

**Southold Free Library
Monthly Statistics
March-24**

	March-24	March-23
Total circulation	1842	2,270
e-books	2775	2,681
total	4,617	4,951
database access	539	636
Direct access	233	270
Floyd Memorial	151	213
Cutchogue	41	22
Mattituck	11	13
Riverhead	5	17
other	25	5
 New patrons added	 28	 26
 Tech help	 186	 196
 Additions to collection	 239	 234
 Deletions from collection	 459	 45
 Room Use	 # uses--# hours	 # uses--# hours
Study Room	47--59	24--39
Community Room	57--94	40--79
Folk Room	50--86	33--63
 Programs		
children's		
number of sessions	22	27
number of attendees	282	428
 young adults		
number of sessions	9	8
number of attendees	79	70
 Adult		
number of sessions	15	16
number of attendees	174	238

Southold Free Library
Statistical Report
MARCH*24

CIRCULATION:		March	March	March
		2024	2023	2022
BOOKS				
	A NEW	242	233	263
	AF	515	542	508
	ANF	191	159	238
	ESL	1	0	2
	REF	1	1	0
	AMAG	14	19	34
	YA	55	79	112
	J NEW	108	62	75
	JF	379	407	397
	JNF	96	131	101
	JREF	0	1	0
	JMAG	2	5	1
	OTHER / ILL'S	27	192	68
	TOTALS	1,631	1,831	1,806
MEDIA				
	ARBCD	16	19	26
	Kindle	0	0	1
	ADVD	145	294	296
	ACD-MUSIC	21	97	73
	J-DVD	0	0	1
	VOX books/audio	8	12	8
	JCD MUSIC	0	0	0
	Puzzles	4	5	0
	Fishing Poles	0	0	0
	Museum Pass	9	10	1
	BloodPressureCuff	3	2	0
	Telescope	2	0	0
	Birding Kit	2	0	0
	BikeLock	1	0	0
	TOTALS	211	439	398
TOTALS		1,842	2,270	2,204
%+(-)		-18.90%	+3.00%	
ALA-Inter-Library loan		0	0	0

Monthly Memorials/Contributions
MARCH 2023

Memorials

Donor	In Memory of	Amount
Friends of the Southold Library	Carol Conroy	\$30

CONTRIBUTIONS

Marjory Stevens	In honor of Judy Zaveski	\$25
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March Donations		\$1,350
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	TOTAL	\$1,405
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1. The long awaited seed library is progressing and will be 'open' for patrons to take seeds within the next few weeks. Numerous seeds are on order.
2. The Friends' appreciation luncheon is scheduled for May 14th. We will again be celebrating the volunteers at Touch of Venice.
3. I have hired a bookkeeper to replace Marjory, who is retiring. Daniel Glasser has begun onboarding and training.
4. The tent has been reserved for Summer Reading programs in the pocket park. This year, tick spraying will be organic, and the person doing it is not charging the Library.
5. Good budget news from NYS—Here is an excerpt from Kevin Verbesey:
The New York State Budget bills have been printed and we received some excellent news.

General State Aid for libraries is up \$4,225,000 (4.24%) from this year to a total of \$103,852,000. That is the highest single general aid amount for libraries in NYS history. Once we see the specific aid line figures we can make an estimate of what that means for SCLS and Suffolk's libraries.

Construction Aid is up \$10,000,000 (29.4%) from this year for a total of \$44,000,000. That should be about an extra \$670,000 (total of around \$2,770,000) for SCLS to grant to member libraries for construction work this year.

6. I highly encourage you to visit the 2nd floor to see the art exhibit which highlights works by local High School students. It is a great exhibit with so much talent!
7. The Friends are holding a fundraiser plant sale in front of the book cottage, on May 4th from 10-1 (rain date May 5th). Note I believe they only take cash or check.
8. SCLS will again offer the Summer Tour—if you recall this was a very popular and fun way for patrons to visit libraries throughout Suffolk County. A pass book gets stamped at each library visited and patrons get entered to win raffle prizes.

MARCH 2024 MONTHLY REPORT

DISPLAYS: Spring books were on display this month with green construction paper shamrocks on the windows.

PROGRAMS: (We had 6 programs this month with 134 participants)

Fridays, March 1, 8, 15, 22, & 29: "Playgroup"—The Southold Mothers' Club continued their playgroups every week in the children's room this month (10-11am). There were 68 parents and their little ones that came in this month.

Saturdays, March 2, 9, & 16: "Zumba Kids Junior"—Miss Joanne Vitiello continued her exercise classes for grades K-2. We had 3 sessions with 4 people on 3/2, 7 people on 3/9, and 5 people on 3/16.

