25

10 program sessions/ 110 attendees

### **BOOK/MAGAZINE MENDING**

9 repairs made

### **FRIENDS**

Book sales and donations have been steady.

Mike Meehan is the displaying artist for October and November. A reception was held Friday, October 6 for his "If I Like It, I Paint It!" art show.

An art show fundraiser idea was suggested for next summer in the Pocket Park.

### **WHITAKER COLLECTION**

A request was received from Connecticut for a Horton birth date.

Jackie Dinan requested high resolution images from the collection for her upcoming book on Wayland Jefferson.

Elizabeth Moore, a Gardiner Writing Fellow, spent an afternoon studying the several Long Island Railroad folders. She considers the Whitaker Collection a treasure trove. She's especially interested in early letters from George Fisk and William Blydenburgh.



October 2023  
Kathy Saccamano

Zoom	October 3,10,17,24,31	Breathe shared	SOHD	37
	October 3	Book talk "The Leak: shared	70/ SOHD	15
	October 5	DNA	shared 49/	SOHD 18
	October 12	Lucy	3 lib shared	28/SOHD 17
	October 18	Barbie	3 lib shared	24/SOHD 18
	October 19	Breast Health	shared	16/SOHD 5
		<b>Total</b>		<b>110</b>
In Person	October 19	Pizza History	2 lib shared 30/	SOHD 13
	October 23	Pumpkin Craft		10
		<b>Total</b>		<b>23</b>

I attended the staff meeting, a programmer's meeting and two programs with LILRC.

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.

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

	Jul - Oct 23	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5000 · School District	575,246.50	1,155,057.00	-579,810.50	49.8%
5012 · Pilot Revenue	0.00	7,253.00	-7,253.00	0.0%
5050 · Contingency Fund	0.00	0.00	0.00	0.0%
5100 · NYS Education	1,765.00	1,500.00	265.00	117.7%
5200 · Interest/Investments	98.48			
5250 · Lost/Paid Material	285.60	500.00	-214.40	57.1%
5275 · Photocopies & PC Printouts	1,533.75	1,500.00	33.75	102.3%
5325 · Temporary Residents	0.00	0.00	0.00	0.0%
5350 · Sale Items	0.00	0.00	0.00	0.0%
5500 · Contributions				
5501 · Book Memorials	0.00	500.00	-500.00	0.0%
5502 · Small Cash Contributions	56.21			
5500 · Contributions - Other	177.00	1,000.00	-823.00	17.7%
<b>Total 5500 · Contributions</b>	<b>233.21</b>	<b>1,500.00</b>	<b>-1,266.79</b>	<b>15.5%</b>
5525 · Friends Contributions				
5526 · SRC Contribution	8,000.00			
5525 · Friends Contributions - Other	400.00	10,000.00	-9,600.00	4.0%
<b>Total 5525 · Friends Contributions</b>	<b>8,400.00</b>	<b>10,000.00</b>	<b>-1,600.00</b>	<b>84.0%</b>
<b>Total Income</b>	<b>587,562.54</b>	<b>1,177,310.00</b>	<b>-589,747.46</b>	<b>49.9%</b>
<b>Gross Profit</b>	<b>587,562.54</b>	<b>1,177,310.00</b>	<b>-589,747.46</b>	<b>49.9%</b>
<b>Expense</b>				
6000 · Friends Reimbursement				
6001 · SRC Expense	7,065.35			
6000 · Friends Reimbursement - Other	400.00	10,000.00	-9,600.00	4.0%
<b>Total 6000 · Friends Reimbursement</b>	<b>7,465.35</b>	<b>10,000.00</b>	<b>-2,534.65</b>	<b>74.7%</b>
6099 · Personnel				
6100 · Salaries	171,174.69	525,200.00	-354,025.31	32.6%
6110 · Social Security	13,094.87	40,180.00	-27,085.13	32.6%
6120 · NYS Unemployment Ins.	854.29	3,500.00	-2,645.71	24.4%
6130 · Worker's Comp.	1,999.00	5,850.00	-3,851.00	34.2%
6140 · Disability Insurance	-120.10	1,800.00	-1,920.10	-6.7%
6150 · Full Time Benefit	21,026.49	90,500.00	-69,473.51	23.2%
6160 · ADP/Paychex Charge	982.94	4,000.00	-3,017.06	24.6%
6170 · Retirement	5,685.12	13,975.00	-8,289.88	40.7%
<b>Total 6099 · Personnel</b>	<b>214,697.30</b>	<b>685,005.00</b>	<b>-470,307.70</b>	<b>31.3%</b>
6499 · Library Materials				
6500 · Books	13,816.10	40,000.00	-26,183.90	34.5%
6505 · e-books	27,614.38	55,000.00	-27,385.62	50.2%
6510 · Newspapers	2,094.33	6,500.00	-4,405.67	32.2%
6520 · Periodicals/Journals	1,573.00	3,000.00	-1,427.00	52.4%
6531 · DVD's	1,499.06	4,000.00	-2,500.94	37.5%
6540 · CD's	72.97	500.00	-427.03	14.6%
6550 · Recorded Books	555.69	3,500.00	-2,944.31	15.9%
6555 · Software	47.40	800.00	-752.60	5.9%
6570 · Miscellaneous				
6571 · Museum Passes	2,475.00	4,500.00	-2,025.00	55.0%
6570 · Miscellaneous - Other	402.00	1,250.00	-848.00	32.2%
<b>Total 6570 · Miscellaneous</b>	<b>2,877.00</b>	<b>5,750.00</b>	<b>-2,873.00</b>	<b>50.0%</b>
<b>Total 6499 · Library Materials</b>	<b>50,149.93</b>	<b>119,050.00</b>	<b>-68,900.07</b>	<b>42.1%</b>
7000 · Operations/Maintenance				
7005 · Maintenance/Building	18,515.57	45,000.00	-26,484.43	41.1%

