

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

	December-23	December-22
Total circulation	1,720	2,104
e-books	2,337	2,380
total	4,057	4,484
database access	478	772
Direct access	135	198
Floyd Memorial	92	144
Cutchogue	10	18
Mattituck	2	14
Riverhead	0	20
other	21	
 New patrons added	 24	 16
 Tech help	 227	 188
 Additions to collection	 154	 179
 Deletions from collection	 166	 253
 Room Use	# uses--# hours	# uses--# hours
Study Room	20--22	14--20
Community Room	34--56	27--54
Folk Room	39--72	16--34
 Programs		
children's		
number of sessions	21	20
number of attendees	312	301
 young adults		
number of sessions	9	5
number of attendees	129	50
 Adult		
number of sessions	16	13
number of attendees	191	202

Southold Free Library

DECEMBER*2023

CIRCULATION:	December 2023	December 2022	December 2021
BOOKS			
A NEW	282	265	296
AF	433	525	509
ANF	187	107	181
ESL	0	0	0
REF	2	0	0
AMAG	13	8	19
YA	37	70	64
J NEW	39	84	96
JF	348	395	561
JNF	65	153	86
JREF	0	0	0
OTHER (ILL-RENEW)	71	98	126
JMAG	0	3	0
TOTALS	1,477	1,708	1,938
MEDIA			
ARBCD	8	34	20
E-Readers	0	0	2
ADVD	193	232	220
ACD-MUSIC	17	98	97
JVOX/AUDIO	7	9	0
J-DVD	0	12	6
JCD MUSIC	0	0	3
Fishing Rods	1	2	0
MuseumPasses	13	3	7
Puzzles	2	2	3
Blood Pressure Cuff	2	4	0
TOTALS	243	396	358
TOTAL	1,720	2,104	2,296
%+(-)	-18.250%	-8.30%	
Interlib.Loans			
ALA	3	5	1
Requests			

YA Monthly Report for December 2023

December was a very successful program month. Teens and tweens were excited for and enjoyed all of the programs offered. The windows are now adorned with snowflakes (hopefully it will snow now) and the YA wall has a reading advent calendar featuring a new book everyday plus a few surprises!

Programs:

December 2: Fun With Fondant with Judy Boshnack. What an amazing program! The teens had so much fun creating and decorating their cupcakes. Each went home with 4 beautifully decorated cupcakes. Attendance: **13**

December 6: Mixed Media Gingerbread House Another great program with Kristen! Tweens painted and then added bling to their gingerbread houses. Attendance: **9**

December 8: Holiday Faire: We had a lot going on for the Holiday Faire! Jen McGreevy had an assortment of greens and ribbons to make beautiful centerpieces, Darlene had all the makings for a snowman box, Dana had a cardmaking station and Penny had an origami station. Parents and kids alike had a festive time! Attendance: **25**

December 15: Willy Wonka Escape Room. Darlene created the decorations (there were several oompa loompas), Nicole created the initial program and Dana and I implemented it. It was definitely a collaborative effort. The tweens enjoyed breaking codes, finding keys and solving puzzles. They finished early so they spent the remainder of the program dipping corn syrup coated marshmallows in sprinkles! Attendance: **16**

December 16: Dungeons and Dragons. A small but mighty group battled, trekked, found clues and solved puzzles to successfully finish their quest. The food I provided more than adequately sustained them. Attendance: **5**

December 20: TAB meeting. We had a holiday celebration! Played games, drank hot chocolate, and ate lots of food. Attendance: **7**

Total Programs: 6

Total Attendance: 75

Meetings and trainings

December 5 & 26: Met with Caroline & Dana for our weekly meeting.

December 6: Book Buzz. Attended the annual Book Buzz via Zoom. Publishers highlight upcoming children and YA books. It's fun to see and hear about the exciting new books to come.

December 12: YA Department Heads meeting at SCLS. Attended the quarterly meeting.

Class Visits

December 8: Kristen Woods 4th grade class visited. Dana read a Hanukkah story and I highlighted upcoming programs.

December 14: Cheryl Michaelis' 6th grade class visited. I read a funny and cute Christmas picture book: *Peas on Earth*

The students stayed for about 45 minutes and played board and card games!