Thursdays, March 14, 21, & 28: "Storytime Yoga"—Miss Mary Hasel finished her yoga series for the little ones until the summer. We had 3 sessions with 4 little ones at the first two sessions and 7 people at the last one.

Monday, March 18: "Fantasy Dragon Eggs"—Linda Knornschild helped the children create a jeweled dragon egg out of air-dry clay. 13 children came to this creative program.

Tuesday, March 19: "Air Dry Clay Rabbit"—Darlene Siracusano guided the children through all the steps to create an adorable rabbit out of air-dry clay. 12 children came to this seasonal program.

Thursday, March 28: "CAST Steps to Success—National Something on a Stick Day"—For this unique holiday, we did a snail craft with a stick body and made Bird Nest pops with rice krispie treats dipped in chocolate with chocolate candy eggs on top. Since the story I chose was about a French snail named Escargot, I had our page, Quinn, read the story because he took French and can do a magnifique French accent. Quinn read the story while the kids were waiting for their painted paper snail shells to dry and the chocolate on their pops to set. Then the kids tasted their Bird Nest pops while Quinn and I hot glued the painted paper shells to the sticks to form the snails. The 10 children had tons of fun.

SCHOOL GROUPS: We only had 1 school group visit this month.

ROMP 'N RHYME/STORYTIME: We had 3 sessions of Romp 'N Rhyme with 98 in total attendance and we had 3 sessions of Storytime with 21 in total attendance. I also had an evening storytime (Tots Night Out) where 8 children and their parents came to paint with marshmallows.

MEETINGS: I attended 4 meetings this month (besides meeting with Caroline and Penny every Tuesday). The first was a Children's Department Heads meeting (Wednesday, March 6th from 1:30-4:00pm) at SCLS. The second meeting was the Annual Performers Showcase at SCLS (Friday, March 8th from 1:30-4:30pm). The third and fourth meetings were Summer Planning meetings, one with Nicole Gomez who is planning to do a marvelous treasure hunt around town and the other was a North Fork Librarians' Summer Planning meeting at the Cutchogue Library (Thursday,

March 21st from 12-1pm and Friday, March 22nd from 1-3pm). I also organized one EAP workshop this month. It was a "Dealing with Difficult People" workshop for the staff (Wednesday, March 6th @ 8:30am). It outlined all the personality traits of difficult people and techniques we could use to diffuse any situations that may arise at work. We also enjoyed yogurt with trail mix and coffee cake together afterwards.

OUTREACH: I did a North Fork Discoveries day care visit to read and sing songs to 3 age ranges, (15 month olds, 2 year olds, and 3 & 4 year olds) (Thursday, March 7th from 10-11am). I also went to the Headstart school on Wednesday, March 13th from 10:30-11:00am and also did 2 Zoom Virtual Family Fun Nights with both the Riverhead Headstart (5:15-5:45pm) and the Southold Headstart the same evening (Wednesday, March 13th from 6:00-6:30pm) where I read them a story and led each group through a St. Patrick's Day craft to all do together from home. Lastly, I also visited the Time to Grow preschool twice this month to read to the 3 & 4 year old class (Friday, March 22nd from 12:30-1:00pm) and the 2 year old class (Thursday, March 28th from 11:30-Noon).

--Dana Bruey, Children's Services

Young Adult Report for March 2024

March was a busy month! I created a display for Women's History month, weeded fiction, nonfiction and graphic novels, filled in as needed with Caroline absent and continued to offer technology support to patrons and staff. I also ran a few programs. ;)

Programs:

3/6, 3/13, 3/20 & 3/27: Chess Club. Except for the 27th, chess club numbers increased each week! We also had quite a few girls for this series. Attendance: 3/6: **10**; 3/13: **12**; 3/20: **13**; 3/27: **6**

3/12: Mini Bonnets with Darlene. The mini bonnets became fur babies with Spring hats when Darlene got creative and added some fluffy pastel colored yarn into the mix. The kids had so much fun making their little fur balls. Attendance: **8**

3/14: St Patty's Day Glitter Bowl I moved this program upstairs to the Teen area and attendance doubled. It was a lot of messy fun and all of the bowls were a creative success. Attendance: **11**

3/15: Finish up Glitter Bowl: Teens returned to the library to pop the balloons and collected their bowls filled with candy! Attendance: **8**

3/16: Dungeons & Dragons: Another successful adventure led by Quinn and Alexa. Attendance: **7**

3/22: Cracked Gemstone necklace: Attendance for this program also increased once I moved it upstairs. Kids had fun making colorful and sparkly gemstones. Attendance: **5**

Total Programs: **9** Total Attendance: **79**

Tech Services

March 4: helped patron with printer/scanner

March 7: helped Courtney with Smartboard

March 14: helped patron with computer issue

March 15: helped patron with computer issue

March 16: Susan and I looked at and tested the Charging Station in the Adult Reading Room. Most of the charging cables don't work. Emailed Kevin to ask him to take a look at it the next time he is here. Susan placed an 'Out of Order' sign on it

3/19: Helped Melissa with Zoom

3/19: Helped a patron print from phone

3/20: Helped Kathy with google docs issue

3/22: Helped a patron register for a driving class, download the zoom app and practice using it. This took 45 minutes.