## Southold Free Library

### Budget Report with Y-T-D Figures

July through October 2023

	Jul - Oct 23	Budget	\$ Over Bud...	% of Budget
7010 · Maintenance/Computer	2,116.97	5,500.00	-3,383.03	38.5%
7020 · Maintenance/Equipment	265.00	3,000.00	-2,735.00	8.8%
7030 · Maintenance/Grounds	4,535.00	12,500.00	-7,965.00	36.3%
7034 · Capital Improvements	0.00	99,855.00	-99,855.00	0.0%
7035 · Fixed Assets				
7036 · Equipment Lease	0.00	2,000.00	-2,000.00	0.0%
7039 · Furniture & Equipment	839.00			
7035 · Fixed Assets - Other	0.00	7,000.00	-7,000.00	0.0%
<b>Total 7035 · Fixed Assets</b>	<b>839.00</b>	<b>9,000.00</b>	<b>-8,161.00</b>	<b>9.3%</b>
7040 · Equipment Purchase	383.27			
7060 · Insurance	8,082.00	28,000.00	-19,918.00	28.9%
7070 · Fuel	933.88	5,000.00	-4,066.12	18.7%
7080 · Utilities	5,537.50	16,000.00	-10,462.50	34.6%
7095 · Water	343.97	1,000.00	-656.03	34.4%
<b>Total 7000 · Operations/Maintenance</b>	<b>41,552.16</b>	<b>224,855.00</b>	<b>-183,302.84</b>	<b>18.5%</b>
7499 · Office Expense				
7500 · Supplies	3,111.29	12,000.00	-8,888.71	25.9%
7525 · Telephone	479.49	1,600.00	-1,120.51	30.0%
7550 · Postage	2,761.00	5,000.00	-2,239.00	55.2%
7575 · Miscellaneous				
7575b · Square Fee	101.38			
7575 · Miscellaneous - Other	813.08	1,500.00	-686.92	54.2%
<b>Total 7575 · Miscellaneous</b>	<b>914.46</b>	<b>1,500.00</b>	<b>-585.54</b>	<b>61.0%</b>
<b>Total 7499 · Office Expense</b>	<b>7,266.24</b>	<b>20,100.00</b>	<b>-12,833.76</b>	<b>36.2%</b>
7999 · Contracts/Services				
8000 · Workshops, Travel & Dues	370.21	4,000.00	-3,629.79	9.3%
8010 · Adult Library Programs				
8010a · Harbes Pass Program	-475.00			
8011 · Aquarium Tickets	-1,176.00			
8011a · L.I.Science Center Tickets	-140.00			
8017 · Adult Programs	2,896.21			
8010 · Adult Library Programs - Other	-60.00	9,000.00	-9,060.00	-0.7%
<b>Total 8010 · Adult Library Programs</b>	<b>1,045.21</b>	<b>9,000.00</b>	<b>-7,954.79</b>	<b>11.6%</b>
8015 · Young Adult Library Programs	948.14	5,500.00	-4,551.86	17.2%
8020 · Children Library Programs	1,406.73	5,500.00	-4,093.27	25.6%
8021 · Square Unidentified Programs	-150.00			
8030 · Service Contracts	2,074.36	8,000.00	-5,925.64	25.9%
8040 · Telecommunications	5,512.61	14,000.00	-8,487.39	39.4%
8050 · Accounting Services	9,600.00	10,500.00	-900.00	91.4%
8055 · Legal Services	0.00	1,000.00	-1,000.00	0.0%