December 15: Stephanie Suter's 6th grade class visit. I read *Peas on Earth* to this class as well.

Submitted by:

Penny Kelley, Teen Services Librarian

DECEMBER 2023 MONTHLY REPORT

DISPLAYS: We had holiday books on display this month.

PROGRAMS: (We had 7 programs this month with 177 participants)

Fridays, December 1, 8, 15, 22, & 29: "Playgroup"—The Southold Mothers' Club continued coming in to play on Friday mornings in the children's room (10-11am). We had 80 little ones and their parents/caregivers come in this month.

Saturdays, December 2, 9, & 16: "Zumba Kids Junior"—Joanne Vitiello continued her exercise series for grades K-2 (10:00-10:30am). We had 13 little ones and their parents/caregivers come in this month.

Wednesday, December 6: "Mixed Media Gingerbread Houses"—Kristen Duer shared a beautiful, festive art idea for kids in grades 3-6 to make for the holiday. The kids painted a gingerbread house on a canvas and then added decorative items such as ribbon, candies, and cotton ball snow. They all looked absolutely gorgeous. 9 happy children came to decorate their houses in this unique, crafty keepsake way.

Friday, December 8: "Holiday Faire"—Jen McGreevy, Darlene Siracusano, Penny, and I showed children of all ages how to make cute, festive ornaments, gift boxes, centerpieces, and homemade cards. 25 children had a great time getting ready for the holidays.

Tuesday, December 12: "Steps to Success: Pasta Noodle Christmas Tree Ornaments" with CAST—My December program with CAST was an ornament making, festive craft. We used triangle tree and circle cardboard cut outs as a sturdy backing to glue colored pasta on with tacky glue. I colored macaroni and curly pasta with metallic acrylic paint, (green, red, gold, and white). 20 enthusiastic children glued different patterns of colored pasta on their ornament for a textured look and then we read a story and enjoyed an animal cracker snack with gingerbread dip that I made. It was SO fun!

Thursdays, December 14 & 21: "Storytime Yoga"—Mary Hasel continued her yoga series for the little ones (10:00-10:45am). 8 children came on 12/14 and 6 children came on 12/21.

Friday, December 15: "Willy Wonka Escape Room"—Penny and I did an escape room program based on a Willy Wonka theme since the "Wonka" movie opened that night in theaters. 16 children (grades 5-8) were broken into 2 teams and sent around the community room to solve puzzles and riddles to open up lock boxes to ultimately reveal Willy Wonka's secret recipe, Sprinkle Dipped Marshmallows. When both teams finished, we made the marshmallows and enjoyed a sweet snack.

SCHOOL GROUPS: We had 3 school groups visit the library this month (45 children)

STORYTIME/ROMP 'N RHYME: We had 2 sessions of Romp 'N Rhyme with 80 in total attendance and we had 2 sessions of Storytime with 10 in total attendance.

MEETINGS: I attended only 1 online Zoom meeting this month. It was a "Book Buzz" where each publisher presented book talks on upcoming titles coming out this Spring—my favorite kind of meeting! (Wednesday, December 6 from 9:30am-1:00pm). Penny and I also meet with Caroline every Tuesday morning.

MISC.: I did a Headstart visit to the school on Wednesday, December 6th from 10:00-10:30am and also 2 Zoom Virtual Family Fun Nights with the Riverhead Headstart (5:15-5:45pm) and the Southold Headstart the following evening (Thursday, December 7th from 6:00-6:30pm) where I read them a story and led each group through a reindeer craft to all do together from home. I also went to the Time to Grow preschool to read (Friday, December 1st from 12:30-1:00pm).

--Dana Bruey, Children's Services

December 2023
Kathy Saccamano

Zoom	Dec 5,12,19,26 Shared Breathe	SOHD 30
	Dec 6 White Christmas	36
	Dec 13 Caring for those with Dementia shared 20	SOHD 5
	Dec 13 A Classic TV Holiday shared 35	SOHD 30
	Dec 15 Sip and Sing shared 47	SOHD 8
	Total	109

In Person	Dec 7 Aromatherapy for the Holidays	14
	Dec 11 Snowman craft	10
	Total	24

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 worked on the January/February newsletter . I attended the staff meeting ,a programmer's meeting and a book chat meeting through LILRC. I attended three zoom classes with other libraries to research for future programs.