3/25: Helped a patron print and scan and email

3/27: Helped a patron edit a document, print, scan and email.

3/27: Set up and then spoke with Jim Roth about 'how to' use the SmartBoard

Class Visits:

March 14: Viscoso and McGoey. Read: *Autumn Peltier, Water Warrior* by Carole Lindstrom about 20

While Caroline is away:

3/13: Kolb service call re: HVAC issues. Tried to understand. Emailed Thomas following the call with cc to Caroline

3/13: Mailed checks (returned one to Marjory to double check - WB Mason ck seemed in error)

3/13, 14 & 15: Cleared Caroline's box and placed any bills and receipts in black folder. Placed other mail on her desk (ADP, library newsletters, NYT Book Review and Top Ten list)

3/18: Seth, the locksmith fixed the bathroom locks so that the same key works for both doors. He gave me a demo of how to use the keys in the locks. There are also 2 keys for the staff bathroom and 2 keys for the office door. Susan labeled all keys and placed one copy of each with Circ, the other copies are in Carolines office. Seth said that ACE made an incorrect copy of Caroline's office keys using the wrong mold and told me what to tell them so that the correct ones are made. Seth will email the invoice to me and Caroline.

3/18: Went to ACE and they made new copies of Caroline's office key. They work!

3/20: Mailed checks

3/22: Put envelope with receipt from Post Office and a donation card on Caroline's desk

3/25: Collected time sheets and a donation card and brought them to Caroline. Caroline logged everyone's hours & signed the donation card. Reimbursed Melissa \$\$ for Post office purchases (from petty cash). I returned time sheets to mailboxes and mailed the donation card.

3/26: Spoke with Business Card Fraud (mastercard) re: a google suite charge of \$12.00. They will credit the library card (under Caroline) and send us a new one in 1-3 business days.

3/26: Met with Marjory briefly re: to review bills, checks etc. and answer/ask any questions.

3/27: Mailed checks. Checked Carolines box and placed new bills in black folder. All else on Caroline's desk including another donation card.

3/27: Set up the Community Room for the Library Board meeting. Set up SmartBoard for Jim Roth. Spoke with him about 'how to' present his power point.

3/28: Received a new credit card, entered the info in Amazon and placed the card in Caroline's office. Emailed Susan, Skye and Caroline about the new card.

Meetings/trainings

March 6: YA Department Heads meeting at SCLS

March 8: Performers Workshop at SCLS

March 11: NF EEYA meeting at Cutchogue Library (summer plans)

March 12: Staff meeting

March 5 & 12: Met with C & D

March 21: Met with Dana and Nicole to discuss summer plans

Submitted by:

Penny Kelley, Teen/tween Services Librarian

March Adult Services Report
Melissa Andruski

PROGRAM SESSIONS

- 1 BDG: Rough Sleepers/21
- 2 Chair & Restorative Yoga/16
- 3 ESL classes/19
- 1 New York Boating Safety Course/26
- 1 "I'm Turning 65" Medicare informational/5

8 program sessions/ 87 attendees

March is a good time of year to offer a boating class. The same instructor as last year traveled from Islip to present the course, arriving at 7am with an assortment of hands-on teaching materials and his thumb drive ready to go!

BOOK/MAGAZINE MENDS

14 repairs

FRIENDS

The book cottage is doing well with sales and the 2 box limit of donations. The Friends are preparing for the upcoming plant sale scheduled for Saturday, May 4 with a rain date of the 5th.

WHITAKER COLLECTION

Mark MacNish, executive director of the Cutchogue-New Suffolk Historical Council, presented a program "19th & 20th Century North Fork Hotels from a Local Family's Perspective" at the Cutchogue Library on a recent Sunday afternoon. The focus was the New Suffolk Hotel, which his family ran, but included other area hotels. There was also a look at the transportation issues of getting to the hotels.

At the end, he listed acknowledgements including the Whitaker Historical Collection.

There were several Snuffbox requests.

A gentleman spent several hours with the collection; his interest was with the interaction of 17th century European settlers and the native population.

Maintenance of the collection has included photocopying newspaper articles (Suffolk Times and Peconic Bay Shopper) to add to the subject files, cleaning up photocopies in the files; many copies were made in the 60s and 70s before photocopiers became more sophisticated and make much cleaner, clearer copies. And many articles copied are incomplete.