8060 · SCLS Services	0.00	16,800.00	-16,800.00	0.0%
8070 · Marketing				
8071 · Newsletter Printing	7,170.00			
8070 · Marketing - Other	6,020.00	44,000.00	-37,980.00	13.7%
<b>Total 8070 · Marketing</b>	<b>13,190.00</b>	<b>44,000.00</b>	<b>-30,810.00</b>	<b>30.0%</b>
<b>Total 7999 · Contracts/Services</b>	<b>33,997.26</b>	<b>118,300.00</b>	<b>-84,302.74</b>	<b>28.7%</b>
<b>Total Expense</b>	<b>355,128.24</b>	<b>1,177,310.00</b>	<b>-822,181.76</b>	<b>30.2%</b>
<b>Net Ordinary Income</b>	<b>232,434.30</b>	<b>0.00</b>	<b>232,434.30</b>	<b>100.0%</b>
<b>Net Income</b>	<b>232,434.30</b>	<b>0.00</b>	<b>232,434.30</b>	<b>100.0%</b>

# Southold Free Library

## Monthly Budget Report

### October 2023

	Oct 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
5000 · School District	96,254.75
5200 · Interest/Investments	25.63
5250 · Lost/Paid Material	75.63
5275 · Photocopies & PC Printouts	347.90
5500 · Contributions	
5502 · Small Cash Contributions	14.00
5500 · Contributions - Other	30.00
<b>Total 5500 · Contributions</b>	<b>44.00</b>
<b>Total Income</b>	<b>96,747.91</b>
<b>Gross Profit</b>	<b>96,747.91</b>
<b>Expense</b>	
6000 · Friends Reimbursement	
6001 · SRC Expense	-45.00
6000 · Friends Reimbursement - Other	0.00
<b>Total 6000 · Friends Reimbursement</b>	<b>-45.00</b>
6099 · Personnel	
6100 · Salaries	37,825.67
6110 · Social Security	2,893.68
6120 · NYS Unemployment Ins.	99.79
6130 · Worker's Comp.	523.00
6140 · Disability Insurance	-146.14
6150 · Full Time Benefit	6,063.14
6160 · ADP/Paychex Charge	243.98
6170 · Retirement	1,268.78
<b>Total 6099 · Personnel</b>	<b>48,771.90</b>
6499 · Library Materials	
6500 · Books	5,594.10
6505 · e-books	61.30
6510 · Newspapers	450.46
6531 · DVD's	481.04
6540 · CD's	35.31
6550 · Recorded Books	94.69
6570 · Miscellaneous	
6571 · Museum Passes	1,500.00
<b>Total 6570 · Miscellaneous</b>	<b>1,500.00</b>
<b>Total 6499 · Library Materials</b>	<b>8,216.90</b>
7000 · Operations/Maintenance	
7005 · Maintenance/Building	6,560.47
7010 · Maintenance/Computer	998.98
7060 · Insurance	1,912.00
7070 · Fuel	792.15
7080 · Utilities	1,220.22
7095 · Water	110.22
<b>Total 7000 · Operations/Maintenance</b>	<b>11,594.04</b>
7499 · Office Expense	
7500 · Supplies	848.57
7525 · Telephone	120.14
7550 · Postage	66.00
7575 · Miscellaneous	
7575b · Square Fee	18.85
	<b>18.85</b>