Adult Services Report
December 2023
Melissa Andruski

PROGRAM SESSIONS

1 BDG: Deacon King Kong/25
2 Chair Yoga/15

3 program sessions/40 attendees

Judy Arnone has presented yoga by zoom for 6 weeks due to her broken foot. She was cleared to drive and able to present her December 18 session in person!

BOOK/MAGAZINE MENDS

15 repairs

FRIENDS

A pop-up book cottage sale on December 9 was a welcome sight.

Art shows have been booked through January 2025.

There are raffles on hand through the summer.

The Friends made their pledges for 2024; summer youth programs, adult programs, landscaping maintenance (planters, book cottage gardens, picket fence garden), NYT large print weekly and as needed, tote bags and bookmarks. If they can, they will fund additional requests as they come up.

WHITAKER COLLECTION

A gentleman with an interest in 1600's Dutch influences on the East End and also an interest in early maps visited. The three framed hanging maps were pointed out as well as the library-use only book, Long Island Maps and Their Makers. He looked through 2 volumes of early New Haven records and checked out "New Netherland in a Nutshell", a history of the Dutch in North America.

Jackie Dinan requested an additional scan for her book on Wayland Jefferson. Also mentioned she's getting a lot of pleasure out of reading the Hunting Scrapbooks on Southold Town's website. She reports finding a number of interesting gems she's worked into the book.

A request for Orient images of Long Beach Light (Bug Light) before it burned in 1963, Orient Point Inn and the Orient Guano Company to be used in a History Press book were scanned and sent.

Through the Youngs Family website, a direct descendant living in Vermont, seeks the sermons of mid-eighteenth century Reverend David Youngs of Setauket. I sent a few suggestions.

The Friends of Southold Free Library Meeting

December 12, 2023

Treasurers Report -

Checking Account \$17367 -

Disbursements -

Books for Babies 19

Landscaping 344 -

\$363-

Art Show Sales - Mike Meehan \$100-

Friends Appeal 2023 YTD \$652-

Raffle YTD 612-

Donations YTD 561-

Memorial Donations 200-

Amazon YTD 65-

Art Show Commissions YTD 770-

The Friends Book Cottage

2023 Cottage Total Sales \$19974-

The Cottage will be open Sat, Jan 6, 2024

Reopen for 2024 Saturday Jan. 20, 2024

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 through December 2023

	Jul - Dec 23	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
5000 · School District	671,501.25	1,155,057.00	-483,555.75	58.1%
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	145.77			
5250 · Lost/Paid Material	341.61	500.00	-158.39	68.3%
5275 · Photocopies & PC Printouts	2,181.10	1,500.00	681.10	145.4%
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	71.21			
5500 · Contributions - Other	197.00	1,000.00	-803.00	19.7%
Total 5500 · Contributions	268.21	1,500.00	-1,231.79	17.9%
5525 · Friends Contributions				
5526 · SRC Contribution	8,000.00			
5525 · Friends Contributions - Other	456.97	10,000.00	-9,543.03	4.6%
Total 5525 · Friends Contributions	8,456.97	10,000.00	-1,543.03	84.6%
Total Income	684,659.91	1,177,310.00	-492,650.09	58.2%
Gross Profit	684,659.91	1,177,310.00	-492,650.09	58.2%
Expense				
6000 · Friends Reimbursement				
6001 · SRC Expense	7,065.35			
6000 · Friends Reimbursement - Other	400.00	10,000.00	-9,600.00	4.0%
Total 6000 · Friends Reimbursement	7,465.35	10,000.00	-2,534.65	74.7%
6099 · Personnel				
6100 · Salaries	256,762.37	525,200.00	-268,437.63	48.9%
6110 · Social Security	19,686.07	40,180.00	-20,493.93	49.0%
6120 · NYS Unemployment Ins.	1,064.08	3,500.00	-2,435.92	30.4%
6130 · Worker's Comp.	3,039.00	5,850.00	-2,811.00	51.9%
6140 · Disability Insurance	342.23	1,800.00	-1,457.77	19.0%
6150 · Full Time Benefit	33,152.77	90,500.00	-57,347.23	36.6%
6160 · ADP/Paychex Charge	1,804.11	4,000.00	-2,195.89	45.1%
6170 · Retirement	8,222.68	13,975.00	-5,752.32	58.8%
Total 6099 · Personnel	324,073.31	685,005.00	-360,931.69	47.3%
6499 · Library Materials				
6500 · Books	20,923.77	40,000.00	-19,076.23	52.3%
6505 · e-books	27,730.60	55,000.00	-27,269.40	50.4%
6510 · Newspapers	2,979.24	6,500.00	-3,520.76	45.8%
6520 · Periodicals/Journals	3,464.30	3,000.00	464.30	115.5%
6531 · DVD's	2,051.10	4,000.00	-1,948.90	51.3%
6540 · CD's	204.84	500.00	-295.16	41.0%
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	3,045.00	4,500.00	-1,455.00	67.7%
6570 · Miscellaneous - Other	402.00	1,250.00	-848.00	32.2%
Total 6570 · Miscellaneous	3,447.00	5,750.00	-2,303.00	59.9%
Total 6499 · Library Materials	61,403.94	119,050.00	-57,646.06	51.6%
7000 · Operations/Maintenance				
7005 · Maintenance/Building	28,737.57	45,000.00	-16,262.43	63.9%