Transcribing letters is another activity.

I try to spend a part of every day with the files to improve the contents and while doing so I'm absorbing history!

March 2024
Kathy Saccamano

Zoom	March 14 Betty White shared 39	SOHD 15
	March 20 Roosevelt Woman shared 98	SOHD 12
	March 21 Weight Loss Diabetes shared 40	SOHD 2
	March 21 Eclipse shared 85	SOHD 15
	March 25 Zion National Park shared 94	SOHD 18
	Total 356	SOHD 62
In Person	March 2 Sunset Art	16
	March 12 Light up Rabbit Craft	9
	Total	25

I attended a staff meeting, two programmers meetings and a performers showcase at SCLS. I have completed the adult section of the May/June newsletter. I am booking and scheduling summer and fall programs for adults

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.

The Friends of The Southold Free Library

Annual Report 2023

The Friends of the Southold Free Library are a dedicated group of volunteers. Their commitments to the success of the Book Cottage, Plant Sale, Art Exhibits and the Monthly Raffle have provided the following contributions to the Library in 2023.

Programs; YA & Children's summer	\$8568-
Adult	2080-
Friends Concerts	1367-
Gardens, Planters	3575-
Holland Submarine Case	254-
NY Times Large Print Ed.	166-
Mah-Jong Racks	91-
Folding Chairs	682-
Reframe Cow Painting	150-
Memorials, Raffle, Books for Babies.	391-
Pocket Park Fence	1993-
Cottage - Brochure, Extinguishers etc	<u>1502-</u>
	\$20819-

Southold Free Library
Budget Report with Y-T-D Figures
 July 2023 through March 2024

	Jul '23 - Mar...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
5000 · School District	960,265.50	1,155,057.00	-194,791.50	83.1%
5012 · Pilot Revenue	11,675.72	7,253.00	4,422.72	161.0%
5050 · Contingency Fund	0.00	0.00	0.00	0.0%
5100 · NYS Education	1,961.00	1,500.00	461.00	130.7%
5200 · Interest/Investments	218.76			
5250 · Lost/Paid Material	517.80	500.00	17.80	103.6%
5275 · Photocopies & PC Printouts	2,832.05	1,500.00	1,332.05	188.8%
5325 · Temporary Residents	0.00	0.00	0.00	0.0%
5350 · Sale Items	15.00	0.00	15.00	100.0%
5500 · Contributions				
5501 · Book Memorials	0.00	500.00	-500.00	0.0%
5502 · Small Cash Contributions	100.21			
5500 · Contributions - Other	222.00	1,000.00	-778.00	22.2%
Total 5500 · Contributions	322.21	1,500.00	-1,177.79	21.5%
5525 · Friends Contributions				
5526 · SRC Contribution	8,000.00			
5525 · Friends Contributions - Other	2,129.40	10,000.00	-7,870.60	21.3%
Total 5525 · Friends Contributions	10,129.40	10,000.00	129.40	101.3%
5600 · Miscellaneous	-12.00			
Total Income	987,925.44	1,177,310.00	-189,384.56	83.9%
Gross Profit	987,925.44	1,177,310.00	-189,384.56	83.9%
Expense				
6000 · Friends Reimbursement				
6001 · SRC Expense	7,214.31			
6000 · Friends Reimbursement - Other	3,129.40	10,000.00	-6,870.60	31.3%
Total 6000 · Friends Reimbursement	10,343.71	10,000.00	343.71	103.4%
6099 · Personnel				
6100 · Salaries	387,895.71	525,200.00	-137,304.29	73.9%
6110 · Social Security	29,770.11	40,180.00	-10,409.89	74.1%
6120 · NYS Unemployment Ins.	3,283.52	3,500.00	-216.48	93.8%
6130 · Worker's Comp.	4,095.00	5,850.00	-1,755.00	70.0%
6140 · Disability Insurance	461.81	1,800.00	-1,338.19	25.7%
6150 · Full Time Benefit				
6152 · Tuition Reimbursment	250.00			
6150 · Full Time Benefit - Other	51,342.19	90,500.00	-39,157.81	56.7%
Total 6150 · Full Time Benefit	51,592.19	90,500.00	-38,907.81	57.0%
6160 · ADP/Paychex Charge	2,718.50	4,000.00	-1,281.50	68.0%
6170 · Retirement	11,666.58	13,975.00	-2,308.42	83.5%
Total 6099 · Personnel	491,483.42	685,005.00	-193,521.58	71.7%
6499 · Library Materials				
6500 · Books	27,960.04	40,000.00	-12,039.96	69.9%
6505 · e-books	56,939.44	55,000.00	1,939.44	103.5%
6510 · Newspapers	4,350.11	6,500.00	-2,149.89	66.9%
6520 · Periodicals/Journals	3,464.30	3,000.00	464.30	115.5%
6531 · DVD's	2,908.09	4,000.00	-1,091.91	72.7%
6540 · CD's	220.33	500.00	-279.67	44.1%
6550 · Recorded Books	555.69	3,500.00	-2,944.31	15.9%
6555 · Software	311.92	800.00	-488.08	39.0%
6570 · Miscellaneous				
6571 · Museum Passes	3,295.00	4,500.00	-1,205.00	73.2%
6570 · Miscellaneous - Other	652.00	1,250.00	-598.00	52.2%