11/03/23

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

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	<u>Oct 23</u>
Total 7575 · Miscellaneous	18.85
Total 7499 · Office Expense	1,053.56
7999 · Contracts/Services	
8000 · Workshops, Travel & Dues	169.59
8010 · Adult Library Programs	
8011 · Aquarium Tickets	-81.00
8017 · Adult Programs	1,236.10
Total 8010 · Adult Library Programs	1,155.10
8015 · Young Adult Library Programs	679.51
8020 · Children Library Programs	-333.27
8021 · Square Unidentified Programs	-10.00
8030 · Service Contracts	1,409.57
8040 · Telecommunications	2,534.19
8070 · Marketing	
8071 · Newsletter Printing	3,585.00
8070 · Marketing - Other	1,400.00
Total 8070 · Marketing	4,985.00
Total 7999 · Contracts/Services	10,589.69
Total Expense	80,181.09
Net Ordinary Income	16,566.82
Net Income	<u>16,566.82</u>

11/03/23

# Southold Free Library

## Monthly Expense Report

### October 2023

Date	Name	Memo	Amount
<b>6499 · Library Materials</b>			
<b>6500 · Books</b>			
10/01/2023	Junior Library Guild		-2,721.02
10/01/2023	MicroMarketing, LLC	Penny	-15.99
10/01/2023	MicroMarketing, LLC	Penny	-63.16
10/01/2023	MicroMarketing, LLC	Penny	-37.59
10/01/2023	MicroMarketing, LLC	Dana	-11.99
10/01/2023	Gale		-26.39
10/01/2023	Gale		31.99
10/01/2023	Gale		-191.99
10/01/2023	Baker & Taylor		-493.36
10/01/2023	Baker & Taylor		-689.41
10/01/2023	MicroMarketing, LLC	Dana	-269.67
10/03/2023	MicroMarketing, LLC	Melissa	-26.00
10/03/2023	MicroMarketing, LLC	Dana	-59.96
10/06/2023	Gale		-29.59
10/09/2023	Gale		-140.20
10/10/2023	MicroMarketing, LLC	Melissa	-23.20
10/10/2023	Gale		-144.70
10/12/2023	MicroMarketing, LLC	Melissa	-26.00
10/12/2023	MicroMarketing, LLC	Melissa	-64.25
10/15/2023	Bank of America (4318)	Adult	-385.41
10/15/2023	Bank of America (4318)	YA	-39.99
10/15/2023	Bank of America (4318)	Children	-15.18
10/24/2023	MicroMarketing, LLC	Dana	-11.99
10/24/2023	MicroMarketing, LLC	Penny	-73.06
10/26/2023	MicroMarketing, LLC	Melissa	-65.99
Total 6500 · Books			-5,594.10
<b>6510 · Newspapers</b>			
10/01/2023	Southold Pharmacy		-450.46
Total 6510 · Newspapers			-450.46
<b>6531 · DVD's</b>			
10/01/2023	Midwest Tape		-49.67
10/01/2023	SCLS	CD Repair	-8.75
10/03/2023	Midwest Tape		-61.57
10/09/2023	Midwest Tape		-111.96
10/13/2023	Midwest Tape		-111.95
10/23/2023	Midwest Tape		-137.14
Total 6531 · DVD's			-481.04
<b>6540 · CD's</b>			
10/15/2023	Bank of America (4318)	Adult	-35.31
Total 6540 · CD's			-35.31
<b>6550 · Recorded Books</b>			
10/01/2023	MicroMarketing, LLC	Susan	-43.20
10/01/2023	MicroMarketing, LLC	Susan	-51.49
Total 6550 · Recorded Books			-94.69
Total 6499 · Library Materials			-6,655.60
<b>7000 · Operations/Maintenance</b>			
<b>7005 · Maintenance/Building</b>			
10/01/2023	C's Home & Office Managem...		-3,250.00
10/01/2023	Brookhaven Locksmiths, Inc.		-180.00
10/04/2023	Southold Town Clerk Denis N...	ermit renewal	-20.00
10/11/2023	Ned Stevens Gutter Cleaning		-1,625.47
10/18/2023	ChemDry		-1,485.00
Total 7005 · Maintenance/Building			-6,560.47
<b>7010 · Maintenance/Computer</b>			
10/01/2023	Net Plus Solutions Corp.		-170.00
10/15/2023	Bank of America (4318)	QB Annual Subscri...	-649.00