2:49 PM

01/07/24

Accrual Basis

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

	Jul - Dec 23	Budget	\$ Over Bud...	% of Budget
7010 · Maintenance/Computer	3,144.45	5,500.00	-2,355.55	57.2%
7020 · Maintenance/Equipment	265.00	3,000.00	-2,735.00	8.8%
7030 · Maintenance/Grounds	4,785.00	12,500.00	-7,715.00	38.3%
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%
Total 7035 · Fixed Assets	839.00	9,000.00	-8,161.00	9.3%
7040 · Equipment Purchase	882.27			
7060 · Insurance	11,906.00	28,000.00	-16,094.00	42.5%
7070 · Fuel	1,894.18	5,000.00	-3,105.82	37.9%
7080 · Utilities	7,435.06	16,000.00	-8,564.94	46.5%
7095 · Water	458.48	1,000.00	-541.52	45.8%
Total 7000 · Operations/Maintenance	60,347.01	224,855.00	-164,507.99	26.8%
7499 · Office Expense				
7500 · Supplies	4,939.75	12,000.00	-7,060.25	41.2%
7525 · Telephone	719.77	1,600.00	-880.23	45.0%
7550 · Postage	3,199.00	5,000.00	-1,801.00	64.0%
7575 · Miscellaneous				
7575b · Square Fee	158.90			
7575 · Miscellaneous - Other	1,580.31	1,500.00	80.31	105.4%
Total 7575 · Miscellaneous	1,739.21	1,500.00	239.21	115.9%
Total 7499 · Office Expense	10,597.73	20,100.00	-9,502.27	52.7%
7999 · Contracts/Services				
8000 · Workshops, Travel & Dues	1,893.22	4,000.00	-2,106.78	47.3%
8010 · Adult Library Programs				
8010a · Harbes Pass Program	-475.00			
8011 · Aquarium Tickets	-1,959.00			
8011a · L.I.Science Center Tickets	-140.00			
8012 · L.I.Game Farm Tickets	-30.00			
8017 · Adult Programs	4,882.19			
8010 · Adult Library Programs - Other	34.47	9,000.00	-8,965.53	0.4%
Total 8010 · Adult Library Programs	2,312.66	9,000.00	-6,687.34	25.7%
8015 · Young Adult Library Programs	614.19	5,500.00	-4,885.81	11.2%
8020 · Children Library Programs	2,376.65	5,500.00	-3,123.35	43.2%
8030 · Service Contracts	4,033.79	8,000.00	-3,966.21	50.4%
8040 · Telecommunications	5,958.83	14,000.00	-8,041.17	42.6%
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	8,820.00	44,000.00	-35,180.00	20.0%
Total 8070 · Marketing	15,990.00	44,000.00	-28,010.00	36.3%
Total 7999 · Contracts/Services	42,779.34	118,300.00	-75,520.66	36.2%
Total Expense	506,666.68	1,177,310.00	-670,643.32	43.0%
Net Ordinary Income	177,993.23	0.00	177,993.23	100.0%
Net Income	177,993.23	0.00	177,993.23	100.0%