11:16 AM

04/10/24

Accrual Basis

Southold Free Library
Budget Report with Y-T-D Figures
July 2023 through March 2024

	Jul '23 - Mar...	Budget	\$ Over Bud...	% of Budget
Total 6570 · Miscellaneous	3,947.00	5,750.00	-1,803.00	68.6%
Total 6499 · Library Materials	100,656.92	119,050.00	-18,393.08	84.6%
7000 · Operations/Maintenance				
7005 · Maintenance/Building	37,835.57	45,000.00	-7,164.43	84.1%
7010 · Maintenance/Computer	3,144.45	5,500.00	-2,355.55	57.2%
7020 · Maintenance/Equipment	2,733.86	3,000.00	-266.14	91.1%
7030 · Maintenance/Grounds	10,841.99	12,500.00	-1,658.01	86.7%
7034 · Capital Improvements	100,000.00	99,855.00	145.00	100.1%
7035 · Fixed Assets				
7036 · Equipment Lease	0.00	2,000.00	-2,000.00	0.0%
7039 · Furniture & Equipment	1,641.62			
7035 · Fixed Assets - Other	0.00	7,000.00	-7,000.00	0.0%
Total 7035 · Fixed Assets	1,641.62	9,000.00	-7,358.38	18.2%
7040 · Equipment Purchase	2,740.65			
7060 · Insurance	17,642.00	28,000.00	-10,358.00	63.0%
7070 · Fuel	4,507.98	5,000.00	-492.02	90.2%
7080 · Utilities	11,201.31	16,000.00	-4,798.69	70.0%
7095 · Water	705.21	1,000.00	-294.79	70.5%
Total 7000 · Operations/Maintenance	192,994.64	224,855.00	-31,860.36	85.8%
7499 · Office Expense				
7500 · Supplies	8,200.23	12,000.00	-3,799.77	68.3%
7525 · Telephone	1,080.22	1,600.00	-519.78	67.5%
7550 · Postage	5,199.00	5,000.00	199.00	104.0%
7575 · Miscellaneous				
7575b · Square Fee	271.99			
7575 · Miscellaneous - Other	2,038.54	1,500.00	538.54	135.9%
Total 7575 · Miscellaneous	2,310.53	1,500.00	810.53	154.0%
Total 7499 · Office Expense	16,789.98	20,100.00	-3,310.02	83.5%
7999 · Contracts/Services				
8000 · Workshops, Travel & Dues	2,015.52	4,000.00	-1,984.48	50.4%
8010 · Adult Library Programs				
8010a · Harbes Pass Program	-475.00			
8011 · Aquarium Tickets	-1,554.00			
8011a · L.I.Science Center Tickets	90.00			
8012 · L.I.Game Farm Tickets	-30.00			
8017 · Adult Programs	7,131.35			
8010 · Adult Library Programs - Other	0.00	9,000.00	-9,000.00	0.0%
Total 8010 · Adult Library Programs	5,162.35	9,000.00	-3,837.65	57.4%
8015 · Young Adult Library Programs	3,864.04	5,500.00	-1,635.96	70.3%
8020 · Children Library Programs	4,788.79	5,500.00	-711.21	87.1%
8030 · Service Contracts	6,784.88	8,000.00	-1,215.12	84.8%
8040 · Telecommunications	9,073.31	14,000.00	-4,926.69	64.8%
8050 · Accounting Services	9,943.75	10,500.00	-556.25	94.7%
8055 · Legal Services	0.00	1,000.00	-1,000.00	0.0%
8060 · SCLS Services	5,225.00	16,800.00	-11,575.00	31.1%
8070 · Marketing				
8071 · Newsletter Printing	14,340.00			
8070 · Marketing - Other	13,212.00	44,000.00	-30,788.00	30.0%
Total 8070 · Marketing	27,552.00	44,000.00	-16,448.00	62.6%
Total 7999 · Contracts/Services	74,409.64	118,300.00	-43,890.36	62.9%
Total Expense	886,678.31	1,177,310.00	-290,631.69	75.3%
Net Ordinary Income	101,247.13	0.00	101,247.13	100.0%
Net Income	101,247.13	0.00	101,247.13	100.0%