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Date	Name	Memo	Amount
10/15/2023	Bank of America (4318)	Adult Monitor Repl...	-79.99
10/15/2023	Bank of America (5025)	Mac Keybrd Repla...	-99.99
Total 7010 · Maintenance/Computer			-998.98
<b>7060 · Insurance</b>			
10/12/2023	Utica National Ins. Group		-1,912.00
Total 7060 · Insurance			-1,912.00
<b>7070 · Fuel</b>			
10/01/2023	Burt's Reliable-Cottage		-470.91
10/01/2023	National Grid		-41.01
10/23/2023	National Grid		-280.23
Total 7070 · Fuel			-792.15
<b>7080 · Utilities</b>			
10/01/2023	PSEGLI		-1,220.22
Total 7080 · Utilities			-1,220.22
<b>7095 · Water</b>			
10/03/2023	ReadyRefresh by Nestle		-110.22
Total 7095 · Water			-110.22
Total 7000 · Operations/Maintenance			-11,594.04
<b>7499 · Office Expense</b>			
<b>7500 · Supplies</b>			
10/01/2023	Demco, Inc.		-119.10
10/01/2023	W.B.Mason, Inc.		-182.55
10/02/2023	SCLS	Thermal Rolls	-89.98
10/03/2023	W.B.Mason, Inc.		-177.01
10/05/2023	Dana Bruey {Reimb}	Storytime & progra...	-36.27
10/06/2023	Janet Auer {reimb}	Fall Decorations	-50.74
10/08/2023	Southold Hardware		-52.22
10/09/2023	Demco, Inc.		-177.72
10/15/2023	Bank of America (4318)		-15.99
10/18/2023	Southold Hardware		-16.99
10/24/2023		Coffee	70.00
Total 7500 · Supplies			-848.57
<b>7525 · Telephone</b>			
10/08/2023	Optimum		-120.14
Total 7525 · Telephone			-120.14
<b>7550 · Postage</b>			
10/01/2023	Petty Cash		-66.00
Total 7550 · Postage			-66.00
Total 7499 · Office Expense			-1,034.71
<b>7999 · Contracts/Services</b>			
<b>8000 · Workshops, Travel &amp; Dues</b>			
10/01/2023	Petty Cash	Ferry Tickets	-53.00
10/02/2023	Carol Forestieri {Reimb}	Homebound Delive...	-19.65
10/27/2023	Penny Kelley {Reimb}	Nassau Library Sy...	-96.94
Total 8000 · Workshops, Travel & Dues			-169.59
<b>8015 · Young Adult Library Programs</b>			
10/15/2023	Bank of America (5025)	Snacks & Supplies	-345.86
10/15/2023	Bank of America (5025)	Cricut	-9.99
10/19/2023	Theresa's Programs, LLC	Meals on Wheels ...	-350.00
10/27/2023		Sq-Harry Potter	15.00
10/27/2023	Penny Kelley {Reimb}	Snacks for 10/27	-38.66
10/30/2023		Sq-Harry Potter	30.00