01/07/24

Southold Free Library
Monthly Budget Report
December 2023

	Dec 23
Ordinary Income/Expense	
Income	
5000 · School District	96,254.75
5200 · Interest/Investments	23.25
5250 · Lost/Paid Material	33.00
5275 · Photocopies & PC Printouts	322.45
5500 · Contributions	
5502 · Small Cash Contributions	8.00
5500 · Contributions - Other	15.00
Total 5500 · Contributions	23.00
5525 · Friends Contributions	37.98
Total Income	96,694.43
Gross Profit	96,694.43
Expense	
6099 · Personnel	
6100 · Salaries	47,092.79
6110 · Social Security	3,646.37
6120 · NYS Unemployment Ins.	121.75
6130 · Worker's Comp.	517.00
6140 · Disability Insurance	597.84
6150 · Full Time Benefit	6,063.14
6160 · ADP/Paychex Charge	581.87
6170 · Retirement	1,268.78
Total 6099 · Personnel	59,889.54
6499 · Library Materials	
6500 · Books	3,091.57
6505 · e-books	37.67
6510 · Newspapers	429.96
6531 · DVD's	200.11
6540 · CD's	103.90
6570 · Miscellaneous	
6571 · Museum Passes	570.00
Total 6570 · Miscellaneous	570.00
Total 6499 · Library Materials	4,433.21
7000 · Operations/Maintenance	
7005 · Maintenance/Building	6,611.00
7010 · Maintenance/Computer	1,027.48
7030 · Maintenance/Grounds	250.00
7060 · Insurance	1,912.00
7070 · Fuel	521.19
7080 · Utilities	1,073.48
7095 · Water	114.51
Total 7000 · Operations/Maintenance	11,509.66
7499 · Office Expense	
7500 · Supplies	626.03
7525 · Telephone	120.14
7550 · Postage	372.00
7575 · Miscellaneous	
7575b · Square Fee	46.77
7575 · Miscellaneous - Other	767.23
Total 7575 · Miscellaneous	814.00
Total 7499 · Office Expense	1,932.17

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Southold Free Library
Monthly Budget Report
December 2023

	<u>Dec 23</u>
7999 · Contracts/Services	
8000 · Workshops, Travel & Dues	573.41
8010 · Adult Library Programs	
8011 · Aquarium Tickets	-351.00
8017 · Adult Programs	319.97
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Total 8010 · Adult Library Programs	-31.03
8015 · Young Adult Library Programs	-1,021.43
8020 · Children Library Programs	-87.50
8030 · Service Contracts	318.29
8040 · Telecommunications	223.11
8070 · Marketing	1,400.00
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Total 7999 · Contracts/Services	1,374.85
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Total Expense	79,139.43
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Net Ordinary Income	17,555.00
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Net Income	<u>17,555.00</u>