04/10/24

Southold Free Library

Monthly Budget Report

March 2024

	Mar 24
Ordinary Income/Expense	
Income	
5000 · School District	96,254.75
5012 · Pilot Revenue	4,489.80
5100 · NYS Education	196.00
5200 · Interest/Investments	23.27
5250 · Lost/Paid Material	21.99
5275 · Photocopies & PC Printouts	246.35
5500 · Contributions	
5502 · Small Cash Contributions	12.00
5500 · Contributions - Other	20.00
Total 5500 · Contributions	32.00
5525 · Friends Contributions	343.03
5600 · Miscellaneous	-12.00
Total Income	101,595.19
Gross Profit	101,595.19
Expense	
6000 · Friends Reimbursement	1,000.00
6099 · Personnel	
6100 · Salaries	37,680.14
6110 · Social Security	2,877.20
6120 · NYS Unemployment Ins.	440.82
6130 · Worker's Comp.	1,056.00
6140 · Disability Insurance	-209.68
6150 · Full Time Benefit	6,063.14
6160 · ADP/Paychex Charge	241.64
6170 · Retirement	1,087.56
Total 6099 · Personnel	49,236.82
6499 · Library Materials	
6500 · Books	2,738.91
6505 · e-books	59.28
6510 · Newspapers	461.46
6531 · DVD's	238.49
6555 · Software	-129.96
6570 · Miscellaneous	250.00
Total 6499 · Library Materials	3,618.18
7000 · Operations/Maintenance	
7005 · Maintenance/Building	3,591.00
7020 · Maintenance/Equipment	723.75
7030 · Maintenance/Grounds	2,800.00
7035 · Fixed Assets	
7039 · Furniture & Equipment	802.62
Total 7035 · Fixed Assets	802.62
7040 · Equipment Purchase	275.42
7060 · Insurance	1,912.00
7070 · Fuel	748.86
7080 · Utilities	1,248.91
7095 · Water	112.22
Total 7000 · Operations/Maintenance	12,214.78
7499 · Office Expense	
7500 · Supplies	996.92
7525 · Telephone	120.15

04/10/24

Southold Free Library
Monthly Budget Report
March 2024

	<u>Mar 24</u>
7550 · Postage	68.00
7575 · Miscellaneous	
7575b · Square Fee	37.71
7575 · Miscellaneous - Other	0.00
	<u>37.71</u>
Total 7575 · Miscellaneous	37.71
Total 7499 · Office Expense	1,222.78
7999 · Contracts/Services	
8000 · Workshops, Travel & Dues	479.50
8010 · Adult Library Programs	
8011 · Aquarium Tickets	-729.00
8017 · Adult Programs	360.15
	<u>-368.85</u>
Total 8010 · Adult Library Programs	-368.85
8015 · Young Adult Library Programs	427.36
8020 · Children Library Programs	983.69
8030 · Service Contracts	2,465.97
8040 · Telecommunications	223.12
8070 · Marketing	
8071 · Newsletter Printing	3,585.00
8070 · Marketing - Other	1,592.00
	<u>5,177.00</u>
Total 8070 · Marketing	5,177.00
Total 7999 · Contracts/Services	9,387.79
Total Expense	76,680.35
Net Ordinary Income	24,914.84
Net Income	<u>24,914.84</u>