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### October 2023

Date	Name	Memo	Amount
10/31/2023		D&D	10.00
10/31/2023		Harry Potter	10.00
Total 8015 · Young Adult Library Programs			-679.51
<b>8020 · Children Library Programs</b>			
10/12/2023		Sq Storytime Yoga	5.00
10/13/2023		Sq-Storytime Yoga	10.00
10/15/2023	Bank of America (5025)	Supplies	-16.28
10/16/2023		Storytime Yoga	5.00
10/20/2023		Birdhouse canceled	225.00
10/20/2023		Sq-Storytime Yoga	4.55
10/23/2023		Sq-Storytime Yoga	5.00
10/23/2023		Sq-Storytime Yoga	10.00
10/24/2023		Storytime yoga	20.00
10/27/2023		Sq-Harry Potter	15.00
10/30/2023		Sq-Harry Potter	30.00
10/31/2023		Harry Potter	10.00
10/31/2023		Storytime Yoga	10.00
Total 8020 · Children Library Programs			333.27
<b>8030 · Service Contracts</b>			
10/01/2023	Champion Elevator		-1,155.58
10/03/2023	S & L Irrigation		-148.50
10/06/2023	Advanced Imaging Systems		-94.94
10/06/2023	Advanced Imaging Systems	Toner shipping	-10.55
Total 8030 · Service Contracts			-1,409.57
<b>8040 · Telecommunications</b>			
10/06/2023	SCLS - P.A.L.S.	4th Qtr Port Charges	-2,311.08
10/08/2023	Optimum		-223.11
Total 8040 · Telecommunications			-2,534.19
<b>8070 · Marketing</b>			
10/06/2023	Right Now Marketing, Ltd.		-1,400.00
Total 8070 · Marketing			-1,400.00
Total 7999 · Contracts/Services			-5,859.59
<b>TOTAL</b>			<b>-25,143.94</b>



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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>5000 · School District</b>			
10/24/2023		Nov	96,254.75
Total 5000 · School District			96,254.75
<b>5200 · Interest/Investments</b>			
10/31/2023		Interest	25.63
Total 5200 · Interest/Investments			25.63
<b>5250 · Lost/Paid Material</b>			
10/06/2023		Deposit	5.00
10/24/2023		Deposit	4.63
10/31/2023		Blydenburgh	20.00
10/31/2023		Heif	33.00
10/31/2023		Rodriguez	13.00
Total 5250 · Lost/Paid Material			75.63
<b>5275 · Photocopies &amp; PC Printouts</b>			
10/06/2023		Deposit	81.00
10/10/2023		Sq	5.00
10/10/2023		Sq	2.70
10/16/2023		Deposit	43.00
10/24/2023		Deposit	71.00
10/30/2023		Square	22.50
10/30/2023		Square	14.70
10/31/2023		Square	3.00
10/31/2023		Deposit	105.00
Total 5275 · Photocopies & PC Printouts			347.90
<b>5500 · Contributions</b>			
10/16/2023		Local history appreci...	30.00
Total 5500 · Contributions			30.00
<b>TOTAL</b>			<b>96,733.91</b>