01/07/24

Southold Free Library

Monthly Expense Report

December 2023

Date	Name	Memo	Amount
6499 · Library Materials			
6500 · Books			
12/01/2023	MicroMarketing, LLC	Penny	-15.19
12/01/2023	MicroMarketing, LLC	Penny	-13.56
12/01/2023	MicroMarketing, LLC	Penny	-19.99
12/01/2023	MicroMarketing, LLC	Penny	-184.00
12/01/2023	MicroMarketing, LLC	Penny	-19.19
12/01/2023	MicroMarketing, LLC	Penny	-15.19
12/01/2023	MicroMarketing, LLC	Dana	-76.75
12/01/2023	MicroMarketing, LLC	Melissa	-21.09
12/01/2023	MicroMarketing, LLC	Melissa	-106.66
12/01/2023	Baker & Taylor		-144.95
12/01/2023	Baker & Taylor		-1,010.70
12/01/2023	Gale		-163.48
12/01/2023	Gale		-71.63
12/05/2023	Gale		-109.46
12/05/2023	Gale		-227.17
12/07/2023	MicroMarketing, LLC	Dana	-71.95
12/07/2023	MicroMarketing, LLC	Penny	-84.26
12/14/2023	MicroMarketing, LLC	Dana	-15.19
12/14/2023	MicroMarketing, LLC	Dana	-53.56
12/14/2023	MicroMarketing, LLC	Melissa	-103.08
12/14/2023	MicroMarketing, LLC	Penny	-51.17
12/14/2023	MicroMarketing, LLC	Dana	-48.77
12/14/2023	MicroMarketing, LLC	Melissa	-49.59
12/15/2023	Bank of America (4318)	Adult & Spanish	-295.79
12/15/2023	Bank of America (4318)	YA	-8.91
12/15/2023	Bank of America (4318)	Children	-61.91
12/20/2023	Gale		-48.38
Total 6500 · Books			-3,091.57
6510 · Newspapers			
12/01/2023	Southold Pharmacy		-429.96
Total 6510 · Newspapers			-429.96
6531 · DVD's			
12/01/2023	Midwest Tape		-68.57
12/01/2023	Midwest Tape		-39.18
12/05/2023	Midwest Tape		-92.36
Total 6531 · DVD's			-200.11
6540 · CD's			
12/15/2023	Bank of America (4318)	Adult	-103.90
Total 6540 · CD's			-103.90
Total 6499 · Library Materials			-3,825.54
7000 · Operations/Maintenance			
7005 · Maintenance/Building			
12/01/2023	C's Home & Office Managem...		-3,250.00
12/01/2023	North Fork Sanitation, Inc.		-111.00
12/31/2023	C's Home & Office Managem...		-3,250.00
Total 7005 · Maintenance/Building			-6,611.00
7010 · Maintenance/Computer			
12/01/2023	Net Plus Solutions Corp.		-170.00
12/01/2023	Net Plus Solutions Corp.		-255.00
12/01/2023	Net Plus Solutions Corp.		-340.00
12/15/2023	Bank of America (4318)	Supplies	-49.98
12/17/2023	Net Plus Solutions Corp.		-212.50
Total 7010 · Maintenance/Computer			-1,027.48
7030 · Maintenance/Grounds			
12/06/2023	2245 MCR, LLC	Shared Tree Remo...	-250.00

01/07/24

Southold Free Library

Monthly Expense Report

December 2023

Date	Name	Memo	Amount
Total 7030 · Maintenance/Grounds			-250.00
7060 · Insurance			
12/12/2023	Utica National Ins. Group		-1,912.00
Total 7060 · Insurance			-1,912.00
7070 · Fuel			
12/21/2023	National Grid		-521.19
Total 7070 · Fuel			-521.19
7080 · Utilities			
12/01/2023	PSEGLI		-1,003.33
12/01/2023	SCWA		-70.15
Total 7080 · Utilities			-1,073.48
7095 · Water			
12/02/2023	ReadyRefresh		-114.51
Total 7095 · Water			-114.51
Total 7000 · Operations/Maintenance			-11,509.66
7499 · Office Expense			
7500 · Supplies			
12/01/2023	Southold Pharmacy		-9.99
12/01/2023	W.B.Mason, Inc.		-129.14
12/01/2023	Demco, Inc.		-103.06
12/11/2023	W.B.Mason, Inc.		-126.76
12/15/2023	Bank of America (4318)		-257.08
Total 7500 · Supplies			-626.03
7525 · Telephone			
12/08/2023	Optimum		-120.14
Total 7525 · Telephone			-120.14
7550 · Postage			
12/02/2023	Postmaster	Box Rent	0.00
12/05/2023	Postmaster	Void check cleared...	-186.00
12/31/2023	Postmaster	Box 697	-186.00
Total 7550 · Postage			-372.00
7575 · Miscellaneous			
12/04/2023	Bogey's	Holiday Party	-160.55
12/12/2023	Petty Cash	Holiday party	-19.98
12/15/2023	Bank of America (4318)	Longevity Gift Cards	-538.70
12/15/2023	Bank of America (4318)	Holiday Party	-48.00
Total 7575 · Miscellaneous			-767.23
Total 7499 · Office Expense			-1,885.40
7999 · Contracts/Services			
8000 · Workshops, Travel & Dues			
12/07/2023	Carol Forestieri {Reimb}	Homebound Delive...	-28.82
12/07/2023	Cutchogue-New Suffolk Free ...	EEYA Meeting in A...	-26.50
12/15/2023	Bank of America (4318)	PLA Conference	-467.00
12/26/2023	Penny Kelley {Reimb}	SCLS Dept Head	-51.09
Total 8000 · Workshops, Travel & Dues			-573.41
8015 · Young Adult Library Programs			
12/08/2023		Sq-SAT Prep	480.00
12/11/2023		Sq-SAT Prep	240.00
12/12/2023		SAT Prep	120.00
12/15/2023	Bank of America (5025)	Tween	-35.53
12/15/2023	Bank of America (5025)	Supplies	-40.55