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Southold Free Library

Monthly Expense Report

March 2024

Date	Name	Memo	Amount
6499 · Library Materials			
6500 · Books			
03/01/2024	Gale		-107.98
03/01/2024	MicroMarketing, LLC	Melissa	-103.45
03/01/2024	MicroMarketing, LLC	Dana	-293.70
03/01/2024	MicroMarketing, LLC	Penny	-39.49
03/01/2024	MicroMarketing, LLC	Penny	-19.99
03/01/2024	MicroMarketing, LLC	Penny	-15.99
03/01/2024	MicroMarketing, LLC	Dana	-101.53
03/01/2024	Baker & Taylor		-602.40
03/01/2024	Baker & Taylor		-64.03
03/05/2024	MicroMarketing, LLC	Penny	-15.99
03/05/2024	MicroMarketing, LLC	Dana	-11.99
03/05/2024	MicroMarketing, LLC	Dana	-31.18
03/05/2024	MicroMarketing, LLC	Dana	-64.20
03/05/2024	Gale		-136.45
03/05/2024	Gale		-111.71
03/06/2024	Gale		-30.39
03/07/2024	MicroMarketing, LLC	Dana	-13.56
03/07/2024	MicroMarketing, LLC	Dana	-14.37
03/12/2024	Petty Cash	Adult-Indian Muse...	-30.00
03/12/2024	MicroMarketing, LLC	Children	-13.59
03/12/2024	MicroMarketing, LLC	Penny	-18.42
03/12/2024	MicroMarketing, LLC	Penny	-103.44
03/14/2024	MicroMarketing, LLC	Dana	-19.99
03/14/2024	MicroMarketing, LLC	Melissa	-45.56
03/14/2024	MicroMarketing, LLC	Penny	-63.16
03/15/2024	Bank of America (4318)	Adult	-21.38
03/15/2024	Bank of America (4318)	Children	-133.94
03/15/2024	Bank of America (5025)	YA	-47.46
03/15/2024	Gale		-113.21
03/15/2024	Gale		-27.74
03/19/2024		Books for Babies	56.97
03/19/2024	MicroMarketing, LLC	Melissa	-28.00
03/19/2024	MicroMarketing, LLC	Penny	-34.38
03/19/2024	MicroMarketing, LLC	Melissa	-98.66
03/21/2024	MicroMarketing, LLC	Dana	-218.55
Total 6500 · Books			-2,738.91
6510 · Newspapers			
03/01/2024	Southold Pharmacy		-461.46
Total 6510 · Newspapers			-461.46
6531 · DVD's			
03/01/2024	Midwest Tape		-38.48
03/04/2024	Midwest Tape		-118.25
03/11/2024	Midwest Tape		-28.68
03/19/2024	Midwest Tape		-53.08
Total 6531 · DVD's			-238.49
6555 · Software			
03/15/2024	Bank of America (5025)	YA Games & Acc'y	129.96
Total 6555 · Software			129.96
6570 · Miscellaneous			
03/01/2024	SCLS	Bird Watching Kit	-250.00
Total 6570 · Miscellaneous			-250.00
Total 6499 · Library Materials			-3,558.90
7000 · Operations/Maintenance			
7005 · Maintenance/Building			
03/01/2024	C's Home & Office Managem...		-3,000.00
03/01/2024	North Fork Sanitation, Inc.		-111.00

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Southold Free Library
Monthly Expense Report
March 2024

Date	Name	Memo	Amount
03/21/2024	Able Locksmith Inc.		-480.00
Total 7005 · Maintenance/Building			-3,591.00
7020 · Maintenance/Equipment			
03/01/2024	Kolb Service Corp.		-216.25
03/05/2024	Kolb Service Corp.		-200.00
03/11/2024	Kolb Service Corp.		-307.50
Total 7020 · Maintenance/Equipment			-723.75
7030 · Maintenance/Grounds			
03/01/2024	C. Mohr Landscaping, Inc.		-1,035.00
03/06/2024	C. Mohr Landscaping, Inc.		-970.00
03/06/2024	C. Mohr Landscaping, Inc.		-370.00
03/18/2024	C. Mohr Landscaping, Inc.		-425.00
Total 7030 · Maintenance/Grounds			-2,800.00
7035 · Fixed Assets			
7039 · Furniture & Equipment			
03/15/2024	Bank of America (4318)	HP Essential	-802.62
Total 7039 · Furniture & Equipment			-802.62
Total 7035 · Fixed Assets			-802.62
7040 · Equipment Purchase			
03/15/2024	Bank of America (4318)	Seed Cabinet	-275.42
Total 7040 · Equipment Purchase			-275.42
7060 · Insurance			
03/12/2024	Utica National Ins. Group		-1,912.00
Total 7060 · Insurance			-1,912.00
7070 · Fuel			
03/08/2024	Burt's Reliable-Cottage		-748.86
Total 7070 · Fuel			-748.86
7080 · Utilities			
03/01/2024	PSEGLI		-1,183.74
03/01/2024	SCWA		-65.17
Total 7080 · Utilities			-1,248.91
7095 · Water			
03/02/2024	ReadyRefresh		-112.22
Total 7095 · Water			-112.22
Total 7000 · Operations/Maintenance			-12,214.78
7499 · Office Expense			
7500 · Supplies			
03/01/2024	Demco, Inc.		-63.19
03/01/2024	Southold Pharmacy		-10.82
03/01/2024	W.B.Mason, Inc.		-22.90
03/01/2024	W.B.Mason, Inc.		-52.62
03/01/2024	W.B.Mason, Inc.		-104.30
03/12/2024	Petty Cash	Winterfest	-23.98
03/12/2024	Southold Hardware		-7.58
03/15/2024	Bank of America (4318)		-612.43
03/15/2024	Bank of America (5025)		-99.10
Total 7500 · Supplies			-996.92
7525 · Telephone			
03/08/2024	Optimum		-120.15