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Southold Free Library
Monthly Expense Report
December 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/15/2023	Bank of America (5025)	Cricut	-9.99
12/18/2023		SAT Prep	240.00
12/21/2023		Sq-Tween Popcorn	5.00
12/21/2023		Sq-Tween Mardi G...	5.00
12/21/2023		Sq-1/2 Tween Slime	2.50
12/22/2023		Sq-Tween Bookends	15.00
Total 8015 · Young Adult Library Programs			1,021.43
8020 · Children Library Programs			
12/04/2023		Sq-Pasta Orniment	5.00
12/08/2023		Sq-Storytime Yoga	5.00
12/12/2023		Storytime Yoga	5.00
12/13/2023		Sq-Noodle Ornam...	5.00
12/13/2023		Sq-Noodle Ornam...	10.00
12/15/2023		Sq-Storytime Yoga	10.00
12/21/2023		Sq-1/2 Slime	2.50
12/29/2023		Storytime Yoga	35.00
12/29/2023		Popcorn	10.00
Total 8020 · Children Library Programs			87.50
8030 · Service Contracts			
12/01/2023	Suffolk Security Systems	1/1-3/31/24	-173.85
12/04/2023	Advanced Imaging Systems		-126.82
12/11/2023	Advanced Imaging Systems		-8.81
12/21/2023	Advanced Imaging Systems		-8.81
Total 8030 · Service Contracts			-318.29
8040 · Telecommunications			
12/08/2023	Optimum		-223.11
Total 8040 · Telecommunications			-223.11
8070 · Marketing			
12/06/2023	Right Now Marketing, Ltd.		-1,400.00
Total 8070 · Marketing			-1,400.00
Total 7999 · Contracts/Services			-1,405.88
TOTAL			-18,626.48

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Southold Free Library
Monthly Income Report
December 2023

Date	Name	Memo	Amount
5000 · School District			
12/04/2023		Deposit	96,254.75
Total 5000 · School District			96,254.75
5200 · Interest/Investments			
12/31/2023		Interest	23.25
Total 5200 · Interest/Investments			23.25
5250 · Lost/Paid Material			
12/06/2023		Sq-Moore	17.00
12/09/2023	Cutchogue-New Suffol...	Moore - Scaffold Effect	-17.00
12/12/2023		Deposit	15.00
12/29/2023		Deposit	18.00
Total 5250 · Lost/Paid Material			33.00
5275 · Photocopies & PC Printouts			
12/04/2023		Square	3.00
12/11/2023		Sq	10.00
12/12/2023		Sq	3.45
12/12/2023		Deposit	148.00
12/20/2023		Deposit	54.00
12/29/2023		Deposit	104.00
Total 5275 · Photocopies & PC Printouts			322.45
5500 · Contributions			
12/12/2023		Murphy Appreciation	10.00
12/20/2023		Murphy in appreciation	5.00
Total 5500 · Contributions			15.00
5525 · Friends Contributions			
12/20/2023		Books for Babies	37.98
Total 5525 · Friends Contributions			37.98
TOTAL			96,686.43