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Southold Free Library

Monthly Expense Report

March 2024

Date	Name	Memo	Amount
Total 7525 · Telephone			-120.15
7550 · Postage			
03/12/2024	Petty Cash		-68.00
Total 7550 · Postage			-68.00
7575 · Miscellaneous			
03/05/2024	Void	Voided Check	
Total 7575 · Miscellaneous			0.00
Total 7499 · Office Expense			-1,185.07
7999 · Contracts/Services			
8000 · Workshops, Travel & Dues			
03/04/2024	Southold Historical Museum	Museum Pass	-150.00
03/15/2024	Bank of America (5025)	LI Lib Conference	-285.00
03/15/2024	Bank of America (5025)	EAP Staff Workshop	-44.50
Total 8000 · Workshops, Travel & Dues			-479.50
8015 · Young Adult Library Programs			
03/04/2024		Eclipse	10.00
03/05/2024		Tween Rabbit Decor	12.00
03/05/2024	Theresa's Programs, LLC	Sour Candy Tast T...	-350.00
03/08/2024		Babysitting	15.00
03/11/2024		Babysitting	75.00
03/11/2024	Penny Kelley {Reimb}	2 SCLS Meetings	-104.52
03/11/2024	SCLS	Motion Picture Lic ...	-87.49
03/12/2024		Babysitting	15.00
03/15/2024	Bank of America (5025)	Supplies & Cricut	-52.35
03/25/2024		Babysitting	15.00
03/26/2024		Babysitting	15.00
03/28/2024		Eclipes	10.00
Total 8015 · Young Adult Library Programs			-427.36
8020 · Children Library Programs			
03/05/2024	Carmen Campos	Dia de los libros	-200.00
03/05/2024	Christine Lehat	Spring Candle	-275.00
03/05/2024	JoAnne Vitiello	Zumba Kids Junior...	-180.00
03/05/2024	Mary Hasel	Storytime Yoga 3 ...	-300.00
03/14/2024		Sq Yoga	5.00
03/15/2024	Bank of America (5025)		-108.69
03/18/2024		Sq-Bananas	5.00
03/19/2024		Yoga	10.00
03/22/2024		Sq Yoga	5.00
03/25/2024		Sq Stick Day	15.00
03/26/2024		Storytime Yoga	10.00
03/26/2024		Tot's Night Out	5.00
03/27/2024		Yoga	10.00
03/28/2024		Yoga	5.00
03/29/2024		Yoga	10.00
Total 8020 · Children Library Programs			-983.69
8030 · Service Contracts			
03/01/2024	Suffolk Security Systems		-173.85
03/01/2024	Champion Elevator		-1,155.58
03/04/2024	Advanced Imaging Systems		-136.54
03/15/2024	McBurnie Tent Rental	June to August Te...	-1,000.00
Total 8030 · Service Contracts			-2,465.97
8040 · Telecommunications			
03/08/2024	Optimum		-223.12
Total 8040 · Telecommunications			-223.12
8070 · Marketing			

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Southold Free Library
Monthly Expense Report
March 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/01/2024	Rogers Memorial Library	Voz Latina Ad	-192.00
03/06/2024	Right Now Marketing, Ltd.		-1,400.00
	Total 8070 · Marketing		-1,592.00
	Total 7999 · Contracts/Services		-6,171.64
TOTAL			-23,130.39

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Southold Free Library

Monthly Income Report

March 2024

Date	Name	Memo	Amount
5000 · School District			
03/19/2024		3/24	96,254.75
Total 5000 · School District			96,254.75
5100 · NYS Education			
03/26/2024		2023final 10%	196.00
Total 5100 · NYS Education			196.00
5200 · Interest/Investments			
03/31/2024		Interest	23.27
Total 5200 · Interest/Investments			23.27
5250 · Lost/Paid Material			
03/05/2024		Deposit	8.99
03/19/2024		Deposit	13.00
Total 5250 · Lost/Paid Material			21.99
5275 · Photocopies & PC Printouts			
03/05/2024		Deposit	59.00
03/11/2024		Deposit	10.35
03/19/2024		Deposit	83.00
03/25/2024		Sq	33.00
03/26/2024		Deposit	61.00
Total 5275 · Photocopies & PC Printouts			246.35
5500 · Contributions			
03/19/2024		Notary Appreciation	20.00
Total 5500 · Contributions			20.00
5525 · Friends Contributions			
03/05/2024		Art Class	400.00
03/19/2024		Books for Babies	-56.97
Total 5525 · Friends Contributions			343.03
5600 · Miscellaneous			
03/05/2024	Void	Voided Check	
03/15/2024	Bank of America (4318)	Google - Credit due	-12.00
Total 5600 · Miscellaneous			-12.00
TOTAL			97,093.39